

• Click the hamburger menu bar and click View Requisitions

| <u>File Edit View History Bookmarks</u> | <u>T</u> ools <u>H</u> elp | | | | | | - | o × |
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| Amost Visited Dig Getting Started | Getting Started 💮 Wel | lcome To Applicati 💮 How To C | reate Stunni 🚾 🛚 | /isa IntelliLink Spend | 🍪 Dashboard Messia | ah 🔘 Home - Walking Work | s 🔣 File Upload 🔣 Lock | Haven University |
| Marketplace 🗗 - | MESSIAH COLLEGE | MC ONE\$OURCE | | Se | earch marketplace. | | <mark>०</mark> 🖁 🎖 | 으 🧧 [^] |
| යි Home 🔗 | > | | 6.2.6_656 | 55 DEMO × | | | | |
| Marketplace | | | | | | Links | | |
| View Suppliers | place on Unimarket | | | | | Depart MC On | ment of Procurement | |
| Request Quote | | | | | | Instruc | tions | |
| Shopping Lists | | | | | | | | |
| Create Blanket Order | | | | | | | ✓ Default up | odated. |
| Request Supplier | rs Transactions | Procurement | | | | | | |
| Orders | | | | | | | | |
| View Requisitions | liers | | | Approvals | | | | |
| View Orders | Commonv | Grimm | MakerBot | Jack Wells | Jack Wells | 10/4/2017 7:24 AM | \$4.82 | |
| Receiving | Corp | Tronby & | | | | | | |
| View Requests for Quote | Airgas. | CAROLINA | MESSIAH COLLEGE | | | | | |
| | | | /iew suppliers | | | | View approvals | |
| DEMO | | | | | | | | ~ |

- All requisitions will be listed.
- Click on the **correct requisition** number to copy.

| Requisition | S | | | | | | |
|-------------------|-------------------------------------|----------|--------------|------------|------------------------|--------------------|----------|
| Requisition Numbe | r St | ıpplier | | ~ | Period Last 90 Days | | ~ |
| Search | | | \checkmark | | | | |
| Requisition | Buyer | Supplier | Туре | State | Approvers | Created | Total |
| RR100838 | Donna Brosious-Suite 3012 - HOF 305 | WB Mason | Standard | Declined | | 12/3/2018 10:02 AM | \$206.00 |
| RR100828 | Donna Brosious-Suite 3012 - HOF 305 | Airgas | Standard | Incomplete | | 11/15/2018 7:29 AM | \$20.00 |

- Click on the **Approvals tab**
- Review declined reason listed in Approvals under decliner's name.

| Requisition | | | | | | Supplier | Bill To | Ship To |
|---|--------------------------------------|--------------------------------|---------------------------|-----------------------|---------------------|------------------------------|---------|--|
| Requisition Nun | nber RR100838 | | | Order | | WB Mason | | |
| В | uyer Donna Brosio | us-Suite 3012 - HOF 30 | 5 🕄 | Originators | | 59 Centre St Brockton, MA | 02303 | |
| Requisition I | Date 12/3/2018 10: Approval begun | 02 AM on 12/3/2018 10:02 AM | | Order Date | | United States | | |
| S | itate Declined | | | Order Submission | Send Electronically | | | |
| Organization | Unit Procurement | 🖋 Edit | | Approval Chain | | | | |
| Visit | ality Organization | Linit 🖋 Edit | | | | | | |
| | organization . | onic y Luit | | | | | | |
| Payment | Type On Account | | | | | | | |
| Payment 1 Items Justifica In Behalf Of | Type On Account Approval | ts Comments | | | | | | Approved |
| Payment T Items Justifica In Behalf Of urchasing Approval: R | Type On Account Approval | La Comments | | | | | | Approved X Declined |
| Payment 1 Items Justifica In Behalf Of urchasing Approval: F | Type On Account Approval | Completed | | | | | | Approved X Declined |
| Payment 1 Items Justifica In Behalf Of urchasing Approval: F Approver | Type On Account Approval | Completed Date | Level | | Туре | | | Approved |
| Payment 1 Items Justifica In Behalf Of urchasing Approval: R Approver Purchasing | Fype On Account Approval | Completed Date | Level [\$999,999,999.9 | 9] (\$999,999,999.99) | Туре | | C | Approved X Declined K Declined |



- in the upper right hand corner
- Click Copy

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| Requisiti Messiah College | on RR100838 > WB Mason | | | | < | r ¹ Copy |
|------------------------------|--|------------------|---------------------|------------------------------|---------|---------------------|
| Requisition | | | | Supplier | Bill Tc | 🔊 History |
| Requisition Number | RR100838 | Order | | WB Mason | | |
| Buyer | Donna Brosious-Suite 3012 - HOF 305 🚯 | Originators | | 59 Centre St Brockton, MA | 02303 | |
| Requisition Date | 12/3/2018 10:02 AM Approval begun on 12/3/2018 10:02 AM | Order Date | | United States | | |
| State | Declined | Order Submission | Send Electronically | | | |
| Organization Unit | Procurement 🖋 Edit | Approval Chain | | | | |
| Visibility | Organization Unit 🥒 Edit | | | | | |
| Payment Type | On Account | | | | | |

- Review the information on this screen <u>making sure</u> to correct the declined issue.
- Re-enter the **Delivery Date** for each item. Use the drop down arrow, if more than one item.

| ≡ Marketplace 🗗 - 🔚 MESSIAH COLLEGE MC ONE\$OUR | CE Search marketplace | Q | ₽ <mark>1</mark> | 2 |
|---|--|--------|------------------|-----------------------|
| Checkout | 6.2.6_65655 DEMO × | | | |
| Incomplete requisition RR100839 has been created as a copy of requisiti | ion RR100838. | | | |
| Bill To ACCOUNTS PAYABLE | Ship To COLLEGE PRESS | | | |
| Attn:ACCOUNTS PAYABLE | r Attn F 305 | | | |
| accountspayapie@messian.edu ONE COLLEGE AVENUE SUITE 3012 MECHANICSBURG, PA 17055 United States | COLLEGE PRESS [COLP] 133 W LISBURN ROAD MECHANICSBURG, PA 17055 United States | | | |
| Organization | \odot | | | |
| Order Type Standard WB Mason | \odot | | © Add | notes |
| Warning: This supplier has order integration enabled, and so may not see the | ese Notes or Order Attachments. | | | |
| Product Delivery date | Unit price Qty. Subtotal | Тах | | - |
| | \$206.00 / Each 1 \$206.00 | \$0.00 | لي Re 🖉 🖌 | Copy move oduct |
| 2740 <u>- 6320 - ACTV</u> JΞ -2 ··· | | | | |
| | Subtotal\$206.00Shipping * (2)\$0 | \$0.00 | | |
| | Tax \$0.00 | | | |
| | Total \$206.00 | | | |
| | Order attachments | | | |

- Click **Copy** to duplicate the exact same product.
- Click **Remove** to delete this product
- Click **Edit Product** to change Product Name, Unit Price, Unit of Measure or Optional Details (Please keep in mind, if this is a catalog order, the information cannot be changed.)
- Click **Checkout**

| ← → | C' 🕜 | 🛈 🔒 https://me: | ssiah.unimarket-demo.c | om/app/community/ | /marketplace/ vu Visa Int | :heckout?33 •••• 🕻 | ס ☆ Q Search board Messiah @ Home - | Walking Works | 🔀 File Upload | ⊥ III\ 🗉 |
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| ≡ | Marketplace 🗗 🗸 | MESSIAH | MC ONE\$C | OURCE | | Search ma | arketplace | _ | Q I | 2 ¹ 2 |
| | Product | Delivery | date | | Unit pric | e Qty. | Subtotal | Тах | | |
| | ORGN ACCT 2740 – 6320 – ACCT | ir | /2018 12:00 PM ↓≡ | s | \$206.00 / Eac | h 1 | \$206.00 | \$0.00 | | Copy 聞 Remove Edit product |
| | | | | | | Subtotal Shipping * 🚱 | \$206.00 | \$0.00 | | |
| | | | | | | Тах | \$0.00 | | | |
| | | | | | | Total | \$206.00 | | | |
| | Delivery notes Blanket order | | | | | order attachments u can choose which order Drop files to attach Size limit 50M | attachments will be sent to the , or browse | supplier togeth | er with the orde | н. |
| ation T | est for instructions | | | \bigcirc | | | | | | |
| ustificati | on and attachments are f | for review by the ap | prover. They will not | be sent to the su | pplier. | | | | | |
| fication - for instru | ictions | | | *** ** | Justificatio | n Attachments files to attach, or <mark>bro</mark> | wse | | | |
| fication 1 | Гуре | | | ~ | Size limi | 50M. | | | | |
| | equisition RR100839 has | been created as a c | copy of requisition RF | 100838. | | | | | | |

- A new Requisition number will be assigned at the top of the screen.
- Requisition will be re-sent through approval queue.