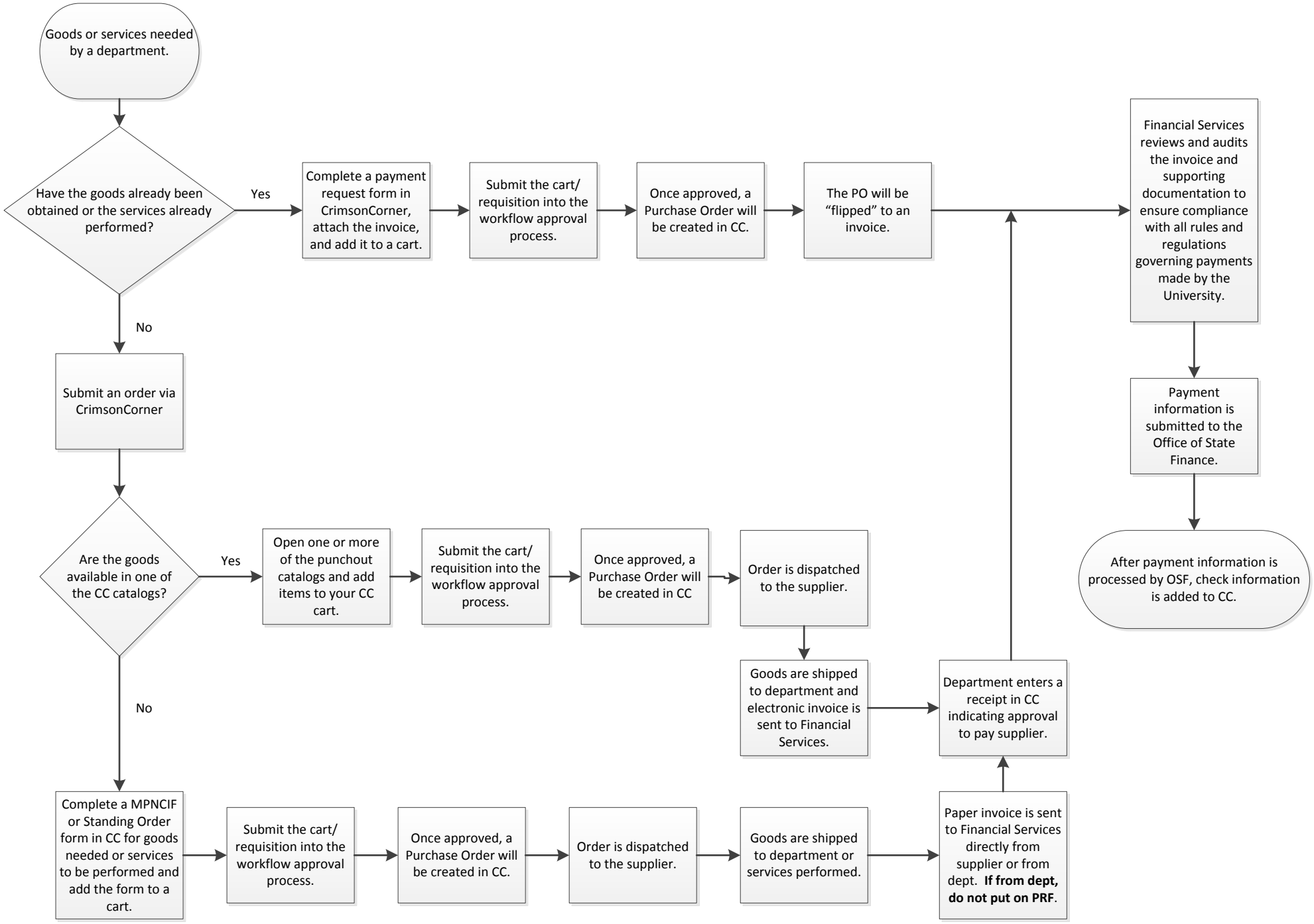
Goods or services needed by a department.
Have the goods already been obtained or the services already performed?
Yes
Complete a payment request form in CrimsonCorner, attach the invoice, and add it to a cart.
Submit the cart/ requisition into the workflow approval process.
Once approved, a Purchase Order will be created in CC.
The PO will be "flipped" to an invoice.
Financial Services reviews and audits the invoice and supporting documentation to ensure compliance with all rules and regulations governing payments made by the University.
Payment information is submitted to the Office of State Finance.
After payment information is processed by OSF, check information is added to CC.
No
Submit an order via CrimsonCorner
Are the goods available in one of the CC catalogs?
Yes
Open one or more of the punchout catalogs and add items to your CC cart.
Submit the cart/ requisition into the workflow approval process.
Once approved, a Purchase Order will be created in CC
Order is dispatched to the supplier.
Goods are shipped to department and electronic invoice is sent to Financial Services.
Department enters a receipt in CC indicating approval to pay supplier.
No
Complete a MPNCIF or Standing Order form in CC for goods needed or services to be performed and add the form to a cart.
Submit the cart/ requisition into the workflow approval process.
Once approved, a Purchase Order will be created in CC.
Order is dispatched to the supplier.
Goods are shipped to department or services performed.
Paper invoice is sent to Financial Services directly from supplier or from dept. **If from dept, do not put on PRF**.