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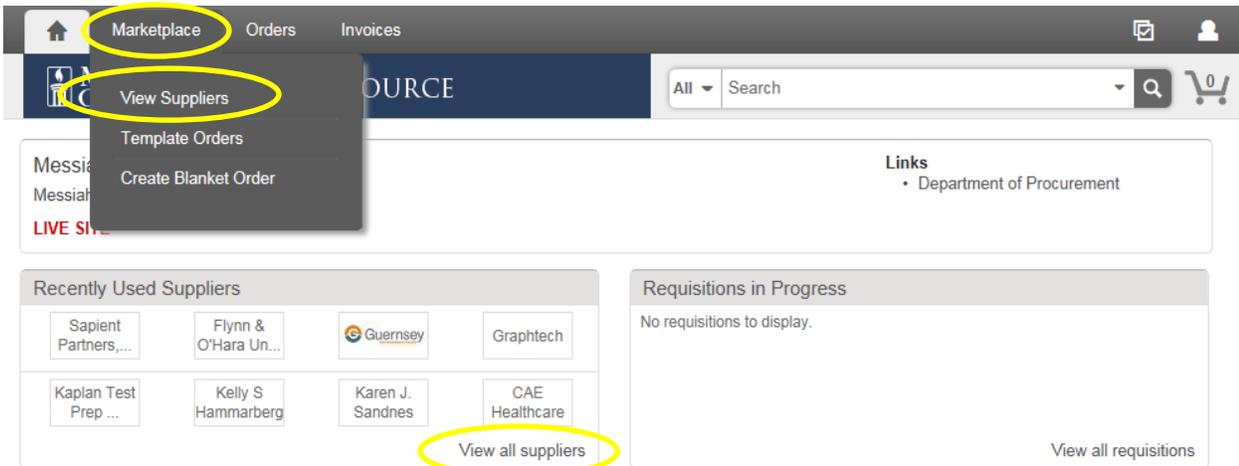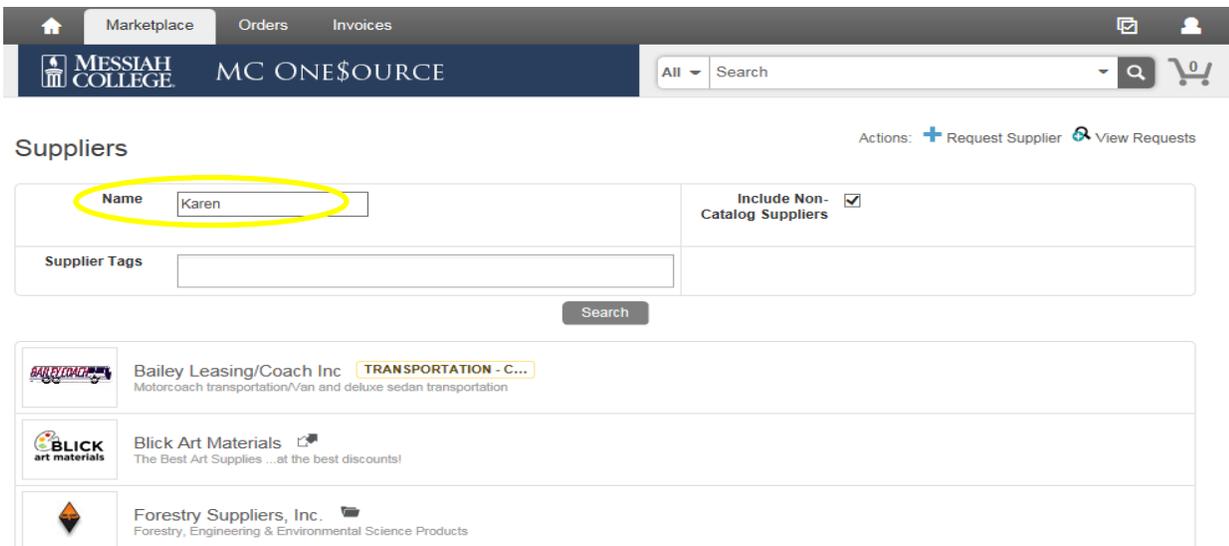- Hover over Marketplace and click **View Suppliers**. Alternately, click **View all suppliers**.

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

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

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

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

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

Create a Non-Catalog Item
Messiah College > Karen J. Sandnes

Name	▸	Search	▸	Item Details

Name *	Honorarium – 02/19/15 & 02/20/15
Use Estimated Price	☐ ✒
Unit Price *	$ 500.00
Unit of Measure *	Each ▾

Optional Details

Description	
Product Code ❓	
Category	▾ 🔍 Browse
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**.

🏠 Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE$OURCE   Andrew Babyak ▾ Search ▾ 🔍 🛒 ⁰

Create a Non-Catalog Item
Messiah College > Andrew Babyak

Name	▸	Search	▸	Item Details

Item Name *	Non-Employee Reimbursement for Travel - Mileage

< 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 *	Non-Employee Reimbursement for Travel - Mileage
Use Estimated Price ❓	☐ ✒
Unit Price * ❓	$ 54
Unit of Measure *	Each ▾

Mile 🔍

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)

Optional Details

Description

- 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.

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

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

- 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.)

- 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.)

- 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.

- 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, <u>do not change</u>.

- 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.

- 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.

- Click Justification Type.
- Select Honorariums.

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

- 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.

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

- Where – Enter location of event.

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

- 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.

<u>REMINDER</u>: 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.