

Due to building closures for safety purposes during this time, we will no longer be accepting packages at the SLSRC.

To provide ongoing support to *essential* lab research endeavors, necessary items may be shipped to an alternate location on campus:

101 David L. Boren Blvd.

SRTC Room 1075

Norman, OK 73019

To change the address location in Crimson Corner, please follow the steps in this guide.

**\*\*Be sure to schedule a pick-up once you've received an order confirmation (step 12).\*\***

- 1.) Navigate to the [home page](#) of Crimson Corner and log-in using your 4x4 credentials.
- 2.) Select the appropriate order form for your purchase.

**Order Forms**

Multi-Purpose: Purchases from Of...

Standing Order (SPO)

Unusual: Non-Catalog Purchases f...

Change Order (COF)

Computer Exception Request Form

**Payment Request Forms**

Payment Request (PRF)

Food & Beverage Payment Request ...

Independent Contractor Payment R...

Phone/ Data/ Internet Payment Re...

Subscription Payment Request (SPF)

Direct Payment of Travel Request...

Membership Payment Request (MPF)

Moving Expense Vendor Payment Re...


Royalty Payment Request (RPF)

- 3.) Complete form information in its entirety and submit (as usual) by clicking 'Go'.

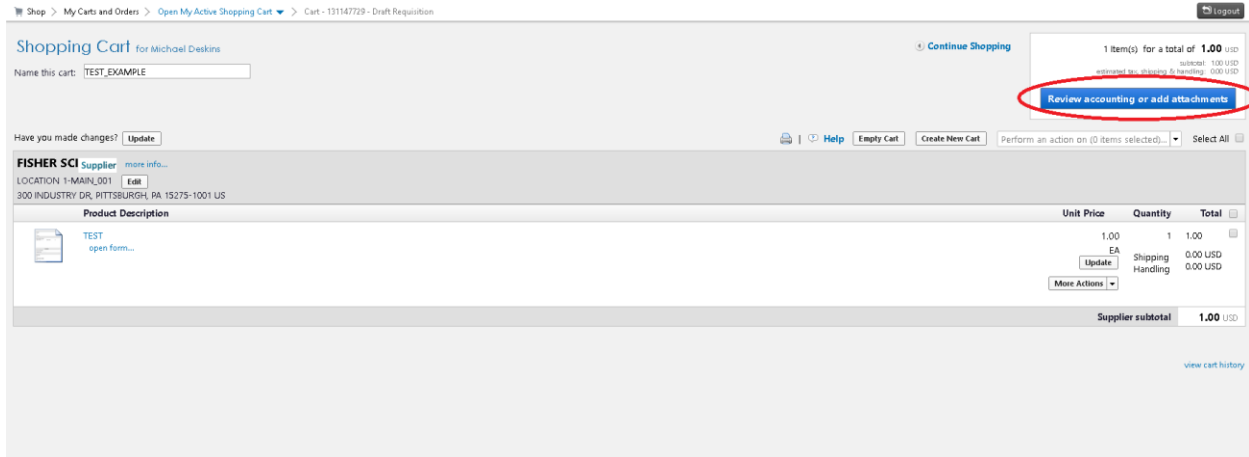
Payment Request (PRF) - Google Chrome

solutions.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=2413695&FavPageContext=2&tmstmp=1585672066340

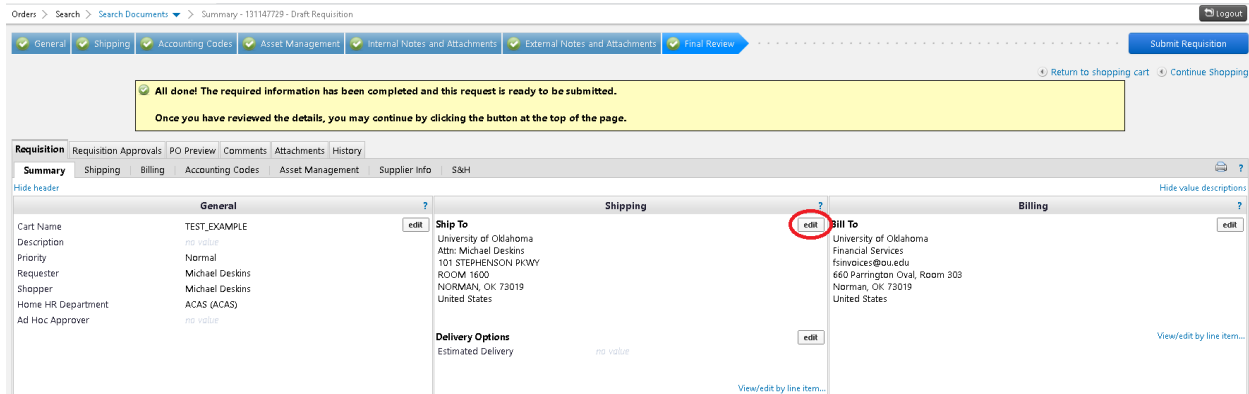
**Payment Request (PRF)** Available Actions: Add and go to Cart Go Close

|  |  |
|--|--|
| <p><b>Payment Request (PRF)</b></p>  <p><b>Instructions:</b></p> <p>The Payment Request form (PRF) may be used to pay vendor invoices where a purchase order is not otherwise required (and has not been issued) to accomplish direct pay to a vendor, and where a specialized payment request form is not available. The PRF is used to route an imaged copy of the paper invoice (received by the department) for appropriate approvals. Once all financial approvals have been made, the PRF will be routed to Financial Services; FS will then audit the form for compliance with applicable laws and policies. If approved, payment will then be generated to the vendor.</p> <p>For third party payments, a single invoice may be entered in total on the PRF. For non-travel reimbursements to individuals, multiple receipts may be attached to one PRF. For payments made directly to a third party (non-reimbursements), sales tax should not be included in the unit price. Sales tax may be included on non-travel reimbursements to individuals.</p> <p>An ad-hoc financial approver may be added to this payment if needed. This is someone who already has a financial approver role in FAMS, but who would not normally be in the approval routing process. Enter the approver's six digit employee ID to add them to the routing after the form/requisition enters the workflow process.</p> | <p><b>Supplier Information</b></p> <p><b>Enter Supplier</b> FISHER SCI <b>Supplier</b> <a href="#">more info...</a><br/><a href="#">select different supplier</a></p> <p><b>Fulfillment Address</b> LOCATION 1-MAIN_001: (preferred)<br/>300 INDUSTRY DR<br/>PITTSBURGH, PA 15275-1001 US<br/><a href="#">select different fulfillment center</a></p> <p><b>Supplier Phone</b> +1 800-766-7000</p> <p><b>Distribution</b><br/>The system will distribute purchase orders using the method(s) indicated below:<br/><b>Email (HTML Body)</b> FS.ORDER@THERMOFISHER.COM</p> <p><b>To send payment to the correct location, select the appropriate remit to address below. You may disregard the fulfillment address.</b></p> <p><b>Remit To Address</b></p> <p>Remit To Location List <span style="border: 1px solid #ccc; padding: 2px;">LOCATION 1-MAIN_002</span></p> <p>PO BOX 404705<br/>ATLANTA, GA 30384-4705</p> <p>United States<br/>Email JESSICA.HEIGHT@THERMOFISHER.COM<br/>Phone 1-412-4905751-<br/>Fax 1-724-5172984-</p> <p><b>Product /Services</b></p> <p><b>Product / Services Information</b></p> <p><b>Description</b> <input style="width: 100%;" type="text" value="TEST"/><br/>250 characters remaining <a href="#">expand</a>   <a href="#">clear</a></p> |
|--|--|

4.) On the 'Shopping Cart' screen, click 'Review accounting or add attachments'.



5.) In the section containing 'Shipping' information, click the 'edit' button in the upper-right area of the section.



6.) In the 'Ship To' pop-up box, click 'To choose a different address, click here.'

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

To choose a different address [click here](#)

**Address Details**

|                |  |
|----------------|--|
| Contact Line 1 | University of Oklahoma                       |
| <b>Attn: *</b> | <input type="text" value="Michael Deskins"/> |
| Address Line 1 | 101 STEPHENSON PKWY                          |
| Address Line 2 | ROOM 1600                                    |
| City           | NORMAN                                       |
| State          | OK   |
| Zip Code       | 73019  |
| Country        | United States                                |

7.) Click 'select from org addresses'.

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

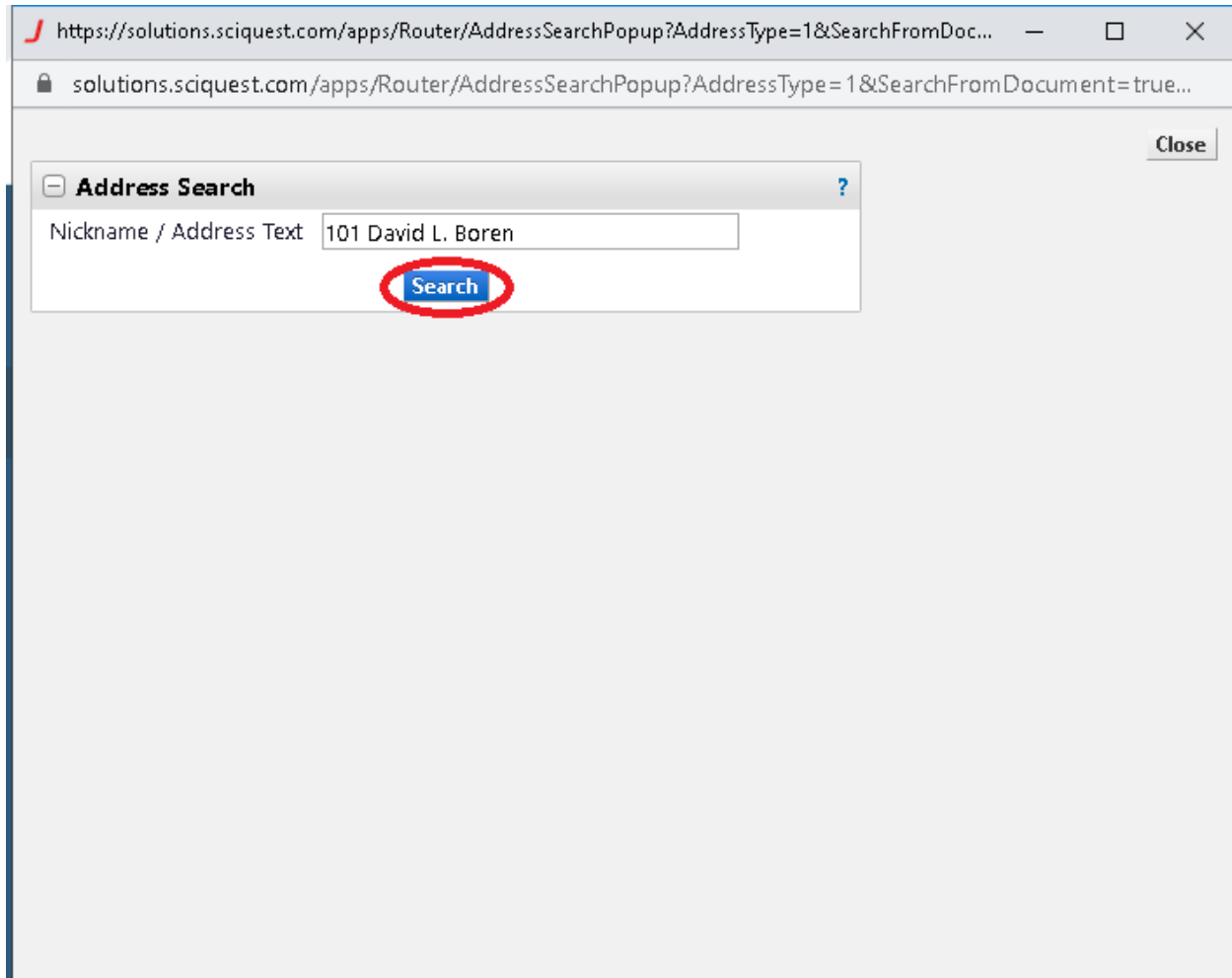
Shipping address

[select from org addresses](#)

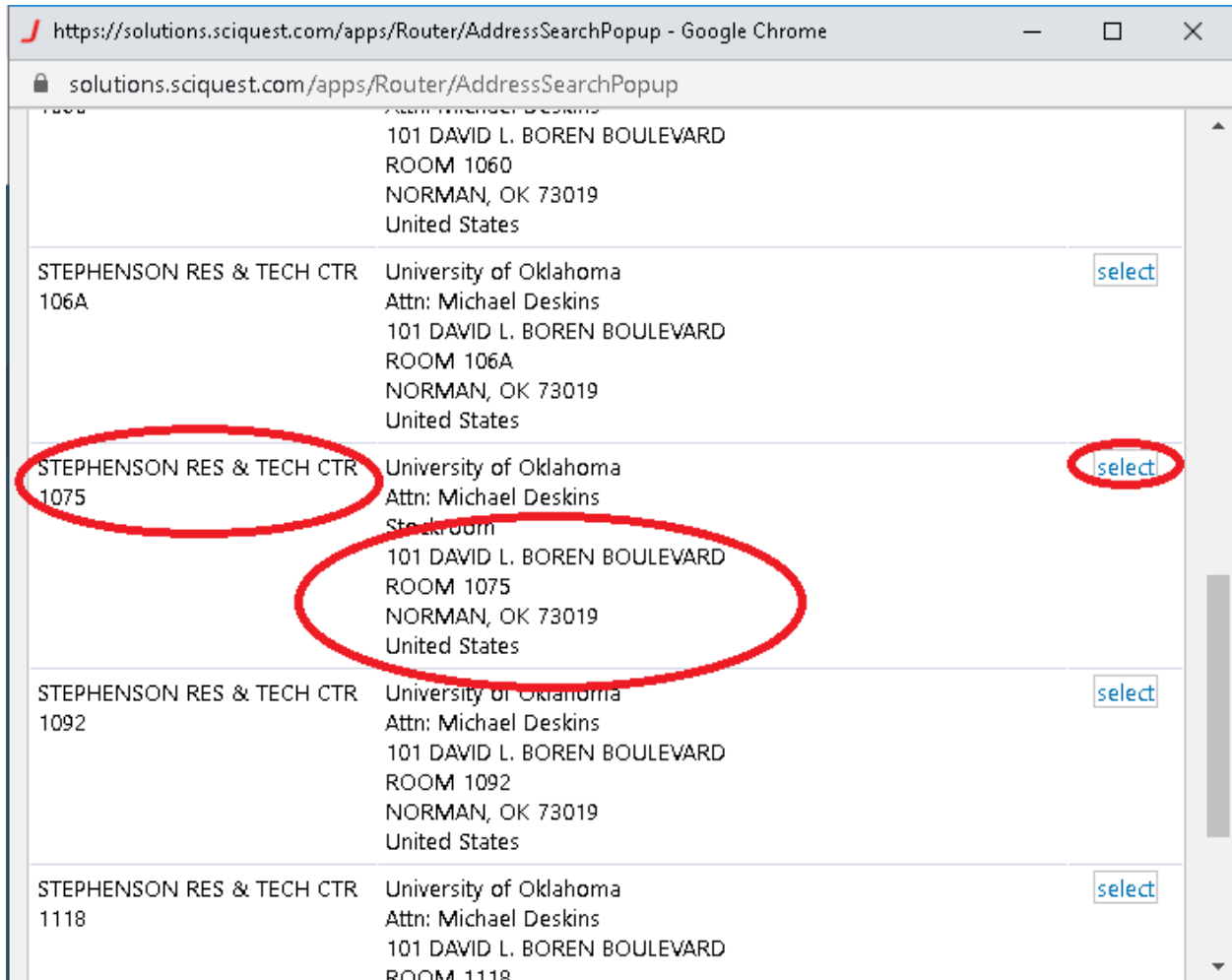
**Address Details**

|                |  |
|----------------|--|
| Contact Line 1 | University of Oklahoma                       |
| <b>Attn: *</b> | <input type="text" value="Michael Deskins"/> |
| Address Line 1 | 101 STEPHENSON PKWY                          |
| Address Line 2 | ROOM 1600                                    |
| City           | NORMAN                                       |
| State          | OK   |
| Zip Code       | 73019  |
| Country        | United States                                |

- 8.) Enter '101 David L Boren' in the Nickname / Address Text input box. This is not case sensitive. Click 'Search'.



9.) Scroll down until you see the correct address to the SRTC Stockroom. **101 David L. Boren Boulevard, Room 1075, Norman, Ok 73019**. Click 'Select'.



10.) Verify the 'Address Details' section is correct and click 'Save'.

**Ship To** ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address

[select from org addresses](#)

**Address Details**

|                |  |
|----------------|--|
| Contact Line 1 | University of Oklahoma                       |
| <b>Attn: *</b> | <input type="text" value="Michael Deskins"/> |
| Contact Line 3 | Stockroom                                    |
| Address Line 1 | 101 DAVID L. BOREN BOULEVARD                 |
| Address Line 2 | ROOM 1075                                    |
| City           | NORMAN                                       |
| State          | OK   |
| Zip Code       | 73019  |
| Country        | United States                                |

Save this address for future use

11.) Verify address information is correct and click 'Submit Requisition' when finished.

General Shipping Accounting Codes Asset Management Internal Notes and Attachments External Notes and Attachments Final Review **Submit Requisition**

**All done!** The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Return to shopping cart Continue Shopping

Requisition Requisition Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Asset Management Supplier Info S&H

| General                 | Shipping   | Billing  |
|-------------------------|--|--|
| Cart Name: TEST_EXAMPLE | <b>Ship To</b><br>University of Oklahoma<br>Attn: Michael Deskins<br>Stockroom<br>101 DAVID L. BOREN BOULEVARD<br>ROOM 1075<br>NORMAN, OK 73019<br>United States | <b>Bill To</b><br>University of Oklahoma<br>Financial Services<br>frs@ou.edu<br>660 Parrington Oval, Room 303<br>Norman, OK 73019<br>United States |
| Description: no value   | <b>Delivery Options</b><br>Estimated Delivery  |  |

**12.)** Once you receive order confirmation through email, please forward the confirmation email along with contact name and phone # to [srtcstore@ou.edu](mailto:srtcstore@ou.edu) You will be contacted when the order has arrived and can schedule pickup from a secure location between 8 – 12am (within a 15 minute window if possible)