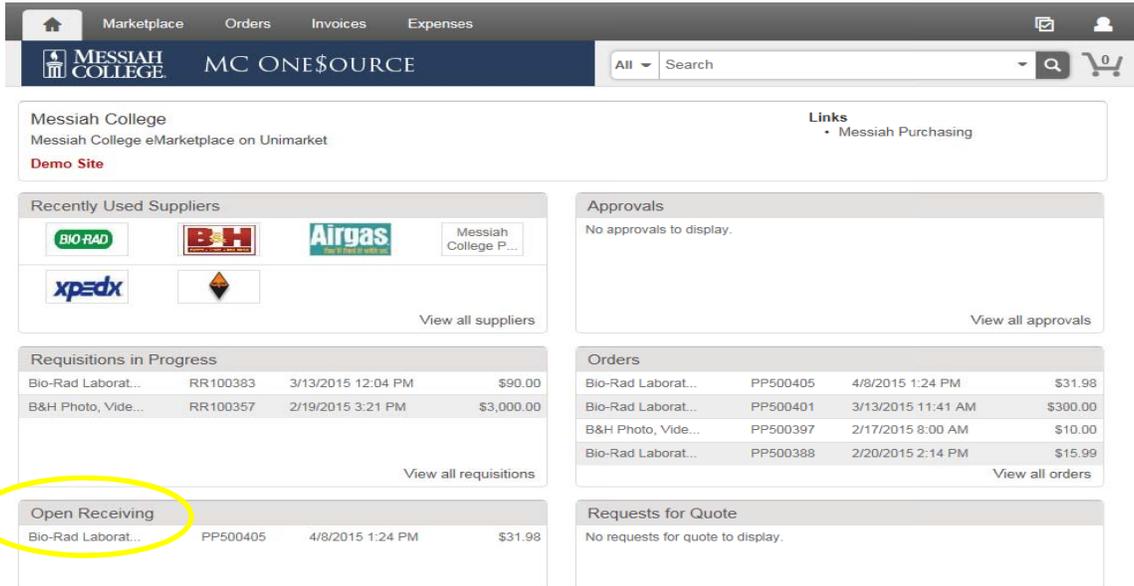


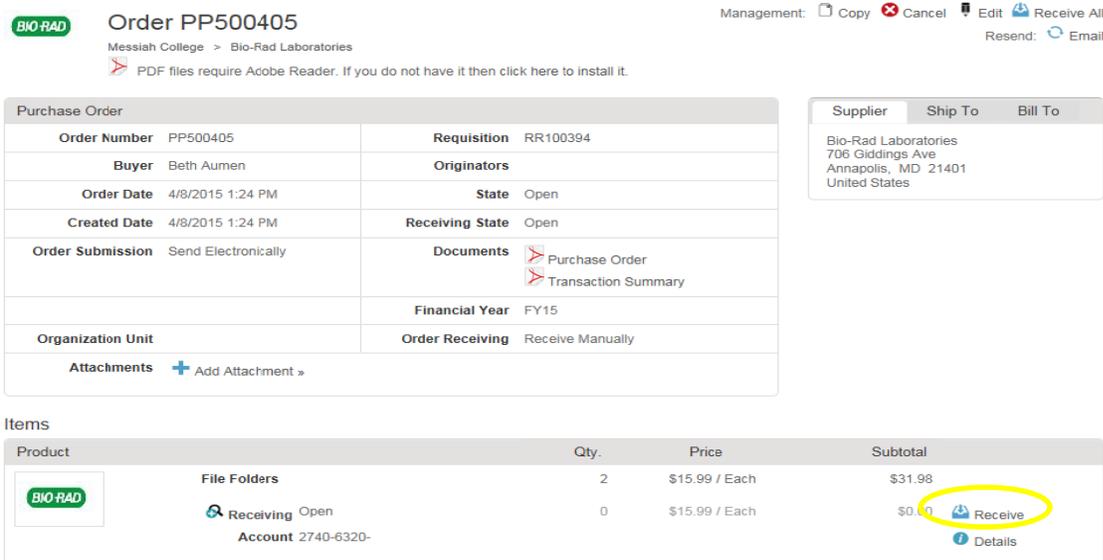
- Login to MC OneSource, <https://messiah.unimarket.com>.
- Under Open Receiving, click on Supplier name.
- This will open the order for receiving the item(s).



The screenshot shows the MC OneSource dashboard with the following sections:

- Marketplace** (Home icon)
- Orders** (Orders icon)
- Invoices** (Invoices icon)
- Expenses** (Expenses icon)
- Messiah College MC ONE\$OURCE** (Header)
- Search** (Search bar)
- Messiah College** (User profile)
- Links** (Messiah Purchasing)
- Recently Used Suppliers** (BIO-RAD, B&H, Airgas, xpdx)
- Approvals** (No approvals to display)
- Requisitions in Progress** (Table with 2 rows)
- Orders** (Table with 4 rows)
- Open Receiving** (Section highlighted with a yellow circle, containing one row for Bio-Rad Laborat...)
- Requests for Quote** (No requests for quote to display)

- Each item will be listed separately for receiving.
- Click on Receive for the first item.



The screenshot shows the details for **Order PP500405** from Bio-Rad Laboratories. Management options include Copy, Cancel, Edit, Receive All, and Email. A note states: "PDF files require Adobe Reader. If you do not have it then click here to install it."

Purchase Order Summary:

Order Number	PP500405	Requisition	RR100394
Buyer	Beth Aumen	Originators	
Order Date	4/8/2015 1:24 PM	State	Open
Created Date	4/8/2015 1:24 PM	Receiving State	Open
Order Submission	Send Electronically	Documents	Purchase Order Transaction Summary
		Financial Year	FY15
Organization Unit		Order Receiving	Receive Manually
Attachments	+ Add Attachment »		

Supplier | **Ship To** | **Bill To**

Bio-Rad Laboratories
706 Giddings Ave
Annapolis, MD 21401
United States

Items

Product	Qty.	Price	Subtotal
BIO-RAD File Folders	2	\$15.99 / Each	\$31.98
Receiving Open	0	\$15.99 / Each	\$0.00
Account 2740-6320-			

The 'Receive' button for the 'Receiving Open' row is highlighted with a yellow circle.

- A Receive Item box will appear for that item.
- Action is defaulted to Receive. Click on the drop down arrow.

Receive Item 1 on Order PP500405

Name	File Folders
Action *	Receive
Receiving Date *	4/8/2015 7:30 PM
Received Quantity *	2
Note	

	Qty.
Ordered	2
Delivered	0
Received	0
Returned	0
Invoiced	0

OK Cancel

- Select Manual Close.

Receive Item 1 on Order PP500405

Name	File Folders
Action *	Manual Close
Receiving Date *	4/8/2015 7:30 PM
Received Quantity *	2
Note	

	Qty.
Ordered	2
Delivered	0
Received	0
Returned	0
Invoiced	0

OK Cancel

- Use Note field to document the reason for the manual close.
- Click OK.

Receive Item 1 on Order PP500405

Name	File Folders
Action *	Manual Close
Note *	Returned item & will not receive a replacement.
Receiving Date *	4/8/2015 7:30 PM
Received Quantity *	2

	Qty.
Ordered	2
Delivered	0
Received	0
Returned	0
Invoiced	0

Warning: Manually closing receiving will prevent any more goods from being received and may prevent invoices from being matched.

OK Cancel

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

Marketplace Orders Invoices Expenses

MESSIAH COLLEGE MC ONE\$OURCE

All Search

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

Links
• [Messiah Purchasing](#)

Recently Used Suppliers

BIO-RAD B&H Airgas Messiah College P...
xpdx

[View all suppliers](#)

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

Requisitions in Progress

Bio-Rad Laborat...	RR100383	3/13/2015 12:04 PM	\$90.00
B&H Photo, Vide...	RR100357	2/19/2015 3:21 PM	\$3,000.00

[View all requisitions](#)

Orders

Bio-Rad Laborat...	PP500405	4/8/2015 1:24 PM	\$31.98
Bio-Rad Laborat...	PP500401	3/13/2015 11:41 AM	\$300.00
B&H Photo, Vide...	PP500397	2/17/2015 8:00 AM	\$10.00
Bio-Rad Laborat...	PP500388	2/20/2015 2:14 PM	\$15.99

[View all orders](#)

Open Receiving
No open orders to display.

Requests for Quote
No requests for quote to display.