

## Step-by-Step Guide

### Completing the Unusual Form

---



- ▶ This guide demonstrates how to complete the **Unusual: Non-Catalog Purchases from Online Suppliers** form.
- ▶ The **Unusual** form is the form to use in cases in which you want to purchase a product or service that is not in an OU online catalog for a supplier that is normally paid on the ghost card. **Currently, those suppliers are VWR, Staples and Dell.**

#### Accessing the Unusual Form

1. From **cc.ou.edu** login with your 4x4.
2. From the main navigation menu select **Shop » View Forms** from the **Go To** menu or select **Forms** from the main workspace under the searching bar.
3. Select the **Order Forms** folder from the left side of the screen.
4. Click on the form titled **Unusual: Non-Catalog Purchases from Online Suppliers**.
5. The form will pop up in a new window.

#### Filling out the Unusual: Non-Catalog Purchases from Online Suppliers form

1. **Enter Supplier:** From the dropdown, select the correct supplier. Please note that this form should only be used for the suppliers available in the dropdown.
2. **Description:** Enter a detailed description of what you would like to purchase. To avoid any confusion with the order, copy the description down as the supplier has it listed.
3. **Catalog No., Manufacturer Name** and **Manufacturer Part No.:** While these fields are optional, you should enter the information if it is available to you. The more information that you can provide to the supplier, the less likely they are to have issues fulfilling your order.
4. **Quantity:** Enter in the quantity needed.

5. **Unit Price:** Enter in the unit price listed.
6. **Packaging (UOM):** This field will default to Each but choose from the dropdown menu the most appropriate unit of measure.
7. **Commodity Code:** Select the most appropriate commodity code from the dropdown list.
8. **Internal Attachments:** These are attachments that stay with your requisition and are visible to those in **CrimsonCorner** who can review your requisition. To add an internal attachment, select **add attachment** and choose to attach a **File**. Type in a name for the file and select **Choose File**. Locate the electronic image and select it. Once the file name is displayed, click **Save**.
9. **External Attachments:** These are attachments that stay with your requisition, that are visible to those in **CrimsonCorner** who can review your requisition and that will be dispatched to the supplier with your Purchase Order. To add an external attachment, select **add attachment** and choose to attach a **File**. Type in a name for the file and select **Choose File**. Locate the electronic image and select it. Once the file name is displayed, click **Save**.
10. *All sensitive information (social security numbers, credit card numbers, protected information under HIPAA or FERPA, etc.) MUST be removed from attached documentation.*
11. **Additional Information:** Use this section to enter in any additional information you need to provide with this request.

#### Available Actions

- ▶ Once the form is complete, you will need to select the appropriate action from the dropdown list of Available Actions.
  - ▶ The Available Actions menu provides options when completing a form.
1. **Add and go to Cart:** This option adds the current form to your shopping cart

and returns you to the shopping cart screen.

2. **Add to Cart and Return:** This option adds the current form to your shopping cart. The form page displays with the previously selected supplier and all other fields are reset to blank.
3. **Add to Cart:** This option adds the current form to your shopping cart. The form page remains completed. This option eliminates redundant data entry by using the existing form data as a template.
4. **Add to Draft Cart or Pending Req/PO:** This option adds the form to a draft cart instead of the active shopping cart.
5. **Add to Favorites:** This option will allow you to add this form to your Favorites. See **Creating and Using Favorites** for more information.