- Login to MC OneSource, [https://messiah.unimarket.com](https://messiah.unimarket.com) or click on the blue link in the declined email and skip the next step.
- Click **Orders** on the gray menu bar and then click **View Requisitions**.

![View Requisitions](image)

- Click the down arrow in State, select Declined and then click **Search**.

![View Requisitions](image)

- All declined requisitions will be listed.
- Click on the correct requisition number to copy.

![View Requisitions](image)
- Review declined reason listed in Approvals under decliner’s name.
- Click **Actions** in the upper right hand corner
- Click **Copy**

![Image of Requisition RR100323](image)

- Review the information on this screen **making sure** to correct the declined issue.
- Re-enter the Delivery Date for each item. Use the blue drop down arrow, if more than one item.
- Click Copy to duplicate the exact same product.
- Click Remove to delete this product
- Click Edit to change Product Name, Unit Price, Unit of Measure or Optional Details (Please keep in mind, if this is a catalog order, the information cannot be changed.)

- Click OK
- Click Checkout

- A new Requisition number will be assigned at the top of the screen.
- Requisition will be re-sent through approval queue.