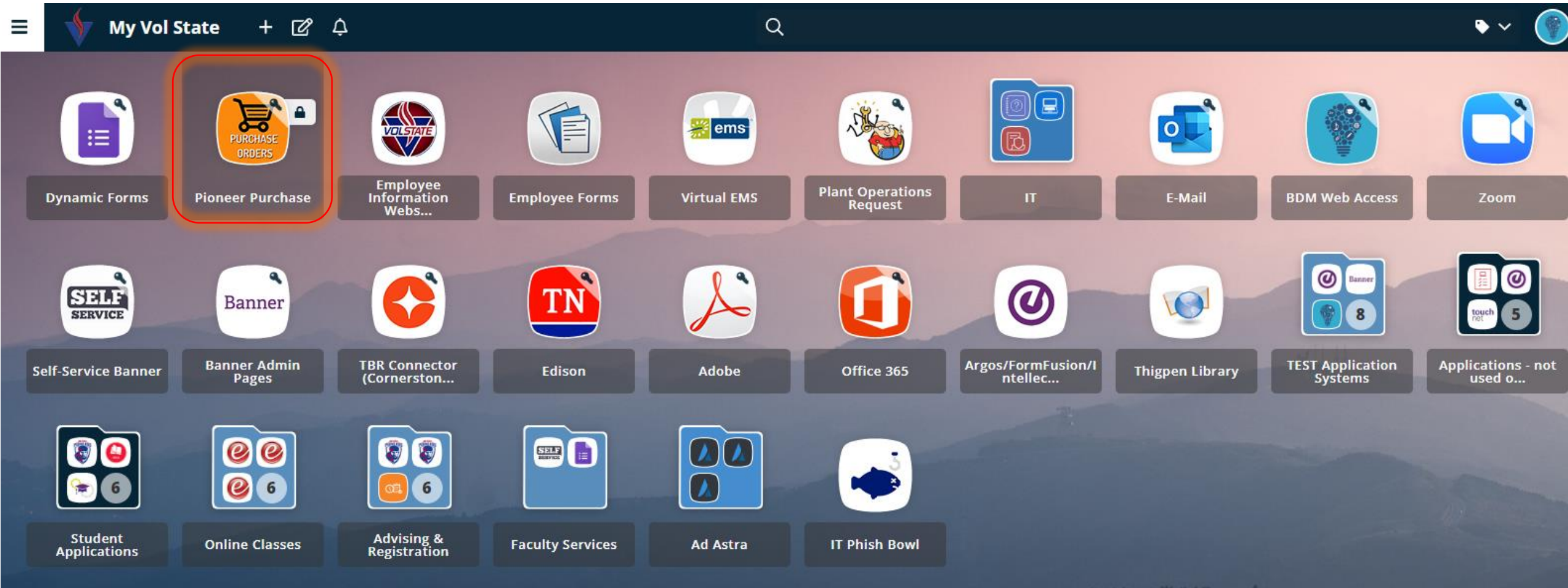




Setting Up New Supplier Requests in Pioneer Purchase

- Open My Vol State Portal
- Select Pioneer Purchase



- Sign In
(single sign on)



VolunteerState

SIGN IN

Please enter the login credentials in the fields below to sign in to the application.
Password is case-sensitive.

..... User Name *

..... Password *

Search for Existing Supplier

- Select Non-Catalog Item



Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)



Punchout Catalogs



CAROLINA

CDWG

TBR Consortium

DELL

TBR Consortium

Fisher Scientific

TBR Consortium

GRAINGER

TBR Consortium

STAPLES

TBR Consortium

APT
Member-Suppliers of APT

Forms



[Change Order Request](#)

[New Supplier Request](#)

[Quotation/ Bid Request](#)

[Sole Source/ Proprietary Purchase](#)

- Enter name of Supplier in the search box.
- If the supplier's name appears that means they are already set up in our system. You would select and begin the requisition by completing the required fields in the form & save. This will place the order in your Shopping Cart to complete.

Add Non-Catalog Item ✕

Existing Supplier

Select Supplier

Item ▾

Description ★	Catalog No. ★	Size	Quantity ★	Price ★	Packaging
<input type="text"/> <small>254 characters remaining</small>	<input type="text"/> <small>Required field, if no catalog number enter generic</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each ▾

Additional Details ▾

Commodity Code

Product Flags

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin

★ Required fields

If the supplier's name does not appear, close this form and proceed to create a new supplier request.

Add Non-Catalog Item ✕

Existing Supplier

April ✕ 🔍

Try searching again

Item ▾

Description ★	Catalog No. ★	Size	Quantity ★	Price ★	Packaging
<input type="text"/> <small>254 characters remaining</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each ▾

Additional Details ▾

Commodity Code

Product Flags

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin

★ Required fields Save Save And Add Another Close

Setting up a new Supplier

- Select New Supplier Request

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Go to: non-catalog item



Punchout Catalogs



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TBR Consortium

APT

Forms



[Change Order Request](#)

[New Supplier Request](#)

[Quotation/ Bid Request](#)

[Sole Source/ Proprietary Purchase](#)

Fill in form

Asterisk * Fields are required

Enter e-mail address for PO to be delivered

Form • New Supplier Request ▾



Close

Add And Go To Cart ▾



Instructions to Request a Supplier Set Up ?

Please complete this form to request that a new supplier (vendor) be set up. The items in **bold** are required and must be filled in. A W-9 is required; if not attached to this form, it must be forwarded to Purchasing prior to a new vendor set up. Please contact Purchasing for any questions.

New Supplier Ordering Information ?

Supplier Name *

Address *

750 characters remaining

[expand](#) | [clear](#)

Phone Number *

Fax Number *

Email Address

Supplier Contact Information ?

Contact Name *

Title

Contact Phone Number *

Contact Email Address

Contact Office Address

1000 characters remaining

[expand](#) | [clear](#)

1. Upload Completed W-9 signed and dated by the vendor

2. Select YES

3. Select "Add And Go To Cart"

Form • New Supplier Request ▾



Close

Add And Go To Cart



Additional Information ?

DUNS Number

Why are you requesting this supplier?

1000 characters remaining

[expand](#) | [clear](#)

W-9 Attached? *

Please select... ▾

Internal Attachments

[Add](#)

Form Sent to: ?

Existing Supplier

Supplier *

Purchasing Department

Select Proceed to Checkout

The screenshot shows a shopping cart interface. At the top right, there is a navigation bar with a search bar, a currency indicator (0.00 USD), and several utility icons. Below this, the cart header displays 'Shopping Cart • 162437762' and two buttons: 'Assign Cart' and 'Proceed To Checkout'. A red arrow points from the text 'Select Proceed to Checkout' to the 'Proceed To Checkout' button. The main content area is divided into two tabs: 'Simple' (selected) and 'Advanced'. Below the tabs is a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a search icon. The cart contains one item, 'Purchasing Department • 1 Item • 0.00 USD'. Below this is a 'SUPPLIER DETAILS' section with a table. The table has columns for Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The first row shows '1' in the Item column, 'New Supplier Request' in the Name column, and '0.00' in the Unit Price, 'Qty: 1' in the Quantity, and '0.00' in the Ext. Price columns. Below the table is an 'ITEM DETAILS' section with a 'Commodity Code' input field and a 'Taxable' checkbox.

Shopping Cart • 162437762

0.00 USD

Assign Cart Proceed To Checkout

Simple Advanced

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

1 Item

Purchasing Department • 1 Item • 0.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1			0.00	Qty: 1	0.00

ITEM DETAILS

Commodity Code

Taxable

Details

For
Corkin April

Name
2022-09-12 ACORKIN 01

Estimate (0.00 USD)

Total: 0.00

Fill in required fields indicated as **Required** – refer to Draft



Requisition • 162437762

Summary PO Preview Comments Attachments History

General		Shipping		Billing	
Cart Name	2022-09-12 ACORKIN 01	Ship To		Bill To	
Description	<i>no value</i>	Attn: Corkin April		<i>no address</i>	
Prepared by	Corkin April	Building:		✖ Required	
Prepared for	Corkin April	Room:			
PO Clauses	Add	Dept: Office VP for Business and Finance		Credit Card Info	
		1480 Nashville Pike		No credit card has been assigned.	
		Shipping and Receiving			
		Gallatin, TN 37066		Billing Options	
		United States		Accounting Date	<i>no value</i>

Accounting Codes							
Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i>	<i>no value</i>

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	<i>no value</i>	Note to all Suppliers	<i>no value</i>
Internal Attachments	Add	Attachments for all suppliers	Add
		Requested Delivery Date	<i>no value</i>

Draft

✖ **Correct these issues.**
You are unable to proceed until addressed.

- [Required: Billing address](#)
- [Required: Index](#)
- [Required: Fund](#)
- [Required: Organization](#)
- [Required: Account](#)
- [Required: Program](#)

Total (0.00 USD)

Subtotal 0.00

0.00

What's next for my order?

Next Step: Form approval

Approvers: [Austin, Renee](#), [Clark, Vickie](#), [Lowhorn, Lisa](#)

Workflow

Draft
Active
Corkin April

To enter Billing Information, Select the pencil icon

Requisition • 162437762



Assign Cart

Submit Requisition

Summary PO Preview Comments Attachments History

General	Shipping	Billing
Cart Name 2022-09-12 ACORKIN 01 Description no value Prepared by Corkin April Prepared for Corkin April PO Clauses Add	Ship To Attn: Corkin April Building: Room: Dept: Office VP for Business and Finance 1480 Nashville Pike Shipping and Receiving Gallatin, TN 37066 United States	Bill To no address ✘ Required Credit Card Info Cardholder Name Volunteer State CC Card Number Click here to view details Card Security Code Expiration Date 3/2025 Billing Options Accounting Date no value

Draft

✘ **Correct these issues.**
 You are unable to proceed until addressed.

- [Required: Billing address](#)
- [Required: Index](#)
- [Required: Fund](#)
- [Required: Organization](#)
- [Required: Account](#)
- [Required: Program](#)

Total (0.00 USD)

Subtotal	0.00
	0.00

What's next for my order?

Next Step: Form approval

Approvers: [Austin, Renee Clark, Vickie Lowhorn, Lisa](#)

Workflow

Draft
Active
Corkin April

Accounting Codes

Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	no value ✘ Required	no value ✘ Required	no value ✘ Required	no value ✘ Required	no value ✘ Required	no value	no value

1. Enter 1480 into the address field 2. Select Accounts Payable 3. Select Save

Edit Billing

Bill To ★

No address assigned

1480 Results Per Page 10

- Accounts Payable** - Volunteer ...
- ProCard Purchase - Volunteer ...

Select or edit current credit card

Current credit card

Cardholder Name: Volunteer State CC

Card Number: [Click here to view details](#)

Card Security Code:

Expiration Date: 3 2025

Select one of your credit cards

Business and Finance

Strategic Initiatives

Select no credit card

No credit card assigned

Billing Options

★ Required fields

To Enter Accounting Codes Select **Required** in the Index Field then again in the Account Field. The Fund, Org and Program will auto fill once the Index and Account Codes are entered.

Requisition • 162437762 ▾



Assign Cart

Submit Requisition

Summary PO Preview Comments Attachments History

General

Cart Name 2022-09-12 ACORKIN 01
Description *no value*
Prepared by Corkin April
Prepared for Corkin April
PO Clauses [Add](#)

Shipping

Ship To
Attn: Corkin April
Building:
Room:
Dept: Office VP for Business and Finance
1480 Nashville Pike
Shipping and Receiving
Gallatin, TN 37066
United States

Billing

Bill To
no address
✖ Required

Credit Card Info
Cardholder Name Volunteer State CC
Card Number [Click here to view details](#)
Card Security Code
Expiration Date 3/2025

Billing Options
Accounting Date *no value*

Accounting Codes

Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i> ✖ Required	<i>no value</i>	<i>no value</i>

Draft

✖ **Correct these issues.**
You are unable to proceed until addressed.

- [Required: Billing address](#)
- [Required: Index](#)
- [Required: Fund](#)
- [Required: Organization](#)
- [Required: Account](#)
- [Required: Program](#)

Total (0.00 USD)

Subtotal 0.00

0.00

What's next for my order?

Next Step Form approval

Approvers [Austin, Renee](#)
[Clark, Vickie](#)
[Lowhorn, Lisa](#)







Workflow

Draft
Active
Corkin April

Select Search Icon

Edit Accounting Codes ✕

Accounting Codes

Chart *	Index *	Fund * 	Organization * 	Account *	Program * 	Activity	Location
V- 	No Value  ✕ Required	No Value ✕ Required	No Value ✕ Required	No Value  ✕ Required	No Value ✕ Required	No Value	

Edit Accounting Codes

Custom Field Search

Accounting Codes

Chart * Index *

V - No Value

Required

★ Required fields

Chart	Index	Fund
V	no value	no value
	Required	Required

E60020 Description Filter

Clear All Filters

Page 1 of 43 1-20 of 859 Results 20 Per Page

Value ↑	Description	
A10001	Bookstore	+
A10002	Food Services	+
A10003	Other Vending	+
A11001	Phi Theta Kappa	+
A11002	Student Veterans of America	+
A11003	Spectrum	+
A11004	Siemens Exam	+
C10001	CHEC IT Services Shared	+
C10005	CHEC Shared Student Activities	+
C10010	CHEC Shared Fin Aid Admissions	+
C10015	CHEC Shared Administrative Service	+
C10020	CHEC Shared Building Maint Repair	+

Cancel

Enter your Index Code

Select Filter

After you select Filter, the screen shown below will pop up with your Index Code and Description
Select the plus icon

The screenshot shows the 'Edit Accounting Codes' interface. A modal window titled 'Custom Field Search' is open in the foreground. The modal has two input fields: 'Value' containing 'E60020' and 'Description' containing 'Director of Purchasing and C'. Below these fields is a table with a header row: 'Value ↑' and 'Description'. The table contains one row: 'E60020' and 'Director of Purchasing and C'. A blue plus icon is located to the right of this row. A red arrow points from the text above to this plus icon. The modal also has 'Filter' and 'Clear All Filters' buttons at the top right, and a 'Cancel' button at the bottom right. The background shows the 'Accounting Codes' section with 'Chart' set to 'V-' and 'Index' set to 'No Value'.

Repeat process for Account Code

Select Save once complete

The screenshot shows the 'Edit Accounting Codes' interface. The 'Account' field is selected, and a search icon is visible. A red arrow points from the text above to this search icon. The 'Account' field contains 'No Value'. The 'Index' field contains 'E60020'. The 'Fund' field contains '110001 - Undesignated E and G'. The 'Organization' field contains '308075 - Director of Purchasing and ...'. The 'Program' field contains '450 -'. The 'Activity' field contains 'No Value'. The 'Account' field is marked as 'Required'.

Select Submit Requisition



All ▾

Search (Alt+Q)



0.00 USD



Requisition • 162437762 ▾



Assign Cart

Submit Requisition

Summary

PO Preview

Comments

Attachments

History

General

Cart Name 2022-09-12 ACORKIN 01

Description *no value*

Prepared by Corkin April

Prepared for Corkin April

PO Clauses [Add](#)

Shipping

Ship To

Attn: Corkin April

Building:

Room:

Dept: Office VP for Business and Finance

1480 Nashville Pike

Shipping and Receiving

Gallatin, TN 37066

United States

Billing

Bill To

Volunteer State Community College

Accounts Payable

1480 Nashville Pike

Gallatin, TN 37066-3188

United States

Credit Card Info

Cardholder Name Volunteer State CC

Card Number [Click here to view details](#)

Card Security Code

Expiration Date 3/2025

Billing Options

Accounting Date *no value*

Accounting Codes

Chart	Index	Fund	Organization	Account	Program	Activity	Location
V	E60020 Director of Purchasing and C	110001 Undesignated E and G	308075 Director of Purchasing and Contract	74510 Supplies	450	<i>no value</i>	<i>no value</i>

Draft

Total (0.00 USD)

Subtotal 0.00

0.00

What's next for my order?

Next Step Form approval

Approvers [Austin, Renee](#)
[Clark, Vickie](#)
[Lowhorn, Lisa](#)

Workflow



Draft
Active
Corkin April



Form approval
Future



Purchasing Approval
Future



Finish
Future

- Accounts Payable receives a notification in Pioneer Purchase for the new supplier request
- Accounts Payable will set up the new supplier with a V#
- Accounts Payable will notify you by email when the set up is complete

- You will then proceed with creating a Requisition for your purchase by selecting Non-Catalog Item from the Home Page. Your supplier's name will appear when you begin typing it into the field. Select and start.
- Once your requisition has been signed by all approvers, it becomes a Purchase Order (PO) with a specific PO Number where you will receipt once the service or items have been received along with an invoice.

These instructions, along with others, will be on our website under the Purchasing and Contracts Link, Staff Resources, Pioneer Purchase Training Documents at the bottom of the page.

Pioneer Purchase Training Documents

- [Approving Requisitions](#)
- [Forms](#)
- [Procard Purchase](#)
- [Receive Receipt](#)
- [Requisition](#)
- [Splitting Account Codes](#)