

- If an item needs to be added to an existing shopping cart, click **Save** at the bottom of the Checkout screen.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

### Checkout

Locations GRANTHAM CAMPUS / ACCOUNTS PAYABLE

Ship To \* GRANTHAM CAMPUS

Attn \* Hoffman, 303 Sherry Rude  
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

Blick Art Materials [+ Add Notes](#)

**Warning:** This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Qty.	Subtotal	Tax
 <b>Paint brushes</b> Unit Price: \$7.99 / Each	4	\$31.96	\$0.00
 <b>Oil paints</b> Unit Price: \$44.50 / Each	1	\$44.50	\$0.00
<b>Subtotal</b>		\$76.46	
<b>Shipping</b>		\$0.00	\$0.00
<b>Tax</b>		\$0.00	
<b>Total</b>		\$76.46	

Delivery Date 5/8/2015 7:00 PM

Account 2740 6320

Delivery Notes

Blanket Order

Order Attachments [+ Add Attachment »](#)

Order Receiving \* Receive Manually

Justification Replenish art supplies for students

Justification Attachments [+ Add Attachment »](#)

Justification Type None

Checkout **Save** Cancel

- Hover over the Task Icon in the gray menu bar. The saved order is now an Incomplete Requisition and a number has been assigned.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

Blick Art Ma... Search

Incomplete Requisitions

Requisition RR102736

Actions: Copy

Requisition		Order	
Requisition Number	RR102736	Order	
Buyer	Ashley Ringquist-Suite 3031	Originators	
Requisition Date	4/28/2015 3:09 PM	Order Date	
State	Incomplete	Order Submission	Send Electronically
Organization Unit		Approval Chain	

Justification

Justification Replenish art supplies for students

Blick Art Materials

Product	State	Qty.	Price	Subtotal	
Paint brushes	Unprocessed	4	\$7.99 / Each	\$31.96	Cancel Move Details

- Hover over Marketplace and click View Suppliers.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

Blick Art Ma... Search

View Suppliers

Template Orders

Create Blanket Order

Requisition		Order	
Requisition Number	RR102736	Order	
Buyer	Ashley Ringquist-Suite 3031	Originators	
Requisition Date	4/28/2015 3:09 PM	Order Date	
State	Incomplete	Order Submission	Send Electronically
Organization Unit		Approval Chain	

Ship To Bill To

Attn: Hoffman, 303 Sherry Rudasill-Suite 3012  
GRANTHAM CAMPUS [CREC]  
ONE COLLEGE AVENUE  
MECHANICSBURG, PA 17055  
United States  
(717)-7662511  
aringquist@messiah.edu

- Select the same supplier.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

Suppliers

Actions: Request Supplier View Requests

Name: Blick

Supplier Tags

Include Non-Catalog Suppliers

Search

B & H Photo, Video and Pro Audio

Bailey Leasing/Coach Inc TRANSPORTATION - C...  
Motorcoach transportation/Van and deluxe sedan transportation

- Add your new item accordingly.
- Hover over Add to Cart at the bottom of the page. The incomplete requisition number will be listed. Click **requisition number**.

The screenshot shows the 'Item Details' form for 'Paint sponges'. The form includes fields for Name, Unit Price (\$16.85), and Unit of Measure (Each). Below these are optional details for Description, Product Code, Category, and Manufacturer Part ID. At the bottom, there are navigation buttons: '< Previous', 'Next >', 'Cancel', a quantity field with '2', and 'Add to Cart'. The 'Add to Cart' button is circled in yellow, and a tooltip below it displays 'Req. RR102736'.

- Item has been added to the incomplete requisition.

The screenshot shows the 'Create a Non-Catalog Item' page. The top navigation bar includes 'Marketplace', 'Orders', and 'Invoices'. The page header features the Messiah College logo and 'MC ONE\$OURCE'. A search bar is present with the text 'Blick Art Ma...'. The main content area shows the 'Create a Non-Catalog Item' form. A green confirmation message is displayed: '✓ Added item 'Paint sponges' to incomplete requisition RR102736.' This message is circled in yellow. Below the message are navigation buttons: '< Previous', 'Next >', 'Cancel', a quantity field with '1', and 'Add to Cart'.

- Hover over the task icon. Click **Incomplete Requisition**.

The screenshot shows the 'Create a Non-Catalog Item' page with a dropdown menu open. The menu is triggered by hovering over the task icon in the top right corner, which is circled in yellow. The dropdown menu contains three options: 'Incomplete Requisitions', 'Quotes', and 'Invoices'. The 'Incomplete Requisitions' option is circled in yellow. The rest of the page content, including the confirmation message and navigation buttons, is identical to the previous screenshot.

- Click requisition number.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

### Incomplete Requisitions

Created Date From: 2/27/2015 7  
 Created Date To: 4/28/2015 7  
 Search

Requisition	Requestor	Supplier	Type	State	Created	Total
RR102736	Ashley Ringquist-Suite 3031	Blick Art Materials	Standard	Incomplete	4/28/2015 3:09 PM	\$110.16

- Click Checkout and proceed through the Checkout process.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

Blick Art Ma... Search

Requisition RR102736

Actions: Copy Cancel All Items **Checkout** Cancel

Requisition		Order	
Requisition Number	RR102736	Order	
Buyer	Ashley Ringquist-Suite 3031	Originators	
Requisition Date	4/28/2015 3:09 PM	Order Date	
State	Incomplete	Order Submission	Send Electronically
Organization Unit		Approval Chain	

Ship To	Bill To
Attn: Hoffman, 303 Sherry Rudasill-Suite 3012 GRANTHAM CAMPUS (CREC) ONE COLLEGE AVENUE MECHANICSBURG, PA 17055 United States (717)-7662511 aringquist@messiah.edu	

Justification  
 Justification: Replenish art supplies for students

#### Blick Art Materials

Product	State	Qty.	Price	Subtotal	
Paint brushes Account 2740-6320-	Unprocessed	4	\$7.99 / Each	\$31.96	<input type="checkbox"/> Cancel <input type="checkbox"/> Move <input type="checkbox"/> Details
Oil paints Account 2740-6320-	Unprocessed	1	\$44.50 / Each	\$44.50	<input type="checkbox"/> Cancel <input type="checkbox"/> Move <input type="checkbox"/> Details
Paint sponges Account	Unprocessed	2	\$16.85 / Each	\$33.70	<input type="checkbox"/> Cancel <input type="checkbox"/> Move <input type="checkbox"/> Details
				Subtotal	\$110.16
				Shipping	\$0.00
				Total	\$110.16