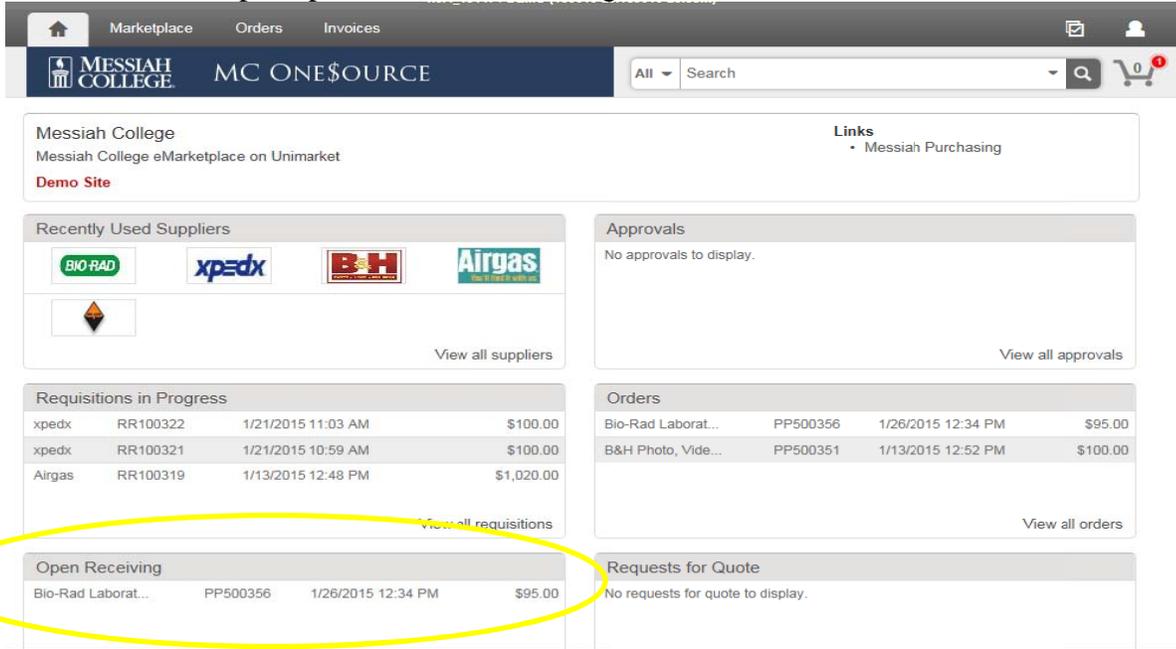


- Login to MC OneSource, this is your dashboard (<https://messiah.unimarket.com>)
- Under **Open Receiving**, click on Supplier name or click View all open.
- This will open up the order for receiving the items.



Messiah College
Messiah College eMarketplace on Unimarket
[Demo Site](#)

Links
• Messiah Purchasing

Recently Used Suppliers





[View all suppliers](#)

Approvals
No approvals to display.
[View all approvals](#)

Requisitions in Progress

| | | | |
|---------|----------|--------------------|------------|
| xpedx | RR100322 | 1/21/2015 11:03 AM | \$100.00 |
| xpedx | RR100321 | 1/21/2015 10:59 AM | \$100.00 |
| Airtgas | RR100319 | 1/13/2015 12:48 PM | \$1,020.00 |

[View all requisitions](#)

Orders

| | | | |
|--------------------|----------|--------------------|----------|
| Bio-Rad Laborat... | PP500356 | 1/26/2015 12:34 PM | \$95.00 |
| B&H Photo, Vide... | PP500351 | 1/13/2015 12:52 PM | \$100.00 |

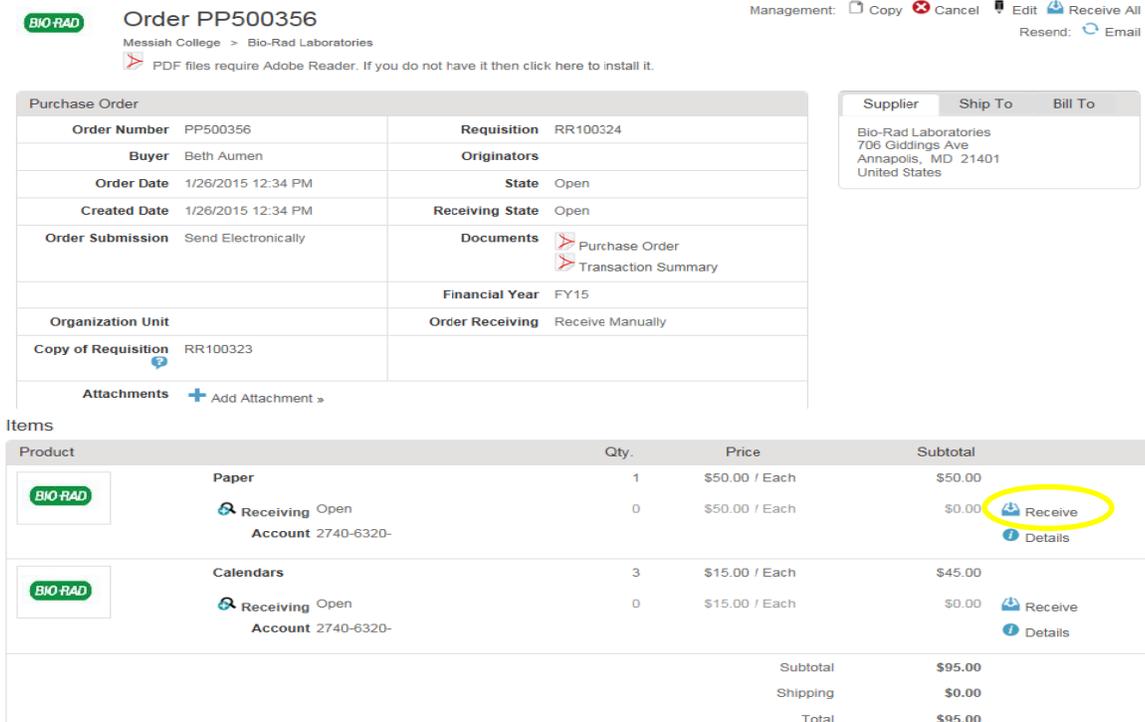
[View all orders](#)

Open Receiving

| | | | |
|--------------------|----------|--------------------|---------|
| Bio-Rad Laborat... | PP500356 | 1/26/2015 12:34 PM | \$95.00 |
|--------------------|----------|--------------------|---------|

Requests for Quote
No requests for quote to display.

- Each item is listed separately for receiving.
- Click on **Receive** for the first item.



BIO-RAD Order PP500356
 Messiah College > Bio-Rad Laboratories
 Management: [Copy](#) [Cancel](#) [Edit](#) [Receive All](#)
 Resend: [Email](#)

PDF files require Adobe Reader. If you do not have it then click here to install it.

| Purchase Order | | Supplier | |
|---------------------|---|----------|----------------------|
| Order Number | PP500356 | Supplier | Bio-Rad Laboratories |
| Buyer | Beth Aumen | Ship To | 706 Giddings Ave |
| Order Date | 1/26/2015 12:34 PM | Bill To | Annapolis, MD 21401 |
| Created Date | 1/26/2015 12:34 PM | | United States |
| Order Submission | Send Electronically | | |
| Requisition | RR100324 | | |
| Originators | Open | | |
| Receiving State | Open | | |
| Documents | Purchase Order Transaction Summary | | |
| Financial Year | FY15 | | |
| Organization Unit | | | |
| Order Receiving | Receive Manually | | |
| Copy of Requisition | RR100323 | | |
| Attachments | + Add Attachment | | |

Items

| Product | Qty. | Price | Subtotal |
|--|------|----------------|--|
|  Paper | 1 | \$50.00 / Each | \$50.00 |
|  Receiving Open | 0 | \$50.00 / Each | \$0.00 |
| Account 2740-6320- | | | Receive Details |
|  Calendars | 3 | \$15.00 / Each | \$45.00 |
|  Receiving Open | 0 | \$15.00 / Each | \$0.00 |
| Account 2740-6320- | | | Receive Details |
| Subtotal | | | \$95.00 |
| Shipping | | | \$0.00 |
| Total | | | \$95.00 |

- A Receive Item box will appear for that item.
- Action is defaulted to Receive, do not change.
- Receiving Date is defaulted; change to the actual date item was received.
- Received Quantity is defaulted to number ordered, if appropriate, change to actual number received.
- Use Note field to document changes in quantity.
- Click **OK**.

Receive Item 1 on Order PP500356

Name: Paper

Action: Receive

Receiving Date: 1/26/2015 7:41 PM

Received Quantity: 1

Note:

| | Qty. |
|-----------|------|
| Ordered | 1 |
| Delivered | 0 |
| Received | 0 |
| Returned | 0 |
| Invoiced | 0 |

Buttons: OK, Cancel

- Under Qty. the number received will be displayed and Receiving for that item will be closed.
- Repeat steps for each additional item received.

| Product | | Qty. | Price | Subtotal |
|---------------|--------------------|------|----------------|----------|
| Paper | Receiving Closed | 1 | \$50.00 / Each | \$50.00 |
| | Account 2740-6320- | 1 | \$50.00 / Each | \$50.00 |
| Calendars | Receiving Open | 3 | \$15.00 / Each | \$45.00 |
| | Account 2740-6320- | 0 | \$15.00 / Each | \$0.00 |
| Subtotal | | | | \$95.00 |
| Shipping | | | | \$0.00 |
| Total | | | | \$95.00 |

- Click on the **home key** to return to the dashboard.
- The order should be removed from your Open Receiving.

Marketplace Orders Invoices

MESSIAH COLLEGE MC ONE\$OURCE

All Search

Messiah College
Messiah College eMarketplace on Unimarket
[Demo Site](#)

Links
• Messiah Purchasing

Recently Used Suppliers

BIO-RAD xpedx B&H Airgas

View all suppliers

Approvals
No approvals to display.
View all approvals

Requisitions in Progress

| | | | |
|--------|----------|--------------------|------------|
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| xpedx | RR100321 | 1/21/2015 10:59 AM | \$100.00 |
| Airgas | RR100319 | 1/13/2015 12:48 PM | \$1,020.00 |

View all requisitions

Orders

| | | | |
|--------------------|----------|--------------------|----------|
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View all orders

Open Receiving
No open orders to display.

Requests for Quote
No requests for quote to display.