

Creating a Non-PO Payment

1. From the OK Corral homepage, in the “Non-PO Payment” section, select: Type: Invoice, From: Non-PO, enter your supplier, and click “Create”.

a. This process is NOT to be used in the following situations:

- i. Purchases requiring a signed contract or agreement. These must be submitted through an OK Corral requisition with the “contract for signature” box checked
- ii. Leases or payments subject to GASB 87 reporting requirements
- iii. Purchases that should be made through an existing system-wide contract or OK Corral punchout
- iv. Payments that exceed \$5,000
- v. Any transaction that appears to be split to avoid procurement requirements
- vi. Purchases requiring competitive quotes or bidding
- vii. Purchases that are not allowed under university policy
- viii. Any purchase involving a conflict of interest, conflict-of-interest management plan, or related concern unless the conflict has been properly disclosed and approved before submission.

The screenshot shows the OK Corral homepage. On the left is a purple sidebar with icons for home, shopping cart, message board, and various system functions. The main content area is divided into several sections. The top section is the 'OK Corral Message Board' with a banner for 'Achievement of Excellence In Procurement 2018, 2019 & 2023 Award Winner'. Below this is a section for 'New Vendor Requests' with a notice about the Total Supplier Manager module. The right side of the page features four teal boxes: 'Shopping' (shopping cart icon), 'Accounts Payable' (dollar sign and coins icon), 'Sourcing' (globe icon), and 'Contracts Available to OSU and the A&M System' (document icon). At the bottom right is the 'Non-PO Payment (\$5,000 and Under)' section. This section contains three fields: 'Type' with a dropdown menu set to 'Invoice', 'From' with a dropdown menu set to 'Non PO', and 'Supplier name' with a text input field containing 'Matts invoice test supplier'. A 'Create' button is located at the bottom right of this section. Three orange arrows point to the 'Type' dropdown, the 'From' dropdown, and the 'Create' button. A fourth orange arrow points to the 'Supplier name' input field.

OK CORRAL

Shop • Test Homepage

OK Corral Message Board

Achievement of Excellence In Procurement®
2018, 2019 & 2023 Award Winner

The Oklahoma State University and A&M Central Procurement Office has been awarded the prestigious 24th Annual Achievement of Excellence in Procurement® (AEP) for 2019 from the National Procurement Institute, Inc. (NPI).

New Vendor Requests

The Total Supplier Manager module of OK Corral went live on July 5, 2018. New vendors will now receive an invitation to register rather than the purchasing office manually entering the data on behalf of the vendor. The vendor will be responsible for entering their own information. The completed information will then be reviewed by the purchasing department prior to approval. Please note that this process may increase the set up time depending on how long it takes the vendor to complete the set up process. You may want to inform your new vendors of this process change.

This WILL NOT change the department's process for requesting a new vendor. You will still fill out a New Vendor Request form as per past practice.

Please note: Honorarium vendors, stipend vendors, one-time use vendors, etc. will be set up manually as per past practice.

For emergency requests please place a comment on the new vendor set up form that the request is urgent.

If you have any questions please contact the Purchasing department at 405-744-5984.

(updated 8/6/2018)

Shipping Charges

See the [Desk Reference Guide](#) for full details of the contracted Shipping/Handling charges for the OK Corral Punch-Out Suppliers.

(updated 12/6/2017)

Shopping

Accounts Payable

Sourcing

Contracts Available to OSU and the A&M System

Non-PO Payment (\$5,000 and Under)

Type: Invoice

From: Non PO

Supplier name: Matts invoice test supplier

Create

2. While completing your non-PO payment, the “Correct These Issues” section will tell you which information is still needed before you can complete your payment.

OK CORRAL

All ▾Search (Alt+Q) 🔍0.00 USD🛒🏠🔔275👤7

Invoice • [Matts invoice test supplier](#) • 3405813

👁️🖨️🔍⋮Complete

EntrySummaryMatchingSupplier MessagesCommentsAttachmentsHistory

General✎⋮

Invoice TypeInvoice

Invoice Numberno value

Supplier Invoice No.no value
🔴 Required

Supplier Name[Matts invoice test supplier](#)

FRS Vendor Numberno value

Invoice Dateno value
🔴 Required

Discount Date8/14/2026

Due Date8/14/2026

Terms0% 30, Net 30

Addresses✎⋮

Remit To

Matt Wessel
5896 Invoice Dr
Stillwater, Oklahoma 74078-5984

United States
Email osu.test.vendor+Mattsinvoicing@gmail.com
Phone 1-405-7445984-
Address Id AP Accounts Payable 1

Payment Information✎⋮

Accounting Date7/15/2026

Fiscal Year (Prior Purchasing)no value
🔴 Required

Note/Attachments✎⋮ ▾

External Noteno value

Internal Noteno value

Internal Attachments[Add](#)

External Attachments[Add](#)

Discount, Tax, Shipping & Handling✎⋮

Discount, tax, shipping & handling

AllocationWeighted

Summary→

Draft

✖ **Correct these issues.**
You are unable to proceed until addressed.

Invoice must contain one or more lines to Complete

- 🔴 Required: [Supplier Invoice No.](#)
- 🔴 Required: [Invoice Date](#)
- 🔴 Required: [Campus Code: Line](#)
- 🔴 Required: [Fiscal Year \(Prior Purchasing approval required if selecting next fiscal year.\): Line](#)
- 🔴 Required: [Chart: Line](#)
- 🔴 Required: [Fund: Line](#)
- 🔴 Required: [Commodity: Line](#)
- 🔴 Required: [Account: Line](#)

Matts invoice test supplier

Total (0.00 USD)

Charge	Amount
Subtotal	0.00

- a. Enter the invoice number, receipt number or other identifying reference, from your supporting documentation, in the “Supplier Invoice No.” field and click “Save”.

Edit General

✖ Errors

Required: Supplier Invoice No.
Required: Invoice Date
Required: Campus Code: Line

Invoice Information

Supplier Invoice No. ★

123456ABC

✖ Required

FRS Vendor Number

General Information

Invoice Date ★

mm/dd/yyyy

✖ Required

★ Required fields

Save

Close

4. From the “Correct These Issues” list, click “Required: Invoice Date”.

OK CORRAL

All ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 ❤️ | 275 📢 7 👤

Invoice • [Matts invoice test supplier](#) • 3405813

👁️ 🖨️ ? ... Complete

Entry
Summary
Matching
Supplier Messages
Comments
Attachments
History

General ✎ ...		Addresses ✎ ...	Note/Attachments ✎ ... ▾
Invoice Type	Invoice	Remit To	External Note no value
Invoice Number	no value	Matt Wessel 5896 Invoice Dr Stillwater, Oklahoma 74078-5984	Internal Note no value
Supplier	123456ABC	United States Email osu.test.vendor+Mattsinvoicing@gmail.com Phone 1-405-7445984-	Internal Add
Invoice No.		Address Id AP Accounts Payable 1	Attachments
Supplier Name	Matts invoice test supplier		External Add
FRS Vendor Number	no value		Attachments
Invoice Date	no value ❗ Required	Payment Information ✎ ...	Discount, Tax, Shipping & Handling ✎ ...
Discount Date	8/14/2026	Accounting Date 7/15/2026	Discount, tax, shipping & handling
Due Date	8/14/2026	Fiscal Year no value (Prior ❗ Required)	Allocation Weighted
Terms	0% 30, Net 30	Purchasing	

Draft

❌ Correct these issues.

You are unable to proceed until addressed.

Invoice must contain one or more lines to Complete

- [Required: Invoice Date](#)
- [Required: Campus Code: Line](#)
- [Required: Fiscal Year \(Prior Purchasing approval required if selecting next fiscal year.\): Line](#)
- [Required: Chart: Line](#)
- [Required: Fund: Line](#)
- [Required: Commodity: Line](#)
- [Required: Account: Line](#)

Matts invoice test supplier
▾

Supplier Invoice No. 123456ABC

Total (0.00 USD)
▾

Charge	Amount
Subtotal	0.00

- a. Enter the date (invoice date or transaction date), on your supporting documentation, in the “Invoice Date” field and click “Save”.

Edit General

✖ Errors

Required: Invoice Date
Required: Campus Code: Line

Invoice Information

Supplier Invoice No. ★

123456ABC

FRS Vendor Number

General Information

Invoice Date ★

7/15/2026

mm/dd/yyyy

✖ Required

Due Date

8/14/2026 ☐ Override

★ Required fields

Save

Close

5. From the “Correct These Issues” list, click “Required: Campus Code”.

OK CORRAL

All ▾Search (Alt+Q) 🔍0.00 USD 🛒🔖275🔔7👤

Invoice • [Matts invoice test supplier](#) • 3405813

👁️🖨️💬⋮Complete

EntrySummaryMatchingSupplier MessagesCommentsAttachmentsHistory

General✎⋮

[Invoice Type](#)Invoice

[Invoice Number](#)no value

[Supplier](#)123456ABC

[Invoice No.](#)

[Supplier Name](#)[Matts invoice test supplier](#)

[FRS Vendor Number](#)no value

[Invoice Date](#)7/15/2026

[Discount Date](#)8/14/2026

[Due Date](#)8/14/2026

[Terms](#)0% 30, Net 30

Addresses✎⋮

Remit To

Matt Wessel
5896 Invoice Dr
Stillwater, Oklahoma 74078-5984

United States
Email osu.test.vendor+Mattsinvoicing@gmail.com
Phone 1-405-7445984-
Address Id AP Accounts Payable 1

Payment Information✎⋮

[Accounting Date](#)7/15/2026

[Fiscal Year \(Prior Purchasing](#)no value
🔴 Required

Note/Attachments✎⋮ ▾

[External Note](#)no value

[Internal Note](#)no value

[Internal Attachments](#)[Add](#)

[External Attachments](#)[Add](#)

Discount, Tax, Shipping & Handling✎⋮

[Discount, tax, shipping & handling](#)

[Allocation Weighted](#)

Summary→

Draft

✖ **Correct these issues.** ▾

You are unable to proceed until addressed.

Invoice must contain one or more lines to Complete

- ✱ [Required: Campus Code: Line](#)
- ✱ [Required: Fiscal Year \(Prior Purchasing approval required if selecting next fiscal year\): Line](#)
- ✱ [Required: Chart: Line](#)
- ✱ [Required: Fund: Line](#)
- ✱ [Required: Commodity: Line](#)
- ✱ [Required: Account: Line](#)

Matts invoice test supplier ▾

[Supplier Invoice No.](#)123456ABC

Total (0.00 USD) ▾

Charge	Amount
Subtotal	0.00

- a. Select your campus code from the drop down in the “Campus Code” field and click “Save”.

Edit General

Standard Payment Terms

0% 30, Net 30 ▾

Discount

0%

Days

30

Type

Net

Days After

30

Invoice Name

2026-07-15 wesselm 04

Other Information

Original Bid or Contract #

Campus Code ★

1 ▾

Required

★ Required fields

Save

Close

6. From the “Correct These Issues” list, click “Required: Fiscal Year”.

OK CORRAL

All ▾Search (Alt+Q) 🔍0.00 USD 🛒🔖275🔔7👤

Invoice • [Matts invoice test supplier](#) • 3405813

Complete

EntrySummaryMatchingSupplier MessagesCommentsAttachmentsHistory

General✎⋮

Invoice Type

Invoice

Invoice Number

no value

Supplier

123456ABC

Invoice No.

Supplier Name

[Matts invoice test supplier](#)

FRS Vendor Number

no value

Invoice Date

7/15/2026

Discount Date

8/14/2026

Due Date

8/14/2026

Terms

0% 30, Net 30

Addresses✎⋮

Remit To

Matt Wessel
5896 Invoice Dr
Stillwater, Oklahoma 74078-5984

United States
Email osu.test.vendor+Mattsinvoicing@gmail.com
Phone 1-405-7445984-
Address Id AP Accounts Payable 1

Payment Information✎⋮

Accounting Date

7/15/2026

Fiscal Year (Prior

no value
Required

Note/Attachments✎⋮ ▾

External Note

no value

Internal Note

no value

Internal Attachments

[Add](#)

External Attachments

[Add](#)

Discount, Tax, Shipping & Handling✎⋮

Discount, tax, shipping & handling

Allocation Weighted

Summary→

Draft

✖ **Correct these issues.** ▾

You are unable to proceed until addressed.

Invoice must contain one or more lines to Complete

✱ [Required: Fiscal Year \(Prior Purchasing approval required if selecting next fiscal year.\): Line](#)

✱ [Required: Chart: Line](#)

✱ [Required: Fund: Line](#)

✱ [Required: Commodity: Line](#)

✱ [Required: Account: Line](#)

Matts invoice test supplier ▾

Supplier Invoice No.

123456ABC

Total (0.00 USD) ▾

Charge

Amount

Subtotal

0.00

- a. Select your fiscal year from the drop down in the “Fiscal Year” field and click “Save”.

Edit Payment Information ✕

✕ **Errors** ▾
Required: Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.): Line

Payment Information

Accounting Date

7/15/2026 📅
mm/dd/yyyy

Fiscal Year (Prior Purchasing approval required if selecting next fiscal year.) ★

27 ⌵ ✕ Required

Grouping Indicator

▾

Payment Method

Unknown ▾

Check Number

★ Required fields

➡ **Save** Close

7. From the “Correct These Issues” list, click “Required: Chart: Line”.

OK CORRAL All Search (Alt+Q) 0.00 USD 275 7

Invoice • [Matts invoice test supplier](#) • 3405813

Entry Summary Matching Supplier Messages Comments Attachments History

General

Invoice Type Invoice

Invoice Number no value

Supplier 123456ABC

Invoice No.

Supplier Name [Matts invoice test supplier](#)

FRS Vendor no value

Number

Invoice Date 7/15/2026

Addresses

Remit To

Matt Wessel
5896 Invoice Dr
Stillwater, Oklahoma 74078-5984

United States
Email osu.test.vendor+Mattsinvoicing@gmail.com
Phone 1-405-7445984-
Address Id AP Accounts Payable 1

Note/Attachments

External Note no value

Internal Note no value

Internal Attachments [Add](#)

External Attachments [Add](#)

Payment Information

Discount, Tax, Shipping & Handling

Summary

Draft

Correct these issues.
You are unable to proceed until addressed.

Invoice must contain one or more lines to Complete

- * [Required: Chart: Line](#)
- * [Required: Fund: Line](#)
- * [Required: Commodity: Line](#)
- * [Required: Account: Line](#)

Matts invoice test supplier

Supplier Invoice No. 123456ABC

Total (0.00 USD)

a. Enter your accounting information in the appropriate fields and click “Save”.

Edit Codes

Accounting Codes Add alternate distribution for Discount +

LINE

Chart ★	Fund ★	Commodity ★	Account ★
1 - Oklahoma State - General University	116350-1	Lab/Med/Instructional Equipmt - Lab/Med/Instructional Equipmt	704352 - Other Research Equip

Add alternate distribution for Discount +

★ Required fields

Save **Close**

8. To add your item(s), click on “Add Non-PO Item” at the bottom of the page.

OK CORRAL

All ▾Search (Alt+Q) 🔍0.00 USD 🛒🔖 275🔔 7👤

Invoice • [Matts invoice test supplier](#) • 3405813

Complete

Entry

Summary

Matching

Supplier Messages

Comments

Attachments

History

Match Status

Do Not Match

Invoice Source

Manual

Contains substituted item(s)

✗

Original Bid or Contract #

no value

Campus Code

1
General University

Payment Method

Unknown

Check Number

no value

Check Date

no value

ERS Vendor Number

589632589

Total

0.00 USD

Handling

0.00 USD

Summary

→

Draft

✗ Correct these issues.

You are unable to proceed until addressed.

Invoice must contain one or more lines to Complete

Matts invoice test supplier

Supplier Invoice No. 123456ABC

Total (0.00 USD)

Charge

Amount

Subtotal0.00

Discount0.00

Tax10.00

Shipping0.00

Handling0.00

0.00

What's next?

Next Step Return Invoice

Codes

✎ ... ▾

LINE

Chart	Fund	Commodity	Account
1 Oklahoma State - General University	116350-1 Purchasing Office	Lab/Med/Instructional Equipmt Lab/Med/Instructional Equipmt	704352 Other Research Equip

0 Lines

... □ ▾

No lines have been added. [Add new PO](#) or [Add Non-PO Item](#)

a. Fill out the appropriate fields with your item information and click “Save”.

Add Non-PO Item ✕

Item ⌵

Product Description ★	Catalog No. ★	Quantity ★	Price Estimate	Packaging
Centrifuge for Lab 1234 231 characters remaining	NA	1	1500.00	EA - Each ⌵

Additional Details ⌵

PO Number

Commodity Code

Manufacturer Name

Manufacturer Part No

Product Flags

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

☐ Select Agent

☐ Toxin

☐ Energy Star

☐ Green

★ Required fields

Save

Save And Add Another

Close

- a. Drag and drop your supporting documentation file(s) in the box (or click “BROWSE” to select your file) and click “Save Changes”.

Add Attachments ✕

Attachment Type ☒ File ☐ Link

File(s) ★

Drop File or [BROWSE](#)
Max. File Size: 5.0 MB

Test Quote 123456ABC.pdf ✓ 🗑️

★ Required fields [Save Changes](#) [Close](#)

- b. Supporting documentation must show:
- i. What was purchased or paid for?
 - ii. The business purpose of the purchase or payment
 - iii. The supplier or payee name and remittance address
 - iv. The invoice date or transaction date
 - v. The invoice number, receipt number, or other identifying reference, if available
 - vi. The itemized goods or services purchased
 - vii. The total amount due, including shipping, handling, or other charges
 - viii. That the goods or services were received, or that the payment is otherwise proper and allowable

11. You have completed your Non-PO Payment.

✓ Invoice Submitted

Summary

Invoice number

[I3000512](#)

Invoice Status

Pending

Supplier Invoice No.

123456ABC

Invoice name

2026-07-15 wesselm 04

Invoice date

7/15/2026

Invoice total

1,500.00 USD

Number of line items

1

Create Invoice

Type

Invoice

From

PO

PO numbers

Create