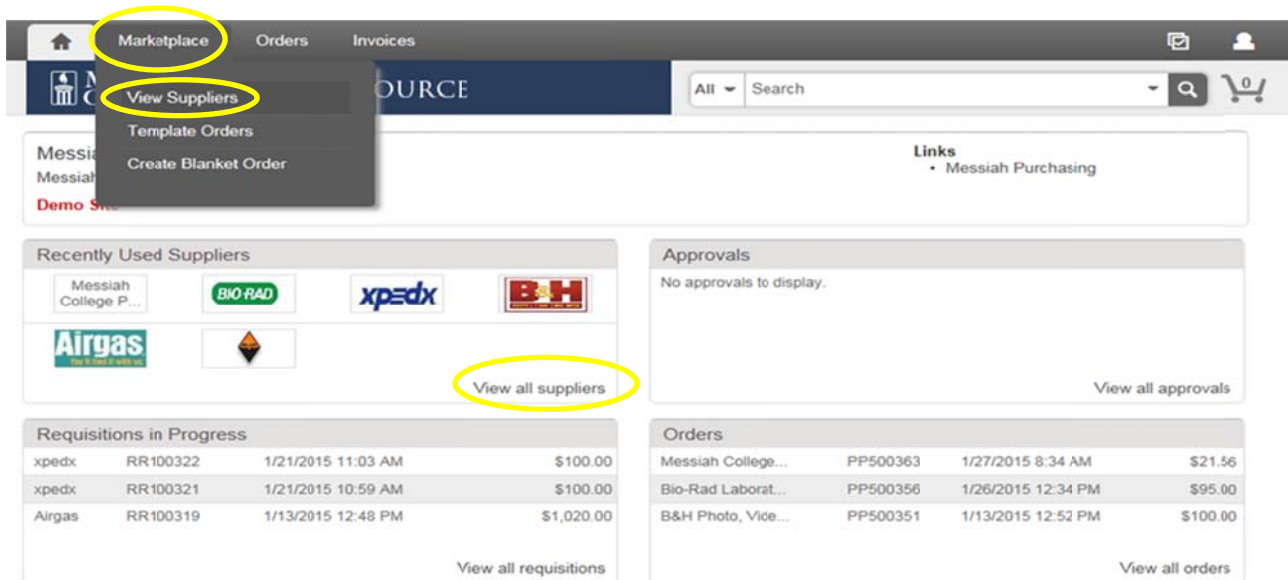


- Logon to <https://messiah.unimarket.com>, this is your dashboard.
- Hover over Marketplace and click **View Suppliers**. Alternately, click **View all suppliers**.



Marketplace Orders Invoices

View Suppliers  
Template Orders  
Create Blanket Order

Links  
• Messiah Purchasing

Recently Used Suppliers

Messiah College P...  
BIO RAD  
xpedx  
B&H  
Airgas  
View all suppliers

Approvals  
No approvals to display.  
View all approvals

Requisitions in Progress

Supplier	Requisition Number	Date/Time	Amount
xpedx	RR100322	1/21/2015 11:03 AM	\$100.00
xpedx	RR100321	1/21/2015 10:59 AM	\$100.00
Airgas	RR100319	1/13/2015 12:48 PM	\$1,020.00

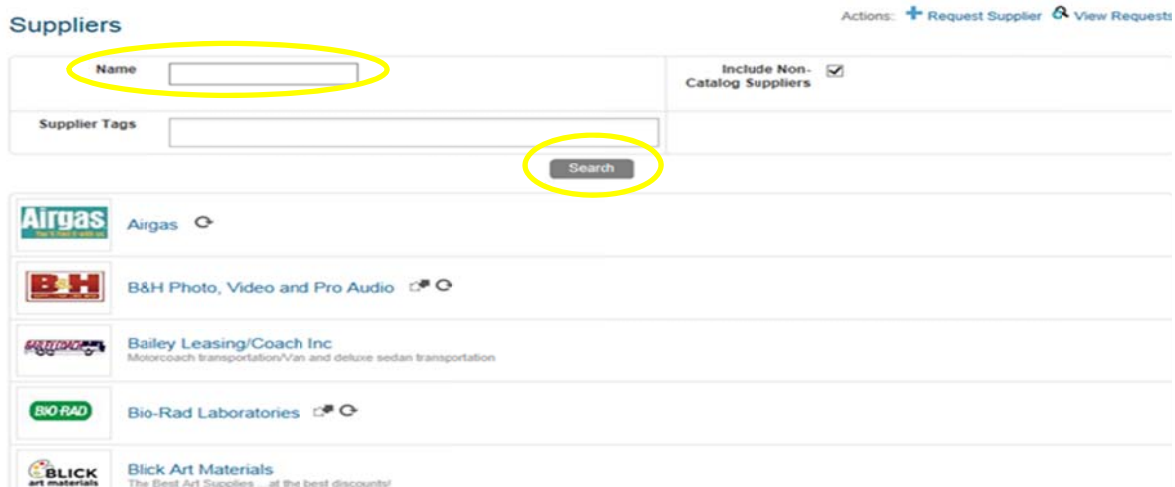
View all requisitions

Orders

Supplier	Order Number	Date/Time	Amount
Messiah College...	PP500363	1/27/2015 8:34 AM	\$21.56
Bio-Rad Laborat...	PP500356	1/26/2015 12:34 PM	\$95.00
B&H Photo, Vice...	PP500351	1/13/2015 12:52 PM	\$100.00

View all orders

- Type 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.)



Suppliers

Actions: + Request Supplier View Requests

Name

Supplier Tags

Search

Include Non-Catalog Suppliers

Airgas Airgas

B&H B&H Photo, Video and Pro Audio

Bailey Leasing/Coach Inc  
Motorcoach transportation/Van and deluxe sedan transportation

BIO RAD Bio-Rad Laboratories

BLICK Blick Art Materials  
The Best Art Supplies ... at the best discounts!

- Click **Create a Non-Catalog Item**.

MESSIAH COLLEGE MC ONE\$OURCE

B&H Photo, V... Search

B&H Photo, Video and Pro Audio

Messiah College > B&H Photo, Video and Pro Audio

Store Supplier Details Requisitions Orders Quotes RFQs

Categories

B&H Photo E&I Punchout  
E&I Pricing

Create a Non-Catalog Item »  
Manually enter the details of a non-catalog item

- Type item name. Click **Next**.

MESSIAH COLLEGE MC ONE\$OURCE

B&H Photo, V... Search

B&H Create a Non-Catalog Item

Messiah College > B&H Photo, Video and Pro Audio

Name Search Item Details

Item Name \* Paper

Item Type \* Non-Catalog Item

< Previous Next > Cancel 1 Add to cart

- Similar products from our premium suppliers will be listed. Search the items listed or click **Next**.

MESSIAH COLLEGE MC ONE\$OURCE

B&H Photo, V... Search

B&H Create a Non-Catalog Item

Messiah College > B&H Photo, Video and Pro Audio

Name Search Item Details

Products similar to "Paper" have been found in Unimarket

Please review these products before continuing

Suppliers

Holt Paper	Lindenmeyr Munroe Paper
Bishop Paper Company	Penn Jersey Paper Co
Pacific Papers	

Products and Services 384 listings. List 10 items per page. Sort by Relevance

	118567 PACKING PAPER 118567-133-1139951	\$8.19 / Each	Lowes	Duck Packing Paper, Protective wrap, Keeps items clean, Prevent scratching, 5.4 pounds of paper, approximately 140 sheets, View More Details	1 Add to cart
	295972 3M M1000 PAPER MASKER 295972-98-M1000	\$16.38 / Each	Lowes	3M Masking Paper/Plastic and Tape Dispenser M1000, Applies masking paper with masking tape, One easy step, Saves time, Applies paper with up to 12-inch width, View More Details	1 Add to cart

<<< 1 2 3 4 5 6 7 8 9 10 >>>

< Previous Next > Cancel 1 Add to cart

- Type in Unit Price. Adjust Unit of Measure, if necessary
- If applicable, please include details in the description box concerning the item along with the product code. Click **Add to cart**.

MESSIAH COLLEGE MC ONE\$OURCE B&H Photo, V... Search

**B&H** Create a Non-Catalog Item  
Messiah College > B&H Photo, Video and Pro Audio

Name Search Item Details

Name \* Paper

Unit Price \* \$ 10.99

Unit of Measure \* Each

Optional Details

Description

Product Code ?

Category Browse

Manufacturer Part ID ?

< Previous Next > Cancel 1 **Add to cart**

- Additional items can be added by repeating the above steps. When all items have been added, click the **shopping cart** icon in the gear bar at the top of the page.

MESSIAH COLLEGE MC ONE\$OURCE B&H Photo, V... Search

**B&H** Create a Non-Catalog Item  
Messiah College > B&H Photo, Video and Pro Audio

Name Search Item Details

Item Name \*

Item Type \* ? Non-Catalog Item

• Added item "Paper" to cart.

< Previous Next > Cancel 1 Add to cart

- 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"/> Paper	1	\$10.99 / Each	\$10.99
<input checked="" type="checkbox"/> File Folders	1	\$3.99 / Each	\$3.99
			Supplier Total: <b>\$14.98</b>

[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 307, Daisy Anderson)
- 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





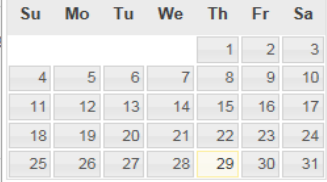
**Ship To \*** GRANTHAM CAMPUS

**Bill To \*** ACCOUNTS PAYABLE

**Attn \*** Daisy Anderson-Suite301  
 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.)

Product	Qty.	Subtotal	Tax
 <b>Paper</b> Unit Price: \$10.99 / Each Delivery Date: <input type="text" value="1/7/15"/> :00 PM 	<input type="text" value="1"/>	\$10.99	\$0.00
Account: <input type="text" value="Jan"/> 2015 			
 <b>File Folders</b> Unit Price: \$3.99 / Each Delivery Date: 	<input type="text" value="1"/>	\$3.99	\$0.00
Account: <input type="text"/>			
<b>Subtotal</b>		<b>\$14.98</b>	

- 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 to search.)

B&H Photo, Video and Pro Audio









 Add Notes

Product	Qty.	Subtotal	Tax
 <b>Paper</b> Unit Price: \$10.99 / Each Delivery Date: 1/30/2015  12 :00 PM 	<input type="text" value="1"/>	\$10.99	\$0.00
Account: <input type="text" value="27"/> 			
2700 - General Administration (Board) 2708 - United Way Campaign 2710 - President's Office 2711 - Institutional Events 2712 - Middle States Review 2713 - Commencement 2714 - Sustainability 2715 - Institutional Research 2716 - Institutional Review 2717 - Office of the Provost			
 <b>File Folders</b> Unit Price: \$3.99 / Each Delivery Date: <input type="text" value="1/30/2015"/> 	<input type="text" value="1"/>	\$3.99	\$0.00
Account: <input type="text"/>			
<b>Subtotal</b>		<b>\$14.98</b>	
<b>Shipping</b>		<b>\$20.00</b>	<b>\$0.00</b>

- 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.
- 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.

B&H Photo, Video and Pro Audio

 Add Notes

Product	Qty.	Subtotal	Tax
 <b>Paper</b> Unit Price: \$10.99 / Each Delivery Date: 1/30/2015  12 :00 PM 	<input type="text" value="1"/>	\$10.99	\$0.00
Account: <input type="text" value="2740"/> <input type="text" value="632"/>  			
6320 - Supplies-General Supplies 6322 - Supplies-Internal Chargeback 6329 - Supplies-Special Programs-Projects			
 <b>File Folders</b> Unit Price: \$3.99 / Each Delivery Date: 1/30/2015  12 :00 PM 	<input type="text" value="1"/>	\$3.99	\$0.00
Account: <input type="text"/>			

- 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.

The screenshot shows a form with four main sections:

- Delivery Notes:** A text box containing "Please deliver to Third floor, Room 303, Hoffman Building".
- Order Attachments:** A section with a "+ Add Attachment" button and a list of attachments, including "B & H Supplier Quote #123456.pdf (33.6K)" with a "Delete" button.
- Blanket Order:** A dropdown menu with a down arrow.
- Order Receiving:** A dropdown menu currently set to "Receive Manually".

- In the Justification box, give a detailed 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 a 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 complete, click **Checkout**.

The screenshot shows a form for the "Justification" section:

- Justification:** A text box containing "Student photography trip -- July 30 - August 5, 2014".
- Justification Attachments:** A section with a "+ Add Attachment" button.
- Justification Type:** A dropdown menu currently set to "None".
- Buttons:** "Checkout", "Save", and "Cancel" buttons are located at the bottom of the form.

- 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.