Quick Start Guide

**Access**

1. Login from OneSource link in the Finance section of WesPortal

   ![Finance menu](image)

   Or

2. Login directly from [https://wesleyan.unimarket.com/](https://wesleyan.unimarket.com/)

**Place an Order**

1. From the Home Screen Click on “Suppliers”

2. Choose the Supplier you would like to purchase from. Ex: WB Mason and click on the arrow indicating “round trip” out to WB Mason site
3. Order from site like normal, adding to cart etc. Click Checkout.

4. This will bring you back to OneSource. Click “Checkout”.

5. Verify the “Ship To” location is accurate and add any additional information in the “Attn” field.
6. Complete the Smartkey and Account information

7. Click “Checkout”

Note: At this point, the budget will be checked with available WFS Budget. If amount is greater than $200 it will go to applicable approvers. Approvers can be found by clicking on the “Approvals” tab here:

Please review the approvers and notify anyone who may not yet be familiar with the system. If an approver is not in the office please contact purchasing@wesleyan.edu to set a proxy on their behalf.

Additional information for approvers can be found at the end of this guide or a more detailed “Approver Guide” can be found here.

Once all approvers have approved the purchase, the order will be placed and a Purchase Order number beginning with “OSP” will be assigned. The next step does not occur until the item(s) is received.
Receive an Order

1. Once items are received, find the order in OneSource under “Transactions/Orders/View Orders”

2. Click on the applicable Order number

3. Click “Receive” on the items that have been received.

4. If all of the defaults in the “starred” boxes are accurate then just click “ok”. Otherwise change whatever needs updating.

Note: Payment will be made centrally to the vendor after all items are received.
Approving an Order

1. If you are an approver and need to approve an order, simply click on the link in the email or view pending approvals from the task menu.

2. Click “Approval” button in the upper right corner.

3. Approve or Decline (Note: Reason is required if Declining)