**Entering Budget Year 2016 Standing Orders in Crimson Corner**

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 FY16/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 & 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 2016 budget becomes available after July 1, 2015.

6. FY16 requisitions requiring Bids/Quotes should be entered by year-end deadline date. Please select “Univ of OK Purchasing Dept” for supplier name until bid is completed. After bid responses are evaluated and a supplier is selected, the requisition will be returned to the departmental Requester to update with correct supplier name and any other updates to requisition.

**If you have questions or require assistance, please contact Purchasing at 325-2811 and ask for a Buyer.**