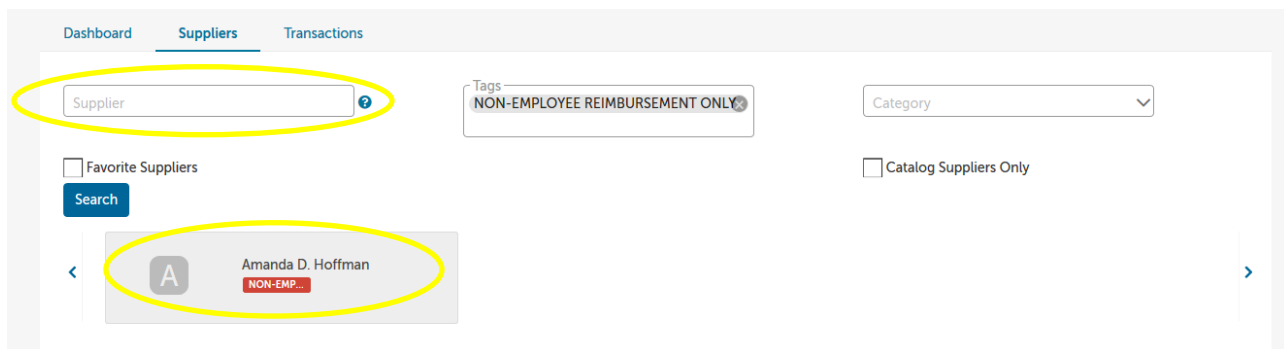


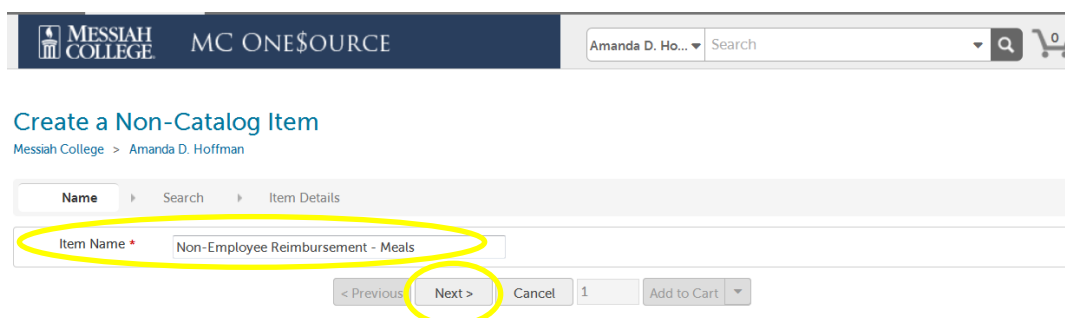
- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **View Suppliers**



- Type one word of the Non-employee or Student name in the Supplier box and click Search.
- Click on the supplier name



- Click **Create a Non-Catalog Item**
- In the **Item Name** box, type Non-Employee Reimbursement or Student Reimbursement for – (Mileage, Parking, Meals, Lodging, supplies, food etc). Each category should be put on a separate line. (All mileage on one line, all meals on another, etc.) Click **Next**.



- 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**.

MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...

6.2.10_66637 | DEMO

Create a Non-Catalog Item

Messiah College > Amanda D. Hoffman

Name Search Item Details

Name * Non-employee Reimbursement - Meals

Use Estimated Price ☐ [Help](#)

Unit Price * \$ 50

Unit of Measure Each

Optional Details

Description Paid for Professor Williams and two students

Product Code

Category Category

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.

MESSIAH COLLEGE MC ONE\$OURCE Search marketplace...

6.2.9_66513 | DEMO

Create a Non-Catalog Item

Messiah College > ACPA

Name Search Item Details

Item Name *

✓ Added item '2019 Annual Membership renewal - Prof...' to your cart.

< Previous Next > Cancel 1 Add to Cart

Shopping Cart icon (circled in yellow)

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

MESSIAH COLLEGE MC ONE\$OURCE

Search marketplace...

Amanda D. Hoffman

Product	Quantity	Price	Subtotal
<input checked="" type="checkbox"/> Non-employee Reimbursement - Meals Professor Williams and two students	1	\$50.00 / Each	\$50.00

Supplier Total: \$50.00

Checkout

Cart Total: \$404.88

Checkout All

- The **Checkout** page is now displayed. **Bill To** should default to Accounts Payable.
- Verify that the **Ship To** information is correct.
- **Organization** – Be sure to **x out** if it is a “Reimbursement Expense”
- Click **Order Type Standard**

Bill To: ACCOUNTS PAYABLE

Ship To: GRANTHAM CAMPUS

Attn: ACCOUNTS PAYABLE
ACCOUNTS PAYABLE [ACTPAY]
accountspayable@messiah.edu
ONE COLLEGE AVENUE
SUITE 3012
MECHANICSBURG, PA 17055
United States

Attn: Beth Aumen-Suite 3031
GRANTHAM CAMPUS [CREC]
ONE COLLEGE AVENUE
MECHANICSBURG, PA 17055
United States

Organization: Nursing Reimbursement Expenses

Organisation Unit: Nursing Reimbursement Expenses

Order Type: Standard

- Check the box to the right of Retrofit Order.
- Type in **Invoice #** or if no invoice #, type **See Attached**.
- Order Date should be date of invoice or if no date, today’s date.
- 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: 12345



Order Date: 12/12/2018 12:06 PM

Order Submission: Do not Send

- 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.

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
 2019 Annual Membership renewal - Professor Williams	 Pick a delivery date	\$250.00 / Each	1	\$250.00	\$0.00
ORGN 274 ACCT - ACTV					
2740 - Procurement					
2741 - Procurement Posting					
Subtotal				\$250.00	
Shipping				\$ 0	\$0.00
Tax				\$0.00	
Total				\$250.00	

- 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.
- Copy Down Account Code** 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.
- Delivery Date** is optional. Click on the calendar to select an anticipated delivery date.

Product	Delivery date	Unit price	Qty.	Subtotal	Tax
 2019 Annual Membership renewal - Professor Williams	 Pick a delivery date	\$250.00 / Each	1	\$250.00	\$0.00
ORGN 274 ACCT - ACTV					
2740 - Procurement					
2741 - Procurement Posting					
Subtotal				\$250.00	
Shipping				\$ 0	\$0.00
Tax				\$0.00	
Total				\$250.00	

- With retrofits, POs will **not** be emailed to Supplier. Delivery Notes are not necessary.
- If this invoice is part of a blanket order, click the down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Automatically, **do not** change.

Optionally create a release order selecting a blanket order to draw down from.

Order attachments

You can choose which order attachments will be sent to the supplier together with the order.

Size limit 50M.

- In the **Justification** box, provide the business purpose for the purchase. This is required information, please be specific.
- If there are any internal attachments (email requests, other supplier quotes, etc.), save files as pdf's, click on the **browse** link in the **Justification Attachments** box, browse to find each file, click **Add**. These attachments are internal only and will not be seen by the supplier.
- Click the drop down arrow in **Justification Type** and select **Retrofit**. Answer the appropriate questions.
- When all steps are completed, click on **Checkout** to process the requisition.

Justification

ⓘ The justification and attachments are for review by the approver. They will not be sent to the supplier.

Size limit 50M.

12/12/18