JOIN US FOR OUR PANTHERBUY VIRTUAL TRAINING CLINICS FOR ALL USERS

PANTHERBUY VIRTUAL SESSIONS OVERVIEW
The Purchasing Department will be conducting virtual training sessions to acclimate new users to the university’s e-procurement system and to reinforce skills introduced in previous training sessions.

Level 1 (General Overview): These sessions will serve as an introduction and overview of the Panther Buy system. End-users that will benefit from these sessions will be individuals that: (a) are new to the university, (b) have never been trained, or (c) require a refresher in the basics of the Panther Buy system. The information given in this session will cover all roles: SHOPPER, REQUESTER, AND APPROVER.

Level 2 (Targeted Discussion): These sessions will be based on specific questions submitted by end-users during scheduling and is designated: (a) for individuals that have completed Level 1 or (b) who are proficient in using Panther Buy. The information given in this session will cover all roles: SHOPPER, REQUESTER, AND APPROVER.

WHO ARE SHOPPERS?
Shoppers are individuals that shop within the Panther Buy system, but do not have the authority to post a purchasing transaction to the department’s fund account. Shoppers can access Shopping Items, add them to their Cart and assign their Carts to a user with Ordering permissions for processing. Shoppers (in most cases) are Administrative Assistants, Principal Investigators (PI) and Researchers.

WHO ARE REQUESTERS?
Requesters are individuals that have the authority to post purchasing transactions to their department’s fund account. Requesters can access Shopping Items, add them to their Cart and submit or assign their Carts for processing. User(s) must have Banner Security Access to post to the department’s fund account in order to be assigned this role. Please check with the Purchasing Department by sending an email to Purchasing@cau.edu before assigning an individual this role.

WHO ARE APPROVERS?
Panther Buy will have several types of Approvers for the following areas: Department Approver for Organization, Executive Approvals, Fixed Assets, Grants and Contracts, Special Approvals and Title III. Approvers have the capabilities to shop, act as requestor(s) and approve department orders not created by themselves.