

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

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

- Fisher Scientific CAU
- HENRY SCHEIN® Medical/ Clinical
- Santa Cruz Biotechnology
- MILLIPORE SIGMA Sigma Aldrich
- VWR We Enable Science PunchOut

Office Supplies Vendors

Powered by JAGGAER | Privacy Po



All ▾

Search (Alt+Q)



0.00 USD



3



372



Shop • Shopping Dashboard

Office Supplies Vendors



PunchOut



Amazon - CAU



Office Depot

Computer & Information Technology Vendors



PunchOut



PunchOut



Dell

MRO/Facilities



Lowe's



WW Grainger

Forms

FP - Change Order Request
CAU

New Vendor Request - CAU
CAU

Standing Order
CAU

Click "NEW VENDOR REQUEST-CAU"
You will then be sent to the NEW VENDOR REQUEST Form INSTRUCTIONS page



My Requisitions

View as Graph View as List

Number	Requisition	Requisitioner	Date	Total
✓ 152498048	2021-12-23 CA...	Michelle Alexander	1/28/2022	350.49 USD

Displaying 1 of 1

[Search My Requisitions](#)

[Back to Shopping Home](#)

New Vendor Request - CAU

Form Number **5482049**
Purpose **Generic Request**
Status **Incomplete**

Instructions

[Request Actions](#) | [History](#) | [?](#)

Please proceed to the **Questions** group on the left-hand navigation bar to submit your new vendor information. When you have completed all the information and saved, the check mark next to the group name ("**Questions**") will become green, indicating that it is ready to be submitted. Required fields are denoted by a **star icon** next to the field name, and include:

- Vendor Name
- Vendor TIN (or SSN)
- Is this a 1099 Vendor?
- Completed Vendor Application Form
- Will you need to order goods or services from this vendor electronically?

Instructions

Details ✓

Attachments ✓

Questions ✓

Confirm New Vendor Req... ✓

General Information ✓

Review and Submit

Discussion

Form Approvals

This is the **NEW VENDOR REQUEST-CAU** Instructions Page.
Review the instructions and select **NEXT**



New Vendor Request - CAU

Form Number **5536451**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Details ✓

Attachments ✓

Questions ✓

Confirm New Vendor Req... ✓

General Information ✓

Review and Submit

Discussion

Form Approvals

Details

request Actions ▾ History ?

Form Name *

Purpose Generic Request

Template Title New Vendor Request - CAU

Form Type New Vendor Request

★ Required

← Previous

Save Progress

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**

[Back to Shopping Home](#)

New Vendor Request - CAU

Form Number **5482049**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Details

Attachments

Questions

Confirm New Vendor Req...

General Information

Review and Submit

Discussion

Form Approvals

Questions

Select **CONFIRM NEW VENDOR REQUEST**

Request Actions | History ?

Overview

[Confirm New Vendor Request](#)

Progress

Incomplete

[General Information](#)

Incomplete

[Previous](#)

[Next](#)

Shop ▸ Shopping ▸ View Forms

◀ Back to Shopping Home

New Vendor Request - CAU

Form Number **5482049**
Purpose **Generic Request**
Status **Incomplete**

- Instructions
- Details ✓
- Attachments ✓
- Questions ✓
- Confirm New Vendor Req...** ✓
- General Information ✓
- Review and Submit
- Discussion
- Form Approvals

Questions - Confirm New Vendor Request

Request Actions ▾ History | ?

★ Response Is Required

▼ Confirm New Vendor Request

Did you check with any other CAU Vendor for this product or service? *

Yes No

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

◀ Previous Save Progress Next ▶

New Vendor Request - CAU

Form Number **5482049**
Purpose **Generic Request**
Status **Incomplete**

- Instructions
- Details
- Attachments
- Questions
- Confirm New Vendor Req...
- General Information**

- Review and Submit
- Discussion
- Form Approvals

Questions - General Information

Request Actions History ?

On This Page

- General Information (7)
- Order Information (2)
- Comments (1)

★ Response Is Required

General Information

Vendor Name *

Vendor Legal Name (If Different Than Vendor Name)

Additional DBA (Doing Business As) Names

2000 characters remaining

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**

◀ Previous Save Progress Next ▶

2000 characters remaining

Is this a 1099 vendor?

Yes No

Okay to SKIP. This question will be answered by the Vendor Coordinator.

Please provide the blank Vendor Application Form attached to vendors and have vendors complete and return the form back to you.

No File Attached Upload

Uploaded attachment will be copied to the invoice.

Please attach the completed Vendor Application Form. *

No File Attached Upload

Uploaded attachment will be copied to the invoice.

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.*

Please attach a W9 for the vendor *

No File Attached Upload

Uploaded attachment will be copied to the invoice.

▼ Order Information

Will you need to order goods or services from this vendor electronically? *

Uploaded attachment will be copied to the invoice.

▼ Order Information

Will you need to order goods or services from this vendor electronically? *

Yes No

Please also include the vendor's e-mail address to which Purchase Orders should be sent *

2000 characters remaining

▼ Comments

Comments:

2000 characters remaining

Select **YES** and enter the **VENDOR'S EMAIL.**

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

Once complete, select **NEXT**



All ▾

Search (Alt+Q)



0.00 USD



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Confirm New Vendor Req...

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Form Approvals

Review and Submit

Request Actions ▾

History ?

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Attachments	✓ Required Fields Complete
Questions	✓ Required Fields Complete

Once all of the **CHECK MARKS** are **GREEN**, you are ready to **SUBMIT**.

◀ Previous

Add to Favorites

Submit

