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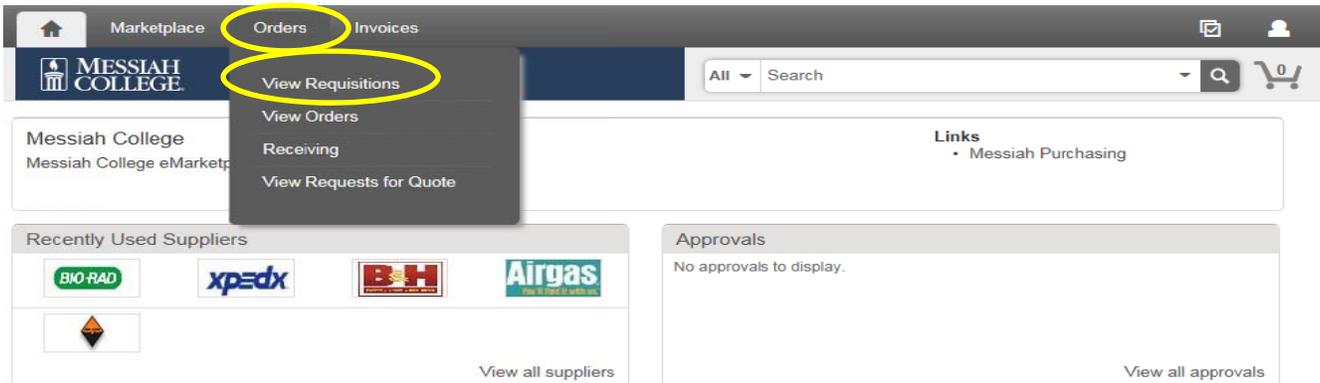- Click **Orders** on the gray menu bar and then click **View Requisitions**.

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

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

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

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

- 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**.)

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

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