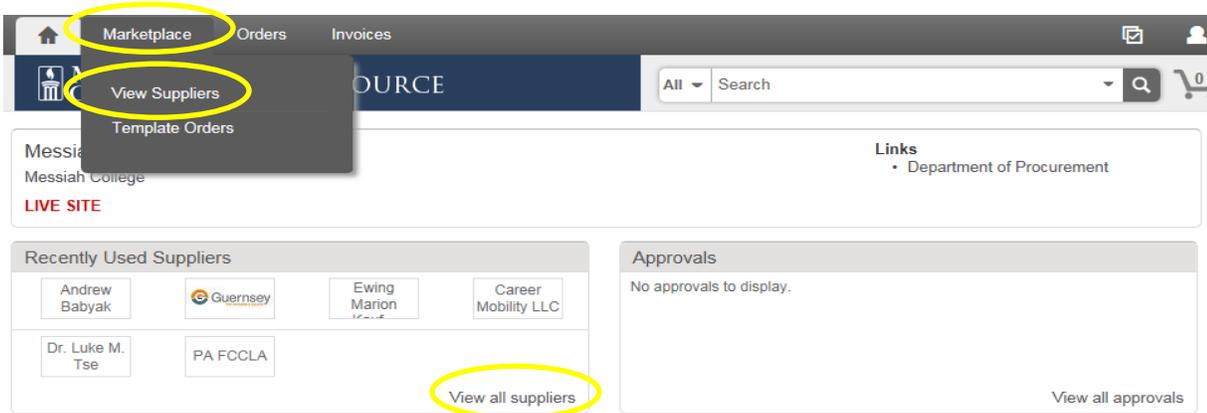
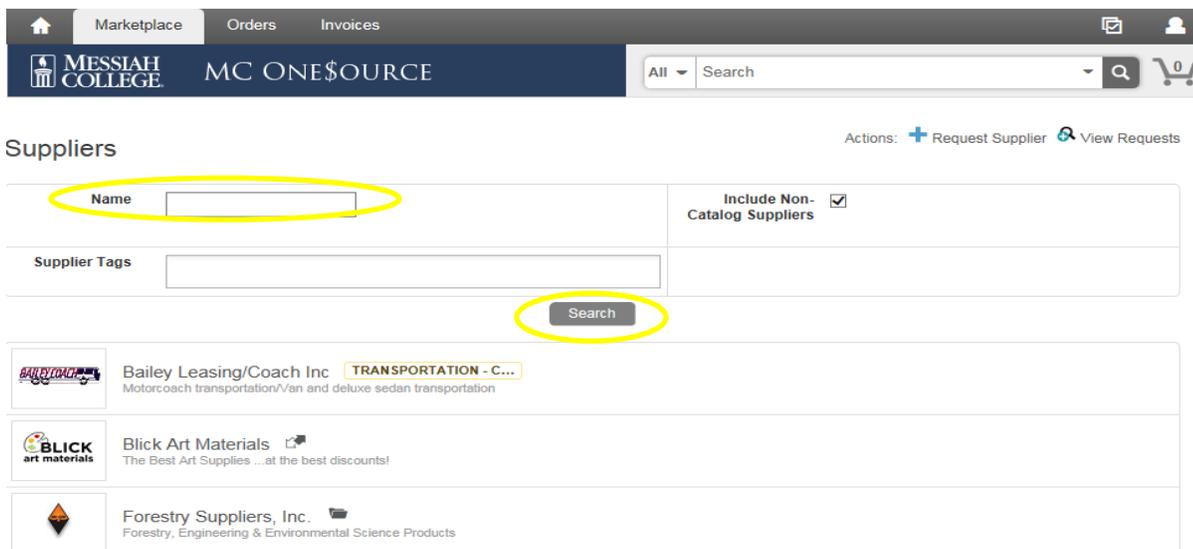


- Logon to <https://messiah.unimarket.com>, this is your dashboard.
- Hover over Marketplace and click **View Suppliers**. Alternately, click **View all suppliers**.



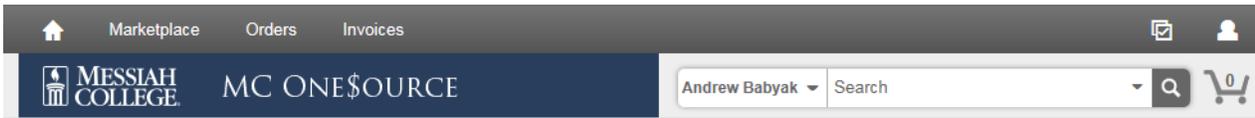
- Type non-employee name and click **Search** or scroll through the supplier list. (Keep in mind that one word of the name is a better way to search.) Click on the non-employee name.



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



- Type reimbursement name as Non-Employee Reimbursement for Travel – (Mileage, Parking, Meals, Lodging, etc). Each reimbursement should be a separate line item. Click **Next**.



## Create a Non-Catalog Item

Messiah College > Andrew Babyak

Name Search Item Details

Item Name \*

< Previous **Next >** Cancel 1 Add to cart

- Type in Unit Price. For mileage reimbursements, the Unit Price must be “.54”. (**Please be sure to use the current Mileage Rate.**) Click on the down arrow in Unit of Measure and type Mile. Select Mile (based on US survey foot) (M52).

## Create a Non-Catalog Item

Messiah College > Andrew Babyak

Name Search Item Details

Name \*

Use Estimated Price

Unit Price \* \$

Unit of Measure \* 

- Each
- Mile
- Mile (based on U.S. survey foot) (M52)**
- Mile (statute mile) (SMI)
- Mile (statute mile) per second squared (M42)
- Mile per hour (statute mile) (HM)
- Mile per minute (M57)
- Mile per second (M58)

Optional Details

Description

- Include details in the description box regarding the reimbursement.
- Click in the box at the bottom of the page between Cancel and Add to Cart to change the Quantity. (For mileage, type the total miles traveled to be reimbursed.) Click **Add to cart**.

Name \*

Use Estimated Price

Unit Price \* \$

Unit of Measure \*

Optional Details

Description

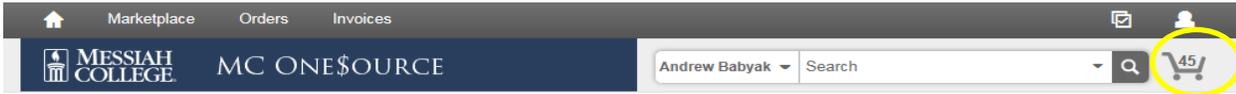
Product Code

Category  Browse

Manufacturer Part ID

< Previous Next > Cancel **44** Add to cart

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



### Create a Non-Catalog Item

Messiah College > Andrew Babyak

Name Search Item Details

Item Name \*

< Previous Next > Cancel 1 Add to cart

- The Shopping Cart is now displayed. (Quantity/Mileage can also be adjusted from this page.) If everything is correct, click **Checkout**.



### Shopping Cart

Actions: [+](#) Create Template [x](#) Clear Shopping Cart

Product	Quantity	Price	Subtotal
<input checked="" type="checkbox"/>  <b>Non-Employee Reimbursement for Travel - Meals</b> Meal during travel for candidate interview.	1	\$16.75 / Each	\$16.75
<input checked="" type="checkbox"/>  <b>Non-Employee Reimbursement for Travel - Mileage</b> Roundtrip mileage for candidate visit from Thurmont, MD to Messiah College on February 25, 2014.	44	\$0.55 / Mile (based on U.S. survey foot)	\$24.20
Supplier Total: \$40.95			<b>Checkout</b>

- The Checkout page is now displayed. Verify that 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.



### Checkout

Locations GRANTHAM CAMPUS / ACCOUNTS PAYABLE

**Ship To \*** GRANTHAM CAMPUS

**Bill To \*** ACCOUNTS PAYABLE

Attn \* Daisy Anderson - Suite 30  
 GRANTHAM CAMPUS [CREC]  
 ONE COLLEGE AVENUE  
 MECHANICSBURG, PA 17055  
 United States

Attn: ACCOUNTS PAYABLE  
 ACCOUNTS PAYABLE [ACTPAY]  
 accounts payable@messiah.edu  
 ONE COLLEGE AVENUE  
 SUITE 3012  
 MECHANICSBURG, PA 17055  
 United States

- Click **Order Type**.

MESSIAH COLLEGE MC ONE\$OURCE

Locations GRANTHAM CAMPUS / ACCOUNTS PAYABLE

Ship To \* GRANTHAM CAMPUS

Attn \* Daisy Anderson - Suite 301  
GRANTHAM CAMPUS [CREC]  
ONE COLLEGE AVENUE  
MECHANICSBURG, PA 17055  
United States

Bill To \* ACCOUNTS PAYABLE

Attn: ACCOUNTS PAYABLE  
ACCOUNTS PAYABLE [ACTPAY]  
accounts payable@messiah.edu  
ONE COLLEGE AVENUE  
SUITE 3012  
MECHANICSBURG, PA 17055  
United States

Order Type Standard

Retrofit Order

Order Submission Send Electronically

- Check the box to the right of Retrofit Order.
- Related Invoice Number: Type **See attached receipts**
- Order Date is defaulted to today's date, do not change.
- Order Submission should default to Do Not Send. Please do not change unless you discuss with the Purchasing Department.

Order Type Retrofit

Retrofit Order

Related Invoice Number See attached receipts

Order Date \* 2/25/2015 7:03 PM

Order Submission Do not Send

- 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.)

Andrew Babyak + Add Notes

Product	Qty.	Subtotal	Tax
 <b>Non-Employee Reimbursement for Travel - Meals</b> Unit Price: \$16.75 / Each	1	\$16.75	\$0.00
Delivery Date: 2/7/2015 12:00 PM			
Account: Feb 2015			
 <b>Non-Employee Reimbursement for Travel - Meals</b> Unit Price: \$0.54	44	\$24.20	\$0.00
Delivery Date: 2/25/2015			
Account: Feb 2015			

- 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.)

Andrew Babyak + Add Notes

Product	Qty.	Subtotal	Tax
 <b>Non-Employee Reimbursement for Travel - Meals</b> Unit Price: \$16.75 / Each	<input type="text" value="1"/>	\$16.75	\$0.00
Delivery Date: 2/25/2015 7:12:00 PM			
Account: <input type="text" value="27"/>			
2700 - General Administration (Board) 2708 - United Way Campaign 2710 - President's Office 2711 - Institutional Events 2712 - Middle States Review 2713 - Commencement 2714 - Sustainability 2715 - Institutional Research 2716 - Institutional Review 2717 - Office of the Provost			
 <b>Non-Employee Reimbursement for Travel - Meals</b> Unit Price: \$0.55	<input type="text" value="44"/>	\$24.20	\$0.00
Delivery Date:			
Account:			
<b>Subtotal</b>		<b>\$40.95</b>	
Shipping *		<input type="text" value="0"/>	\$0.00

- 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.

Andrew Babyak + Add Notes

Product	Qty.	Subtotal	Tax
 <b>Non-Employee Reimbursement for Travel - Meals</b> Unit Price: \$16.75 / Each	<input type="text" value="1"/>	\$16.75	\$0.00
Delivery Date: 2/25/2015 7:12:00 PM			
Account: <input type="text" value="2740"/> <input type="text" value="620"/>			
6200 - Travel-General 6201 - Travel-Board of Trustees 6202 - Recruitment 6204 - Conference Registration 6207 - Travel-Student 6209 - Travel-Athletics Post Season			
 <b>Non-Employee Reimbursement for Travel - Meals</b> Unit Price: \$0.55 / Mile (base	<input type="text" value="44"/>	\$24.20	\$0.00
Delivery Date:			
Account:			

- With Non-Employee Reimbursement requisitions, POs will not be emailed to the non-employee. 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.

Delivery Notes <input type="text"/>	Order Attachments <span style="float: right;">+ Add Attachment »</span>
Blanket Order <span style="float: right;">▼</span>	Order Receiving * <input type="text" value="Receive Automatically"/>

- In the Justification box, give a detailed explanation why the purchase is being made. This is important information and necessary for IRS audit purposes.

The screenshot shows a form titled "Candidate visit for an interview for ...". On the left, there is a "Justification" field with a blue question mark icon. The text inside the field is "Candidate visit for an interview for an open position on February 25, 2014.", which is circled in yellow. To the right of the field is the "Justification Attachments" section, which includes a "+ Add Attachment »" link and a "Justification Type" dropdown menu currently set to "None". At the bottom of the form are three buttons: "Checkout", "Save", and "Cancel".

- Receipts must be attached by clicking **Add Attachments** in Justification Attachments. Save the receipts as pdf, click **Browse**, find the pdf to upload and double click on it. Click **OK**. If there are any other attachments (email correspondence, etc.) click on the Add Attachment link again to add each attachment.

This screenshot shows the same form as the previous one, but with an attachment added. The "Justification Attachments" section now displays "Mileage and Meal Receipts.pdf (102.6K)" with a red "X" and "Delete" link next to it. The "Justification Attachments" label and the "+ Add Attachment »" link are circled in yellow. The "Justification Type" dropdown remains set to "None". The "Checkout", "Save", and "Cancel" buttons are still present at the bottom.

- Click the down arrow for Justification Type. Click **Non-Employee Reimbursement Form**.

This screenshot shows the "Justification Type" dropdown menu open. The menu options are "None", "Honorary", "Non-Employee Reimbursement Form", and "Retreat". The "Non-Employee Reimbursement Form" option is circled in yellow. The rest of the form, including the justification text, attachments, and buttons, remains the same as in the previous screenshots.

- **Beginning location - Travel:** Enter location from which the individual traveled
- **Beginning date – Travel:** Enter the beginning date of travel
- **Ending date – Travel:** Enter the ending date of travel
- **Receipts:** Check the box verifying receipts totaling the amount of the requested reimbursement are attached
- **Mileage:** Enter number of miles traveled to and from destination
- When all steps are completed, click **Checkout**. This will send the requisition through the approval queue.

Justification		Non-Employee Reimbursement Form - Candidate visit for an interview for ...	
<b>Justification *</b>	Candidate visit for an interview for an open position on February 25, 2014.	<b>Justification Attachments</b>	+ Add Attachment » Mileage and Meal Receipts.pdf (102.6K) <span>✖ Delete</span>
<b>Purpose</b>	In Justification above please state the specific reason for reimbursement.	<b>Justification Type</b>	Non-Employee Reimbursement Form
<b>Beginning date - Travel</b>	2/25/2015 <span>7</span> Please enter the beginning date of travel.	<b>Beginning location - Travel</b>	Thurmont, MD Enter location from which the individual traveled.
<b>Receipts *</b>	<input checked="" type="checkbox"/> Receipts totaling the amount of the requested reimbursement are attached.	<b>Ending date - Travel</b>	2/25/2015 <span>7</span> Please enter the ending date of travel.
<b>Mileage *</b>	44 Enter number of miles traveled to and from destination.	<b>Mileage</b>	If requesting mileage reimbursement a printout from an online mapping site (ie. mapquest) showing the mileage must be provided and the total mileage must be entered below. Mileage is reimbursed at \$0.55 a mile.

- 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. Reimbursements will remain in shopping cart until deleted.