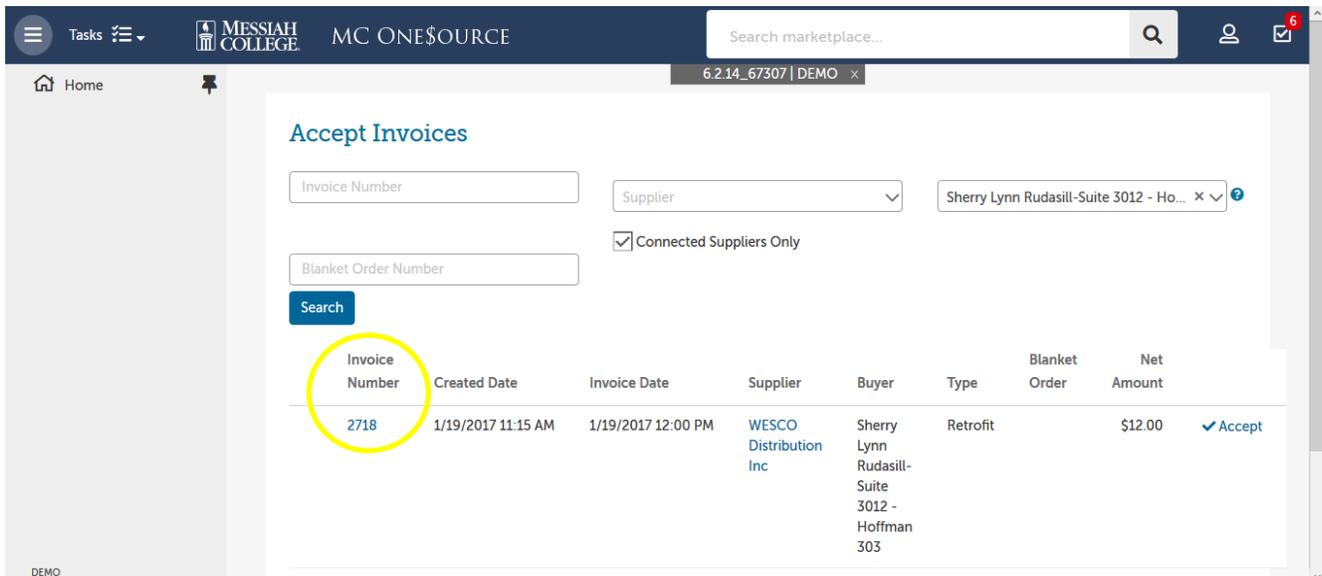


- An email from accountspayable@messiah.edu will be received when an invoice requires approval.
- Click on the link to **login** and review the invoice.

Invoice 04281995 has been loaded and assigned to you for approval.
 Please login <<https://Messiah.unimarket-demo.com/app/community/invoices/accept>> to review the invoice.
 If accepted, the invoice items will be placed in an incomplete requisition to create a retrofit order for checkout, coding and approval.
 Invoice Number 04281995
 Supplier Airgas
 Creator Sherry Rudasill-Suite 3012
 Item Code Qty Unit Price UOM Subtotal
 Gas cylinder MC948 2 \$50.00 Each \$100.00
 Please login <<https://Messiah.unimarket-demo.com/app/community/invoices/accept>> to review the invoice.

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



The screenshot shows the 'Accept Invoices' screen in the MC OneSource system. The interface includes a search bar at the top, a navigation menu on the left, and a main content area with search filters and a table of invoices. The 'Invoice Number' column in the table is circled in yellow, highlighting the value '2718'.

Invoice Number	Created Date	Invoice Date	Supplier	Buyer	Type	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 303	Retrofit		\$12.00	✓ Accept

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

WESCO Invoice 2718
Messiah College > WESCO Distribution Inc

Accept

Invoice

Invoice Number 2718 Invoice Date 1/19/2017 12:00 PM
State Pending Initial Acceptance Created Date 1/19/2017 11:15 AM
Payment Due Date 1/27/2017 12:00 PM

Supplier Ship To Bill To
Attn:WESCO Distribution Inc
WESCO TREASURY ZONE - 5020
CINCINATI, OH 45263
United States

Printable Invoice Matched Date
Payment Status Currency USD
Transaction Run

Customer Messiah College Creator Teri Rader-Suite 3012 (Messiah College)
Buyer Sherry Lynn Rudasill-Suite 3012 ... Order Date 1/18/2017 12:00 PM

Attachments Size limit 50M.

Comment Apply to Coding 2740 - 6320

Items

Line	Order	Description	State	Qty.	Price	Subtotal
1		Test for comments	Pending Initial Acceptance	1	\$12.00 / Each	\$12.00
Subtotal						\$12.00
Shipping						\$0.00
Tax						\$0.00
Total						\$12.00

- 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**.

WESCO Invoice 2718
Messiah College > WESCO Distribution Inc

Accept

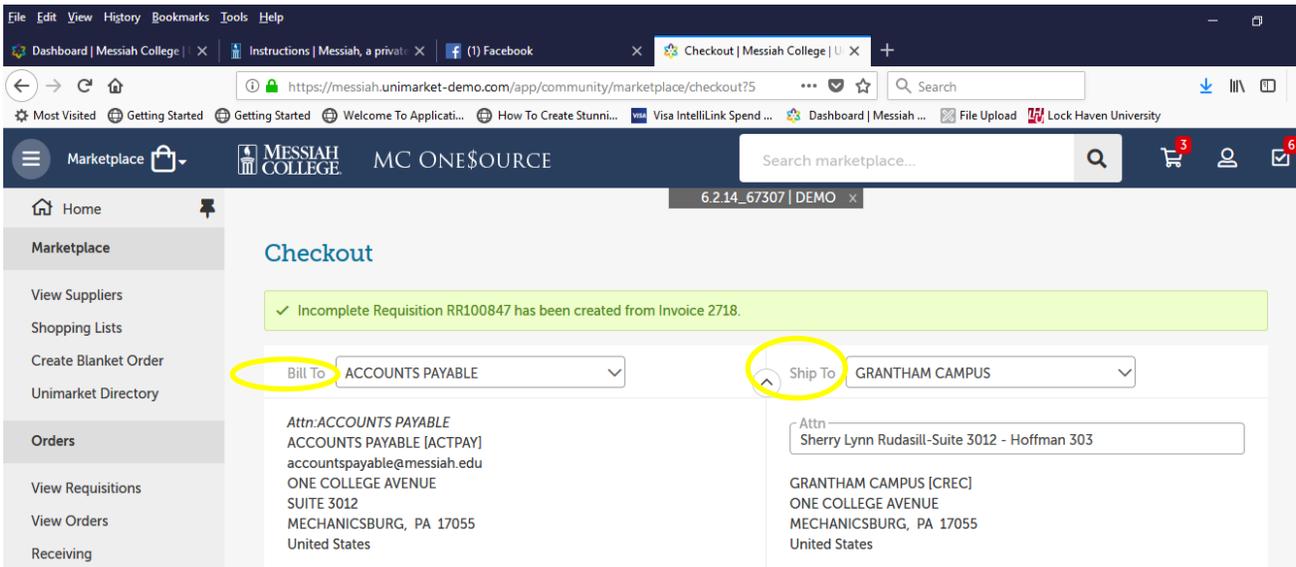
Invoice 2718

Reason

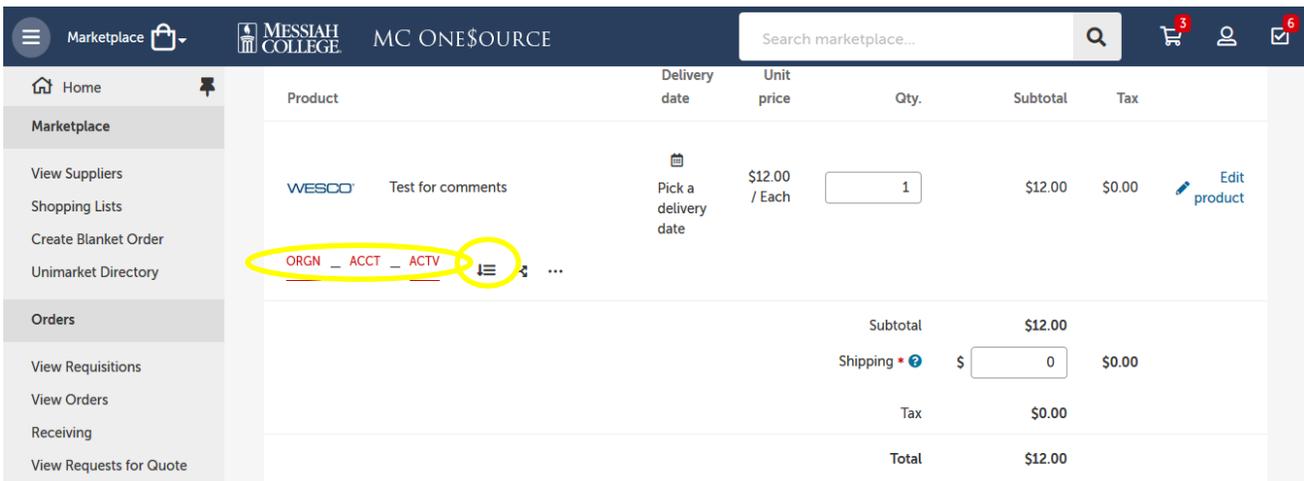
Accept **Reject** **Cancel**

Supplier Ship To Bill To
Attn:WESCO Distribution Inc
WESCO TREASURY ZONE - 5020
CINCINATI, OH 45263
United States

- The **Checkout** page is now displayed. **Bill To** should default to Accounts Payable.
- Verify that the **Ship To** information is correct.



- Do **NOT** uncheck the Retrofit Order.
- Related Invoice Number and Order Date are a default, please **do not change**.
- Order Submission is defaulted to Do Not Send – the PO will not be emailed to the vendor.
- 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.
- 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.
- If purchasing more than one item and allocating all items to the same org/account, use the drop down arrow 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.



The PO will **not** be sent to the vendor, so there is no need to type Delivery Notes.

- If the invoice is related to a current Blanket Order, click on the down arrow to select the appropriate Blanket Order Number.
- Order Receiving is defaulted to Receive Automatically – items will not have to be received in One\$ource. **Do not change.**

The screenshot shows a sidebar on the left with navigation options: View Suppliers, Shopping Lists, Create Blanket Order, Unimarket Directory, Orders, View Requisitions, and View Orders. The main content area has a 'Delivery notes' text input, a 'Blanket order' dropdown menu, and a note: 'Optionally create a release order selecting a blanket order to draw down from.' To the right is the 'Order attachments' section with a note: 'You can choose which order attachments will be sent to the supplier together with the order.' Below this is a dashed box containing 'Drop files to attach, or browse' and 'Size limit 50M.' At the bottom, the 'Order receiving' dropdown menu is highlighted with a yellow circle and set to 'Receive Automatically'.

- 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.
- When all steps are completed, click on **Checkout** to process the requisition.

The screenshot shows a browser window with the URL 'https://messiah.unimarket-demo.com/app/community/marketplace/checkout?5'. The page header includes 'Marketplace', 'MESSIAH COLLEGE', and 'MC ONE\$OURCE'. A search bar is present. The left sidebar lists navigation options: Home, Marketplace, View Suppliers, Shopping Lists, Create Blanket Order, Unimarket Directory, Orders, View Requisitions, View Orders, Receiving, View Requests for Quote, and View Invoices. The main content area is titled 'Justification' and contains a blue notification: 'The justification and attachments are for review by the approver. They will not be sent to the supplier.' Below this is a 'Justification' text input field (circled in yellow), a 'Justification Type' dropdown menu, and a 'Justification Attachments' section with a note: 'Drop files to attach, or browse' (circled in yellow) and 'Size limit 50M.' At the bottom, there are 'Checkout', 'Save', and 'Cancel' buttons (the 'Checkout' button is circled in yellow). The footer includes the date 'rsday, January 3, 2019 3:40 PM', links for 'Terms and Conditions' and 'Privacy Policy', and copyright information: 'Copyright © 2005-2019 Unimarket. All Rights Reserved.' The Unimarket logo is at the bottom center.

- Requisition has been completed and will be forwarded through the approval queue.

Marketplace Orders Invoices Expenses

MESSIAH COLLEGE MC ONE\$OURCE

Airgas Search

Airgas Retrofit Requisition RR100677

Messiah College > Airgas

Actions

Retrofit Requisition

Requisition Number	RR100677	Order	
Buyer	www.messiah.edu 3031	Originators	
Requisition Date	10/12/2016 2:12 PM Approval begun on 10/12/2016 2:29 PM	Order Date	10/12/2016 12:00 PM
State	Pending	Order Submission	Do not Send
Organization Unit	Edit	Approval Chain	
Retrofit Order	Yes	Created from Invoice	04281995

Ship To Bill To

Attn: Beth Au
GRANTHAM CAMPUS (CREC)
ONE COLLEGE AVENUE
MECHANICSBURG, PA 17055
United States
(717)-7662511
srudasill@messiah.edu

01/03/2019