

- Approver receives an email from **[purchasing@messiah.edu](mailto:purchasing@messiah.edu)** when a requisition requires approval.
- Click on the link in the email to login and review the requisition.
- Alternately, login to MC OneSource, **<https://messiah.unimarket.com>**. Click the **tasks icon** at the top of the page in the gray bar and click on **approvals**.

Approval Required  
Requisition RR100294 for Daisy Anderson

Description	Supplier	Account Code	Qty	Distribution	Percentage	Unit Price	Subtotal
Monthly fee	Airgas	2740-6456	1	\$1000.00	(100.00%)	\$1,000	\$1,000.00
Subtotal							\$1,000.00
Shipping							\$0.00
<b>TOTAL</b>							<b>\$1,000.00</b>

Justification  
Monthly fees for Daisy Anderson

[Please login to approve or decline this requisition.](#)

- Requisitions requiring approval will be listed.
- Type indicates what kind of requisition needs approving. (If a **blanket**, see last page for additional special instructions.)
- Click on **requisition number** to view the order.

### Approvals

You are currently available and will receive approval requests.

 Change Availability >

Requisitions 1 Expenses

Approval State * <span>Pending</span> <span>▼</span>		Buyer <span>_____</span> <span>▼</span>	
Approval Task Date From <span>8/1/2014</span> <span>7</span>	Approval Task Date To <span>1/30/2015</span> <span>7</span>		
Requisition Number <span>_____</span>			

Search

Requisition	Buyer	Supplier	Type	Created Date	Total	
<u>RR100294</u>	Daisy Anderson	Airgas	<u>Retrofit</u>	9/11/2014 2:38 PM	\$1,000.00	<span style="color: red;">✖</span> Approve / Decline

- Read required justification and view attachments by clicking on the blue link.
- Review the **items, pricing** and the **org-account coding**.
- Click **Actions**
- Click **Approve/Decline** at the top of the page.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

Airgas Search

**Airgas** Retrofit Requisition RR100294

Messiah College > Airgas

Actions: **Approve / Decline** Edit

Retrofit Requisition		Order	
Requisition Number	RR100294	Order	
Buyer	Daisy Anderson	Originators	
Requisition Date	9/11/2014 2:38 PM	Order Date	9/11/2014 12:00 AM
State	Pending	Order Submission	Do not Send
Organization Unit		Approval Chain	
Retrofit Order	Yes	Created from Invoice	987654321

**Ship To**    **Bill To**

Attn: Suite 3012, Daisy Anderson  
CENTRAL RECEIVING (CREC)  
ONE COLLEGE AVENUE  
MECHANICSBURG, PA 17055  
United States

717-766-2511  
anderson@messiah.edu

**Justification**

**Justification** Monthly food and dues for Daisy Anderson.

**Attachments** Email correspondence.docx (12.2K)

**Approvals**

On Behalf Of ✔ Approved

Purchasing Approval: Purchasing ✔ Approved

Approver	Created Date	Completed Date	Level	Type	
Purchasing Group			[\$999,999,999.99]		✔ Approved

Donna Brosious

Sherry Rudasill

**ORGN Code Delegated Approval: 2740 - Procurement [2740-6456-]** In Progress

Approver	Created Date	Completed Date	Level	Type	
Controller			[\$24,999.99] (\$24,999.99)		Escalate
David Walker	9/11/2014 2:38 PM				
VP Finance - Walker			[\$99,999.99] (\$99,999.99)		Escalate
David Walker	9/11/2014 2:38 PM				
ABarnes			[\$999,999,999.99] (\$999,999,999.99)		In Progress
Anne Barnes	9/14/2014 2:38 PM				

**Airgas**

Product	State	Qty.	Price	Subtotal	
<b>Monthly Dues</b>	Pending	1	\$500.00 / Each	\$500.00	Details
Account 2740-6456					
Approvers Anne Barnes, David Walker					
<b>Food &amp; Drinks</b>	Pending	1	\$500.00 / Each	\$500.00	Details
Account 2740-6456					
Approvers Anne Barnes, David Walker					

- Click **Approve** if all information is satisfactory. A reason is not mandatory but may be entered.

Approve/Decline Requisition RR100224.

Reason

**Approve** Decline Cancel

- Approval has been completed and requisition will be forwarded through the remainder of the approval queue.
- The order is automatically placed with the supplier following final approval.

**BIO-RAD** Requisition RR100253  
Messiah College > Bio-Rad Laboratories

Actions: Refresh Approval Validation

• You have approved this requisition.

Requisition		Order	
Requisition Number	RR100253	Order	
Buyer	Sherry Rudasill srudasill@messiah.edu	Originators	
Requisition Date	6/5/2014 9:49 AM	Order Date	
State	Pending	Order Submission	Send Electronically
Organization Unit	Purchasing Org Unit	Approval Chain	

Supplier	Ship To	Bill To
Bio-Rad Laboratories 706 Giddings Ave Annapolis, MD 21401 United States		

Justification  
Justification New lamp needed for admin assistant's desk

Approvals  
On Behalf Of Purchasing Approval: Purchasing

Approver	Created Date	Completed Date	Level	Type	
Purchasing Group			[\$999,999,999.99] [\$999,999,999.99]		Approved
Donna Brosious	6/5/2014 9:49 AM	6/5/2014 10:13 AM			Approved
Daisy Anderson					

ORGN Code Delegated Approval: 2740 - Procurement [2740-6320-]

Approver	Created Date	Completed Date	Level	Type	
Controller			[\$24,999.99] (\$24,999.99)		In Progress
David Walker	6/5/2014 10:13 AM				In Progress

Items

Product	State	Qty.	Price	Subtotal	
BIO-RAD Desk Lamp Account 2740-6320- Approvers David Walker	Pending	1	\$15.99 / Each	\$15.99	Details

- Click on the **home** icon and verify there is no number next to **tasks icon** in the gray bar. This verifies that all tasks have been completed.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

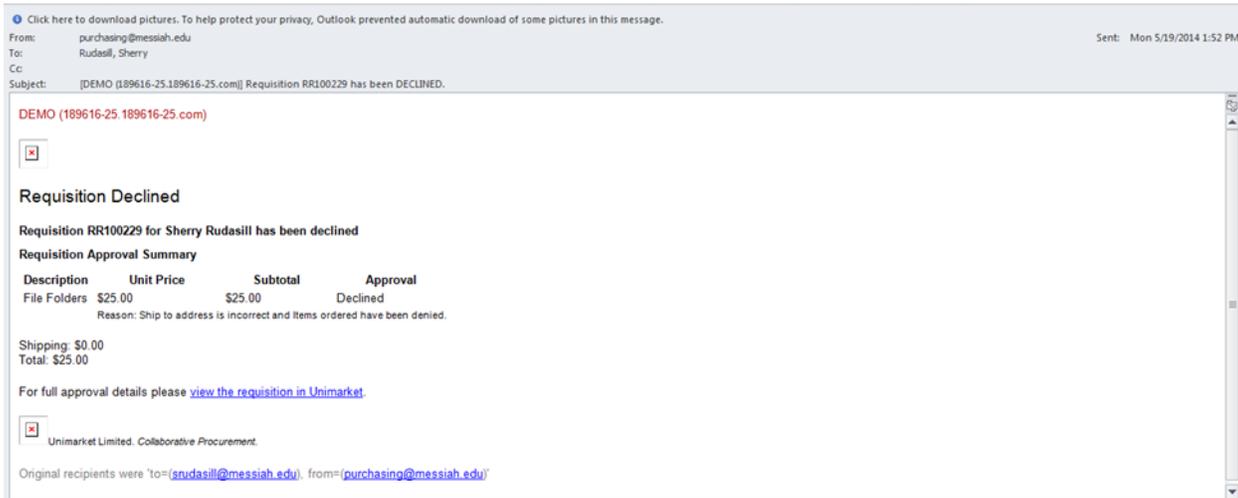
- Click **Decline** if information is incorrect or unsatisfactory. A reason must be included when declining a requisition.

Approve / Decline Requisition RR100230.

Reason Items ordered are not within budget department guidelines.

Approve Decline Cancel

- An email notification will be sent directly to the buyer.
- If appropriate, the buyer can correct the requisition and send it through the process again.



- For **Blanket Orders**, please note that this will be a **one-time** only approval. All purchases/invoices applied to an approved blanket order are not separately approved by approvers.
- Review the **Limit**, **Valid From** and **Valid To** dates.
- Verify that the **Account Coding** is correct and that **Release Order Coding is NOT ALLOWED** is displayed.
- Review **Description** and **Justification** along with any **attachments** such as contracts or quotes.

Blanket Requisition RR100652 Actions: Validation

Messiah College > Viscom Marketing Inc.

Blanket Requisition		Supplier	Ship To	Bill To
Requisition Number	RR100652	Viscom Marketing Inc. 914 16th Street ( Rear ) New Cumberland, PA 17070 United States		
Buyer	Annie Minicuci aminicuci@messiah.edu	Originators		
Name	Wide Format Printing			
Limit	\$2,500.00 (Hidden)	Requisition Date 7/18/2014 2:35 PM		
Organization Unit	Purchasing Org Unit	Approval Chain		
Valid From	7/18/2014	Valid To 1/7/2015		
State	Approved	Account Code 3075-6424- Release Order Coding is NOT ALLOWED.		
Alert Date	12/19/2014	Alert Amount \$2,000.00		
Description	blanket PO for miscellaneous wide format print needs over next few months. Viscom is our preferred provider and has free pick up and delivery.			
Justification	Justification blanket PO for miscellaneous wide format print needs over next few months. Viscom is our preferred provider and has free pick up and delivery.			