1. Logon to [https://messiah.unimarket.com](https://messiah.unimarket.com), this is your dashboard.
2. Hover over Marketplace and click View Suppliers. Alternately, click View all suppliers.

3. Type supplier name and click Search or scroll through the supplier list. (Keep in mind that one word of the name is a better way to search.)
• Click Create a Non-Catalog Item.

• Type item name. Click Next.

• Similar products from our premium suppliers will be listed. Search the items listed or 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. Click **Add to cart**.

Additional items can be added by repeating the above steps. When all items have been added, click the **shopping cart** icon in the gray bar at the top of the page.

- Added item "Paper" to cart.
• The Shopping Cart is now displayed. (Item quantities can be adjusted from this page.) If everything is correct, click **Checkout**.

![Shopping Cart Image]

- The Checkout page is now displayed. Verify that the **Ship To** information is correct. **For **Guernsey** orders only, type building name and office number **PRIOR** to name. (For example: Hoffman 307, Daisy Anderson)
- **Bill To** should default to Accounts Payable. If not, please click on the drop down arrow and make the selection.

![Checkout Image]
• Click on the **calendar** next to the Delivery Date box. (If purchasing more than one item, use the blue down arrow to the right to copy the delivery date down for all other items.)

• In the first box, type the Org. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)

• In the second box, type the account code. As you begin typing, options will appear, click to choose the correct option or continue typing. (The magnifying glass can be used to search.)

• If applicable, type the activity code in the third box.

• If purchasing more than one item, but allocating all to the same org/account, use the blue down arrow to the right of the account boxes to copy the org/account allocation down for all other items. Make sure each item has the correct org/account/activity code allocation.
• If any delivery instructions are needed, type them into the Delivery Notes box. This information will print on the Purchase Order and be seen by Supplier.
• If there is a quote/correspondence from this Supplier, save as a pdf, click Add Attachment, browse to find the correct file and click Add.
• If this requisition is associated with a blanket order, click the down arrow and select the appropriate blanket order number.
• Order Receiving is defaulted to Receive Manually, do not change.

• In the Justification box, give a detailed explanation why the purchase is being made. This is important information and necessary for IRS audit purposes.
• If there are any attachments (email requests, other supplier quotes, etc.), save as a pdf, click on the Add Attachment link in the Justification Attachments’ box, browse to find the correct file, click Add. The Supplier will not see these attachments.
• When all steps are complete, click Checkout.

• Click Save if you need to stop but want to come back to complete the order at a later time.
• Click Cancel to cancel the order. Items will remain in shopping cart until deleted.