New Vendor Request Training Guide

“CREATE and SUBMIT for Approval”
The purpose of this guide is to:

- Demonstrate how vendors are added to Panther Buy
- Update vendor information for “syncing”

From here:
Scroll to the bottom of the Panther Buy Dashboard
Click “NEW VENDOR REQUEST-CAU”
You will then be sent to the NEW VENDOR REQUEST Form INSTRUCTIONS page
This is the NEW VENDOR REQUEST-CAU Instructions Page.
Review the instructions and select NEXT.
Type the **VENDOR NAME** in this field.

**NOTE:** This is used for tracking purposes. Forms with **NEW VENDOR REQUEST-CAU** listed as the VENDOR NAME will be RETURNED or REJECTED.
DO NOT ADD AN ATTACHMENT HERE!
Select NEXT to skip this page
Select CONFIRM NEW VENDOR REQUEST
Select **YES** or **NO**

Click **NEXT** to be taken to the **GENERAL INFORMATION** section of the New Vendor Request-CAU Form

**NOTE:** *Starred items require a response*
Add the **VENDOR NAME**.

***This information should mirror the W-9.***

**NOTE:** Be sure that all the appropriate information is added as inconsistencies will cause the document to be RETURNED or REJECTED
Okay to SKIP. This question will be answered by the Vendor Coordinator.

Upload the completed VENDOR APPLICATION and W-9

**NOTE:** The vendor application is located on the Panther Buy homepage website under forms. This document should be completed by the vendor and returned to the end-user to be attached here.
Select YES and enter the VENDOR’S EMAIL.

NOTE: All purchase orders created in Panther Buy are distributed electronically.

Once complete, select NEXT.
Once all of the CHECK MARKS are GREEN, you are ready to SUBMIT.