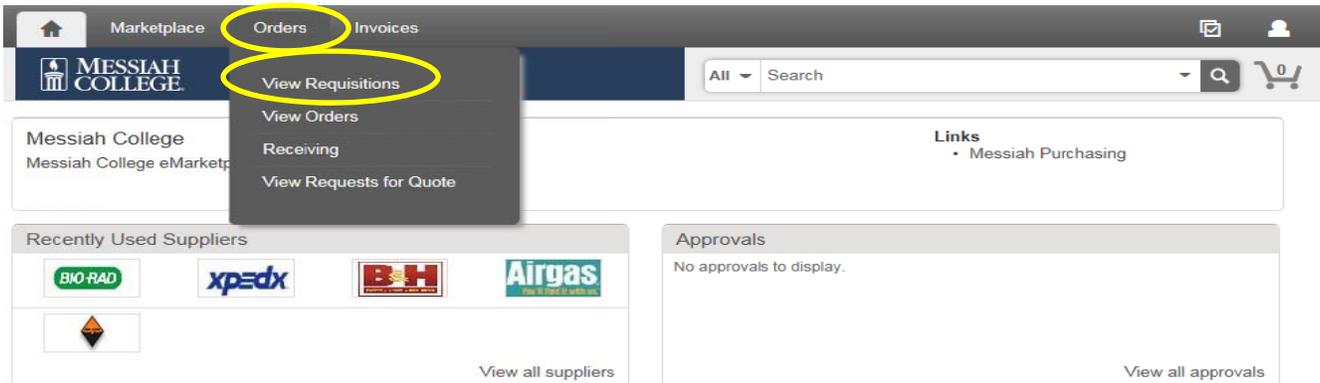


- Login to MC OneSource, <https://messiah.unimarket.com> or click on the blue link in the declined email and skip the next step.
- Click **Orders** on the gray menu bar and then click **View Requisitions**.



The screenshot shows the top navigation bar with 'Marketplace', 'Orders', and 'Invoices'. The 'Orders' menu is open, and 'View Requisitions' is highlighted. Below the menu, there are sections for 'Recently Used Suppliers' (listing BIO-RAD, xpedx, B-H, and Airgas) and 'Approvals' (showing no approvals to display).

- Click the down arrow in State, select Declined and then click **Search**.



The screenshot shows the 'View Requisitions' page with search filters for Supplier, Created Date (From: 11/22/2014, To: 1/22/2015), Requisition Number, and State (set to Pending). A 'Search' button is visible at the bottom.

View Requisitions

Supplier	<input type="text"/>	Created Date To *	1/22/2015
Created Date From *	11/22/2014	Created Date To *	1/22/2015
Requisition Number	<input type="text"/>	State	Pending
<input type="button" value="Search"/>			

- All declined requisitions will be listed.
- Click on the correct requisition number to copy.



The screenshot shows the 'View Requisitions' page with search filters. The 'State' filter is now set to 'Declined'. A 'Search' button is visible at the bottom.

View Requisitions

Supplier	<input type="text"/>	Created Date To *	1/22/2015
Created Date From *	11/22/2014	Created Date To *	1/22/2015
Requisition Number	<input type="text"/>	State	Declined
<input type="button" value="Search"/>			

Requisition	Supplier	Type	State	Approvers	Created	Total
RR100323	Bio-Rad Laboratories	Standard	Declined		1/22/2015 9:43 AM	\$95.00

- Review declined reason listed in Approvals under decliner's name.
- Click **Actions** in the upper right hand corner
- Click **Copy**

Requisition RR100323
Messiah College > Bio-Rad Laboratories

Requisition

Requisition Number	RR100323	Order
Buyer		Originators
Requisition Date	1/22/2015 9:43 AM Approval begun on 1/22/2015 9:43 AM	Order Date
State	Declined	Order Submission
Organization Unit	Edit	Send Electronically
		Approval Chain

Approvals

On Behalf Of Approved

Purchasing Approval: Purchasing Declined

Approver	Created Date	Completed Date	Level	Type
Purchasing Group			[\$999,999,999.99] (\$999,999,999.99)	Declined
Sherry Rudasill-Suite 3012	1/22/2015 9:43 AM	1/22/2015 9:44 AM		

Reason Use account number 6272- Department Specific. slr

- Review the information on this screen **making sure** to correct the declined issue.
- Re-enter the Delivery Date for each item. Use the blue drop down arrow, if more than one item.

Checkout

✓ Incomplete Requisition RR100521 has been created as a copy of Requisition RR100323.

Locations: GRANTHAM CAMPUS / ACCOUNTS PAYABLE

Ship To * GRANTHAM CAMPUS

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

Bill To * ACCOUNTS PAYABLE

Attn: ACCOUNTS PAYABLE
ACCOUNTS PAYABLE [ACTPAY]
ONE COLLEGE AVENUE
SUITE 3012
MECHANICSBURG, PA 17055
United States

Order Type: Standard

Bio-Rad Laboratories + Add Notes

Attachments.

Product	Qty.	Subtotal	Tax
BIO-RAD Paper Unit Price: \$50.00 / Each Delivery Date: 7/12/2015 12:00 PM Account: 2740 6320	1	\$50.00	\$0.00

Copy Remove Edit

- Click Copy to duplicate the exact same product.
- Click Remove to delete this product
- Click Edit to change Product Name, Unit Price, Unit of Measure or Optional Details (**Please keep in mind, if this is a catalog order, the information cannot be changed.**)

The screenshot shows a requisition form for 'Calendars' with a unit price of \$15.00. The quantity is set to 3, resulting in a subtotal of \$45.00. The 'Copy', 'Remove', and 'Edit' icons are circled in yellow. Other details include a delivery date of 7/12/2020 at 12:00 PM, account numbers 2740 and 6320, and a 'Justification' of 'Replenish Office Supplies'. The 'Order Receiving' is set to 'Receive Manually'.

- Click **OK**
- Click **Checkout**

This screenshot shows the 'Edit Product' dialog box for 'Paper' with a unit price of \$50.00. The dialog includes fields for Name, Unit Price, Unit of Measure, Description, Product Code, Category, and Manufacturer Part ID. The 'OK' button is circled in yellow. In the background, the 'Checkout' button is also circled in yellow. The main requisition form shows a subtotal of \$50.00 and a tax of \$0.00.

- A new Requisition number will be assigned at the top of the screen.
- Requisition will be re-sent through approval queue.