Norman Campus
Entering Budget Year 2015 Standing Orders in CC

1. Create a new cart by entering your information in CrimsonCorner on a Standing Order (SPO) form. If you have 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 FY15/and type of order as shown below. Click “Update”.

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

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 2015
budget becomes available after July 1, 2014.
6. FY15 requisitions requiring Bids/Quotes should be entered by year-end deadline date. Supplier should be selected as “Univ of OK Purchasing Dept.” Once award made requisition will be returned by Buyer to Requester for updates to requisition.

   If you have any questions please contact Purchasing for assistance @ 325-2811 and ask for a Buyer.