

I. What is My New Source (MNS)?

My New Source (MNS) is a web-based tool that allows The New School faculty and staff to request goods and services more effectively and in real-time.

My New Source is intuitive and user-friendly, and provides faculty and staff with a terrific one-stop shopping experience.

Banner will continue to be the financial system of record, but all purchasing and invoicing payment related to purchasing will be done electronically in My New Source.

II. Logging Into SciQuest

1. Login to [MyNewSchool](#) portal
2. Click on **SERVICES** tab.
3. Under **PROCUREMENT**, click **Access My New Source**

NEED HELP?

If you need assistance using My New Source, please email eProcurement@newschool.edu.

My New Source Support Team

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III. Getting Started

- Homepage**
Clicking on Homepage icon will return to the Shopping page which is configured as the homepage.
- Shop**
Menu items related to the shopping page, favorites and shopping carts and orders.
- Orders & Documents**
Menu items related to Document Search and Approvals
- Accounts Payable**
Menu contains access to viewing receipts and invoices
- Menu Search**
Perform keyword search that returns a list of pages containing that keyword.

The screenshot shows the My New Source web application interface. At the top, there is a navigation bar with the user's name 'Suresh Dhanraj', 'Action Items', 'Notifications' (with a red '2' badge), and a currency indicator '0.00 USD'. Below the navigation bar is a search bar with 'Shop | Everything' and a 'Go' button. The main content area is divided into several sections: 'Technology' (with logos for B&H, Apple, and HP), 'Art & Office' (with logos for BLICK and W.B. MASON), 'Maintenance & Repair' (with logos for GRAINGER and McMASTER-CARR), and 'Procurement Forms' (with buttons for 'Suggest a Supplier Form', 'Change Order Request Form', 'Return Request Form', and 'Existing User Account Change Form').

Numbered callouts (1-6) point to specific features in the interface:

- 1. User Profile (User Menu)
- 2. Bookmark
- 3. Action Items
- 4. Notifications
- 5. Cart Preview
- 6. Quick Search

Additional callouts describe specific catalog types:

- Non-Catalog** – Click here to order items from suppliers in My New Source that do not have a catalog, or to order items you can't find in My New Source
- Punch-out Catalog** – Click the sticker to order items from the supplier punch-out web-based catalog
- Managed Catalog** – Click the sticker to search for items from the supplier catalog which has been customized for The New School
- Forms** – A callout pointing to the Procurement Forms section.

1. **User Menu (User Profile)** – Access to your personal user information
2. **Bookmark** – Allows you to save commonly used pages as bookmark for quick access
3. **Action Items** – Tasks that require some action on your part
4. **Notifications** – Designed to alert you when an activity has taken place or something requires your attention in My New Source
5. **Cart Preview** – Allows you to quickly view the items in your active shopping cart
6. **Quick Search** – Allows you to search for PRs, POs, Invoice, etc. from anywhere in MNS



Shop | Everything | Go

When product search is performed, the products in ALL the managed catalogs are searched.



SETUP YOUR PROFILE

- **Update Phone Number, Extension and Email Address**
Click **Your Name** from top banner
Click **View My Profile**
Update your information and Click **Save**
- Update Ship To Address (Attn., Floor/Room)
Click **Your Name** from top banner
Click **View My Profile**
Click **Select Addresses for profile**
Select your address from list
Add Phone number, Floor/Room
Click **Save**




ADD BOOKMARK


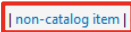
- Navigate to the page you want bookmark
- Click **Bookmark** (the star icon)
- Click **Bookmark this page**
- Click **Edit**
- Click **Rename**  
- Name your bookmark
- Click **Save**

SHOPPING IN MNS

- **Create a Shopping Cart & Add Items to it**
Click **Shop** 
Click **My Carts and Orders**
Click **View Draft Shopping Carts**
Click **Create Cart**
Give you Cart a **meaningful** name
Click **Click here to start shopping** OR **Continue Shopping** link
Search for the item(s) you need to purchase
Enter the item quantity
Click **Add to Cart**
The item will be added to your cart. The Cart Preview will also be updated.
Click **Cart Preview**  10.61 USD
To remove an item or update quantity in your cart, click **View My Cart** otherwise, click **Checkout**.
Add your **Accounting Code** (Fund, Org., Program).
Note: Account value will auto-populate based on commodity
Click **Submit Requisition**


- **Item(s) NOT found for a supplier in MNS OR**
- **Desired Supplier is NOT found in MNS**

If your search results in no items from managed catalogs   or couldn't find the item from supplier punch-out catalog () , then submit a Non-Catalog Item request.

- Click **Shop** 
- Click **My Carts and Orders**
- Click **View Draft Shopping Carts**
- Click **Create Cart**
- Give you Cart a **meaningful** name
- Click **Click here to start shopping** OR **Continue Shopping** link
- Click **non-catalog item**  (below Shop search bar)
- Enter Supplier, Item Description, quantity and price (if known).


NOTE: If desired supplier is not found, then search and select **The New School Purchasing** as the supplier, and indicate the recommended supplier in the Item Description box or **Notes to Procurement** section of the requisition.

- Click **Save and Close** OR **Save and Add Another** to add another item to your cart.
- Click **Cart Preview**
- Click **Checkout**
- Add your **Accounting Code** (Fund, Org., Program).
- Click **Submit Requisition**

- **Assign a Shopping Cart**
Click **Shop** 
Click **My Carts and Orders**
Click **View Draft Shopping Carts**
Click **Create Cart**
Give you Cart a **meaningful** name
Click **Continue Shopping** link
Search for the item(s) you need to purchase
Click **Add to Cart**
Click **Cart Preview**, then Click **Checkout**
Click **Assign Cart**
Search for Assignee and Click **Assign**

- **Delete Shopping Cart**
Click **Shop** 
Click **My Carts and Orders**
Click **View Draft Shopping Carts**
Click **Delete**

APPROVE, REJECT, RETURN OR CANCEL A DOCUMENT


- **Approve a Document**
Click **Orders & Documents** 
Click **Approvals** → **My Approvals**
Note: From the left, you can filter on the documents (Requisition or Invoice) that requires your approval

Filter My Approvals


Type


Requisitions

- Click on the Document Number
Select **Approve/complete** step & Click **Go**


Available Actions: 

- **Reject specific line item OR Return to Requisitioner (Approvers only)**

- Click **Orders & Documents** 
Click **Approvals** → **My Approvals**
Click on the Requisition Number
Select **Assign to myself** & Click **Go**

Available Actions: 


- Select the line item check-box
Select **Reject Selected Items** & Click **Go**

For selected line items 

- Note: Never reject an entire requisition.**
Instead, select **Return to Requisitioner** & Click **Go**

Available Actions: 

- To Add Comments to the Requisition,
Select **Add Comment** & Click **Go**

Available Actions: 

- Q: How To Request changes to a PO (Cancel PO, Adjust Quantity, Change FOAP, ect...)**
A: Submit a **Change Order Request Form**

- Q: How To Return an Item?**
A: Submit a **Return Request Form**

- Q: How To Request Prepayment for Hotel Accommodations?**
A: Submit a **Hotel Prepayment Form**

- Q: How To Request Payment for HGL?**
A: Submit a **Honorarium & Guest Lecturer Payment Request Form**

- Q: How To Submit a Paper invoice?**
A: If invoice is not associated with a PO, please add your accounting code (fund, org, program) and fax it to Digital Mailroom
Fax #: 1-855-669-6651