

- An email from accountspayable@messiah.edu will be received when an invoice requires • approval.
- Click on the link to login and review the invoice. (Alternately, login to MC One\$ource, then click on tasks icon/invoices at the top of the page in the gray bar.)

Your invoice 4013975625 for the blanket order PP128527 - Art and Design Fall 2018 Towel Service has been accepted.

Click here to login and view this invoice.



From the Accept Invoices screen, click on the **invoice number**. •

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🔂 Home	<b></b>		6.2.1	.4_67307   DEMO	×					
		Accept Invoices								
		Invoice Number	Supplier 🗸			Sherry Lynn Rudasill-Suite 3012 - Ho × 🗸 🎯				
		Rianket Order Number	Connected Sup	pliers Only						
		Search								
		Invoice Number Created Date	Invoice Date	Supplier	Buyer	Туре	Blanket Order	Net Amount		
		2718 1/19/2017 11:15 AM	1/19/2017 12:00 PM	WESCO Distribution Inc	Sherry Lynn Rudasill- Suite 3012 - Hoffman	Retrofit		\$12.00	✔ Accep	t
DEMO					505					

- Note the Supplier. •
- Review all Attachments by clicking on the blue link. •
- Review the Description of the items listed along with the quantity, unit price and total. •
- Click Accept at the top of the page. •

	Messiah College. MC	One\$ource		Search marketplace		Q	₽ <mark>3</mark> 2	
🔂 Home 📮			6.2.14_	_67307   DEMO ×				
Marketplace	WESCO' Inv	oice 2718				Acce	pt 🗮	
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Shopping Lists								
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Orders	Stat	e Pending Initial Acceptance	Created Date	1/19/201/ 11:15 AM	CINCINATI, United State	OH 45263		
			Payment Due Date	1/27/2017 12:00 PM				
View Requisitions	Printable Invoic	e	Matched Date					
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View Requests for Quote	Transaction Ru	n						
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View Invoices					Tax	\$0.00		
				$\sim$	Total	\$12.00	>	
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- To decline the invoice, type a reason for declining in the box and then click **Reject**.
  If approving, a reason is not mandatory but may be entered. Click **Accept**.

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Marketplace	WESCO' Invo	ice 2718				Acc	ept ····	=
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Create Blanket Order	Invoice Number				Atto-WESCC	Distributio	n loc	
Unimarket Directory	State	Reason			WESCO TREASURY ZONE - 5020 CINCINATI OH 45263			
Orders			a)		United State	s		
View Requisitions		Accept Reject Cancel						
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	Payment Status		Currency USD					

## 01/04/2019