Accessing CrimsonCorner
1. From cc.ou.edu, login with your 4x4.
2. On the left side of the CrimsonCorner homepage, review the Bulletin Board information for new announcements.

Reviewing Activity Items
- The Action Items section of the top panel will show current information regarding requisitions, purchase orders or invoices.
- My Assigned Approvals: Shows assigned Requisitions or Invoices already assigned requiring action.
- Unassigned Approvals: Shows unassigned Requisitions or Invoices requiring action.

Assign a Requisition to Yourself
1. Click Unassigned Requisitions/Invoices Needing Approval from Action Items or Order & Documents » Approvals » My Approvals from the main navigation menu.
2. Documents will be sorted into department number folders.
3. Click on the department number folder and locate the document you want to assign.
4. Assign the document to yourself by clicking the Assign link under the Action column or check the box to the right of the document under the Action column (if the document is not in your My Assigned Approvals folder) and select Assign from the dropdown menu.
5. The document will appear both in the department number folder and the My Requisition/Invoice Approvals folder.

Return a Document to the Shared Folders
1. Navigate to your My Requisition/Invoice Approvals folder.
2. Locate the document you want to return to the shared folder.
3. Click the checkbox to the right of the document.
4. Select Return to Shared folder from the dropdown menu.
5. Click the Go button.

Communicate Requisition Comments
- Approvers can add comments to a pending Requisition. Comments can be text and can include a document. Any comments made by approvers are internal only and are not shown on the purchase order.
1. Click on the requisition to open the document.
2. Click the Comments tab and then Add Comment button.
3. Enter your comments and if desired, attach any documents.
4. Check the Email notification(s) box next to the appropriate user name or search to add an email recipient.
5. Click the Add Comment button.

Approving a Requisition
1. From the My Approvals folder, assign the requisition to yourself (if the requisition is not in your My Assigned Approvals folder).
2. Click the requisition number to open the requisition.
3. Review the requisition for accuracy and compliance.
4. Select Approve/Complete Step in the Available Actions list.
5. Click the Go button.
6. If multiple requisitions are assigned to you, you can also select...
Approver Quick Reference

Approve/Complete & Show Next to approve the current requisition and view the next requisition assigned to you automatically.

Returning Requisitions
1. From the My Approvals folder, assign the requisition to yourself (if the requisition is not in your My Assigned Approvals folder).
2. Click the requisition number to open the requisition.
3. Review the requisition for accuracy and compliance.
4. Select Return to Requester in the Available Actions list.
5. Click the Go button.
6. Enter a return reason. Click the Return to Requester button.

Rejecting Requisitions
1. From the My Approvals folder, assign the requisition to yourself (if the requisition is not in your My Assigned Approvals folder).
2. Click the requisition number to open the requisition.
3. Review the requisition for accuracy and compliance.
4. Select Reject Requisition in the Available Actions list. Click the Go button.
5. Enter a reject reason. Click the Reject Requisition button.

Adding Requisition Notes and Attachments
- Internal and External Notes and Attachments may be added to the requisition. Attachments remain with document indefinitely and are visible to all approvers of the requisition. Some suppliers have the ability to accept external notes and attachments with a purchase order.
1. From the My Approvals folder, assign the requisition to yourself (if the requisition is not in your My Assigned Approvals folder).
2. Click the requisition number to open the requisition.
3. Click the add attachment... link under the Internal or External Notes and Attachments sections. Add file or URL. Click the Save button.
4. All sensitive information (social security numbers, credit card numbers, protected information under HIPAA or FERPA, etc.) MUST be removed from documentation.

Requisition, Purchase Order, Receipts and Invoice Search
- All requisitions, purchase orders, invoices and receipts are permanently stored within CrimsonCorner.
1. Select Orders & Documents » Document Search » Search Documents on the main navigation menu.
2. From the Search box, select the document type you wish to search: requisitions, purchase orders, invoices or receipts.
3. You can enter the document number in the search box or leave the search box empty to search for all results.
4. You can enter a date range in the search box or leave the search box defaulted to All Dates to search for all results.
5. Click the Go button to search.
6. Click the document number to view document summary, details and approval history.

Approving Invoices – For Match Exception Approvers Only
1. From the My Approvals folder, assign the invoice to yourself (if the invoice is not in your My Assigned Approvals folder).
2. Click the invoice number to open the invoice.
3. Review the invoice for accuracy and compliance
4. Select Add Comment from the Available Actions dropdown menu and detail why the higher amount is correct and note that the higher amount is approved.
5. Click the Add Comment button.
6. Select Approve/Complete Step in the Available Actions list.
7. Click the Go button.

Rejecting Invoices – For Match Exception Approvers Only
8. From the My Approvals folder, assign the invoice to yourself (if the invoice is not in your My Assigned Approvals folder).
9. Click the invoice number to open the invoice.
10. Review the invoice for accuracy and compliance
11. Select Reject/Cancel in the Available Actions list.
12. You will need to enter in a reason for the rejection which should reference a new invoice being submitted by the supplier.
13. Click the Go button.