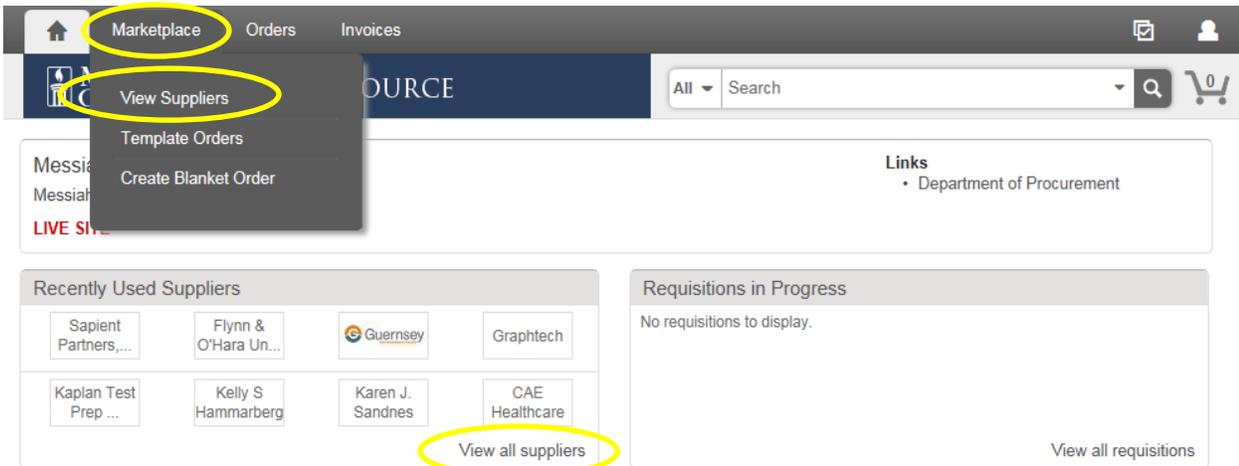
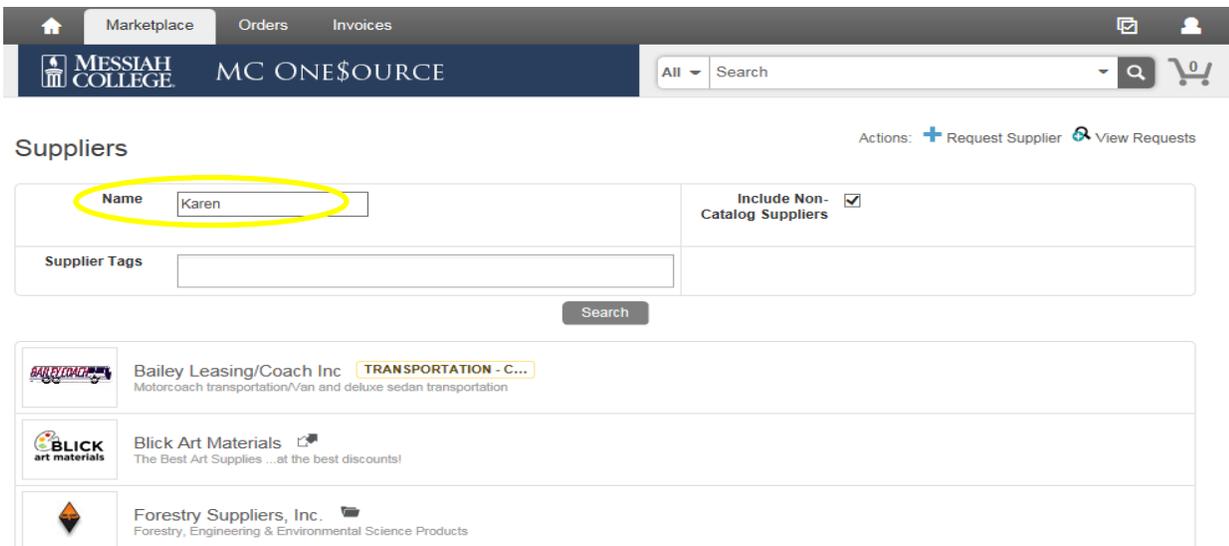


- Logon to <https://messiah.unimarket.com>, this is your dashboard.
- Hover over Marketplace and click **View Suppliers**. Alternately, click **View all suppliers**.



The screenshot shows the top navigation bar with 'Marketplace', 'Orders', and 'Invoices'. A dropdown menu is open under 'Marketplace', with 'View Suppliers' highlighted. Below the navigation, there are sections for 'Recently Used Suppliers' (listing Sapiant Partners, Flynn & O'Hara Un..., Guernsey, Graptech, Kaplan Test Prep, Kelly S Hammarberg, Karen J. Sandnes, and CAE Healthcare) and 'Requisitions in Progress' (showing no requisitions). A 'View all suppliers' link is circled in yellow at the bottom of the 'Recently Used Suppliers' section.

- Type the Honorarium's name and click Search. **Try typing just the first name or just the last name.



The screenshot shows the 'Suppliers' search page. The search bar contains the text 'Karen'. The 'Include Non-Catalog Suppliers' checkbox is checked. Below the search bar, there is a 'Search' button. The results section displays three supplier cards: 'Bailey Leasing/Coach Inc' (TRANSPORTATION - C...), 'Blick Art Materials' (The Best Art Supplies ... at the best discounts!), and 'Forestry Suppliers, Inc.' (Forestry, Engineering & Environmental Science Products).

- Click on the **Honorarium's name**.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

Actions: + Request Supplier View Requests

Suppliers

Name: Karen

Supplier Tags

Include Non-Catalog Suppliers

Search

Karen J. Sandnes HONORARIUM

Karen Jordan 02 - SUPPLIER REGIS...

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

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

Karen J. San... Search

Karen J. Sandnes

Messiah College > Karen J. Sandnes

Store Supplier Details Requisitions Orders

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

Create a Blanket Order »
Create a standing purchase order for a specified date range for the on-demand supply of goods and services.

- Item Name: Type Honorarium and the date(s) of event.
- Click **Next**.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

Karen J. San... Search

Create a Non-Catalog Item

Messiah College > Karen J. Sandnes

Name Search Item Details

Item Name * Honorarium - 02/19/15 & 02/20/15

< Previous Next > Cancel 1 Add to cart

- Type in Unit Price. Click **Add to cart**.

Create a Non-Catalog Item

Messiah College > Karen J. Sandnes

Name > Search > **Item Details**

Name *

Use Estimated Price

Unit Price *

Unit of Measure *

Optional Details

Description

Product Code

Category

Manufacturer Part ID

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

- If applicable, repeat steps to include Travel Reimbursements.
- Item Name: Type Travel Reimbursement – mileage, food, airfare, lodging etc. Click **Next**.



Create a Non-Catalog Item

Messiah College > Andrew Babyak

Name > Search > Item Details

Item Name *

< Previous Next > Cancel 1 Add to cart

- Type in Unit Price. For mileage reimbursements, the Unit Price must be “.54” (**Please be sure to use the current Mileage Rate as they may change**). Click on the down arrow in Unit of Measure and type Mile. Select Mile (based on US survey foot) (M52).

Create a Non-Catalog Item

Messiah College > Mary Test

Name > Search > **Item Details**

Name *

Use Estimated Price

Unit Price *

Unit of Measure *

Optional Details

Description

Mile (based on U.S. survey foot) (M52)

Mile (statute mile) (SMI)

Mile (statute mile) per second squared (M42)

Mile per hour (statute mile) (HM)

Mile per minute (M57)

Mile per second (M58)

- Include details in the description box regarding the reimbursement.
- Click in the box at the bottom of the page between Cancel and Add to Cart to change the Quantity. (For mileage, type the total miles traveled to be reimbursed.) Click Add to cart.

Name *

Use Estimated Price

Unit Price * \$

Unit of Measure *

Optional Details

Description

Product Code

Category

Manufacturer Part ID

< Previous Next > Cancel Add to cart

- Click the **shopping cart** icon in the gray bar at the top of the page.



Create a Non-Catalog Item

Messiah College > Karen J. Sandnes

Name Search Item Details

Item Name *

• Added item "Travel Reimbursement - Mileage" to cart.

< Previous Next > Cancel Add to cart

- The shopping cart is now displayed. If everything is correct, click **Checkout**.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

Actions:

Shopping Cart

Cart

Karen J. Sandnes

Product	Quantity	Price	Subtotal	
<input checked="" type="checkbox"/> Honorarium - 02/19/15 & 02/20/15	<input type="text" value="1"/> <input type="button" value="X"/>	\$500.00 / Each	\$500.00	<input type="button" value="Edit"/> <input type="button" value="Details"/>
<input checked="" type="checkbox"/> Travel Reimbursement - Mileage	<input type="text" value="1"/> <input type="button" value="X"/>	\$64.88 / Each	\$64.88	<input type="button" value="Edit"/> <input type="button" value="Details"/>
			Supplier Total: \$564.88	<input type="button" value="Checkout"/>

- The Checkout page is now displayed. Verify **Ship To** information is correct.
- **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 30
GRANTHAM CAMPUS [CREC]
ONE COLLEGE AVENUE
MECHANICSBURG, PA 17055
United States

Attn: ACCOUNTS PAYABLE
ACCOUNTS PAYABLE [ACTPAY]
accounts payable@messiah.edu
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.)

Karen J. Sandnes + Add Notes

Product	Qty.	Subtotal	Tax
Honorarium - 02/19/15 & 02/20/15 Unit Price: \$500.00 / Each Delivery Date: 2/7/2015 12:00 PM Account: Feb 2015	1	\$500.00	\$0.00
Travel Reimbursement - 02/19/15 & 02/20/15 Unit Price: \$64.88 / Each Delivery Date: 2/7/2015 12:00 PM Account: Feb 2015	1	\$64.88	\$0.00

- 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.)

Karen J. Sandnes + Add Notes

Product	Qty.	Subtotal	Tax
Honorarium - 02/19/15 & 02/20/15 Unit Price: \$500.00 / Each Delivery Date: 2/19/2015 7:12:00 PM Account: 274 - Procurement	1	\$500.00	\$0.00
Travel Reimbursement - 02/19/15 & 02/20/15 Unit Price: \$64.88 / Each Delivery Date: 2/19/2015 7:12:00 PM Account: 2741 - Procurement Posting	1	\$64.88	\$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.
- 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.

Karen J. Sandnes + Add Notes

Product	Qty.	Subtotal	Tax
 Honorarium - 02/19/15 & 02/20/15 Unit Price: \$500.00 / Each	1	\$500.00	\$0.00
Delivery Date: 2/19/2015 7:12:00 PM			
Account: 2740 642			
6421 - Honorariums/Lectureships 6422 - Cooperating Teachers 6424 - Contracted Services-General 6427 - Fees 6428 - Special Activity Fees			
 Travel Reimbursement - Mil Unit Price: \$64.88 / Each	1	\$64.88	\$0.00
Delivery Date: 2/19/2015			
Account:			

- POs will not be emailed to Honorariums. Delivery Notes are not necessary.
- If this Honorarium is part of 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 <input type="text"/>	Order Attachments + Add Attachment »
Blanket Order <input type="text"/>	Order Receiving * <input type="text" value="Receive Manually"/>

- In the Justification box, give an explanation for the Honorarium. This is important information and necessary for IRS audit purposes. **Also use Justification for special request to Accounts Payable such as 50% deposit due or for specific payment terms.

Justification + Add Attachment »

Speaker for Science Department per th...

Justification * **Speaker for Science Department per the request of Professor Williams.**

Justification Type

- If there are any attachments (contract, email correspondence, agreements, travel receipts etc.) first save as pdf, then click on the **Add Attachment** link. Click browse, find file, and click **OK**. This information will not print with the Purchase Order.

The screenshot shows a web form titled "Justification" with the subtitle "Speaker for Science Department per th...". On the left, there is a text area containing "Speaker for Science Department per the request of Professor Williams." On the right, under "Justification Attachments", there is a "+ Add Attachment »" link and two listed attachments: "Emails with Professor Williams.docx (12.4K)" and "Mapquest Mileage Receipt.docx (12.2K)", each with a "Delete" button. Below the attachments is a "Justification Type" dropdown menu currently set to "None". At the bottom of the form are three buttons: "Checkout", "Save", and "Cancel". A yellow oval highlights the "Justification Attachments" section.

- Click Justification Type.
- Select Honorariums.

This screenshot is similar to the previous one, but the "Justification Type" dropdown menu is open, showing a list of options: "None", "Honorariums", "Non-Employee Reimbursement Form", and "Retrofit". The "Honorariums" option is highlighted in blue. The yellow oval from the previous screenshot now encompasses the dropdown menu.

- This will bring up the Honorarium form.
- Expenditure Policy Compliance – read and check the box.

The screenshot shows the "Honorariums - Speaker for Science Department per th..." form. The "Justification" text area contains the same text as before. The "Justification Attachments" section is identical. The "Justification Type" dropdown is now set to "Honorariums". Below this, the "Expenditure Policy Compliance" section has a checkbox checked, with the text: "I understand that all expenditures must meet the criteria outlined in the Expenditure Policy in order to be paid with College Funds." Other fields include "Employment Status" (Choose One), "Where" (Location of event), and "When" (Date of event, with a calendar icon showing the number 7). At the bottom are "Checkout", "Save", and "Cancel" buttons. A yellow oval highlights the checked "Expenditure Policy Compliance" checkbox.

- Employment Status – Click the drop down arrow and select No or Yes for “Is this individual currently employed at Messiah College or has been employed in the last 12 month.” This is important information in determining the proper method of payment.

Justification		Honorariums - Speaker for Science Department per th...	
Justification *	Speaker for Science Department per the request of Professor Williams.	Justification Attachments	+ Add Attachment » Emails with Professor Williams.docx (12.4K) ✖ Delete Mapquest Mileage Receipt.docx (12.2K) ✖ Delete
Purpose	In Justification above please provide the specific purpose for this honorarium.	Justification Type	Honorariums
Employment Status *	Choose One No Yes To the best of your knowledge is this individual currently employed by Messiah College or have they been employed in the last 12 months? This information is necessary to determine the proper method of payment.	Expenditure Policy Compliance *	<input checked="" type="checkbox"/> I understand that all expenditures must meet the criteria outlined in the Expenditure Policy in order to be paid with College Funds.
Where *	Location of event	What *	Choose One
Payment	Payment will be made within three weeks following the date of the event.	When *	Date of event 7

Checkout Save Cancel

- What – click on the drop down arrow and make the appropriate selection.

Justification		Honorariums - Speaker for Science Department per th...	
Justification *	Speaker for Science Department per the request of Professor Williams.	Justification Attachments	+ Add Attachment » Emails with Professor Williams.docx (12.4K) ✖ Delete Mapquest Mileage Receipt.docx (12.2K) ✖ Delete
Purpose	In Justification above please provide the specific purpose for this honorarium.	Justification Type	Honorariums
Employment Status *	No To the best of your knowledge is this individual currently employed by Messiah College or have they been employed in the last 12 months? This information is necessary to determine the proper method of payment.	Expenditure Policy Compliance *	<input checked="" type="checkbox"/> I understand that all expenditures must meet the criteria outlined in the Expenditure Policy in order to be paid with College Funds.
Where *	Location of event	What *	Choose One Speaker Musician Other
Payment	Payment will be made within three weeks following the date of the event.	When *	Date of event 7

Checkout Save Cancel

- Where – Enter location of event.

Justification: Speaker for Science Department per the request of Professor Williams.

Justification Attachments: Emails with Professor Williams.docx (12.4K) Delete, Mapquest Mileage Receipt.docx (12.2K) Delete

Justification Type: Honorariums

Purpose: In Justification above please provide the specific purpose for this honorarium.

Expenditure Policy Compliance: I understand that all expenditures must meet the criteria outlined in the Expenditure Policy in order to be paid with College Funds.

Employment Status: No
To the best of your knowledge is this individual currently employed by Messiah College or have they been employed by Messiah College in the last 12 months? This information is necessary to determine the proper method of payment.

Where: Boyer, Room 307
Location of event

What: Speaker

When: Date of event 7

Payment: Payment will be made within three weeks following the date of the event.

Buttons: Checkout, Save, Cancel

- When – click on calendar and select date of event.
- Click **Checkout**.

Justification: Speaker for Science Department per the request of Professor Williams.

Justification Attachments: Emails with Professor Williams.docx (12.4K) Delete, Mapquest Mileage Receipt.docx (12.2K) Delete

Justification Type: Honorariums

Purpose: In Justification above please provide the specific purpose for this honorarium.

Expenditure Policy Compliance: I understand that all expenditures must meet the criteria outlined in the Expenditure Policy in order to be paid with College Funds.

Employment Status: No
To the best of your knowledge is this individual currently employed by Messiah College or have they been employed by Messiah College in the last 12 months? This information is necessary to determine the proper method of payment.

Where: Boyer, Room 307
Location of event

What: Speaker

When: 7

Payment: Payment will be made within three weeks following the date of the event.

Buttons: Checkout, Save, Cancel

Calendar: Feb 2015

Footer: Thursday, February 5, 2015 9:15 AM | Terms and Conditions | Privacy Policy

- 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.

****REMINDER:** This honorarium needs to be received in your **Open Receiving** after they have completed their event in order for the payment to be processed. A reminder task in Outlook to receive maybe helpful and is recommended.