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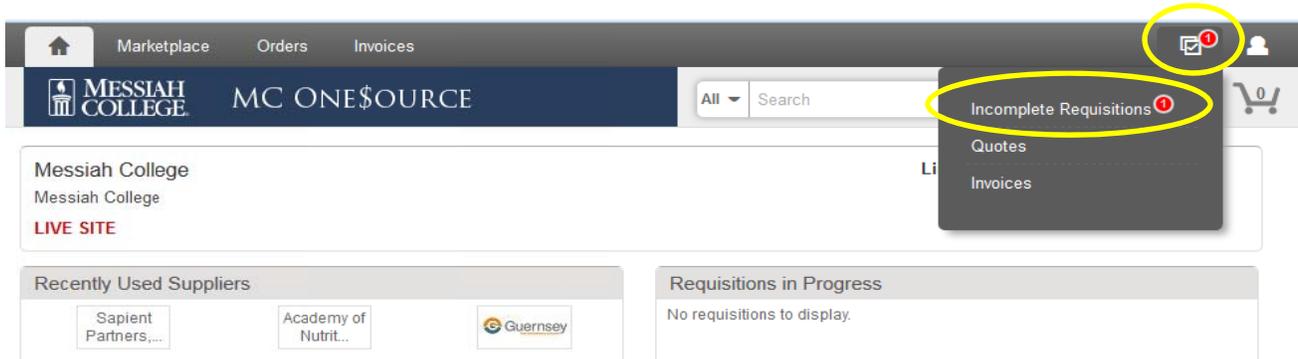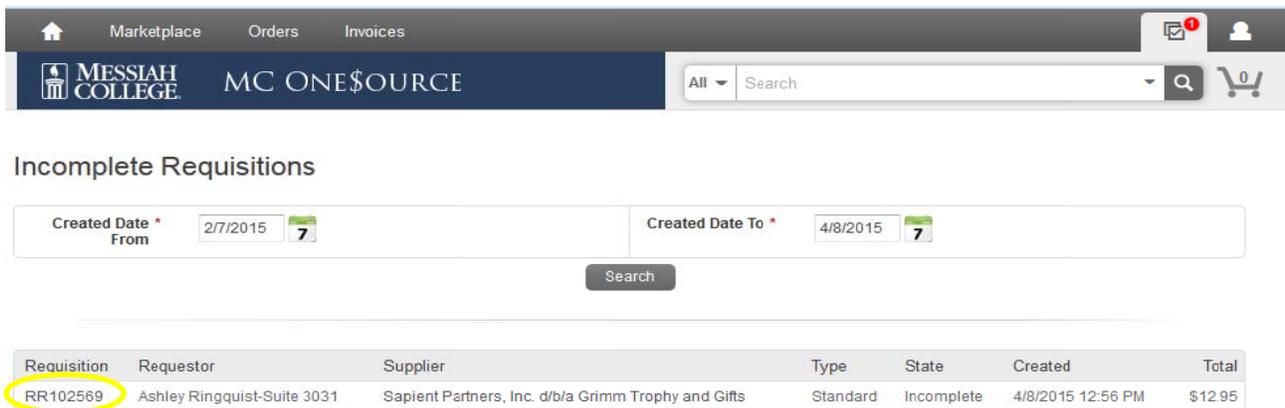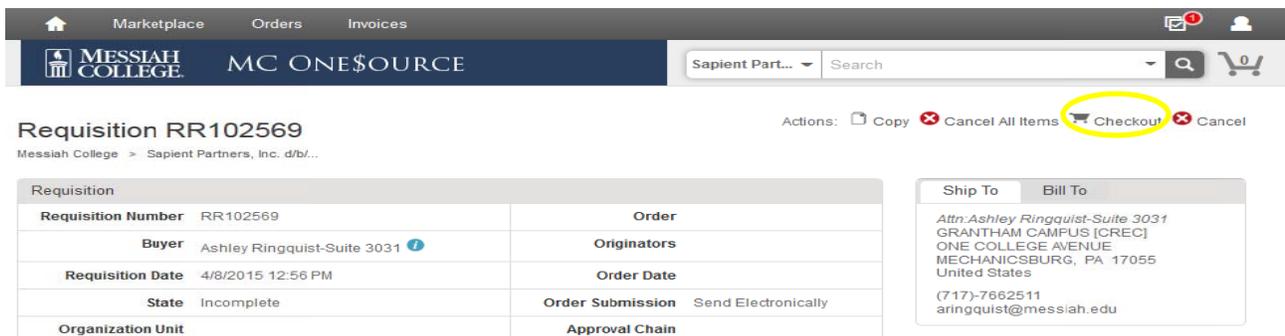- Any requisitions needing completion are indicated by a number in a red circle beside the Task icon.
- Hover over the Task icon. Click Incomplete Requisitions.

- Click the requisition number.

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

- 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.