

In This Guide

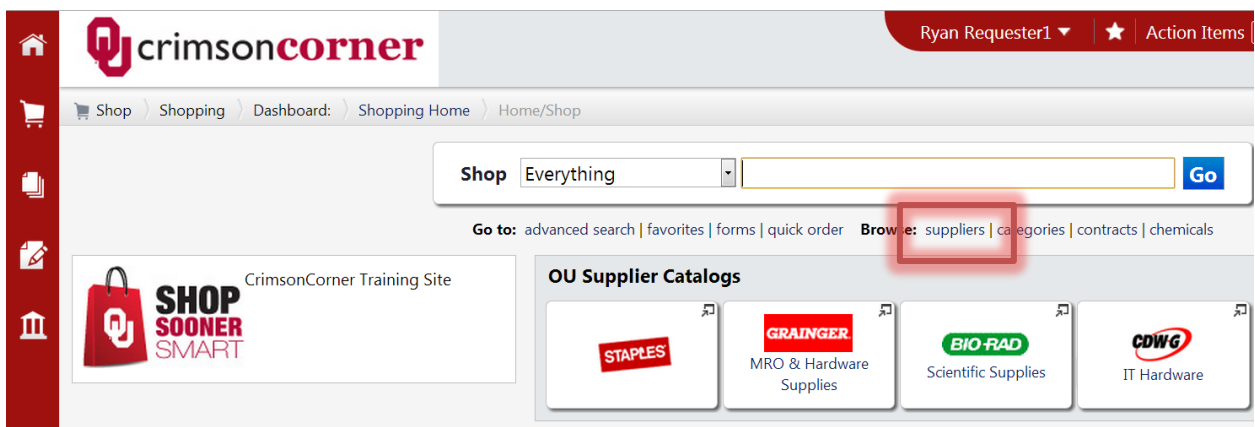
This guide demonstrates how to search for suppliers in CrimsonCorner and how to add new suppliers to the system. Suppliers must be loaded into the system before a requisition for them can be processed.

This guide discusses:

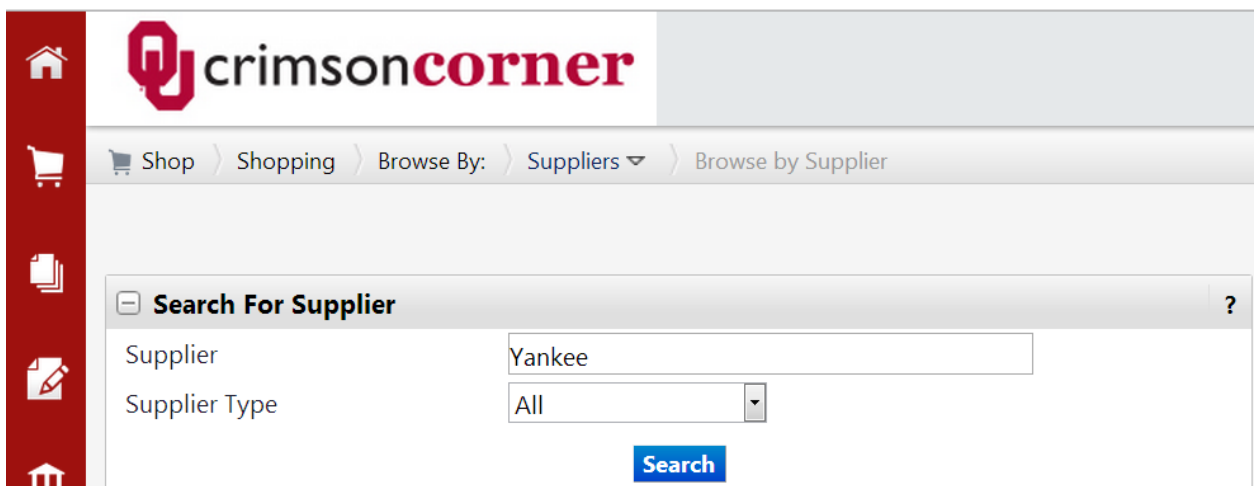
- ✓ Searching for suppliers
- ✓ Searching for fulfillment addresses
- ✓ Supplier abbreviations
- ✓ Adding new suppliers

Procedure

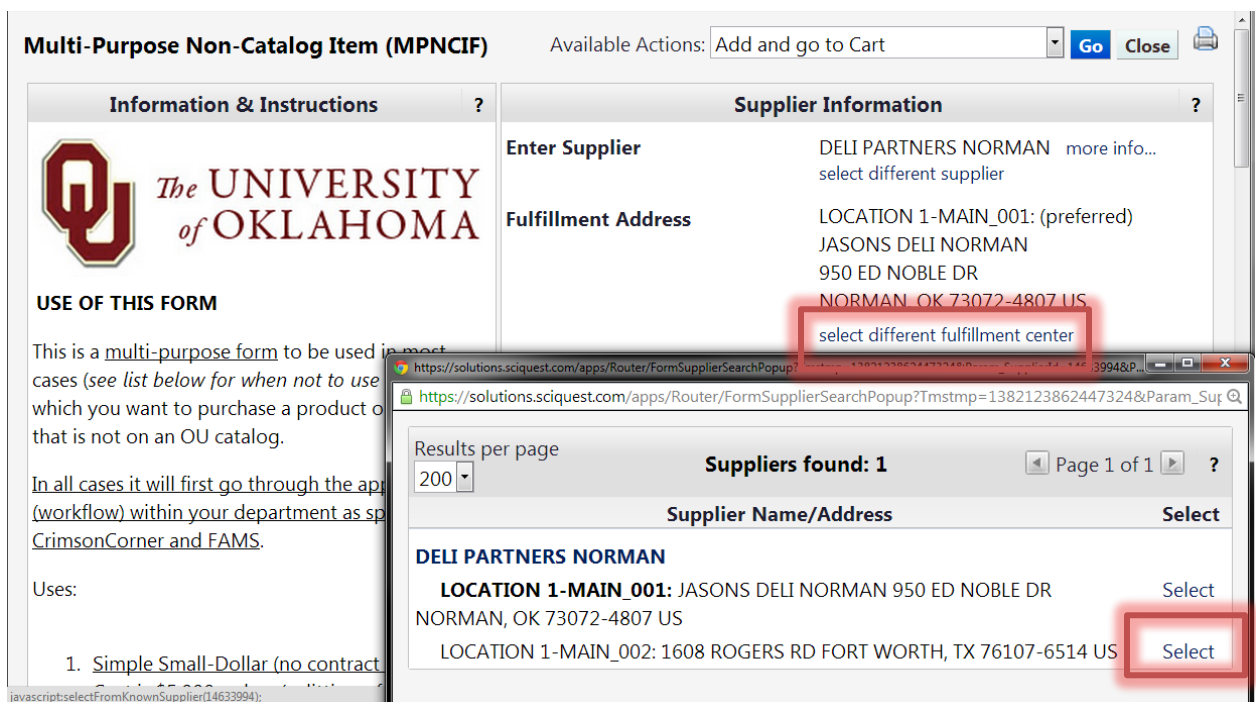
1. Before submitting a requisition, you will need to ensure that the supplier is listed in the system. To look through the available list of suppliers, click on the **suppliers** hyperlink in the **Browse** section of the **CrimsonCorner** homepage.



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



- Once the supplier has been located, you can click on the supplier's name to view more details about the supplier.
- You can perform a more advanced search for suppliers by selecting from the Main Navigation menu **Site Administration » Search For A Supplier**.
- 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>.
- 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.



The screenshot shows the 'Multi-Purpose Non-Catalog Item (MPNCIF)' form. The left pane displays the University of Oklahoma logo and 'USE OF THIS FORM' instructions. The right pane, 'Supplier Information', shows 'Enter Supplier' as 'DELI PARTNERS NORMAN' and 'Fulfillment Address' as 'LOCATION 1-MAIN_001: (preferred) JASONS DELI NORMAN 950 ED NOBLE DR NORMAN, OK 73072-4807 US'. A red box highlights the 'select different fulfillment center' link. A popup window titled 'Suppliers found: 1' is overlaid, showing a table with one entry: 'DELI PARTNERS NORMAN' with two addresses. The first address is 'LOCATION 1-MAIN_001: JASONS DELI NORMAN 950 ED NOBLE DR NORMAN, OK 73072-4807 US' and the second is 'LOCATION 1-MAIN_002: 1608 ROGERS RD FORT WORTH, TX 76107-6514 US'. A red box highlights the 'Select' button for the second address.

- 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.
- To add a supplier to **CrimsonCorner**, go to the **CrimsonCorner Supplier Request Form**: <https://customapps.ou.edu/Other/sciquestvr/Account/LogOn>
- Login to the site with your **4x4** and **Password**.
- 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.
- 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 SupplierQuestions@ou.edu.