
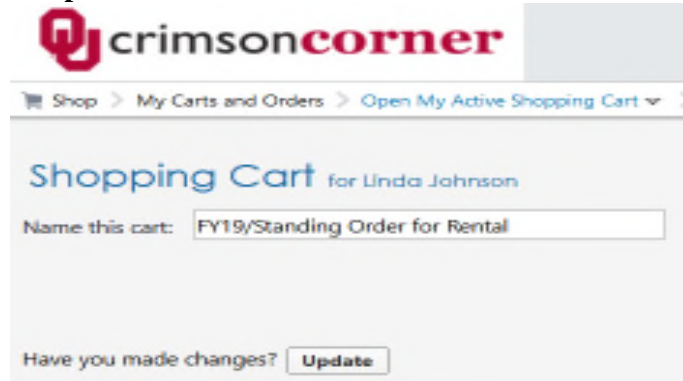


Norman Campus
Entering Budget Year 2019 Standing Orders in CrimsonCorner

1. Create a new cart by entering your information in **CrimsonCorner** on a Standing Order (SPO) form. If you saved your annual orders under favorites from the previous year then click on the favorites tab under carts and select saved item.

2. Click on shopping cart  select “**My Carts and Orders**” click on “**Open My Active Shopping Cart**” Name new cart by starting out with **FY19/and type of order** as shown below. Click “**Update**”.



The screenshot shows the CrimsonCorner interface for editing a shopping cart. The breadcrumb trail is 'Shop > My Carts and Orders > Open My Active Shopping Cart'. The page title is 'Shopping Cart for Linda Johnson'. There is a text input field labeled 'Name this cart:' with the value 'FY19/Standing Order for Rental'. At the bottom, there is a question 'Have you made changes?' followed by an 'Update' button.

3. **Select SPO form and enter vital information** (description, beginning and ending dates, previous Purchase order number, price, additional information and any attachments)
4. Click **Add to Cart** and continue with adding **Accounting Codes, Ship to Address &**

and internal notes by clicking on

Review accounting or add attachments

When the Requester has finished their edits to the cart, including all accounting codes and Ship to address they are ready to click the “**Submit Request**” button to begin the approval process through workflow.

Note: Please do not consolidate shopping carts on standing orders. All Standing orders should be over \$5,000.00 unless a service. Purchasing will review these orders for validation.

5. Requisitions will remain in final approval step. Purchasing will approve once **2019** budget becomes available on July 1, 2018.
6. FY19 requisitions requiring Bids/Quotes should be entered by year-end deadline date. Supplier should be selected as “**Univ of OK Purchasing Dept.**” Upon award to a supplier, the requisition will be returned by Buyer to Requester for updates to requisition.

If you have questions or require assistance, please email askpurchasing@ouhsc.edu or call Purchasing at 325-2811 and ask for a Manager.