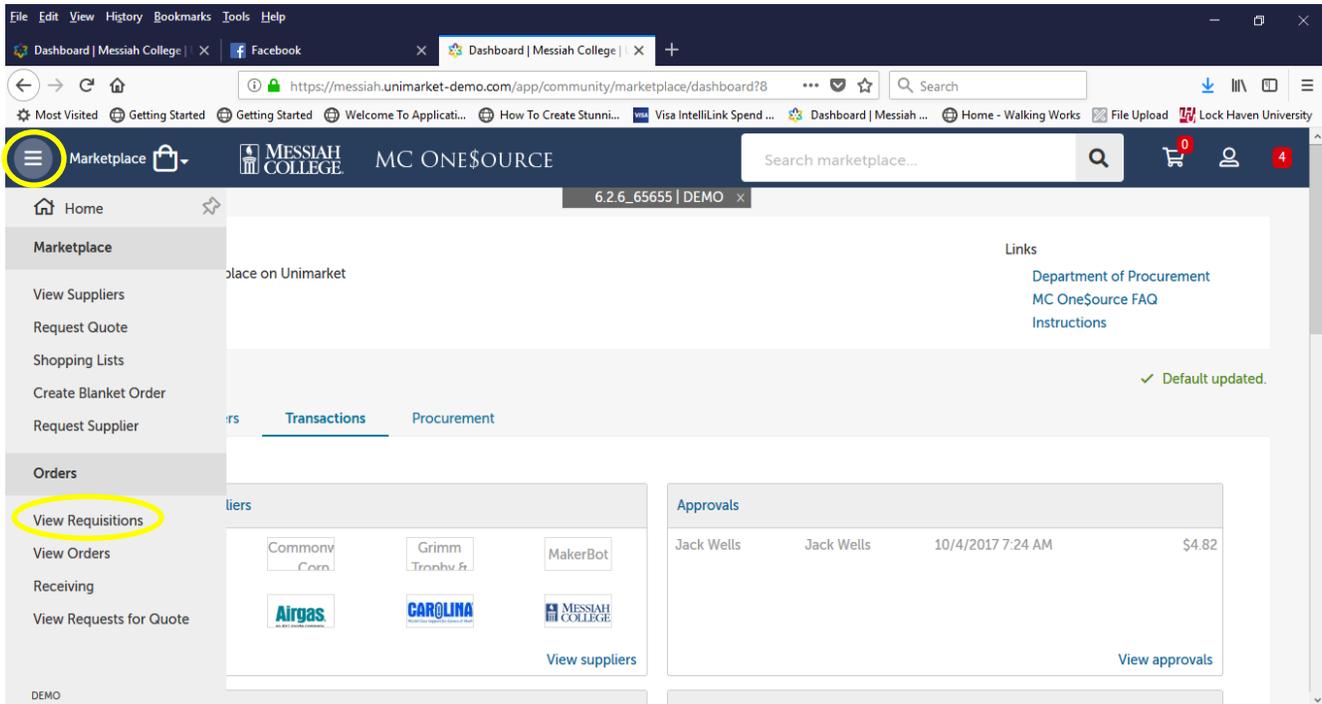


- Click the hamburger menu bar and click **View Requisitions**



The screenshot shows the MC OneSource Marketplace interface. The hamburger menu is open, and 'View Requisitions' is highlighted. The main content area displays a grid of supplier logos and an 'Approvals' table.

Requisition	Buyer	Supplier	Type	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

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

### Requisitions

Requisition Number:  Supplier:  Period:

Requisition	Buyer	Supplier	Type	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.

**WB MASON** Requisition RR100838  
 Messiah College > WB Mason

**Requisition**

Requisition Number	RR100838	Order	<b>Supplier</b>	Bill To	Ship To
Buyer	Donna Brosious-Suite 3012 - HOF 305 ⓘ	Originators	WB Mason		
Requisition Date	12/3/2018 10:02 AM Approval begun on 12/3/2018 10:02 AM	Order Date	59 Centre St		
State	Declined	Order Submission	Brockton, MA 02303		
Organization Unit	Procurement <a href="#">Edit</a>	Approval Chain	United States		
Visibility	Organization Unit <a href="#">Edit</a>				
Payment Type	On Account				

Items Justification **Approvals** Comments

On Behalf Of ✓ Approved

Purchasing Approval: Purchasing ✗ Declined

Approver	Created Date	Completed Date	Level	Type
Purchasing			[\$999,999,999.99] (\$999,999,999.99)	✗ Declined
Sherry Lynn Rudasill-Suite 3012 ... ⓘ	12/3/2018 10:02 AM	12/3/2018 10:02 AM		

**Reason** Declined for instructions.

- Click  in the upper right hand corner
- Click **Copy**

**WB MASON** Requisition RR100838  
 Messiah College > WB Mason

**Requisition**

Requisition Number	RR100838	Order	<b>Supplier</b>	Bill To	Ship To
Buyer	Donna Brosious-Suite 3012 - HOF 305 ⓘ	Originators	WB Mason		
Requisition Date	12/3/2018 10:02 AM Approval begun on 12/3/2018 10:02 AM	Order Date	59 Centre St		
State	Declined	Order Submission	Brockton, MA 02303		
Organization Unit	Procurement <a href="#">Edit</a>	Approval Chain	United States		
Visibility	Organization Unit <a href="#">Edit</a>				
Payment Type	On Account				

Items Justification Approvals Comments

 **Copy** Validation History

- Review the information on this screen **making sure** 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\$OURCE Search marketplace... 12

6.2.6\_65655 | DEMO x

### Checkout

✓ Incomplete requisition RR100839 has been created as a copy of requisition RR100838.

Bill To: ACCOUNTS PAYABLE Ship To: COLLEGE PRESS

Attn: ACCOUNTS PAYABLE Attn: F 305

accounts payable@messiah.edu  
ONE COLLEGE AVENUE  
SUITE 3012  
MECHANICSBURG, PA 17055  
United States

COLLEGE PRESS [COLP]  
133 W LISBURN ROAD  
MECHANICSBURG, PA 17055  
United States

Organization: [Dropdown]

Order Type: Standard [Dropdown]

WB Mason [Add notes](#)

⚠ Warning: This supplier has order integration enabled, and so may not see these Notes or Order Attachments.

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
Desk chair	12/3/2018 12:00 PM	\$206.00 / Each	<input type="text" value="1"/>	\$206.00	\$0.00
ORGN 2740 - ACCT 6320 - ACTV					
				Subtotal	\$206.00
				Shipping *	\$ <input type="text" value="0"/> \$0.00
				Tax	\$0.00
				Total	\$206.00

Copy  
 Remove  
 Edit product

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**

The screenshot displays the checkout interface for a 'Desk chair' product. The cart summary shows a subtotal of \$206.00, with no shipping or tax charges, resulting in a total of \$206.00. The 'Copy', 'Remove', and 'Edit product' options are highlighted with a yellow circle. The justification section indicates that the order is for review and will not be sent to the supplier. A green notification at the bottom confirms that a new requisition (RR100839) has been created as a copy of the existing one (RR100838). The 'Checkout' button is also highlighted with a yellow circle.

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