

- An email from accounts payable@messiah.edu will be received when an invoice requires approval.
- Click on the link to login and review the invoice. (Alternately, login to MC OneSource, then click on tasks icon/invoices at the top of the page in the gray bar.)

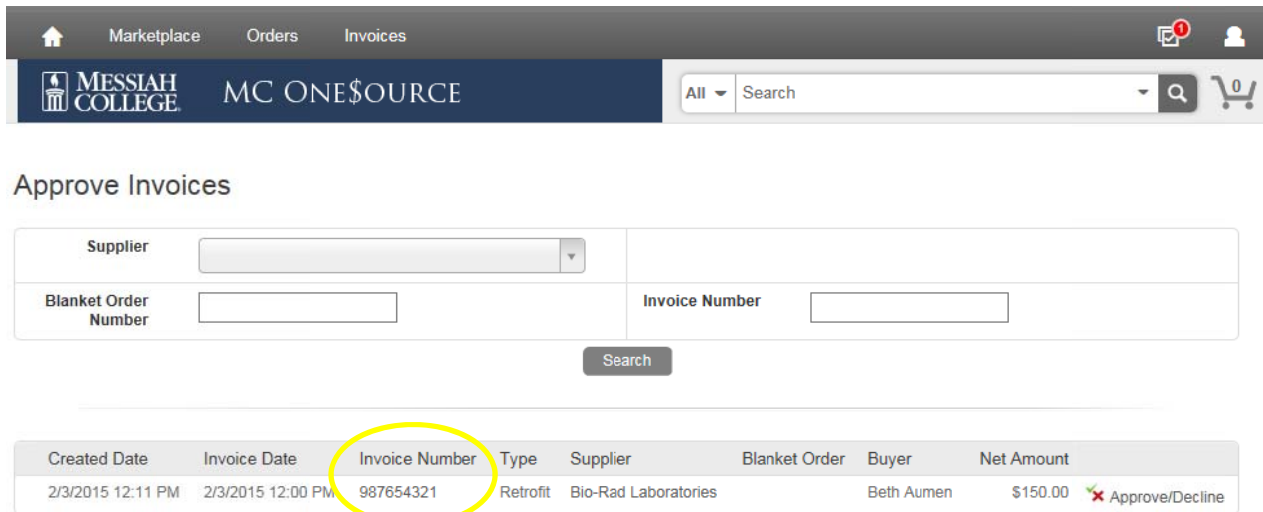
Dear Daisy Anderson-Suite 3012,


An invoice 987654321 has been created against your blanket order FY15 PSU Lab Supplies for the supplier Bio-Rad. This invoice requires your approval.

Please click [here](#) to login and view the invoice.

Unimarket Limited. Collaborative Procurement.

- From the Approve Invoices screen, click on the **invoice number**.



Created Date	Invoice Date	Invoice Number	Type	Supplier	Blanket Order	Buyer	Net Amount	
2/3/2015 12:11 PM	2/3/2015 12:00 PM	987654321	Retrofit	Bio-Rad Laboratories		Beth Aumen	\$150.00	 Approve/Decline

- Note the Supplier.
- Review all Attachments by clicking on the blue link.
- Review the Description of the items listed along with the quantity, unit price and total.
- Click **Approve/Decline** at the top of the page.



Invoice 98765432

Messiah College > Bio-Rad Laboratories

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

Management: [View Invoices](#) [Approve/Decline](#)

Invoice		Supplier	Ship To	Bill To
Invoice Number 98765432	Invoice Date 2/6/2015 12:00 PM	Attn: Bio-Rad Laboratories, Life Sciences 706 Giddings Ave Annapolis, MD 21401 United States		
State Pending Approval	Created Date 2/3/2015 12:33 PM			
Printable Invoice	Payment Due Date 2/13/2015 12:00 PM			
Transaction Run	Currency USD			
Customer Messiah College	Attachments Membership Invoice.docx (12.4K)			
Document Reference	Creator Teri Rader (Messiah College)			
	Blanket Order PP500324			

Items

Order	Description	State	Qty.	Price	Subtotal	
PP500324	Lab Supplies	Pending Approval	1	\$150.00 / Each	\$150.00	
					Subtotal	\$150.00
					Shipping	\$0.00
					Tax	\$0.00
					Total	\$150.00

- Review the Account Coding (most blanket orders will not allow release coding so this cannot be changed). If the coding is incorrect, select decline.
- To decline the invoice, type a reason for declining in the box and then click **Decline**.
- If approving, a reason is not mandatory but may be entered. Click **Approve**.

Invoice 98765432 for Blanket Order PP500324 FY15 PSU Lab supplies

Order Number	PP500324
Order Name	FY15 PSU Lab supplies
Order Description	Lab supplies and services
Invoice Number	98765432

Line	Code	Name	Quantity	Unit Price	Catalog Price	Subtotal	Invoice Tax
1		Lab Supplies	1	\$150.00 / Each		\$150.00	
		Account Code 2740 6320					
		Order Tax \$0.00					
						Total	\$150.00
						Shipping	\$0.00
						Shipping Order Tax	\$0.00

Reason

Approve Decline Cancel

- Invoice has been completed.

BIO-RAD **Invoice 98765432** Management: View Invoices

Messiah College > Bio-Rad Laboratories
 PDF files require Adobe Reader. If you do not have it then click here to install it.

Invoice	
Invoice Number 98765432	Invoice Date 2/6/2015 12:00 PM
State Submitted	Created Date 2/3/2015 12:33 PM
	Payment Due Date 2/13/2015 12:00 PM
Printable Invoice Printable Invoice	Currency USD
Transaction Run	Attachments Membership Invoice.docx (12.4K)
Customer Messiah College	Creator Teri Rader (Messiah College)
Document Reference	Blanket Order PP500324

Supplier	Ship To	Bill To
<i>Attn: Bio-Rad Laboratories, Life Sciences</i> 706 Giddings Ave Annapolis, MD 21401 United States		

Items

Order	Description	State	Qty.	Price	Subtotal
PP500366	Lab Supplies	Submitted	1	\$150.00 / Each	\$150.00
Subtotal					\$150.00
Shipping					\$0.00
Tax					\$0.00
Total					\$150.00

- Click on the “Home” icon and verify that there is no number next to tasks icon on the gray bar. This verifies that all tasks have been completed.

Marketplace
Orders
Invoices

MC ONE\$OURCE

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Messiah College eMarketplace on Unimarket

Links

- Messiah Purchasing