Panther Mart Requestor Training Guide

Requestor Guide
# Panther Mart Training Manual

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Chapter 1
Introduction to Panther Mart and Contact Information

Panther Mart is Georgia State University’s new online catalog and ordering e-procurement program. This program will allow users to easily comparison shop online for contract items from state and institution suppliers, create electronic requisitions, and submit these requisitions for approval and create receipts for goods.

This is made available by seamlessly integrating SciQuest’s or Higher Markets catalog and invoicing functionality with our PeopleSoft Purchasing module. This user friendly application allows for quick and easy order placement, improved expense management and greater flexibility for purchases at year end.

**Benefits of Panther Mart:**
- Online browsing and shopping for items
- Comparison shopping
- Greater Flexibility for yearend purchases
- Improved expense management

**Contact Information for Panther Mart:**
- Purchasing Office: (404) 413-3150
- Accounts Payable  (404) 413-3040
- Spectrum Office:  (404) 413-3034
Roles and Overview of the Panther Mart Process

Roles for Panther Mart

- **Shoppers:** Shoppers select items for purchase and send it to a Requestor to enter payment information. All employees can shop in Panther Mart.

- **Requestors:** Requestors enter payment and workflow information, and then submits the cart for processing.

- **Approver:** Approvers are notified about all purchases for their department or project. Approval will be required for some purchases (for more information please see rules on page). In some cases the Requestor will also be the first approver.

General Panther Mart Process

**Step 1.** The Shopper or Requestor selects items for purchase and places them into shopping cart.

**Step 2.** The Requestor enters the chart field information and submits the purchase into workflow for approval. The shopping cart changes to a Purchase Requisition once submitted for processing.

**Step 3.** The system automatically completes a budget validation to determine if the chart field information is valid and if there is enough money for the purchase. The system will **not** encumber the funds at this point. If the purchase requisition does not pass budget validation it will be returned to the Requestor. The requestor will be notified by email if the purchase is returned.

**Step 4.** If the purchase requisition passes budget check, it will notify the department or project approvers. Some purchases will also need approval from the approvers and purchasing. For more information about rules please see page 4.

**Step 5.** Once the purchase requisition has completed the necessary workflow, the system automatically completes another budget validation. If funds are available in the budget, the requisition is turned into a purchase order. The purchase order is sent to the supplier and a background process sends the purchase order into PeopleSoft Financials. The purchase order is budget checked in Financials and funds are encumbered.

**Step 6.** When the items are received in the department, generally the requestor will receive the goods in Panther Mart. In order for a supplier to be paid, the items must be marked as received in Panther Mart.

Supplier Type: There are three supplier types in Panther Mart

1. **Statewide Contract:** Suppliers have been awarded a contract for specific items from the State of Georgia. The Statewide Contract suppliers will have a 🏢 symbol.

2. **Agency Contract:** Suppliers have been awarded contract for specific items from the Board of Regents or Georgia State University. The Agency suppliers will have a 🏛️ symbol.

3. **Open Market Supplier:** Any supplier that does not have a Statewide or Agency Contract.
Panther Mart Workflow Routing Rules

A. All Purchases on Contract with total under $3,000.00
   - Department/Project Approvers notified
   - No approvals needed

B. All Purchases from Open Market with total under $3,000.00
   - Department/Project Approvers will approve
   - No other approvals needed

C. Purchases between $3,000.00-$24,999.99 (no single item greater than $2,999.99)
   - Department/Project Approvers will approve
   - No other approvals needed

D. Purchases between $3,000.00-$24,999.99 (at least one item greater than $2,999.99)
   - Department/Project Approvers will approve
   - Purchasing will approve
   - Central Receiving will be notified to tag item

E. Purchases over $24,999.99 (no single item greater than $2,999.99)
   - Department/Project Approvers will approve
   - Purchasing will approve (on Open Market purchases only)

F. Purchases over $24,999.99 (at least one item greater than $2,999.99)
   - Department/Project Approvers will approve
   - Purchasing will approve
   - Central Receiving will be notified to tag item

G. IT and Software related Purchases over $4,999.99
   - Department/Project Approvers will approve
   - Purchasing will approve
   - Central Receiving will be notified to tag item if necessary
   - ITPR form must be completed

1. There are 2 Approvers for Department workflow and 3 approvers for Project workflow. When a cart has both
department and project speed chart use Project workflow so PI can approve.
2. URSA will be notified of certain chemical purchases. All rules listed above apply to this purchase.
Chapter 2
Accessing Panther Mart

**Step 1:** In the web browser type: [www.panthermart.gsu.edu](http://www.panthermart.gsu.edu)

**Step 2:** To log in enter Campus ID and Password and select Sign In. **Note:** Campus ID will be all Capital Letters.
Chapter 3
Shopping for Items in Panther Mart

In Panther Mart there are three ways to purchase items. Items can be purchased using a Hosted Catalog, Punch-out Catalog or Non Catalog.

- **Hosted Catalog** contains items and prices stored directly in Panther Mart.
- **Punch-Out Catalog** directs a shopper to a supplier’s website site set up for Georgia State University to shop for items. Once the items are selected from the supplier’s website they will be placed in the shopper’s cart in Panther Mart. Many of the punch-out suppliers market products that have optional or configurable requirements.
- **Non Catalog** page can be used to purchase items that are not found in a hosted or punch out catalog. Items can be from a Statewide Contract, Agency Contract or an Open Market Supplier.

I. Hosted Catalog Shopping:

**Step 1:** Select the Home / Shop tab in the top left corner of the page. Then select the Shop tab below.

**Step 2:** Enter a brief description in the search field and select Go.

**Note:** To narrow the results select a drop down category next to the search field, use the advanced search button or select a supplier from below.

A list of items meeting the search criteria will appear below. To narrow the results select a filter on the left panel.

Optional: To find out more information about the product select the item name. A new window will appear with product information and a drop down to add to cart or add to favorites for easy selection later.
**Step 3:** Choose an item and enter the desired quantity and select Add to Cart.

When an item is placed in the cart, it will be noted below the item and at the top right of the screen (see picture below). To continue shopping enter another description in the Search field or select the Home/Shop tab to select a supplier.

**Step 4:** Continue to the shopping cart for review and purchase. Select the cart symbol at the top right of the screen.

Note: If the item has “Order From Supplier” listed instead of a price (as shown in the picture below) the item can be bought using the supplier’s Punch-Out website. For more information please see Punch-Out Shopping on page 8.

**Step 5:** Review the items listed in the shopping cart, make any needed updates and then Select Proceed to Checkout.

A. To make updates to the quantity, enter the desired quantity and select update.

B. To make the cart easier to find later consider changing the name of the cart.

Next: Entering chart field information. Please continue on page 14.
II. Punch-Out Catalog Shopping:

A Punch-Out catalog directs shoppers to a supplier’s website. Many of the Punch-Out suppliers market products that have optional or configurable requirements. There are two ways to get to a Supplier’s punch-out catalog. The first way is to go directly to the supplier’s website by selecting the Supplier’s icon on the Home/Shop page. The second way is to search for an item and select one that lists “Order from Supplier” instead of a price. Both ways will be discussed below.

A. Direct link to the supplier’s website

**Step 1:** Select the Home / Shop tab in the top left corner of the page.

**Step 2:** Select a supplier from the Punch-Out category list. This will open the supplier’s website.

B. Link to supplier’s website from item search

**Note:** Not all Punch-Out suppliers will list their items on the Hosted Catalog.

**Step 1:** Select the Home / Shop tab in the top left corner of the page.

**Step 2:** Enter a brief description in the search field and select Go.

When an item appears with the phrase *Order From Supplier* it means that the product is listed on the supplier’s Punch-Out website.

**Step 3:** Select *Order from Supplier* to be taken directly to the supplier’s Punch-Out website to purchase the item.
C. Punch-Out Supplier’s Website

Selecting a Punch-Out link from the Home/Shop page or the Order from Supplier link, will direct the shopper to the supplier’s website. Since the Punch-Out sites are maintained by the suppliers, the process of selecting an item and checking out might vary slightly. Grainger’s Punch-Out site will be used for this example.

If an item was selected in Panther Mart it will take the shopper directly to the item in the supplier’s Punch-Out website. If a supplier link was selected from the Home/Shop tab it will take the shopper to the supplier’s Punch-Out home page.

Note: To return to Panther Mart without choosing an item, select Cancel Punch-Out on the top right of the screen.

Step 4: Enter the desired quantity and select Add to Requisition.

When an item is selected it will show in the cart as shown in the picture below.

Step 5: Select Continue to Requisition Form to return to Panther Mart and purchase the item.

Select Continue Shopping to choose additional items.

Step 6: Review the items selected from the Punch-Out site. If everything is correct select Continue.
Step 7: Select Submit Requisition to bring the chosen items back to Panther Mart cart for purchasing.

Step 8: The item has now been placed in the Panther Mart shopping cart. Continue shopping by selecting Home/Shop tab. When all desired items are in the cart select Proceed to Checkout button.

A. To make updates to the quantity of an item, enter the desired quantity and select update.
B. To make the cart easier to find later consider changing the name of the cart.

Next: Entering chart field information. Please continue on page 14.
III. Non Catalog Item Shopping:
A Non Catalog page is used to purchase items that are not found in a hosted or punch out catalog. This page can also be used to enter information about signed quotes and leases.

**Step 1:** Select the Home/Shop tab  
**Step 2:** Select Non Catalog Item from below the search field.

The Non-Catalog Item page will appear. Enter the necessary supplier and product/service information.

**Step 3:** Enter or search for supplier's name  
  a. Some suppliers will have several addresses listed. If the supplier has not indicated which address to use then select the bolded/default address.  
  b. When searching for the supplier there will be icons listed next to the suppliers with Statewide Contracted Suppliers or Agency (Georgia State University and Board of Regents) contract. Suppliers with no icons are Open Market Suppliers.  
  c. Employees and Students will also be listed for travel or reimbursement purposes.  

**Note:** If a supplier is not listed, please contact Purchasing to add their information to Panther Mart.

**Step 4:** Product Description: Enter a brief description or title of the product.

**Step 5:** Catalog No. Enter the supplier’s catalog number. This could also be the part or product number from the supplier.

**Step 6:** Enter amount that comes in each product by using the Product and Size Fields (use as needed)  
Example: If a chemical is sold in containers of 1 milligram of a chemical, enter 1 in the Product field and select mg from the size drop down box.
Step 7: **Quantity**: Enter the desired quantity of the product.

Step 8: **Price**: Enter the price of one item.

Step 9: **Select Packaging**: Select the term from the drop down that indicates how items are priced.

Step 10: **Category Code**: Enter or search for the category code for the product. Select the category code that most closely matches the purchase. For more information on category codes, please contact Purchasing.

Step 11: **Select Any Description box**: Select any description box, such as Controlled Substances or Recycled, that describes the product.

Step 12: **Select an action**
   a. **Save and Close**- This action will save the information to the cart and close the non-catalog page.
   b. **Save and Return**- This action will save the information to the cart. The shopper will be returned to Non Category Item page to create another Non Catalog purchase.
   c. **Cancel**- This action will not save the cart.

Step 13: **Continue to the shopping cart for review and purchase. Select the cart symbol at the top right of the screen.**

Step 14: **Review the items listed in the shopping cart, make any needed updates, and then Select Proceed to Checkout.**
   A. To make updates to quantity, enter desired quantity and select update.
   B. To make the cart easier to find later consider changing the name of the cart.

Next: Entering chart field information. Please continue on page 14.
Chapter 4
Reviewing and Submitting an Assigned Cart

When a cart has been created by a shopper, it will be assigned to a Requestor to enter the chart field information and to submit it for processing. An email will be sent to the requestors when a cart is assigned to them unless the email setting has been turned off. For more information about email settings please see the Profile tab training guide on the PantherMart website.

**Step 1:** Select the home/shop tab and then Carts Assigned to me under Approvals

**Step 2:** Under Drafts Assigned to Me select the shopping cart name.

**Step 3:** Review and change any information as needed. When ready to enter chart field information select Proceed to Checkout button.

Next: Entering chart field information. Please continue on page 14.
Chapter 5
Entering Chart Field Information and Submitting the Requisition

Once all desired items have been placed in the cart, the Requestor will complete the chart field and workflow information to submit the purchase. After selecting Proceed to Check Out a new page will appear with several tabs listed across the top. Each tab will have a green check mark or a red triangle. Tabs with red triangles indicate that more information is needed.

**General Tab:** The General tab has information about the PO type and who is making the purchase.

**Prepared For:** If another person will mark the items as received, change the Prepared For field to their name so they can easily find the order in their work list.

**Step 1:** Select Edit next to Cart Name
**Step 2:** From the pop up choose Select a different user under Prepared for
**Step 3:** From the next pop up search for the name of the person who will receive the items.

**Note:** Not everyone will have access to mark items as received. Please contact Spectrum for more information.
II. Shipping Tab: The Shipping Tab indicates to the supplier where to send the purchase.

Step 1. Select the Shipping Tab

Step 2. Select Edit in the Ship To box

Step 3. A new box will appear and select “Select from Org Addresses”

Step 4. Enter the name of the building in the Nickname/Address Text box then select Search

Step 5. Select shipping address

Step 6. Enter Room Number and Name of Building. Change Attention box if needed. Then select Save.

Note: To save the address for further use select the check box above save. The address can also be set to default from the profile tab. To learn more about profile set up please see training materials on the Panther Mart website.

III. Billing Tab: The billing tab will default GSU Accounts Payable address. Do not change the default address.
IV. Speed Chart Tab: This tab shows the speed chart information, which can be split at the header or line level.

A. Header Level vs. Line Level:

Header: The Header Level is located above all items selected for purchase. Entering a speed chart at the header level means that the entire purchase will be charged to the selected speed chart values.

Line: Each item purchased has its own line. Entering a speed chart at the line level means that the values and distributions will only apply to that particular item. There are two ways to enter speed chart at the line level.

1. Enter a speed chart for every item purchased.
2. A header could also be applied to the entire purchase and then a speed chart could be changed at the line level. Since the line level will override the header level the speed chart would change only for that item.

Entering the speed chart information works the same for both the header and line level.

B. Header Level

In this example, the total of the purchase will be split 65% to SPECT and 35% to VPFAT.

Step 1: Select Edit at the top of the page under the speed chart section. A pop up field will appear.
Step 2: Using Uppercase letters enter the desired speed chart value. If the speed chart value is unknown choose the link “select from all values” to search for the speed chart.

**Note:** The Speed Chart value will populate the other values (Fund, Department, Program, Class, Project Id, Activity, PC Business Class) when saved. To populate and validate values before saving select “Recalculate/Validate Value link.

If only one speed chart is needed continue to step 7.

Step 3: To enter a second speed chart value scroll to the right and at the top of the pop up field, select “Add Split”. This will create a second row with the same values as the first row. The added row can be deleted by selecting “remove” on the end of the row under “Add Split”.

Step 4: Change the second speed chart to the desired value.

Step 5: Next to Add Split select from the drop down % of price, % of quantity or amount of price.

Step 6: Enter how much should be charged to each speed chart.

Continue step 3-6 to add additional speed chart splits.

Step 7: When all desired speed charts have been entered select Recalculate and Save.

**Note:** If the letters are not uppercase in the speed chart field the system will return a blank speed chart value.

C. Line Level:

Entering a speed chart at the line level means that the values and distributions will only apply to that particular item.

In this example, the Pipe will be charged 25% to SPECT and 75% to VPFAT; whereas the Fan will be 100% to SPECT.

### The First Line:

**Step 1:** Select edit next to the item to change the speed chart at the line level. A pop up field will appear.

**Step 2:** Using Uppercase letters enter the desired speed chart value. If the speed chart value is unknown choose the link “select from all values” to search for the speed chart.

**Note:** The Speed Chart value will populate the other values (Fund, Department, Program, Class, Project Id, Activity, PC Business Class) when saved. To populate and validate values before saving select “Recalculate/Validate Value link.

If only one speed chart is needed for this item continue to step 7.
Step 3: To enter a second speed chart value scroll to the right and at the top of the pop up field, select “Add Split”. This will create a second row with the same values as the first row. The added row can be deleted by selecting “remove” on the end of the row under “Add Split”.

Step 4: Change the second speed chart to the desired value.
Step 5: Next to Add Split select from the drop down % of price, % of quantity or amount of price.
Step 6: Enter how much should be charged to each speed chart. Continue step 3-6 to add additional speed chart splits.
Step 7: When all desired speed charts have been entered select Recalculate and Save.

Note: If the letters are not uppercase in the speed chart field the system will return a blank speed chart value.

Speed chart values have now been entered for one of the items.

Adding Additional Speed Chart at the Line Level:
Step 1: Select edit next to the second item.
Step 2: Continue with steps 2-7 listed above.
V. Workflow Routing: This tab will show which department or project needs to receive notification about and/or approve this Requisition. As with the previous fields, a default workflow can be set up in the Profile tab.

Step 1: Select the edit button.

Step 2: This will bring up a box with Routing Type and Routing ID.

Step 3: Choose “Select from all values” under Routing Type. This will bring up a drop down box below. Choose either Department or Project Routing Type.

Step 4: Under Routing ID enter the project or department number or choose “Select From All Values” to search for the value. To limit the results, enter a department or project number in the value box such as department 612250000 or project SP000XXXXX and then select search. Select the desired value which will populate the Routing ID box.

Step 5: When both the Routing Type and Routing ID box are populated select Recalculate and Save.
VI. Account Tab: This tab will indicate what account should be charged for the items. 

Note: Setting up the Account value on the Profile tab is not recommended. When an item is selected from Hosted or Punch Out Catalog it will generally default the correct category code and Account value. There will be situations where the account code may not default and it will need to be entered.

![Image of Account Tab]

Note: The account code can be set at the header level or at the line level. For more information about entering information at the header verses line level please see page 15.

**Step 1:** Select edit either at the header or line level.

**Step 2:** Enter an account value or search for one by choosing “Select from all values” and entering in a description. Select the desired value. For more information about choosing the correct account code please see the Panther Mart website.

![Image of Custom Field Search]

**Step 3:** Select Recalculate and Save

VII. Internal Notes and Attachments The internal notes and attachment boxes will allow users to create notes and upload attachments for the purchase. The internal notes and attachments will only be seen by users at Georgia State University.

![Image of Internal Notes and Attachments]

**To add a note:** Select edit next to internal notes and enter a note in the pop up box. When done select save.

**To add an attachment:** Select the link add attachment under internal attachment. In the pop up box select browse and select a document to download. When done select save.
VIII. Final Review and Submitting the Requisition

This tab provides a final review of the information before submitting the cart to workflow and purchase. All information can be edited from this tab as well.

**Note:** The cart can only be submitted from the Final Review tab when all required information is completed.

After reviewing the information select Submit Requisition button to submit the cart to workflow.
After the Submit Requisition button has been selected the Requestor will receive a screen that indicates that Requisition has been submitted. This screen will provide the Requisition number.

### Important:
1. The cart may be returned because it did not pass budget validation or approvals. It is very important to check the workflow and history to make sure the cart has not been returned. Please see page 23.

2. Once an item has been delivered to the department it must be marked as received in Panther Mart so that the supplier can be paid. Receiving in Panther Mart will generally be done by the Requestor. For more information about receiving please see the Receiving training manual on the Panther Mart website.

### Workflow Routing

**Step 1.** After the cart has been submitted it is turned into a requisition. The system automatically completes a budget validation to determine if the chart field information is valid and if there is enough money for the purchase. The system will not encumber the funds at this point. If the purchase requisition does not pass budget validation it will be returned to the Requestor. The requestor will be notified by email if the purchase is returned.

**Step 2.** If the purchase requisition passes budget check, it will notify the department or project approvers. Some purchases will also need approval from the approvers and purchasing. For more information about who will approve a purchase please see Workflow Routing Rules on page 4.

**Step 3.** Once the purchase requisition has completed the necessary workflow, the system automatically completes another budget validation. If funds are available in the budget, the requisition is turned into a purchase order. The purchase order is sent to the supplier and a background process sends the purchase order into PeopleSoft Financials. The purchase order is budget checked in Financials and funds are encumbered.

**Step 4.** When an item has been delivered it must be marked as received in Panther Mart for the vendor to be paid. Please see the Receiver Manual on the Panther Mart website.
Chapter 6

Forms

There are several forms that have been developed in Panther Mart; including the Travel Authorization, Payment Request, Change Order Request, Copier Renewal Request, and the Information Technology Procurement Review Form.

1. Forms are available from either the home/shop page or the forms page (indicated in red below).

2. After selecting the form desired, complete it according to the instructions on the form, then select Add and go to Cart and click Go.

3. The form becomes a cart and you’ll process it just like any other requisition.

4. With the exception of the ITPR, you don’t want to combine a form with any other items in a cart. For the ITPR (required when making computer-related purchases that exceed $4,999.99) you will attach the form in the same cart as the items being purchased.

5. After selecting the items you need to purchase, click on the forms tab and select the ITPR form. Complete the form on-line according to the instructions provided. Then select Add and go to Cart and click Go.
In your cart, you should see at least two items, the purchases you’re making and a form named Board of Regents Information Technology Procurement Review. Then you will be able to proceed with this cart in the same manner as any other.
Chapter 7
Finding the Cart After it has been Submitted for Processing

There are a few ways to determine the current status of the Requisition after it has been submitted for processing.

6. From the Successfully Submitted Requisition page (see picture on page 22), select View next to the Requisition and then select PR Approvals tab. This will show the status and all the steps in the workflow for the requisition. Press the F5 button on the keyboard to refresh the screen.

**Note:** If all steps say future then the cart has been returned.

7. **History Tab:** Selecting the History tab will provide a detailed account of actions taken on the Requisition. If the cart is returned the reason will be noted on the History tab. Select the Final Review tab above and fix the issue. Once the issue is fixed select Submit Requisition.

8. **Home/Shop Tab:** The Home/Shop Tab can be used to find the requisition or purchase order.
   A. When a purchase has been submitted to workflow it can be found under Requisitions.
   B. When the purchase has been sent out to the supplier it becomes a Purchase Order and can be found under Action Items/Purchase Orders.
   C. Returned item can be found under Requisition then Returned Requisitions on the following screen. Select the cart name and then History tab to determine the issue. See #2 above for more information.

9. **Document search** can also be used to find requisitions, purchase orders and receipts. For more information about document search please see the Panther Mart training website.
Appendix A
Glossary

Agency Contract: Suppliers have been awarded contract for specific items from Board of Regents or Georgia State University.

Approver: Approver has authority to approve the requisition for the department. In some cases the Requestor will also be the first approver.

Cart: The cart is the online shopping tool that holds the details about the items selected for purchase

Department Approver: Purchases using a department workflow routing will have two approvers. These approvers will be notified about every purchase and will approve purchases over $2,999.99.

Hosted Catalog: Hosted catalog contains supplier items stored directly in Panther Mart.

Non Catalog: Non Catalog page can be used to purchase items that are not found in a hosted or punch out catalog.

Open Market Supplier: Any supplier that does not have a State Wide or Agency Contract.

Panther Mart: GSU has purchased an eprocurement application from SciQuest. This new application has been branded by GSU as Panther Mart. This new system will be used for purchasing goods, services, processing travel and payment requests.

Project Approver: Purchases using a project workflow routing will have three approvers. These approvers will be notified about every purchase and will approver purchases over $2,999.99.

Punch-Out Catalog: Punch-Out catalog directs a shopper contracted supplier’s website site to shop for items. Once the items are selected from the supplier’s website they will be placed in the shopper’s cart in Panther Mart. Many of the punch-out suppliers market products that have optional or configurable requirements.

Purchase Order: Once the purchase requisition has completed the necessary workflow, the system automatically completes another budget validation. If funds are available in the budget, the requisition is turned into a purchase order. The purchase order is sent to the supplier and a background process sends the purchase order into PeopleSoft Financials. The purchase order is budget checked in Financials and funds are encumbered. The Purchase Order is a legal binding contract between GSU and the Supplier.

Purchase Requisition: Once a cart is submitted to workflow it becomes a Purchase Requisition.

Requestor: Requestor enters in payment and workflow information to turn the shopping cart into a requisition and submits the cart to approvers. Requestors can also shop for items.

Shopper: The shopper selects items in Panther Mart for purchase and places them in shopping cart for the Requestors.

State Wide Contract: Suppliers have been awarded a contract for specific items from the State of Georgia.