

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

	MESSIAH COLLEGE	MC ONE\$OURCE		Search marketplace		Q	<b>ੂ <sub>ਦ੍ਰ</sub></b> 3	2	€ <mark>6</mark>
<b>份</b> Home	5		6.2.10_66637   [	DEMO ×					
Marketplace						Links			
View Suppliers	olace on Unimarket					Dep Pro	artment of curement		
Shopping Lists						MC	One\$ource	FAQ	
Create Blanket Order						Inst	ructions		
Unimarket Directory									
Orders	rs Transaction	ns Procurement Pe	rformance						
View Requisitions									
View Orders Receiving		Orders	Or	der Breakdown	Receiving	9			

- Searching may be done by typing the blanket **Order Number** or typing the **Supplier** name.
- Click Search

≡	Marketplace	MESSIAH COLLEGE	MC ONE\$OURCE		Search marketplace		Q	ل <mark>ع</mark>	2	<mark>€</mark>
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	Orders									
	Order Number		Supplier		$\checkmark$	Created Date Last 90 Days		×	~	
			Connected	Suppliers Only		Customize Dates				
	Order Type		✓ Buyer		~ ⊘	Receiving			~	
	Has Accepted Invoice		V	Unit	~	Order State			~	
	Search 🗢			$\bigcirc$						

• Click on the Purchase Order number.

Orders								
Order Number			Supplier Wolf's Bus Lines	×	~	Created Date Last 90 Days	2	× ~
			Connected Suppliers Only			Customize	Dates	
Order Type			Buyer		~ 0	Receiving		$\checkmark$
Has Accepted Invoic	e		✓ Organization Unit		~	Order State		$\checkmark$
Search 🗢			$\bigcirc$					
Order	Receiving	Туре	Buyer	Requisition	Supp	olier	Order Date	Total
PP500817		Blanket	Sherry Lynn Rudasill-Suite 3012	RR100840	Wolf	's Bus Lines	12/6/2018 1:42 PM	\$10,000.00

• Funds available will be listed.

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	Order PP5008 Messiah College > Wolt	8 <b>17</b> fs Bus Lines			rder •••	≔				
	Blanket Order					Supplier Bill To				
	Order Number	r Number PP500817		Requisition	RR100840	Attn:Sherry Lynn Rudasil				
	Buyer	Sherry Lynn Rudasill-	Suite 3012 🟮 🖋 Edit	Originators		- Hoffman 303 GRANTHAM CAMPUS [C				
	Order D			Created Date	12/6/2018 1:42 PM	ONE COLLEGE AVENU MECHANICSBURG PA	JE A 17055			
	State	0	Documents 🛛 🖪 Purchase			United States				
	Funds Available \$10,000.00			Organization Unit	s Sedit	(717)-7662511 srudasill@messiab.edu				
	Valid From	Valid From 12/6/2018 12:00 AM		Valid To	3/31/2019 11:59 PM					
	Alert Date			Alert Amount	\$1,000.00					
	Available To 🕜	Sherry Lynn Rudasill-	Suite 3012							
	Visibility	Organization Unit 🥜	Edit							

12/14/18