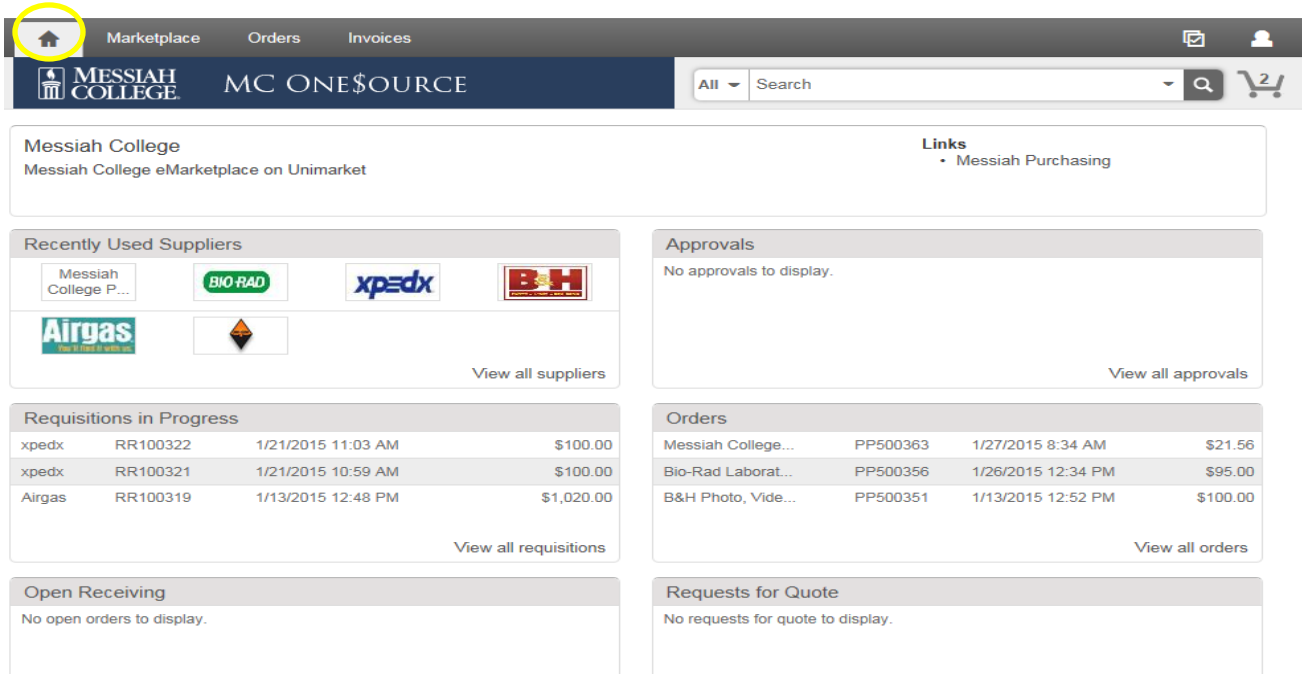


- Logon to <https://messiah.unimarket.com>. The **dashboard** will be displayed.
- Dashboards are different for each employee depending on assigned roles.
- Monitor the dashboard to follow requisitions from entry to order to receiving to payment.
- Use the dashboard to research requisitions (including attached documentation), purchase orders and invoices.
- Click the **home icon** to return to the dashboard from anywhere in MC One\$ource.



The screenshot shows the MC One\$ource dashboard interface. At the top, there is a navigation bar with 'Marketplace', 'Orders', and 'Invoices' tabs. The 'home' icon (a house) is circled in yellow. Below the navigation bar, the page title 'MESSIAH COLLEGE MC ONE\$OURCE' is displayed. A search bar and a shopping cart icon with '2' items are visible. The main content area is divided into several sections:

- Messiah College**: Messiah College eMarketplace on Unimarket. **Links**: Messiah Purchasing.
- Recently Used Suppliers**: Displays logos for Messiah College P..., BIO-RAD, xpedx, B&H, and Airgas. A 'View all suppliers' link is at the bottom.
- Approvals**: No approvals to display. A 'View all approvals' link is at the bottom.
- Requisitions in Progress**:

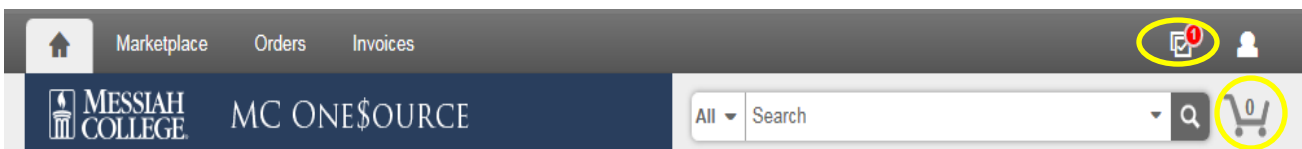
Supplier	Requisition ID	Date/Time	Amount
xpedx	RR100322	1/21/2015 11:03 AM	\$100.00
xpedx	RR100321	1/21/2015 10:59 AM	\$100.00
Airgas	RR100319	1/13/2015 12:48 PM	\$1,020.00

 A 'View all requisitions' link is at the bottom.
- Orders**:

Supplier	Order ID	Date/Time	Amount
Messiah College...	PP500363	1/27/2015 8:34 AM	\$21.56
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

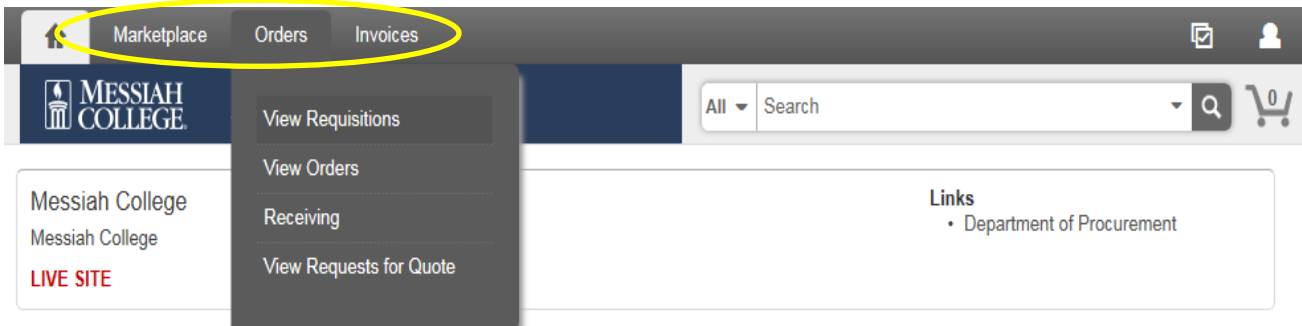
 A 'View all orders' link is at the bottom.
- Open Receiving**: No open orders to display.
- Requests for Quote**: No requests for quote to display.

- Tasks needing completion are indicated by a number in a red circle above the **task icon**.
- Hover over the icon to see the task that needs to be completed.
- The number inside the **shopping cart icon** shows items currently in the cart.

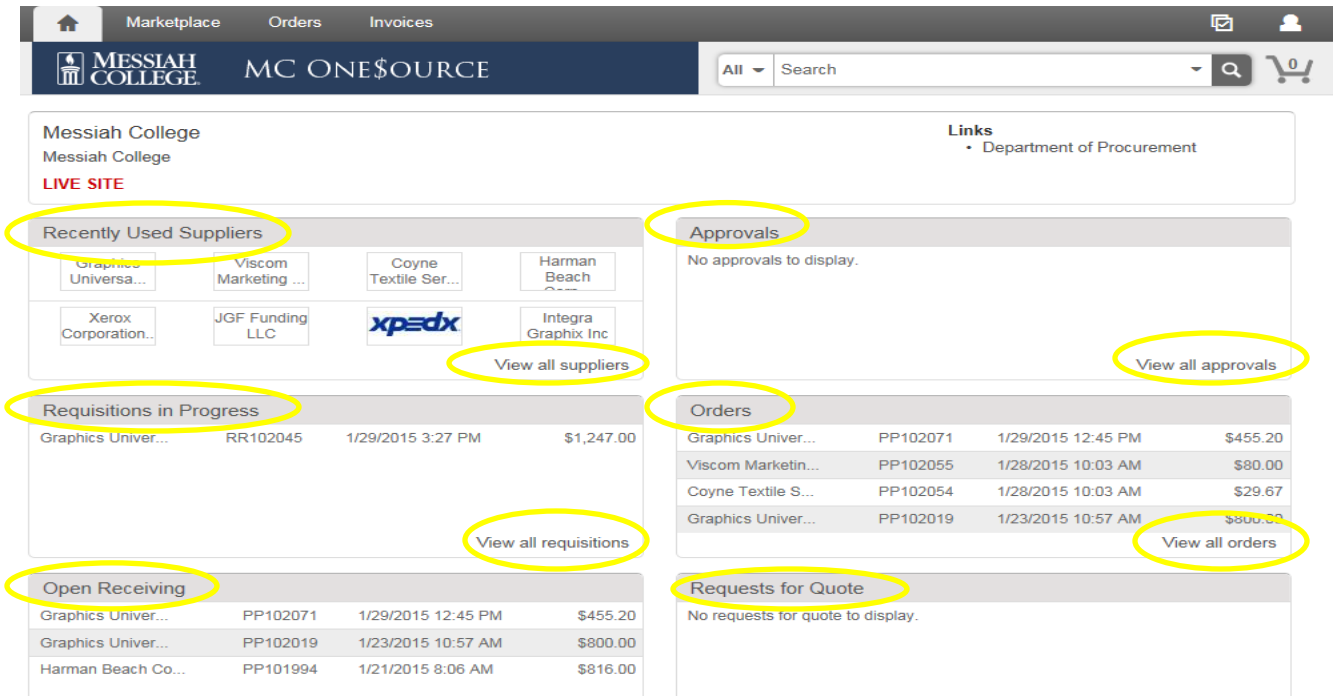


This screenshot shows the same dashboard interface as above, but with the 'task icon' (a document with a red circle containing the number '1') and the 'shopping cart icon' (a cart with the number '0') circled in yellow. The rest of the dashboard content remains the same.

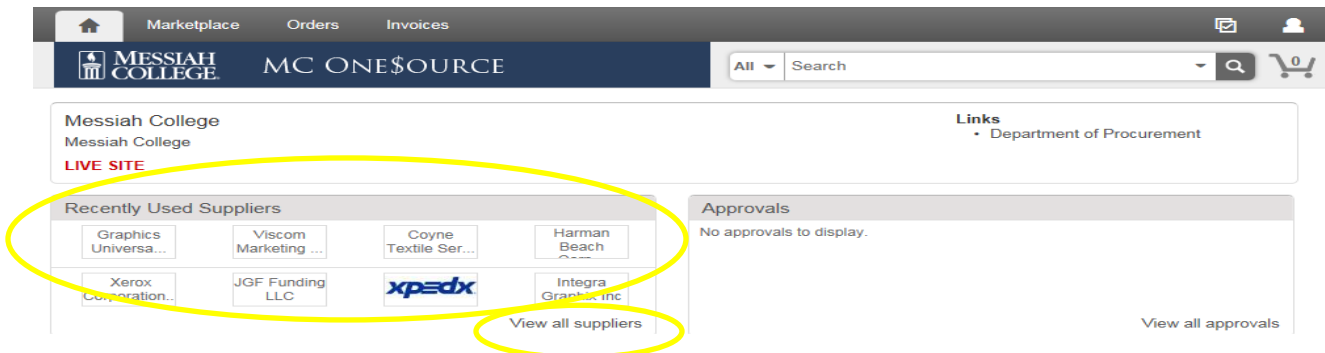
- There are two ways to maneuver in the system.
 1. Hover over **Marketplace**, **Orders** or **Invoices** to see drop down menu options.



2. Click on the gray link in the top left and bottom right corner of each section.



- The **Recently Used Supplier** box shows the eight most recently used suppliers.
- Click on a specific supplier to start the requisition process with that supplier.
- Click **View all suppliers** to search for a different supplier.



- The **Approvals** box lists the four most recent requisitions requiring approval.
- Click **View all approvals** to see more. (Requisitions requiring approval from the two most recent months will be displayed, to see older requisitions requiring approval change the dates accordingly.)
- Requisitions remain in this box until approved or declined.

The screenshot shows the top navigation bar with 'Marketplace', 'Orders', and 'Invoices'. Below is the 'MESSIAH COLLEGE MC ONE\$OURCE' header with a search bar and a shopping cart icon. The main content area includes a 'Messiah College' section with a 'LIVE SITE' link and a 'Links' section for 'Department of Procurement'. The 'Recently Used Suppliers' section lists various suppliers like Graphics Universa..., Viscom Marketing..., Coyne Textile Ser..., Harman Beach, Xerox Corporation..., JGF Funding LLC, xpedx, and Integra Graphix Inc. The 'Approvals' section is highlighted in yellow and contains the text 'No approvals to display' and a 'View all approvals' link.

- The **Requisitions in Progress** box lists the four most recent requisitions waiting for approval.
- Click **View all requisitions** to see more. (Requisitions entered during the two most recent months will be displayed, to see older requisitions change the dates accordingly.)
- Once approved, requisitions are removed from this box.

The screenshot shows the same website interface as above. The 'Requisitions in Progress' section is highlighted in yellow and contains a table with one requisition. The 'Approvals' section is also visible and contains the text 'No approvals to display' and a 'View all approvals' link. The 'Orders' section is visible below and contains a table with four orders.

Requisitions in Progress			
Graphics Univer...	RR102045	1/29/2015 3:27 PM	\$1,247.00

Orders			
Graphics Univer...	PP102071	1/29/2015 12:45 PM	\$455.20
Viscom Marketin...	PP102055	1/28/2015 10:03 AM	\$80.00
Coyne Textile S...	PP102054	1/28/2015 10:03 AM	\$29.67
Graphics Univer...	PP102019	1/23/2015 10:57 AM	\$800.00

- The **Orders** box lists the four most recent orders processed.
- Click **View all orders** to see more. (Orders from the two most recent months will be displayed, to see older orders change the dates accordingly.)
- Orders remain in this box for future reference.

Messiah College
Messiah College
[LIVE SITE](#)

Marketplace Orders Invoices

MC ONE\$OURCE

All Search

Links
• Department of Procurement

Recently Used Suppliers

Graphics Universa...	Viscom Marketing ...	Coyne Textile Ser...	Harman Beach
Xerox Corporation...	JGF Funding LLC	xpdx	Integra Graphix Inc

View all suppliers

Approvals
No approvals to display.
View all approvals

Requisitions in Progress

Graphics Univer...	RR102045	1/29/2015 3:27 PM	\$1,247.00
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View all requisitions

Orders

Graphics Univer...	PP102071	1/29/2015 12:45 PM	\$455.20
Viscom Marketin...	PP102055	1/28/2015 10:03 AM	\$80.00
Coyne Textile S...	PP102054	1/28/2015 10:03 AM	\$29.67
Graphics Univer...	PP102019	1/23/2015 10:57 AM	\$800.00

View all orders

- The **Open Receiving** box lists the four most recent orders not yet received.
- Click **View all open orders** to see more. (Open orders from the two most recent months will be displayed, to see older open orders change the dates accordingly.)
- Orders are removed from this box once received.
- At this time, Messiah College is not utilizing the **Requests for Quote** or **Quotes** box.

Open Receiving

Graphics Univer...	PP102071	1/29/2015 12:45 PM	\$455.20
Graphics Univer...	PP102019	1/23/2015 10:57 AM	\$800.00
Harman Beach Co...	PP101994	1/21/2015 8:06 AM	\$816.00

View all open orders

Requests for Quote
No requests for quote to display.
View all RFQs

Quotes
No quotes to display.
View all quotes

Invoices

Coyne Textile S...	0755737	1/23/2015 12:00 PM	\$29.67
Viscom Marketin...	4296	1/23/2015 12:00 PM	\$80.00
Viscom Marketin...	4256	1/15/2015 12:00 PM	\$27.00
Xerox Corporati...	501598423	12/3/2014 12:00 PM	\$1,111.34

View all invoices

- The **Invoice** box displays the four most recent invoices applied to orders.
- Click **View all invoices** to see more. (Invoices entered during the two most recent months will be displayed, to see older invoices change the dates accordingly.)
- Invoices remain in this box for future reference.

Quotes
No quotes to display.
View all quotes

Invoices

Coyne Textile S...	0755737	1/23/2015 12:00 PM	\$29.67
Viscom Marketin...	4296	1/23/2015 12:00 PM	\$80.00
Viscom Marketin...	4256	1/15/2015 12:00 PM	\$27.00
Xerox Corporati...	501598423	12/3/2014 12:00 PM	\$1,111.34

View all invoices