

Panther Buy Training Guide

“PUNCH-OUT REQUISITIONS”

(Revised Feb. 2022)

From the Panther Buy home page, select a supplier from the Punch-Out Suppliers (SHOWCASES) section of the SHOPPING DASHBOARD

Shop • Shopping Dashboard

Shop

Simple | Advanced

Go to: Favorites | Forms | Non-Catalog Item | Quick Order | Browse: Vendor | Categories | Contracts | Chemicals

Search for products, vendor, forms, part number, etc.

Organization Message

Procurement Services News & Information

Purchasing Policy Update

The standard vendor set-up processing time is 24-48 hours from the time the document is submitted to Purchasing. Please allow this processing period before inquiring about the status of your vendor. Vendor documents are approved when all vetting requirements are satisfied.

Please contact the Purchasing Department, at Purchasing@cau.edu, should you have any questions.

Thanks,

Clark Atlanta Procurement Services Team

Showcases

Scientific Vendors

Office Supplies Vendors

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Computer & Information Technology Vendors

Once a vendor is selected, a punch-out session is established and the end-user is taken to a site maintained by the vendor.

Stock up on core supplies for the new year

[Shop now](#)



- NOTES:**
- Before attempting to use a punch-out, it is advised that you check to see if your **POP-UP BLOCKER** is active. If so, this may prevent the punch-out feature from working properly.
 - Because punch-out catalogs are maintained by each supplier, no two punch-out sites operate the same. It will be important to familiarize yourself with each vendor's site. If you have any questions, feel free to reach out to the Purchasing Department

Bulletin Board & Messages

Learn more about the [Read More](#)



Taking care of business

[Order By Item](#) | [My Lists](#)

Help Account 03042901 Hi, PUNCHOUT USER [Logout](#)

My Account Orders Quick Order My Lists Cart 0 Items \$0

Using the vendor's provided search tools, locate the items you wish to purchase and add them to your punch-out cart.

- Office Furniture
- Paper
- Ink & Toner
- Breakroom
- Cleaning
- Technology
- Furniture
- School Supplies
- Print + Copy
- Services

/ Copy & Printer Paper

MY OFFICE DEPOT

Hi, Punchout User
[Logout](#)
Account 03042901

[New User Guide](#)
[Watch Demo](#)

Cart 0

Recently Viewed



Order By Item

Recent Searches

Helpful Links

We're here to help

Copy & Printer Paper 890 results

For access to additional sort options, please use one of the search or category filters on the left to narrow your search.

By Relevance 24 Per Page Grid List

- Availability
- For Delivery (860)
 - In Store (157)
 - For Store Pickup (157)

- Brand
- BOISE (115)
 - Hammermill (91)
 - Office Depot (76)
 - Xerox (76)
 - Astrobrights (74)
 - [See All Brand](#)

- Paper Sheet Size
- Letter (8 1/2" X 11") (1)

- Reams Per Case



Item 196517
Boise® X-9® Multi-Use Copy Paper, Letter Paper Size, 20 Lb, Bright White, 500 Sheets Per Ream, Case Of 10 Reams

- ✓ Sold Online
- ✓ Sold in Stores
- Eco-conscious

\$225⁵³ / case

Qty [Add to Cart](#)

Compare



Taking care of business

Order By Item | My Lists

Help Account 03042901 Hi, PUNCHOUT USER Logout

Search by Keyword or Item#

My Account Orders Quick Order My Lists Cart 1 Items \$91.98

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies Print + Copy Services

MY OFFICE DEPOT

Home / Find Your Product

The item listed below was added to your shopping cart.

Description

Your Price/unit

Qty.



Office Depot® Brand Copy & Print Paper, Letter Size Paper, 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams

\$45.99 /case

2

Item # 348037 Entered Item # 348037

Continue Shopping

SHOPPING CART

CHECK OUT

Need Help?

- Email Assistance
- Phone Support
- FAQs

Customers with similar interests also viewed



After you have added the desired items to your punch-out cart, initiate the checkout process.

After pressing **CHECK OUT** on the vendor's site, your punch-out cart is transferred to your Panther Buy cart.

Shop • Shopping Dashboard

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Simple Advanced

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Showcases

Scientific Vendors



CAU



Medical/ Clinical



Santa Cruz Biotechnology



Sigma Aldrich



PunchOut

Office Supplies Vendors



PunchOut



Amazon - CAU



Office Depot

Computer & Information Technology Vendors



Shop • Shopping Dashboard

Shop

Simple Advanced

Search for products, vendor, forms, part number, etc.

Click **VIEW MY CART** to review and verify the items

Or

Click **CHECK OUT** if you are satisfied

My Cart (2022-02-10 CAU-JAMESKJ 02)

Office DEPOT	Boise(R) X-9(R) Multi-Use Print a...	View My Cart
	Quantity: 5	
	Price: 222.35 USD	Checkout



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Showcases

Scientific Vendors

 CAU	 Medical/ Clinical	 Santa Cruz Biotechnology	 Sigma Aldrich
 PunchOut			

Office Supplies Vendors

 PunchOut	 Amazon - CAU	 Office Depot
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Computer & Information Technology Vendors

Complete and submit the requisition using the same steps outlined in the **NON-CATALOG REQUISITION TRAINING GUIDE (pgs. 8-16)**

[Assign Cart](#) [Submit Requisition](#)

Requisition • 154091433 ▾

[Summary](#) [Taxes/S&H](#) [PO Preview](#) [Comments](#) [Attachments](#) [History](#)

General

Description *no value*

Prepared by Kevin James

Prepared for Kevin James

PO Clauses [7 Edit | View details](#)

Executive Orders *no value*

Standing Order

Shipping

Ship To

ATTN: Kevin James
Central Receiving Dept.
Rm B019 T Cole SRC Bldg
266 Lee St.
Atlanta, GA 30314
United States

Delivery

Expedite

Ship Via Best Carrier-Best Way

Billing

Bill To

Clark Atlanta University
Attn: Accounts Payable
223 James P Brawley Dr. SW
Atlanta, GA 30314
United States

Billing Options

Accounting Date *no value*

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
C Clark Atlanta University	<i>no value</i> Required	<i>no value</i> Required	<i>no value</i> Required	<i>no value</i> Required	<i>no value</i>

Internal Notes and Attachments

Internal Note *no value*

Internal Attachments [Add](#)

External Notes and Attachments

Note to all Vendor *no value*

Attachments for all vendor [Add](#)

5 Items

Draft

Correct these issues.

You are unable to proceed until addressed.

[Required: Fund](#)

[Required: Organization](#)

[Required: Account](#)

[Required: Program](#)

Total (222.35 USD)

Subtotal 222.35

Shipping 0.00

Handling 0.00

222.35

What's next for my order?

