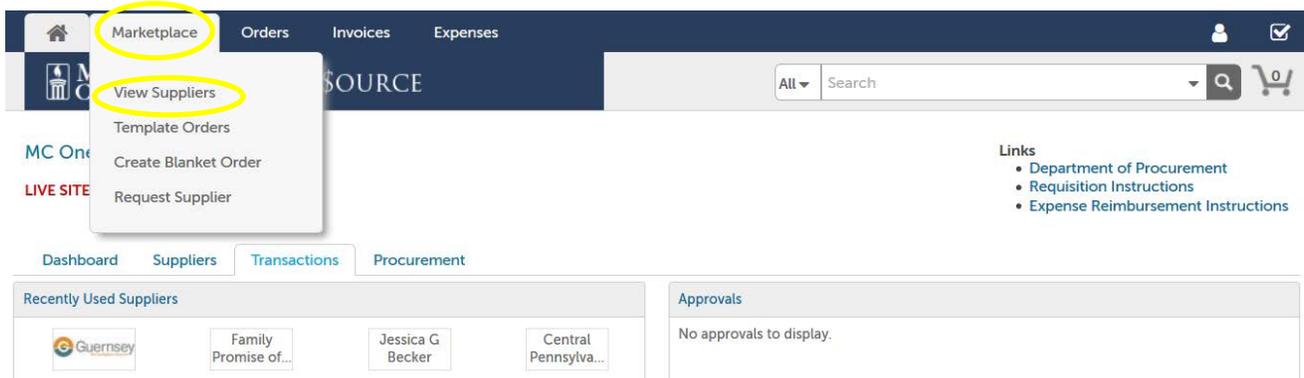


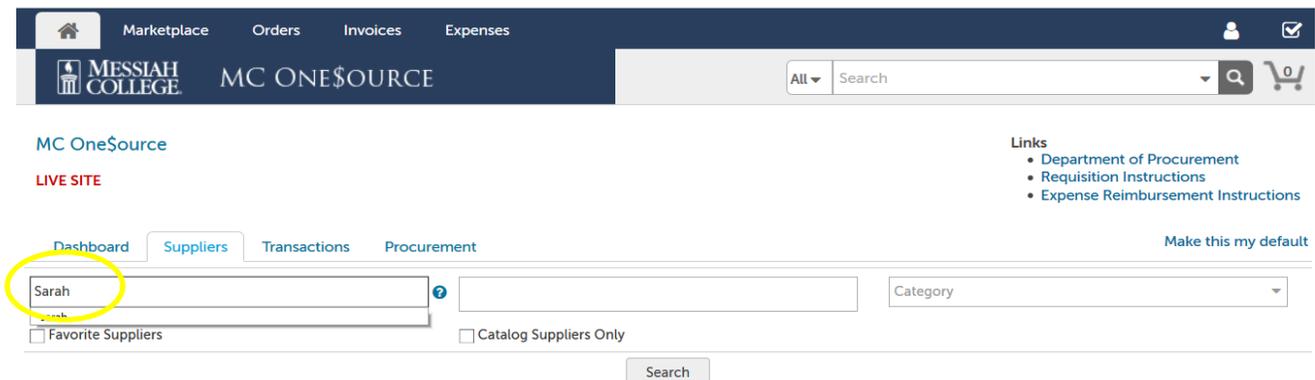
Logon to <https://messiah.unimarket.com>

- Click Marketplace
- Click View Suppliers



The screenshot shows the top navigation bar of the MC OneSource Marketplace. The 'Marketplace' tab is highlighted with a yellow circle. A dropdown menu is open, showing 'View Suppliers' also highlighted with a yellow circle. Other options in the menu include 'Template Orders', 'Create Blanket Order', and 'Request Supplier'. The main content area shows a search bar, a 'Links' section with 'Department of Procurement', 'Requisition Instructions', and 'Expense Reimbursement Instructions', and a 'Recently Used Suppliers' section with cards for 'Guernsey', 'Family Promise of...', 'Jessica G Becker', and 'Central Pennsylv...'.

- Type one word of the Student's name in the Supplier box. Click Search



The screenshot shows the 'Suppliers' page in the MC OneSource Marketplace. The 'Suppliers' tab is highlighted with a yellow circle. A search box contains the name 'Sarah' and is also highlighted with a yellow circle. Below the search box are checkboxes for 'Favorite Suppliers' and 'Catalog Suppliers Only'. A 'Search' button is located at the bottom right of the search area.

- Click on Student's name
- Click Create a Non-Catalog Item



The screenshot shows the profile page for 'Sarah A Fertsch' in the MC OneSource Marketplace. The 'Marketplace' tab is highlighted with a yellow circle. The search bar contains 'Sarah A Fertsch'. Below the search bar, the name 'Sarah A Fertsch' is displayed. Underneath, there are tabs for 'Store', 'Details', 'Contact', and 'Transactions'. A yellow circle highlights a button labeled 'Create a Non-Catalog Item >'.

- Type a descriptive Item Name. Click **Next**.

Marketplace Orders Invoices Expenses

MESSIAH COLLEGE MC ONE\$OURCE

Sarah A Fertsch Search

Create a Non-Catalog Item

Messiah College > Sarah A Fertsch

Name Search Item Details

Item Name * Decorations of resident hall meet and greet event

< Previous Next > Cancel 1 Add to Cart

- Type in **Unit Price**.
- Adjust Unit of Measure, if necessary
- If applicable, please include details in the description box concerning the item along with the product code.
- Quantity can be adjusted by changing the number in the box between Cancel and Add to Cart.
- Click **Add to cart**.

Create a Non-Catalog Item

Messiah College > Sarah A Fertsch

Name Search Item Details

Name * Decorations of resident hall meet and greet event

Use Estimated Price

Unit Price * \$ 19.95

Unit of Measure * Each

Optional Details

Description Event held 4/28/2017

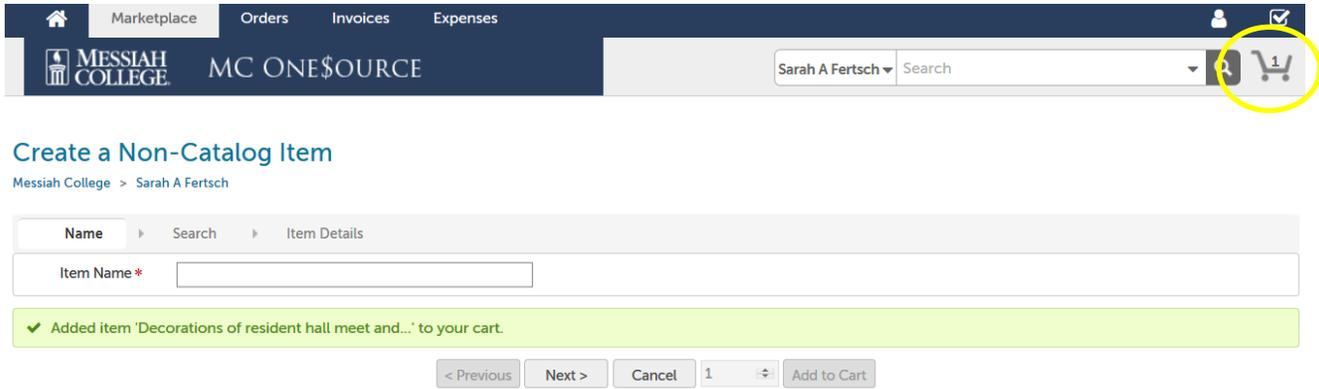
Product Code

Category Browse

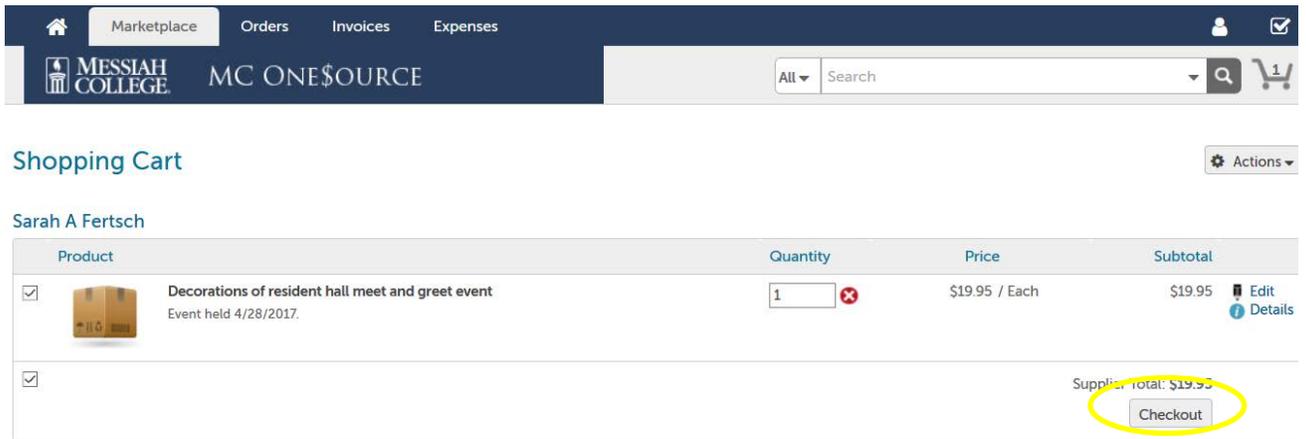
Manufacturer Part ID

< Previous Next > Cancel 1 Add to Cart

- When all items have been added, click on the **Shopping Cart** icon to review items in cart.



- The **Shopping Cart** is now displayed in MC OneSource. Item quantities can be adjusted from this page if necessary. If everything is correct, click **Checkout**.



- The **Checkout** page is now displayed. Verify that the **Ship To** information is correct.
- **Bill To** should default to Accounts Payable.
- Click **Order Type**



- Check the box to the right of Retrofit Order.
- Type in **See Attached Receipt(s)**.
- Order Date - do not change
- Order Submission should default to Do Not Send. **Please do not change unless you discuss with the Purchasing Department.**

▼ Order Type Retrofit

Sensitive 

Retrofit Order 

Related Invoice Number See attached receipts Order Date * 3/9/2018  7 : 42 PM ▼

Order Submission * Do not Send ▼

- Enter today's date as the delivery date by clicking on the calendar next to the **Delivery Date** box. (If more than one item, the blue down arrow to the right can be used to copy the same delivery date down to all other items.)
- Enter the **Account** coding. In the first box, type the **org code**. Options will appear, click to choose the correct option or continue typing. Search by org name is also available by typing the first word of the org.
- In the second box, type the **account code**. As you begin typing, options will appear, click to choose the correct option or continue typing. Search by account name is also available by typing the first word of the account.
- If applicable, type the **activity code** in the third box. As you begin typing, options will appear, click to choose the correct option or continue typing. Search by activity code is also available by typing the first word of the activity code.
- If purchasing more than one item and allocating all items to the same org/account, use the blue down arrow to the right of the account boxes to copy the org/account allocation down to all other items. Make sure each item has the correct org/account/activity code allocation.

Product	Qty.	Subtotal	Tax
 Decorations of resident hall meet and greet event Unit Price: \$19.95 / Each Delivery Date 3/9/2018  7 : 00 PM ▼  Account 2740  6272       Split	1	\$19.95	\$0.00
		Subtotal	\$19.95
		Shipping * 	\$ 0 \$0.00
		Tax	\$0.00
		Total	\$19.95

- With retrofits, POs will **not** be emailed to Supplier. Delivery Notes are not necessary.
- Order Receiving is defaulted to Receive Automatically, **do not** change.

Delivery Notes <input type="text"/>	Order Attachments + Add Attachment »
Blanket Order <input type="text"/>	Order Receiving * <input type="text" value="Receive Automatically"/>

- In the **Justification** box, provide the business purpose for the purchase. This is required information, please be specific.
- Save receipts as pdf's, click on the **Add Attachment** link in the **Justification Attachments** box, browse to find each receipt, click **Add**.

Justification Decorations needed for meet and greet...

Justification * Decorations needed for meet and greet event held on 4/28/2017.

Justification Attachments [+ Add Attachment »](#)
Target Receipt.pdf (497.2K) Delete

Justification Type

- If an Organization Unit is listed, click the x to remove.
- When all steps are completed, click on Checkout to process the requisition.

Organization School of Business Expense Reimbursements

Organization Unit School of Business Expense Reimbursements

Checkout Save Cancel