Ordering from Corp Brothers

This job aid covers the changes to the Corp Bros ordering site. The Corp Bros ordering site will no longer allow BAT keys to be used when submitting orders; worktags are now required. If you do not know what worktags to use, please see your Cost Center Manager.

Note: Corp Bros has changed their item numbers. An item number converter is provided on the site to facilitate this change. Only Brown personnel with a Corp Bros account can order from the Corp Bros site. Please contact Purchasing at 3-2206 should you have any questions.

To Place an Order

1. Access the Corp Bros web site and login to your account

2. On the Shop Our Catalog page, use the item# converter tool to find the new item#
   a. Input the old item # in the Old Item # field of the converter tool
   b. Click convert to obtain the new item #

3. Select items to be purchased and add them to the Cart. To check out follow steps below:
   a. Input the worktags needed to charge your purchase
   b. Click Place Your Order
   c. Notification e- Mails for orders placed will be sent by Corp Brothers to the recipients requested in the e –Mail notification on the ordering site
4. Only a Driver Worktag is required. A driver’s related worktags of Business Unit, Cost Center, Fund and Expense Purpose Code will be automatically applied in Workday for the driver entered. (A report called Related Worktags by Driver is available in Workday. Run this report to identify the related worktags of Business Unit, Expense Purpose Code and Fund for any driver worktag. See section 8.)

- A Driver worktag can be one of the following: Cost Center (CC#), Grant (GR#), Endowment (EN#), Spendable Gift (GFT#), or Project (PJ#)
- When EN# is used as the Driver, Fund 400 (FD400), will automatically come into Workday

Note: Instructions for inputting Endowed Chair Research Worktags see step 6 below for details

5. If needed, you may select up to three optional worktags and place them in any order in the Optional Worktag fields. (A report called Optional Worktags by Name and ID is available in Workday. Run this report to search for Program (PRG#), Assignee (A#) or Location (LOC#) optional worktags available for use. See section 8.)

a. Corp Bros ordering-Optional Worktags can be any of the following: Endowment (EN#), Fund (FD#), Program (PRG#), Assignee (A#), and Location (LOC#). Up to three optional worktags can be entered in any order.

6. When ordering for Endowed Chair Research or Cost Sharing:

a. For Endowed Chair Research- enter Cost Center (CC#) as the Driver and then the Endowment (EN#), Program (PRG#) and Assignee (A#) as optional worktags

b. For Cost Sharing: Enter the grant (GR#) in the driver field, and FD120 as an Optional worktag

7. Corp Bros will continue to provide invoice reports at the end of each month
8. Worktag Reporting in Workday - Use the worktag reports available in Workday to identify related driver worktags or to find optional worktags (that can be used along with a driver worktag) when placing an order with Corp Bros.

   a. Use the **Related Worktags by Driver Report** to find a related worktag for a Driver worktag of Cost Center (CC#), Grant (GR#), Endowment (EN#), Spendable Gift (GFT#), or Project (PJ#)
      - Type in **related worktags by** into the workday search box in the upper left corner to pull up the report
      - In the report’s search field, type in the complete or a partial driver worktag reference ID or worktag name into the search box
      - Click **OK** (bottom left of your screen) for results

   b. Use the **Optional Worktags by Name and ID** to find optional worktags available for use
      - Type in **optional worktags** into the Workday search box in the upper left corner to bring up the report
      - In the report’s search field, type in the complete or a partial driver worktag reference ID or worktag name into the search box
      - Click **OK** (bottom left of your screen) for results