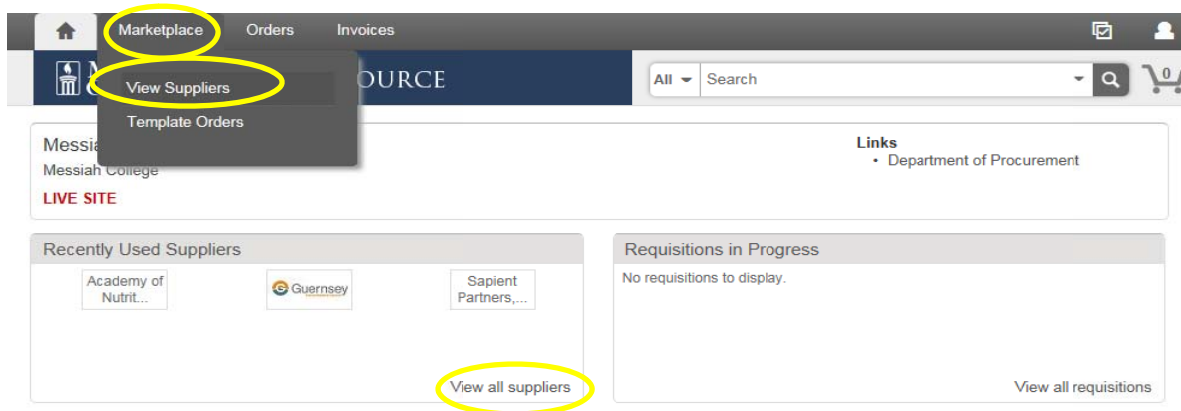
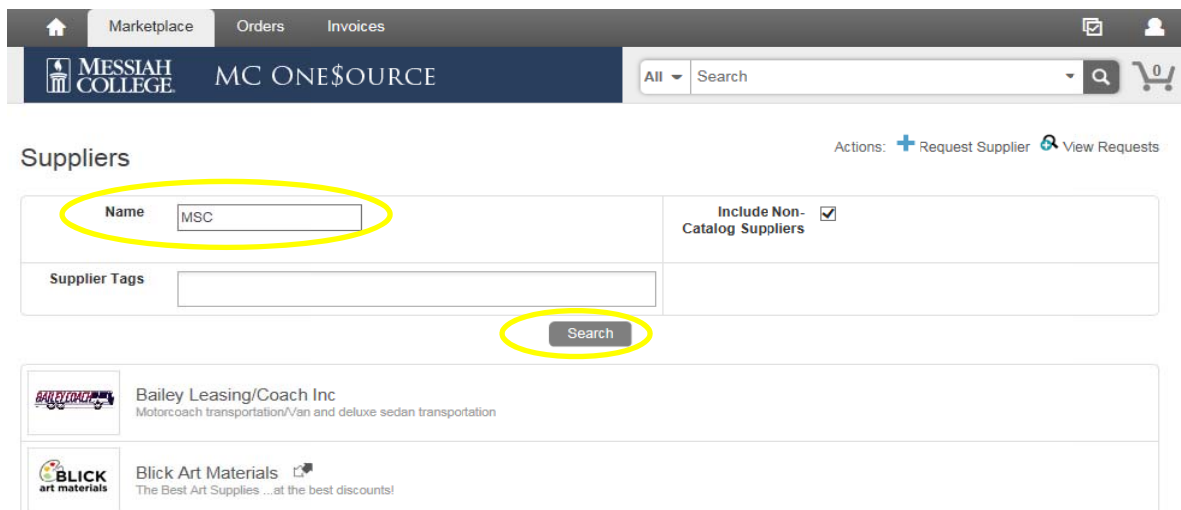


- Logon to <https://messiah.unimarket.com>, this is your dashboard.
- Hover over Marketplace and click **View Suppliers**. Alternately, click **View all suppliers**.



- 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.)



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

The screenshot shows the MSC Direct website interface. At the top, there is a navigation bar with 'Marketplace', 'Orders', and 'Invoices'. Below this is the 'MESSIAH COLLEGE MC ONE\$OURCE' header with a search bar and a shopping cart icon. The main content area shows the 'MSC Direct' logo and the breadcrumb 'Messiah College > MSC Direct'. A secondary navigation bar includes 'Store', 'Supplier Details', 'Requisitions', 'Orders', 'Quotes', and 'RFQs'. The main content area displays a card for 'MSC Direct for Messiah College' and a highlighted button labeled 'Create a Non-Catalog Item »' with the subtext 'Manually enter the details of a non-catalog item'.

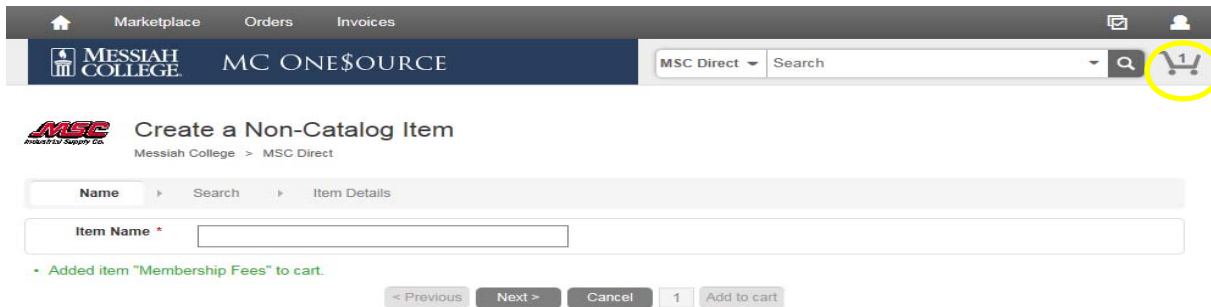
- Type in the item name. Click **Next**.

The screenshot shows the 'Create a Non-Catalog Item' form. The breadcrumb is 'Messiah College > MSC Direct'. The form has tabs for 'Name', 'Search', and 'Item Details'. The 'Item Name' field is highlighted in yellow and contains the text 'Membership Fees'. Below the field are buttons for '< Previous', 'Next >', 'Cancel', a quantity field with '1', and 'Add to cart'.

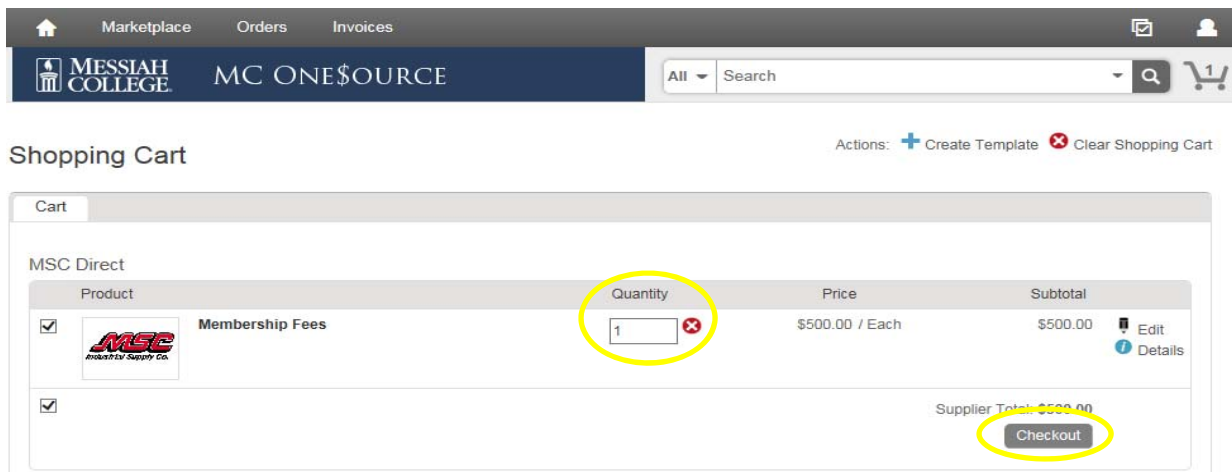
- Type in Unit Price. Adjust Unit of Measure, if necessary.
- Click **Add to cart**.

The screenshot shows the 'Create a Non-Catalog Item' form in the 'Item Details' tab. The 'Name' field contains 'Membership Fees'. The 'Unit Price' field is highlighted in yellow and contains '\$ 500.00'. The 'Unit of Measure' dropdown is set to 'Each'. Below this is an 'Optional Details' section with fields for 'Description', 'Product Code', 'Category', and 'Manufacturer Part ID'. At the bottom, there are buttons for '< Previous', 'Next >', 'Cancel', a quantity field with '1', and 'Add to cart', which is highlighted in yellow.

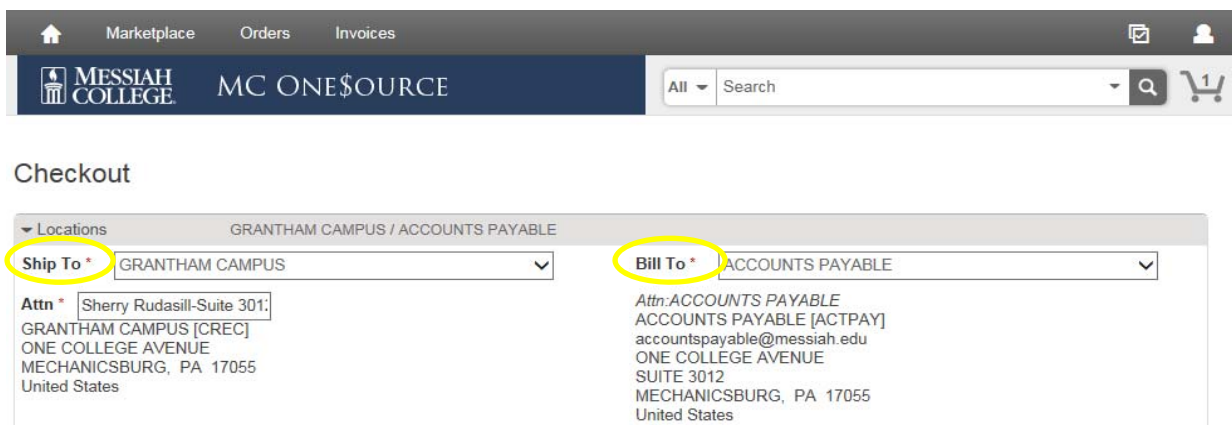
- Additional items can be added by repeating the above steps. When all items have been added, click the **shopping cart** icon in the gray bar at the top of the page.



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



- The Checkout page is now displayed. Verify the **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 **Order Type**.



Checkout

Locations GRANTHAM CAMPUS / ACCOUNTS PAYABLE

Ship To * GRANTHAM CAMPUS

Attn * Sherry Rudasil-Suite 3012
GRANTHAM CAMPUS [CREC]
ONE COLLEGE AVENUE
MECHANICSBURG, PA 17055
United States

Bill To * ACCOUNTS PAYABLE

Attn: ACCOUNTS PAYABLE
ACCOUNTS PAYABLE [ACTPAY]
accounts payable@messiah.edu
ONE COLLEGE AVENUE
SUITE 3012
MECHANICSBURG, PA 17055
United States

Order Type Standard

- Check the box to the right of Retrofit Order.
- Type in invoice # or if no invoice #, type **See Attached**.
- Order Date should be date of invoice or if no date, today's date.
- Order Submission should default to Do Not Send. Please do not change unless you discuss with the Purchasing Department.

Order Type Retrofit

Retrofit Order

Related Invoice Number 123456

Order Date * 2/3/2015 7:47 AM


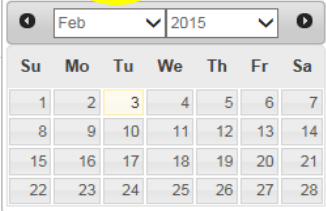
Order Submission Do not Send

- 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.)

MSC Direct


+ Add Notes

Warning: This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Qty.	Subtotal	Tax
 Membership Fees Unit Price: \$500.00 / Each	1	\$500.00	\$0.00
Delivery Date: 2/7/2015 1:00 PM Account: Feb 2015 			
		Subtotal	\$500.00
		Shipping	\$0.00
		Tax	\$0.00
		Total	\$500.00


- 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.)

MSC Direct + Add Notes

Product	Qty.	Subtotal	Tax
 Membership Fees Unit Price: \$500.00 / Each	1	\$500.00	\$0.00
Delivery Date: 2/3/2015 7:12:00 PM			
Account: 274 <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> 2740 - Procurement 2741 - Procurement Posting </div>			
Subtotal		\$500.00	

- 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 for all other listed items. Make sure each item has the correct org/account/activity code allocation.

MSC Direct + Add Notes

Product	Qty.	Subtotal	Tax
 Membership Fees Unit Price: \$500.00 / Each	1	\$500.00	\$0.00
Delivery Date: 2/3/2015 7:12:00 PM			
Account: 2740 64 <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> 6400 - Insurance 6401 - Compliance Costs 6402 - Insurance Deductible 6409 - Periodicals and Access Charges 6411 - Computer Service & Contracts 6413 - Consultants 6414 - Legal Fees 6415 - Auditing 6417 - Officials 6418 - Broadcasting </div>			
Subtotal		\$500.00	
Shipping *		\$0	\$0.00
Tax			\$0.00
Total		\$500.00	

Delivery Notes:
 Blanket Order: Order Receiving: Receive Automatically

- With retrofits, POs will **not** be emailed to Supplier. Delivery Notes are not necessary.
- If this invoice is part of a blanket order, click the down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Automatically, **do not** change.

Delivery Notes: <input type="text"/>	Order Attachments + Add Attachment »
Blanket Order <input type="text"/> ▼	Order Receiving * <input type="text" value="Receive Automatically"/> ▼

- In the Justification box, give a detailed explanation why the purchase is being made. This is important information and necessary for IRS audit purposes. ****Also use Justification for special instructions to Accounts Payable such as 50% deposit due or specific payment terms.**

Justification Annual Membership Dues. 50% deposit ...

Justification * ? Annual Membership Dues. 50% deposit due March 1, 2015. Remaining balance to be invoiced.

Justification Attachments + Add Attachment »

Justification Type None

Checkout Save Cancel

- An invoice must be attached by clicking Add Attachments** in Justification Attachments. Save invoice as pdf, click **Browse**, find the invoice you would like to upload and double click on it. If there are any other attachments (email requests, quotes, etc.) click on the Add Attachment link again to add each attachment.
- Click **OK**.

Justification Annual Membership Dues. 50% deposit ...

Justification * ? Annual Membership Dues. 50% deposit due March 1, 2015. Remaining balance to be invoiced.

Justification Attachments + Add Attachment »

Membership Invoice.docx (12.4K) X Delete

Justification Type None

Checkout Save Cancel

- Click the down arrow for Justification Type. Click **Retrofit**.

Justification Annual Membership Dues. 50% deposit ...

Justification * ? Annual Membership Dues. 50% deposit due March 1, 2015. Remaining balance to be invoiced.

Justification Attachments + Add Attachment »

Membership Invoice.docx (12.4K) X Delete

Justification Type

- None
- Honorariums
- Non-Employee Reimbursement Form
- Retrofit

Checkout Save Cancel

- Not all sections below pertain to each retrofit. Complete only appropriate information.
- Location: If appropriate, enter location of event/service.
- Payment Date: Enter the date payment is due. **(Required)**
- Mail attachment with check: Please check the box if the attachment should be mailed along with the check
- Beginning date: If appropriate, enter the beginning date for the event/membership/service
- Ending date: If appropriate, enter the ending date for the event/membership/service
- Name of attended/member or department: If appropriate, enter names of each attendee/member or department
- When all steps are completed, click **Checkout**. This will send the requisition through the approval queue.

Justification		Retrofit - Annual Membership Dues. 50% deposit ...	
Justification *	Annual Membership Dues. 50% deposit due March 1, 2015. Remaining balance to be invoiced.	Justification Attachments	+ Add Attachment » Membership Invoice.docx (12.4K) ✕ Delete
Purpose	In Justification above please provide specific purpose for retrofit.	Justification Type	Retrofit
Payment Date *	<input type="text"/> 7 Enter the date on which payment is due.	Location	<input type="text"/> Enter the location of event/service.
Beginning date	<input type="text"/> 7 Enter the beginning date for the event/membership/service	Mail attachment with check	<input type="checkbox"/> Please check the box if the attachment should be mailed along with the check
Ending date	<input type="text"/> 7 Enter the ending date for the event/membership/service.	Name of attendee/member or department	<input type="text"/> Enter names of each attendee/member or department.

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.