

- Logon to MC One\$ource, <u>https://messiah.unimarket.com</u>.
- Any requisitions needing completion are indicated by a number in a red circle beside the Task icon.
- Hover over the Task icon. Click Incomplete Requisitions.

Marketplace	Orders Invoices			
MESSIAH COLLEGE	MC ONE\$OU	RCE	All - Search	Incomplete Requisitions
Messiah College Messiah College LIVE SITE				Quotes Li Invoices
Recently Used Supp	liers		Requisitions in Progre	rss
Sapient Partners,	Academy of Nutrit	C Guernsey	No requisitions to display.	

• Click the requisition number.

Incomplete Requisitions

♠ Marketplace Orders Invoices		
Messiah College MC One\$ource	All - Search	- Q \ <u>0</u>

Created D Fr	ate * 2/7/2015 7	Create	ed Date To *	4/8/2015	7		
		Search					
Requisition	Requestor	Supplier		Туре	State	Created	Tota

- Click Checkout to proceed with this requisition
- Click cancel to completely remove this incomplete requisition.

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MESSIAH COLLEGE.	MC ONE\$OURCE		Sapient Part Search	- Q <u>}</u>
Requisition RI Messiah College > Sapient	R102569 Partners, Inc. d/b/		Actions: 🗅 C	Copy 😂 Cancel All Items 🗮 Checkout) 😂 Cancel
Requisition				Ship To Bill To
Requisition Number	RR102569	Order		Attn:Ashley Ringquist-Suite 3031
Buyer	Ashley Ringquist-Suite 3031 🥑	Originators		GRANTHAM CAMPUS [CREC] ONE COLLEGE AVENUE MECHANICSBURG, PA 17055
Requisition Date	4/8/2015 12:56 PM	Order Date		United States
State	Incomplete	Order Submission	Send Electronically	(717)-7662511 aringquist@messiah.edu
Organization Unit		Approval Chain		

- All information previously entered is saved. Delivery Date may need to be re-entered.
- Proceed through the checkout process making sure <u>all</u> information is correct and complete.
- Click Checkout.

heckout							
Locations	GRANTHAM CAMPUS / ACC	OUNTS PAYABLE					
hip To * GRANTH	AM CAMPUS	-	Bill To * ACCO	UNTS PAYABLE			
ttn * Ashley Ringqu RANTHAM CAMPUS NE COLLEGE AVEN IECHANICSBURG, F nited States	iist-Suite 30 ; [CREC] UE 2A 17055		Attn:ACCOUNTS F ACCOUNTS PAYAA accountspayable@ ONE COLLEGE AV SUITE 3012 MECHANICSBURG United States	PAYA <i>BLE</i> BLE [ACTPAY] messiah.edu /ENUE 6, PA 17055			
Order Type	Standard						
apient Partners, Ir	nc. d/b/a Grimm Trophy and	d Gifts					+ Add Notes
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