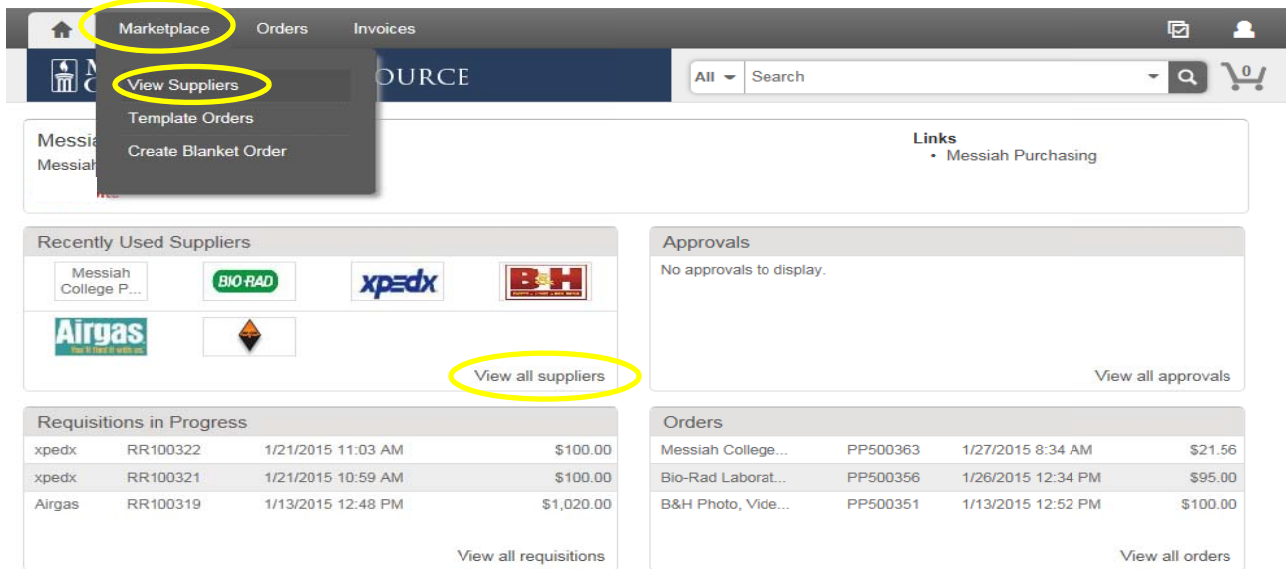
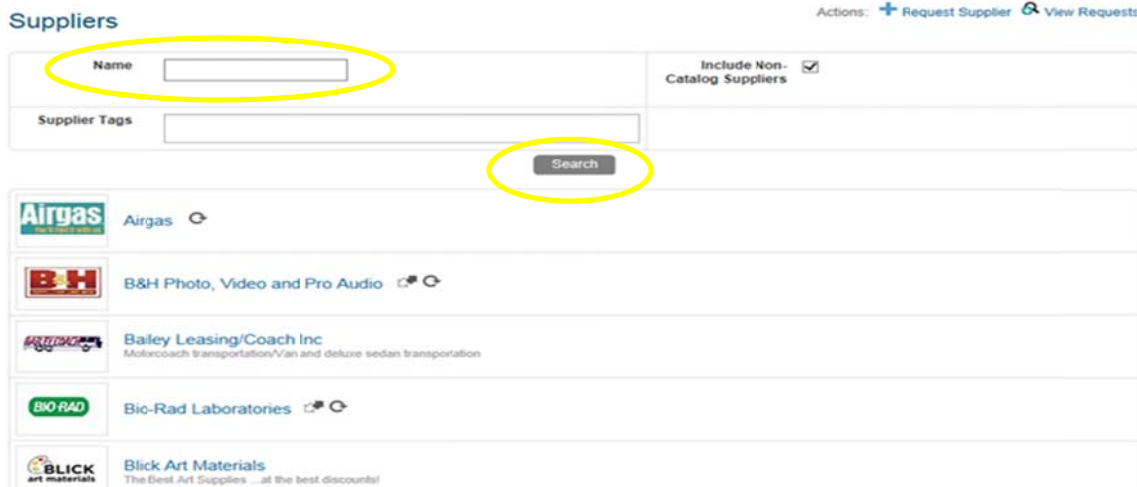


- Logon to <https://messiah.unimarket.com>, this is your dashboard.
- Hover over Marketplace and then click on **View Suppliers**. Alternately, click **View all suppliers**.



The screenshot shows the OneSource dashboard. The 'Marketplace' menu is highlighted in yellow, and the 'View Suppliers' option is also highlighted. Below the menu, there are sections for 'Recently Used Suppliers' (listing Messiah College P..., BIO-RAD, xpedx, B&H, and Airgas), 'Approvals' (No approvals to display), 'Requisitions in Progress' (listing xpedx and Airgas), and 'Orders' (listing Messiah College..., Bio-Rad Laborat..., and B&H Photo, Vide...). The 'View all suppliers' link is circled in yellow.

- Type in the supplier name and click **Search** or scroll through the supplier list. (Keep in mind that one word of the name is a better way to search.)



The screenshot shows the 'Suppliers' search page. The 'Name' input field is circled in yellow, and the 'Search' button is also circled in yellow. The page lists several suppliers: Airgas, B&H Photo, Video and Pro Audio, Bailey Leasing/Coach Inc, Bio-Rad Laboratories, and Blick Art Materials.

- Click punchout/catalog. (Purchaser will be directed to the Supplier's site.)

The screenshot shows the MC OneSource interface for the B&H Photo, Video and Pro Audio supplier. At the top, there are navigation links for Marketplace, Orders, and Invoices. Below that, the supplier name and logo are displayed. A search bar contains 'B&H Photo, V...'. The main content area has tabs for Store, Supplier Details, Requisitions, Orders, Quotes, and RFQs. Under the 'Categories' section, the 'B&H Photo E&I Punchout' link is highlighted with a yellow circle. Below it is a link to 'Create a Non-Catalog Item'.

- Find desired item(s) and add them to the shopping cart.

The screenshot shows the B&H Photo website product page for a Canon EOS Rebel T3i DSLR camera. The page includes a search bar at the top, a navigation breadcrumb 'Home > Photography > Digital Cameras', and a product listing. The product is 'Canon EOS Rebel T3i DSLR Camera with EF-S 18-55mm IS II Lens Kit'. The price is listed as \$547.90, with a list price of \$1,100.00 and a 50% discount. The 'ADD TO CART' button is circled in yellow.

- Additional items can be added by repeating the above steps. When all items have been added, click on the **shopping cart**, click on **Checkout or Punchout**. (Purchaser will be directed back to the MC OneSource site. When asked if you want to close this tab, click **Yes**.)

The screenshot shows the B&H Photo checkout page. It features a 'Special Offers' section, 'Helpful Links', and a 'Calculate Shipping & Tax' section. The shipping and tax calculation shows a subtotal of \$1,345.90. The 'PUNCHOUT' button is circled in yellow.

- The Shopping Cart is now displayed. (Item quantities can be adjusted from this page.) If everything is correct, click **Checkout**.

Shopping Cart

Actions: [+ Create Template](#) [✖ Clear Shopping Cart](#)

Product	Quantity	Price	Subtotal
<input checked="" type="checkbox"/> PIXPRO SL10 SMART LENS Digital Camera Module for Smartphones (Black) (KOSL10B) Kodak	1	\$162.21 / Each	\$162.21 Details
<input checked="" type="checkbox"/> EOS 7D Mark II DSLR Camera (Body Only) (CAE7D2) Canon	1	\$1,756.62 / Each	\$1,756.62 Details
			Supplier Total: \$1,918.82

[Checkout](#)

- The Checkout page is now displayed. Verify that the **Ship To** information is correct. **For **Guernsey** orders only, type building name and office number **PRIOR** to name. (For example: Hoffman 303, Sherry Rudasill)
- **Bill To** should default to Accounts Payable. If not, please click on the drop down arrow and make the selection.

Checkout

Locations: GRANTHAM CAMPUS / ACCOUNTS PAYABLE

Ship To * GRANTHAM CAMPUS

Bill To * ACCOUNTS PAYABLE



Attn * Sherry Rudasill-Suite 301;
GRANTHAM CAMPUS [CREC]
ONE COLLEGE AVENUE
MECHANICSBURG, PA 17055
United States

Attn:ACCOUNTS PAYABLE
ACCOUNTS PAYABLE [ACTPAY]
ONE COLLEGE AVENUE
SUITE 3012
MECHANICSBURG, PA 17055
United States

- Click on the **calendar** next to the Delivery Date box. (If purchasing more than one item, use the blue down arrow to the right to copy the delivery date down for all other items.)

B&H Photo, Video and Pro Audio



+ Add Notes

Product	Qty.	Subtotal	Tax
 PIXPRO SL10 SMART LENS Digital Camera Module for Smartphones (Black) (KOSL10B) Unit Price: \$162.21 / Each Delivery Date: 1/7/15 :00 PM Account: Jan 2015	1	\$162.21	\$0.00
 EOS 7D Mark II Unit Price: \$1,756.62 / Each Delivery Date: [Calendar]	1	\$1,756.62	\$0.00
Subtotal		\$1,918.83	

- In the first box, type the Org. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used for a search.)

B&H Photo, Video and Pro Audio



+ Add Notes

Product	Qty.	Subtotal	Tax
 PIXPRO SL10 SMART LENS Digital Camera Module for Smartphones (Black) (KOSL10B) Unit Price: \$162.21 / Each Delivery Date: 1/30/2015 7:12 :00 PM Account: 27	1	\$162.21	\$0.00
 EOS 7D Mark II Unit Price: \$1,756.62 / Each Delivery Date: [Dropdown]	1	\$1,756.62	\$0.00
Subtotal		\$1,918.83	
Shipping		\$0.00	\$0.00



- In the second box, type the account code. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)
- If applicable, type the activity code in the third box.

B&H Photo, Video and Pro Audio

+ Add Notes

Product	Qty.	Subtotal	Tax
 PIXPRO SL10 SMART LENS Digital Camera Module for Smartphones (Black) (KOSL10B) Unit Price: \$162.21 / Each Delivery Date: 1/30/2015 7:12 :00 PM Account: 2740 632	1	\$162.21	\$0.00
 EOS 7D Mark II DSLR Came Unit Price: \$1,756.62 / Each Delivery Date: 1/30/2015 7:12 :00 PM Account: [Dropdown]	1	\$1,756.62	\$0.00

- If purchasing more than one item but allocating all to the same org/account, use the blue down arrow to the right of the account boxes to copy the org/account allocation down for all other items. Make sure each item has the correct org/account/activity code allocation.

Product	Qty.	Subtotal	Tax
 PIXPRO SL10 SMART LENS Digital Camera Module for Smartphones (Black) (KOSL10B) Unit Price: \$162.21 / Each	1	\$162.21	\$0.00
Delivery Date: 1/30/2015 7:12:00 PM Account: 2740 6320			
 EOS 7D Mark II DSLR Camera (Body Only) (CAE7D2) Unit Price: \$1,756.62 / Each	1	\$1,756.62	\$0.00
Delivery Date: 1/30/2015 7:12:00 PM Account: 2740 6320			

- If any delivery instructions are needed, type them into the Delivery Notes box. This information **will print** on the Purchase Order and be seen by Supplier.
- If there is a quote/correspondence from **this** Supplier, save as a pdf, click **Add Attachment**, browse to find the correct file and click **Add**.
- If this requisition is associated with a blanket order, click the down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Manually, **do not** change.

Delivery Notes Please deliver to Third floor, Room 303, Hoffman Building	Order Attachments + Add Attachment B & H Supplier Quote #123456.pdf (33.6K) Delete
Blanket Order [Dropdown]	Order Receiving * Receive Manually [Dropdown]

- In the Justification box, give an explanation why the purchase is being made. This is important information and necessary for IRS audit purposes.
- If there are any attachments (email requests, other supplier quotes, etc.), save as pdf, click on the **Add Attachment** link in the Justification Attachments' box, browse to find the correct file, click **Add**. The Supplier **will not** see these attachments.
- When all steps are completed, click on **Checkout**.

Justification Student photography trip -- July 30 -...	
Justification * Student photography trip -- July 30 - August 5, 2014.	Justification Attachments + Add Attachment Justification Type: None [Dropdown]
Checkout Save Cancel	

- Click **Save** if you need to stop but want to come back to complete the order at a later time.
- Click **Cancel** to cancel the order. Items will remain in shopping cart until deleted.