

In This Guide

This guide demonstrates how to search for suppliers in CrimsonCorner and how to add new suppliers to the system. Suppliers must be loaded into the system before a requisition for them can be processed.

This guide discusses:

- ✓ Searching for suppliers
- ✓ Searching for fulfillment addresses

- ✓ Supplier abbreviations
- ✓ Adding new suppliers

Procedure

 Before submitting a requisition, you will need to ensure that the supplier is listed in the system. To look through the available list of suppliers, click on the suppliers hyperlink in the Browse section of the CrimsonCorner homepage.

Crimson corner				Ryan Requester1 🔻	🗙 🖈 Action Items
) Shop \rangle Shopping \rangle Dashboard: \rangle Shopping H	ome)Ho	me/Shop			
	Shop	Everything	×		Go
	Go to:			ow ⊨e: suppliers ca egories c	contracts chemicals
	te	OU Supplier Cata	alogs		
O SOONER SMART		STAPLES	GRAINGER MRO & Hardware Supplies	BIO RAD Scientific Supplies	,⊐ €DWO IT Hardware
	Shop Shopping Dashboard: Shopping H	Shop Shopping Dashboard: Shopping Home Home Shop Go to: CrimsonCorner Training Site	Shop Shopping Dashboard: Shopping Home Home/Shop Shop Everything Go to: advanced search favorite CrimsonCorner Training Site OU Supplier Cata	Shop Shopping Dashboard: Shopping Home Home/Shop Shop Everything Go to: advanced search favorites forms quick order Br CrimsonCorner Training Site OU Supplier Catalogs GRAINGER MRO & Hardware	Shop Shopping Dashboard: Shopping Home Home/Shop Shop Everything Go to: advanced search favorites forms quick order Brow e: suppliers ca egories ca CrimsonCorner Training Site OU Supplier Catalogs CrimsonCorner Training Site CrimsonC

 Click the plus + sign to expand the supplier filter. Type in part of the supplier's name and click the Search button.

Â	Crimsor	ncorner	
È	📜 Shop $ ight angle$ Shopping $ ight angle$ Bi	rowse By: \rangle Suppliers $oldsymbol{\neg}$ Browse by Supplier	
	Search For Supplier		?
-	Supplier	Yankee	
<i>M</i>	Supplier Type	All	
ſſ		Search	



- 3. Once the supplier has been located, you can click on the supplier's name to view more details about the supplier.
- 4. You can perform a more advanced search for suppliers by selecting from the Main Navigation menu **Site Administration** » **Search For A Supplier.**
- 5. Some supplier names will be abbreviated. To view the list of commonly used abbreviations, use the Vendor Standards list: http://crimsoncorner.ou.edu/pdf/VendorStandards.pdf.
- 6. Once the supplier's name has been entered in on the form, check to ensure that the fulfillment address listed for the supplier is correct. If it is not correct, click the select different fulfillment center hyperlink and a popup window will appear, listing all the fulfillment addresses for the supplier. Click Select to choose the appropriate address.

Multi-Purpose Non-Catalog Item (MPNCIF)	Available Actions: Add and	go to Cart 🔽 Go Clo	se 🖨
Information & Instructions ?	Supplier Information		?
The UNIVERSITY	Enter Supplier	DELI PARTNERS NORMAN more info. select different supplier	
of OKLAHOMA	Fulfillment Address	LOCATION 1-MAIN_001: (preferred) JASONS DELI NORMAN 950 ED NOBLE DR	
USE OF THIS FORM		NORMAN_OK 73072-4807 US	
cases (see list below for when not to use which you want to purchase a product o that is not on an OU catalog.	per page	select different fulfillment center	
In all cases it will first go through the app (workflow) within your department as sp	Supplier Nam	ne/Address	Select
CrimsonCorner and FAMS. DELI PA	RTNERS NORMAN		
	N, OK 73072-4807 US	NORMAN 950 ED NOBLE DR	Select
1. <u>Simple Small-Dollar (no contract</u> javascriptselectFromKnownSupplier(14633994);	TION 1-MAIN_002: 1608 ROGERS	RD FORT WORTH, TX 76107-6514 US	Select

- 7. If the supplier, or a new address for the supplier, is not listed in the system then they will need to be added before you can submit your requisition.
- 8. To add a supplier to **CrimsonCorner**, go to the **CrimsonCorner Supplier Request Form**: <u>https://</u> <u>customapps.ou.edu/Other/sciquestvr/Account/LogOn</u>
- 9. Login to the site with your **4x4** and **Password**.
- 10. Use the **CrimsonCorner Supplier Request Form** to request a new supplier be setup, either before payment on a form (such as the Payment Request Form) or before a requisition is entered. Please ensure that the supplier is not already in **CrimsonCorner** before completing this form.
- 11. In the form, complete as much information as possible. If possible, obtain and IRS Form W-9



from the supplier and attach it to the request.

- 12. Once the request has been submitted, the form will be evaluated and then the supplier will be loaded into CrimsonCorner.
- 13. An email will be sent to the person who submitted the form notifying them that the supplier has been entered into the system.
- 14. Please submit any supplier questions to <u>SupplierQuestions@ou.edu</u>.