

Shopper Quick Reference

Accessing CrimsonCorner

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

Ways to Shop

- ▶ This section covers Shopping with Punch-outs and Forms.

Shop with Punch-outs

- ▶ **Punch-outs** connect to the supplier's websites which are branded for OU and using our contract pricing. Punch-out sites retain the look and feel of the regular public website; however, the checkout will result in the products being returned to **CrimsonCorner** and added to the active shopping cart.
 - ▶ Follow the supplier's directions for submitting the items back to **CrimsonCorner** as each suppliers site may differ. Product pricing and availability may vary between the public and University websites.
1. Click the **supplier's icon**.
 2. **Search** in the supplier's catalog for items and **add** to supplier cart.
 3. Complete the shopping on the supplier's site then return the item(s) to your **CrimsonCorner** shopping cart.

Forms

- ▶ Use **Forms** to create carts for Multi-Purpose Non-Catalog Items, Payment Requests, Food and Beverage expenses and several other preconfigured forms.

1. From the main navigation menu, select **Shop » View Forms** under the **Go To** menu.
2. Forms are divided into two folders; **Order Forms** and **Payment Forms**.
3. Order forms are forms that obtain approvals prior to sending the Purchase Order to the supplier.
4. Payment forms are forms that are utilized to initiate payment to suppliers for orders that initiated outside of CrimsonCorner after the good/service has already been obtained.
5. Select the appropriate **form** by clicking on the form name. A simple description for the form will be shown under the title of the form.
6. Enter all required information (indicated in bold on the form).
7. Select **Add and go to Cart** from the dropdown menu.
8. Click the **Go** button to return to the shopping cart.

About Favorites

- ▶ Add routinely used **Forms** to a **Favorites** folder for quick re-ordering.
1. Fill out a frequently used form.
 2. Navigate to the Available Actions section at the top of the screen and select **Add to Favorites** from the dropdown menu and click **Go**.
 3. A new window will appear and under **Step 1** you will have the option under **Item Nickname** to type in a description for the form.
 4. Under **Step 2**, choose a folder to put the form in.
 5. Select **New » Top level personal folder** and another popup will

Shopper Quick Reference

appear.

6. Name the folder and click **Save**.
7. On the Favorites popup, click on **Submit** and then **Close**.
8. To use the favorite, select **Favorites** from the main workspace from the **Go To** menu.
9. Click on the appropriate folder and the form will appear on the right side of the screen.
10. Select the form completed form and click **Add and go to Cart** from the Available Actions dropdown menu.

Assign Cart

- ▶ Once you are done shopping, assign the cart to the desired Requester.
1. Click the **Assign Cart** button and select the **Requester**.
 2. You can also enter a **comment** for the Requester, if needed.
 3. Click the **Assign Cart** button and **CrimsonCorner** sends an email notification of the assigned cart to the Requester.

Unassigned Shopping Carts

- ▶ Assigned carts can be unassigned if you need to make changes to the shopping cart or if you need to change the Requester.
1. Click **Shop » My Carts and Orders » View Draft Shopping Carts** from the main navigation menu.
 2. Go to **My Drafts Assigned To Others** section and locate the cart.
 3. Click the **Unassign** button.

Status of your Cart

- ▶ Before the shopping cart becomes a requisition, you can see the status of any carts you have assigned to your Requester. From the main navigation bar, select **Shop » My Carts and Orders » View Draft Shopping Carts**.
- ▶ Once the Requester has finalized their edits to the cart, it will no longer be shown here.

Requisition, Purchase Order and Document Search

- ▶ All requisitions, purchase orders, invoices and receipts are permanently stored within **CrimsonCorner**.
1. Select **Orders & Documents » Document Search » Search Documents** from the main navigation bar to search for documents.
 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, detail and approval history.