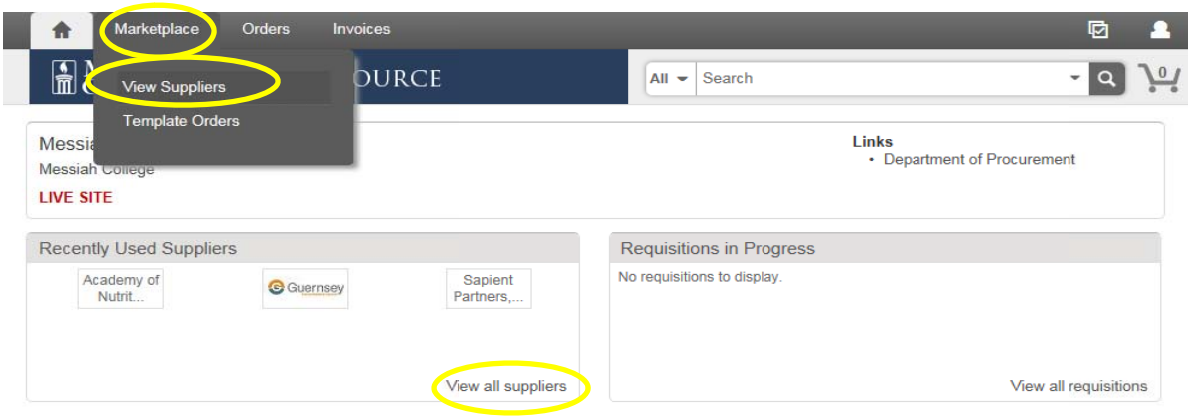
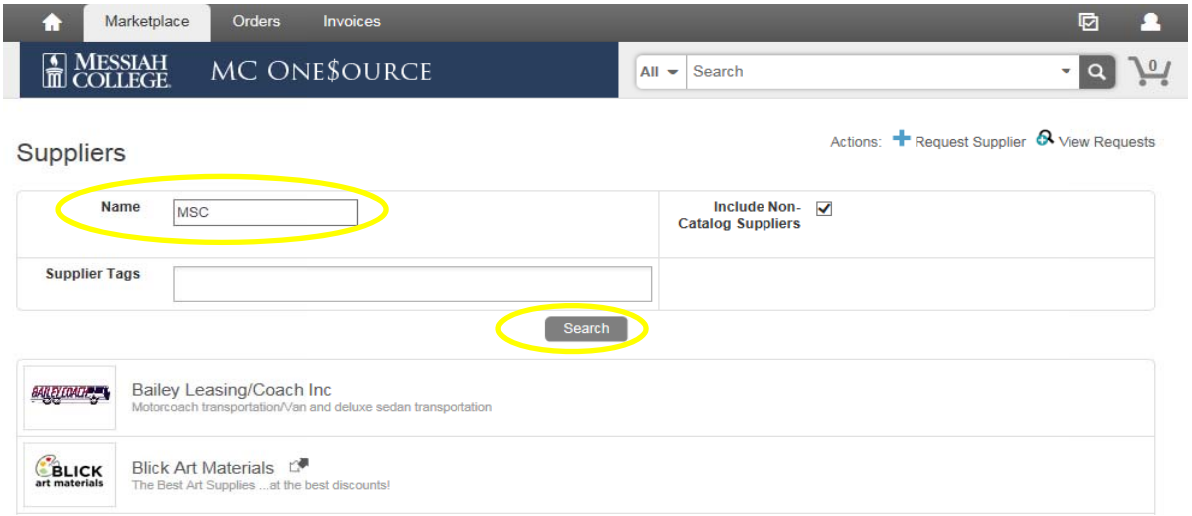
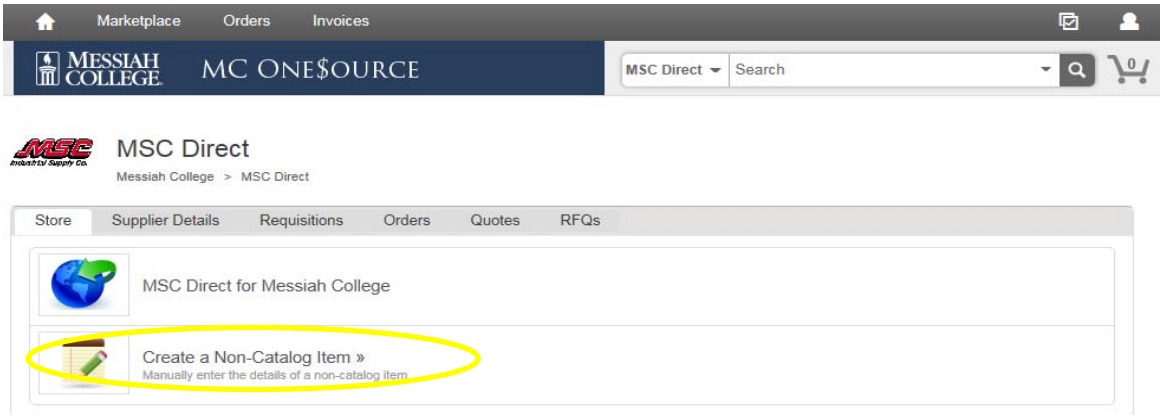
- Logon to https://messiah.unimarket.com, this is your dashboard.
- Hover over Marketplace and click **View Suppliers**. Alternately, click **View all suppliers**.



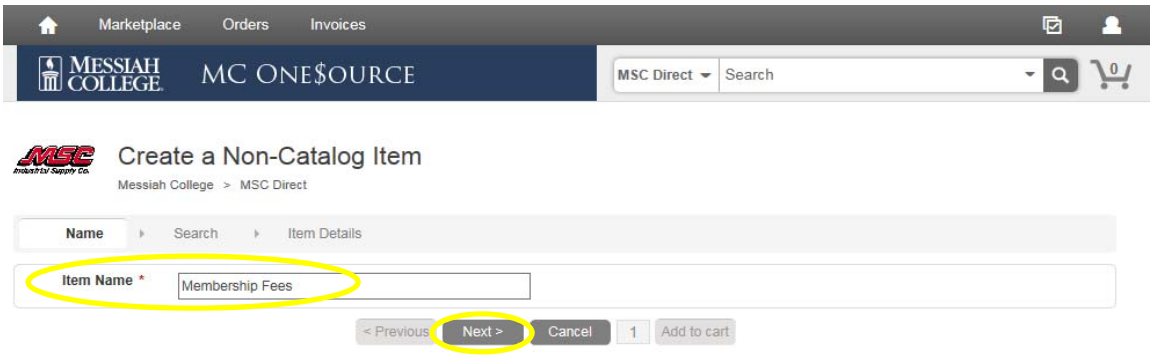
- Type supplier name and click **Search** or scroll through the supplier list. (Keep in mind that one word of the name is a better way to search.)



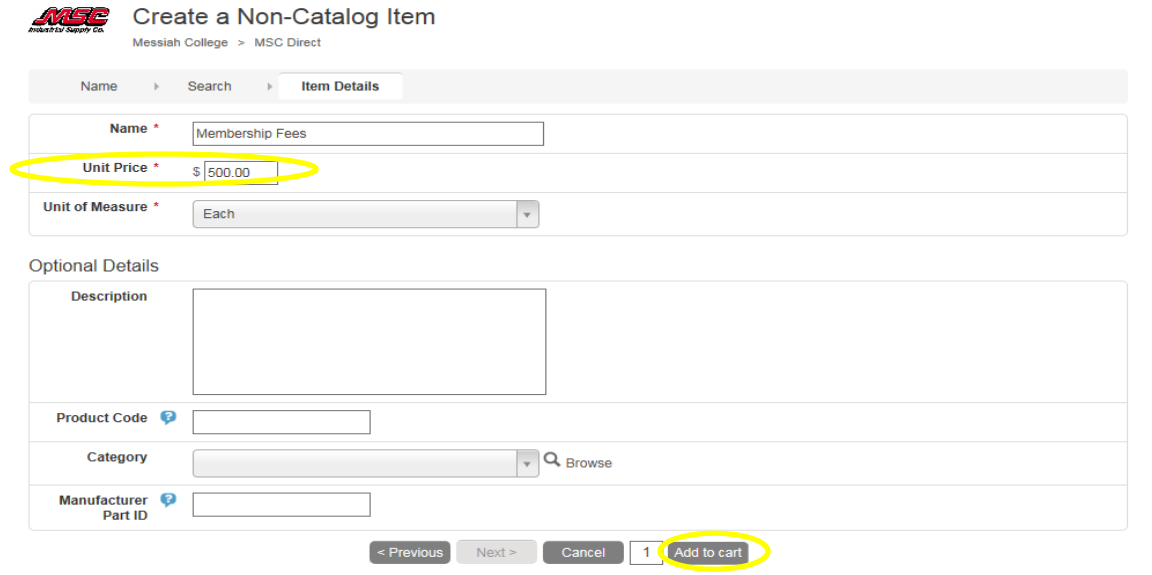
- Click **Create a Non-Catalog Item**.



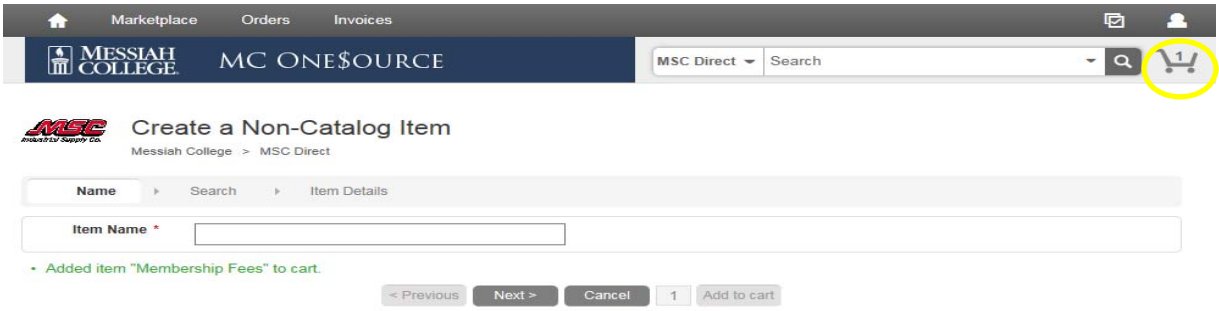
- Type in the item name. Click **Next**.



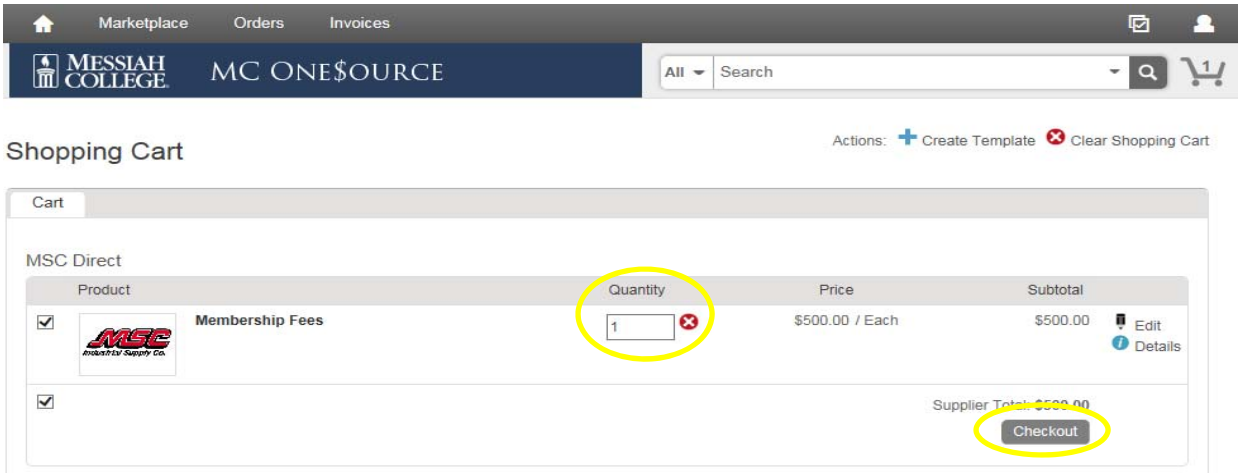
- Type in Unit Price. Adjust Unit of Measure, if necessary.
- Click **Add to cart**.



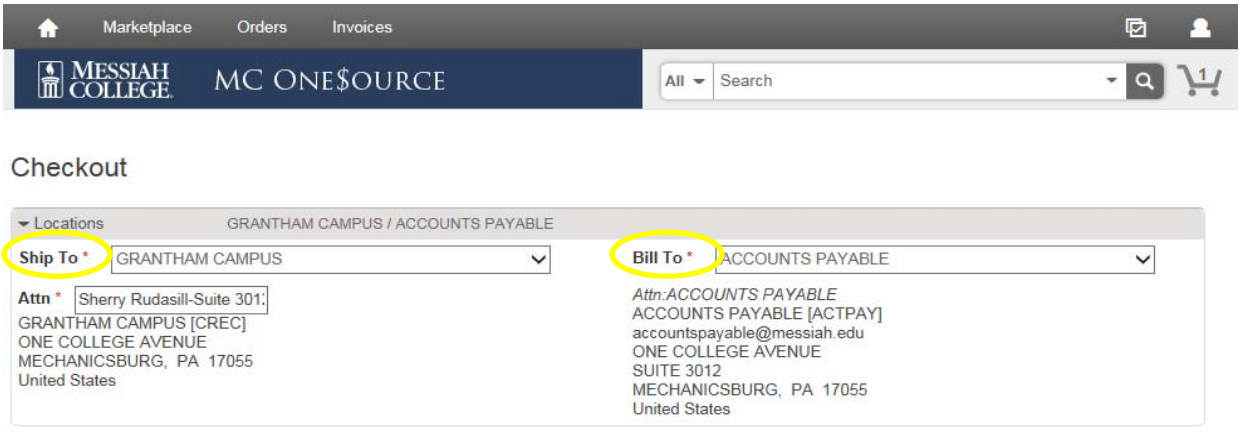
- Additional items can be added by repeating the above steps. When all items have been added, click the **shopping cart** icon in the gray bar at the top of the page.



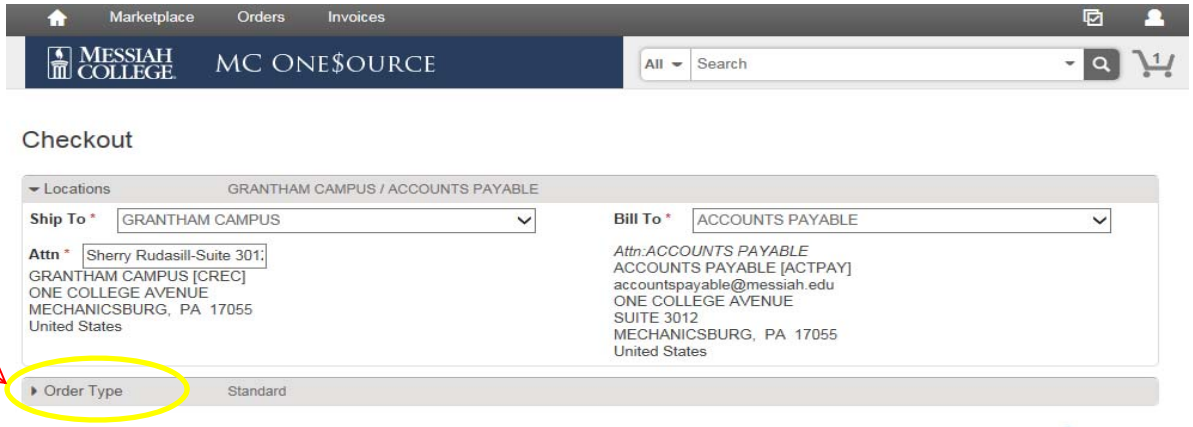
- The Shopping Cart is now displayed. (Item quantities can be adjusted from this page.) If everything is correct, click **Checkout**.



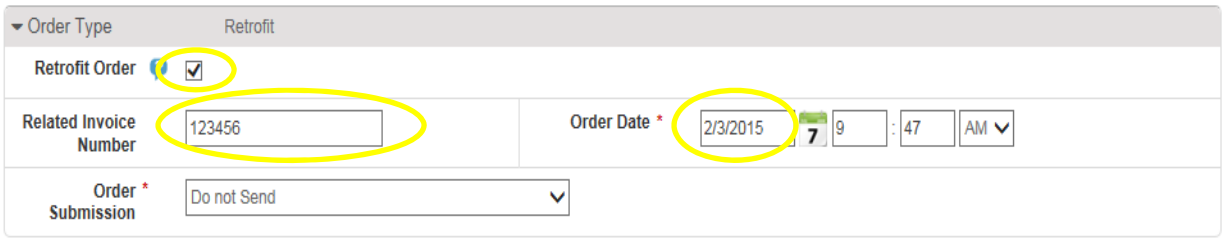
- The Checkout page is now displayed. Verify the **Ship To** information is correct.
- **Bill To** should default to Accounts Payable. If not, please click on the drop down arrow and make the selection.



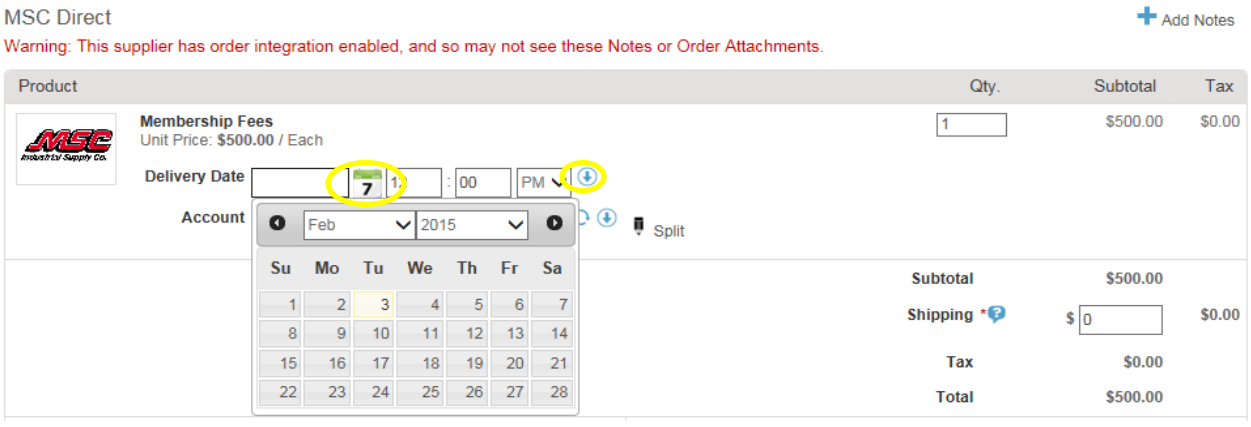
- Click **Order Type**.



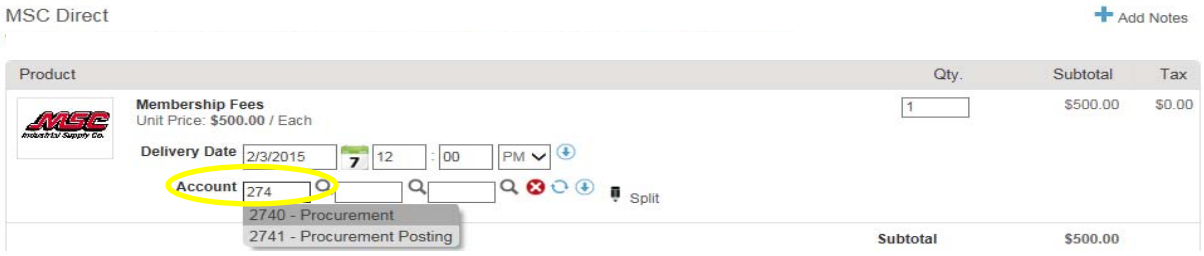
- Check the box to the right of Retrofit Order.
- Type in invoice # or if no invoice #, type **See Attached**.
- Order Date should be date of invoice or if no date, today's date.
- Order Submission should default to Do Not Send. Please do not change unless you discuss with the Purchasing Department.



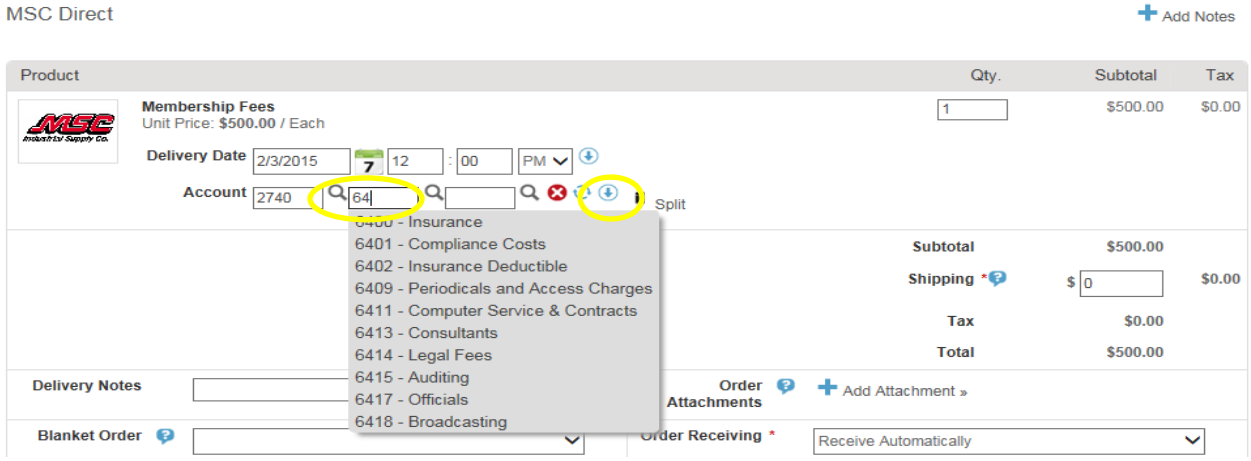
- Click on the **calendar** next to the Delivery Date box. (If purchasing more than one item, use the blue down arrow to the right to copy the delivery date down for all other items.)



- 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.)



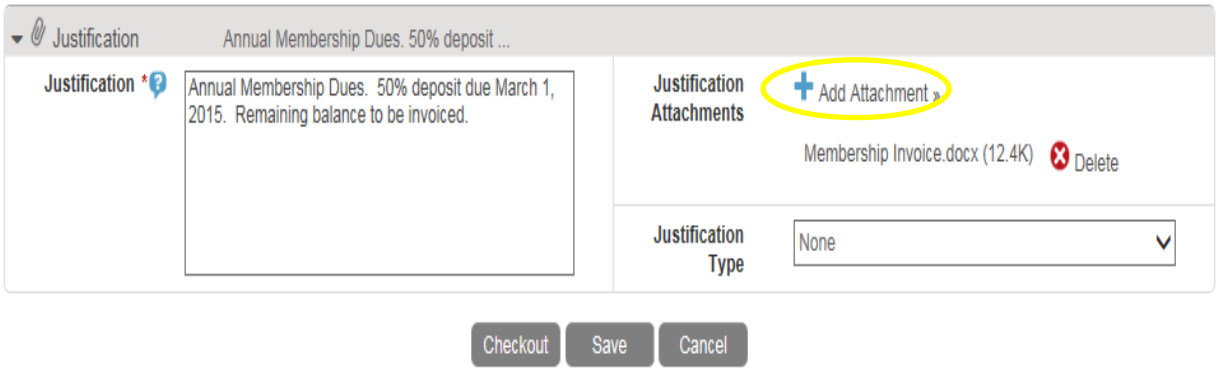
- In the second box, type the account code. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)
- If applicable, type the activity code in the third box.
- If purchasing more than one item, but allocating all to the same org/account, use the blue down arrow to the right of the account boxes to copy the org/account allocation for all other listed items. Make sure each item has the correct org/account/activity code allocation.



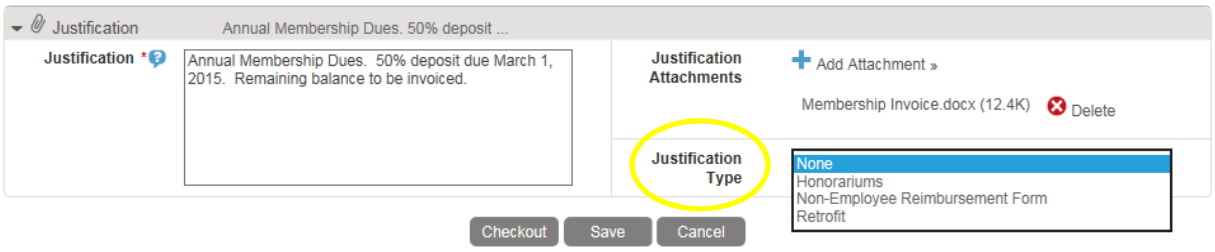
- With retrofits, POs will **not** be emailed to Supplier. Delivery Notes are not necessary.
- If this invoice is part of a blanket order, click the down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Automatically, **do not** change.

- 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.**

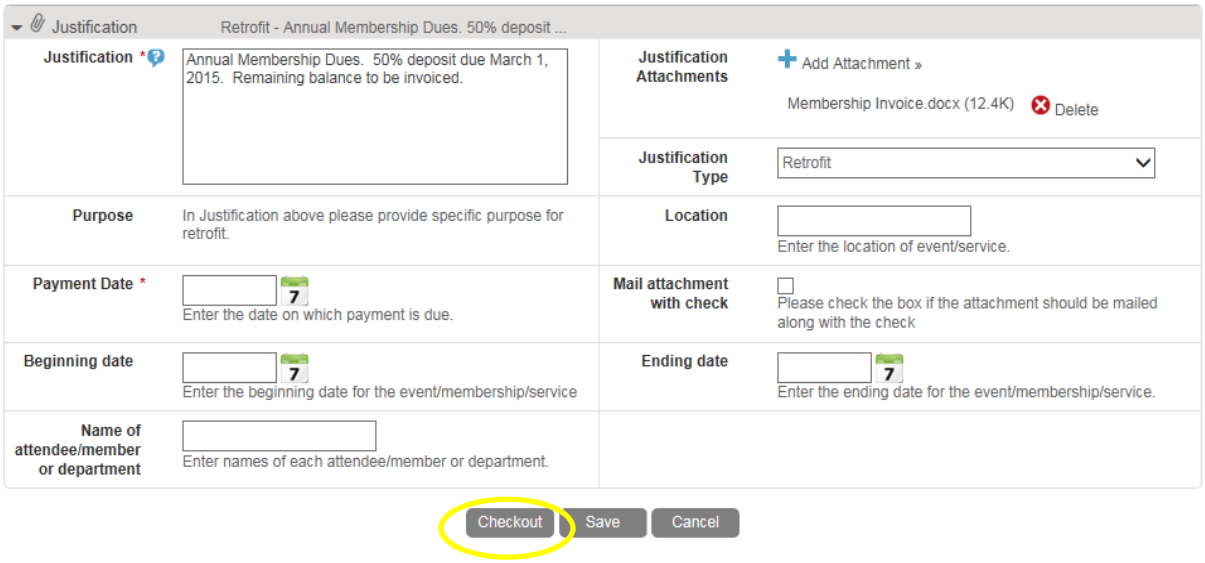
- **<u>An invoice must be attached by clicking Add Attachments</u>** in Justification Attachments. Save invoice as pdf, click **Browse**, find the invoice you would like to upload and double click on it. If there are any other attachments (email requests, quotes, etc.) click on the Add Attachment link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



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



- 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.



- 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.