- Logon to https://messiah.unimarket.com, this is your dashboard.
- Hover over Marketplace and click View Suppliers. Alternately, click View all suppliers.

- Type non-employee 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 on the non-employee name.

- Click Create a Non-Catalog Item.
- Type reimbursement name as Non-Employee Reimbursement for Travel – (Mileage, Parking, Meals, Lodging, etc). Each reimbursement should be a separate line item. Click Next.

- Type in Unit Price. For mileage reimbursements, the Unit Price must be “.54”. (Please be sure to use the current Mileage Rate.) Click on the down arrow in Unit of Measure and type Mile. Select Mile (based on US survey foot) (M52).

- Include details in the description box regarding the reimbursement.
- Click in the box at the bottom of the page between Cancel and Add to Cart to change the Quantity. (For mileage, type the total miles traveled to be reimbursed.) Click Add to cart.
• Additional reimbursements can be added by repeating the above steps. When all reimbursements have been added, click the shopping cart icon in the gray bar at the top of the page.

• The Shopping Cart is now displayed. (Quantity/Mileage can also be adjusted from this page.) If everything is correct, click Checkout.

• The Checkout page is now displayed. Verify that the Ship To information is correct.
• Bill To should default to Accounts Payable. If not, please click on the drop down arrow and make the selection.
- Click **Order Type**.

- Check the box to the right of Retrofit Order.
- **Related Invoice Number:** Type **See attached receipts**
- **Order Date** is defaulted to today’s date, do not change.
- **Order Submission** should default to Do Not Send. Please do not change unless you discuss with the Purchasing Department.

- 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 for all other listed items. Make sure each item has the correct org/account/activity code allocation.

With Non-Employee Reimbursement requisitions, POs will not be emailed to the non-employee. Delivery Notes are not necessary.

If this invoice is part of a blanket order, click the down arrow and select the appropriate blanket order number.

Order Receiving is defaulted to Receive Automatically, 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.

• Receipts must be attached by clicking Add Attachments in Justification Attachments. Save the receipts as pdf, click Browse, find the pdf to upload and double click on it. Click OK. If there are any other attachments (email correspondence, etc.) click on the Add Attachment link again to add each attachment.

• Click the down arrow for Justification Type. Click Non-Employee Reimbursement Form.
- **Beginning location - Travel**: Enter location from which the individual traveled
- **Beginning date – Travel**: Enter the beginning date of travel
- **Ending date – Travel**: Enter the ending date of travel
- **Receipts**: Check the box verifying receipts totaling the amount of the requested reimbursement are attached
- **Mileage**: Enter number of miles traveled to and from destination
- When all steps are completed, click **Checkout**. This will send the requisition through the approval queue.

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. Reimbursements will remain in shopping cart until deleted.