

To Get Help

Contact PantherExpress Customer Service 412-624-3578 or submit an online inquiry, www.cfo.pitt.edu/pexpress, Customer Service, Submit an Inquiry

Accessing the System

1. Open your web browser and go to www.my.pitt.edu.
2. Enter your Username and Password. Click on "Log In".
3. Scroll down the Home page, and click on the "PantherExpress Login" link in the lower right hand side of the Home page.

Setting up Default Ship-To Addresses

1. Click on *View My Profile* by clicking on your name on the top right corner of the page.
2. Click on the *Default Addresses* from the *User Information and Settings* menu.
3. Click on the **Select Addresses for Profile** button.
4. Enter your standard building abbreviation or building name in the Nickname/Address Text field; click **Search**.
5. Click on the radio button to select the address. Add the room number to the address. You can leave the Nick Name field as the building name, or change it to something descriptive, e.g. Garrett's Lab.
6. If you want the address to serve as the default Ship-To location, click in the *Default* box. Click **Save**.

Using Search Tools

Simple Search

- Click on the *Home/Shop* page. Enter the Product Description, or Catalog Number in the *Shop Hosted Catalogs* area and click on **Go**. Click on the Drop Down box to limit the search by category.

Advanced Search

- Click on *Advanced Search* to display additional search fields such as Supplier Name or SKU.

Browse Suppliers (Hosted Catalog Suppliers only)


- Click on **Browse: suppliers** to view an alphabetical listing of suppliers. Click on a contracted supplier name to display a list of product categories; click *view (incl. sub-categories)* to view that category's products.

Browse Categories

- Click on **Browse: categories** to view a listing of product categories. Click on the plus sign to expand and view listed products within each category. Click on *view (incl. sub-categories)* to see products in a Search Results listing.

Place an Order

1. After locating an item for purchase, enter a number in the Quantity field and click on **Add to Cart** button.
2. Search for another product by using the **Shop Hosted Catalogs** search tool at the top of the page.

3. When finished adding products to the requisition, click in the outlined box with the cart  in the upper right corner of the page.
4. Review the products in your shopping cart.
5. If you prefer, change the requisition name to something descriptive and click **Update**.
6. To remove an item, either click on **Remove** button, or click the next to the item then select **Remove Selected Items** from the **Perform an action on (1 items selected)...** dropdown.
7. To change the quantity of any items in your cart, update the quantity and click **Update**.
8. Click on the **Proceed to Checkout** button.
9. Assign account numbers in the **Accounting Codes** section by clicking on the **edit** button. Click **Save**.
10. Click on the **Submit Requisition** button to submit the order.

Quick Order

Quick Order allows you to search for and add multiple items to your shopping cart at once.

1. Click **quick order**, found above Showcased Suppliers, and enter the catalog number/numbers.
2. Click on **Add to Active Cart**. If an exact match is found, the product(s) will automatically be added to your cart.

Punchouts

Punchouts access suppliers' websites through the PantherExpress system. By clicking on the supplier icon, you can shop directly from the supplier's Pitt specific website, which offers pricing negotiated by Pitt, and submit items into your Shopping Cart. These Punchouts can be found on the Home page, under the catalog search field.

Dietrich School Scientific (DSS) Stockroom Purchases

1. Punchout to the stockroom by clicking on the DSS icon.
2. Search for items by entering stockroom or part numbers using Rapid Order, selecting items from predefined Company Hotlists, or by creating Personal Hotlists. The stockroom catalog is found on the PantherExpress website, <http://cfo.pitt.edu/pexpress>, DSS Stockroom
3. Enter quantity to be ordered.
4. Click **Add Item(s) to Shopping Cart**.
5. Click **Return Cart to Purchasing Application**.
6. Click Submit.
7. Enter a name for the cart and click Update.

Department Buyer User Guide

- Click **Proceed to Checkout**.
- Click on Edit in the Accounting Codes region.
- Enter the appropriate account number—subcode must be **6088**. Click **Save**.
- Scroll to Supplier/Line Item Details. Click the **edit** button located under DSS Stockroom.
- From the dropdown, select “Delivery Fee” to have the order delivered (\$5.00 delivery fee added to order), or “Chevron”, if you will be picking up the order. Click **Save**. *Note: The preferred method for transporting Ethanol is DSS delivery.*
- Review the requisition for completion.
- Click **Submit Requisition**.
- You will receive an email confirmation when the stockroom has received your order.

Split Distributions



Split Charges for a Single Line Item


- Search for the item and add it to your cart. View the cart.
- Click on **Proceed to Checkout** button.
- Click on the **Accounting Codes** tab in the Requisition menu (above General Information).
- Scroll to the Supplier/Line Items Details section.
- Click the **edit** button for the appropriate line item.
- Assign your Account Code Here** window pops open. Click **add split**.
- Enter the account numbers that you are charging.
- Choose your split method from the Drop-Down box.
- Enter the percentage (no decimal points) or amount being charged to each account.
- Click on **recalculate/validate values**. Click **Save**.
- Submit requisition for approval.

Split Total Cost of Order



- Search for the item and add it to your cart. View the cart.
- Click on **Proceed to Checkout** button.
- Scroll to Accounting Codes region. Click on **edit**.
- Follow steps 6-11 above.

Requisition History

- Go to **Search Documents** in the  navigation menu.
- Choose **Requisition** from the dropdown menu.
- Specify a date range of a past cart/requisition by choosing a date range from the **All Dates** dropdown menu, if appropriate.
- Optionally, enter the catalog number or requisition name. Click on **Go**.
- Click on a Req. # to view its details or click on the Quick View icon . Last updated:12/15

View orders also by clicking *my requisitions*, *my purchase orders*, or *my invoices* in the **Search Documents** from the  navigation menu.


Printing a Copy of a Purchase Order

- Click on **Search Documents** in the  navigation menu.
- Choose **Purchase Order** from the dropdown menu.
- If you have a certain PO number that you would like to print, you may enter the PO number into the search field. If you are looking to print out multiple POs, or you do not know the PO number, choose a date range from the **All Dates** dropdown menu.
- Click on **Go**.
- All PO search results will appear. Next to the PO Number will be a Quick View icon . Click this icon to view a copy of the order. Click on the printer icon in the upper right corner to print.

Credits

- Contact the Supplier to inform them that you are returning an item.
- Inform the Supplier that they must send a credit memo to Payment Processing. If you prefer to receive the credit memo yourself, please be sure that you send a copy to Payment Processing so that your credit will be applied.


Checking Credit History

- Click on **Search Documents** in the  navigation menu.
- Choose **Purchase Order** from the dropdown menu. Click on **Go**.
- Locate the order; click on the PO number.
- Click on the **Invoices/Credits** tab.
- Click on Credit/Invoice No., then the Codes tab. Line Item Details area will display credit quantity, credit amount, and account(s) credited.

Invoice Discrepancies

- If there is an invoice discrepancy with your order, you will first be contacted by Payment Processing via email.
- Within the email there will be a comment from Payment Processing and also a link that will take you to the PantherExpress system.
- Click on the link and review the order and the invoice. Be sure to check the **Matching** tab.
- Once you review and approve, please go to the **Comments** tab and click on “Reply To” next to the name of the individual who contacted you from Payment Processing.

Copy a Requisition

- Click on *my requisitions* in the **Search Documents** from the **Orders & Documents** navigation menu.
- Locate the requisition you want to copy; click on the requisition no.
- From the Available Actions drop down menu, choose **Copy to New Cart** .
- Click **Go**. A copy of the order will be placed in a new cart.

NOTE: Requisitions placed with a punchout supplier cannot be copied into a new cart.