University of Pittsburgh

USER GUIDE

Promo Marketplace

Buyer Guide: Shopping, Quoting & Messaging | *Updated October 30, 2026*.

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Home Page

1. To begin, we will familiarize ourselves with the home page. This is your starting place for all activities in the Promo Marketplace.

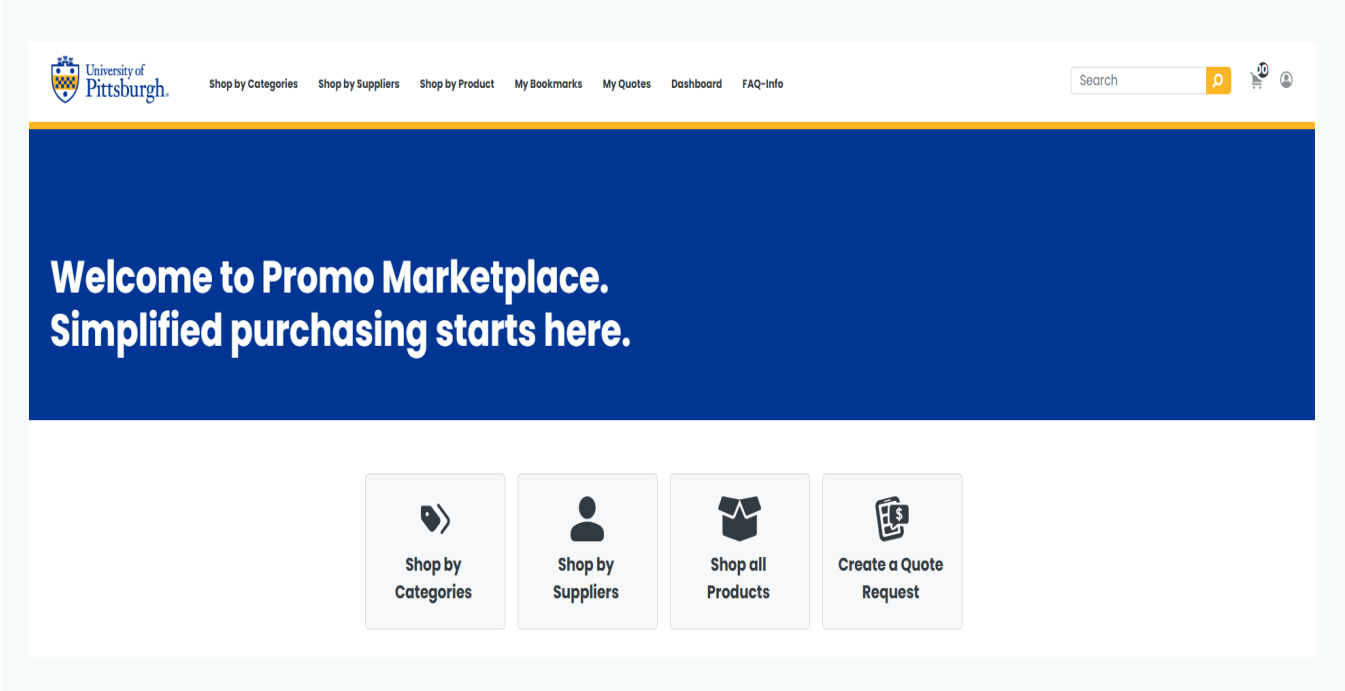


Figure 1. *Home page*

2. Starting at the top of the page, you have links to shop by various methods as well as access to your Bookmarks (Favorites), Quotes, Buyer Dashboard and Information/Training pages.

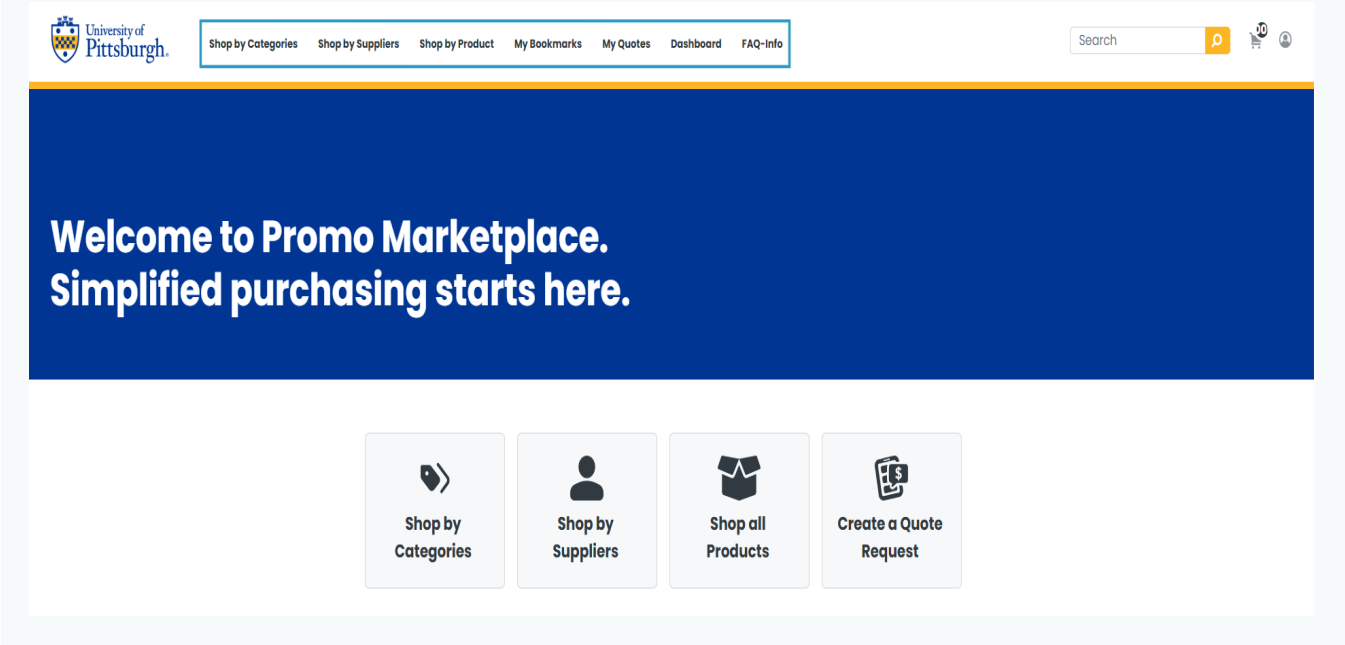


Figure 2. *Home page header*

3. On the main page you have multiple option buttons to provide quick access directly to products and suppliers.

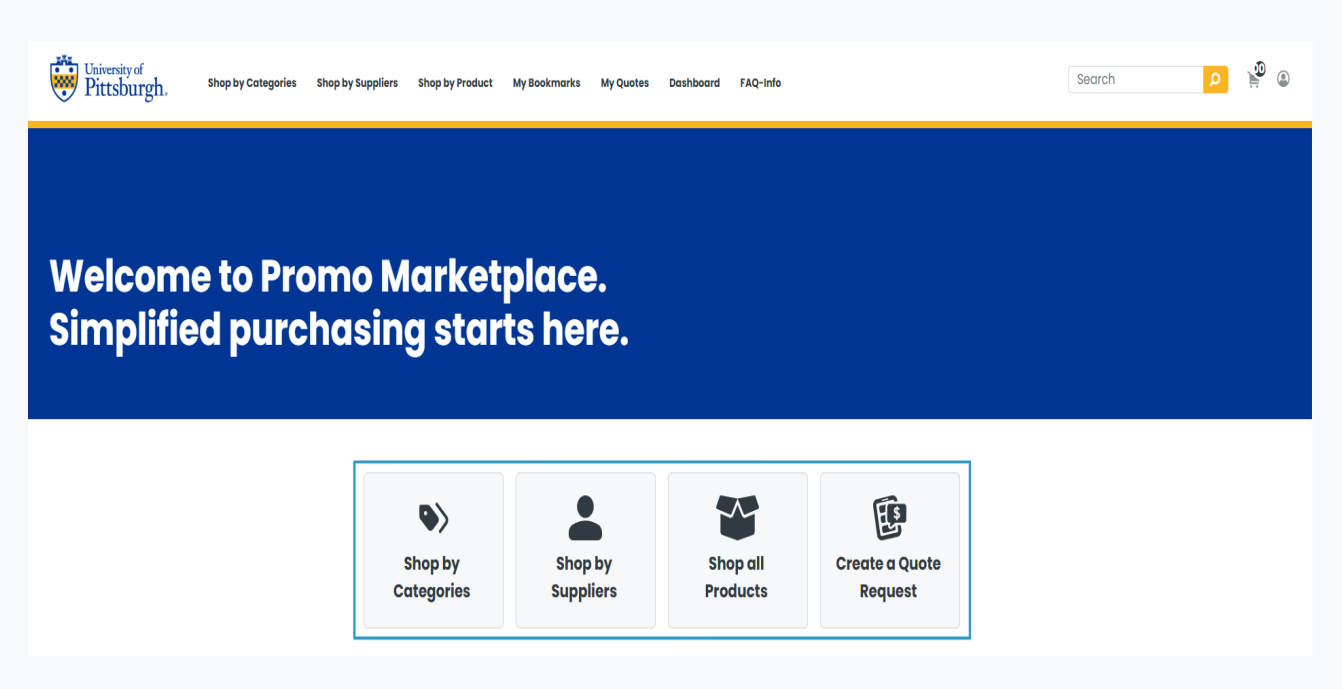


Figure 3. *Home page – mid-page option buttons*

4. **Shop by Category** allows you to shop by predetermined categories ranging from backpacks and buttons to polos, T-shirts, and hats.

5. **Shop by Supplier** allows you to shop a specific supplier's product catalog, categorized in exactly the same way as the rest of the site.

6. **Shop all Products** allows you to shop all products via category and supplier. It provides an opportunity to see everything and is helpful for idea generation.

7. **Create a Quote** launches the quoting process, allowing you to request quotes for custom promotional products and apparel. You'll create one request, and the system will notify all suppliers automatically. They will then respond and you'll be able to review all quotes side-by-side. Once a quote is chosen, you'll accept it and the Promo Marketplace will return the quote line items to Panther Express and add them to a requisition for the associated supplier.

Shopping Experience

1. Let's shop. First, we'll Shop by Category. Click either the link in the header or the button mid-page.

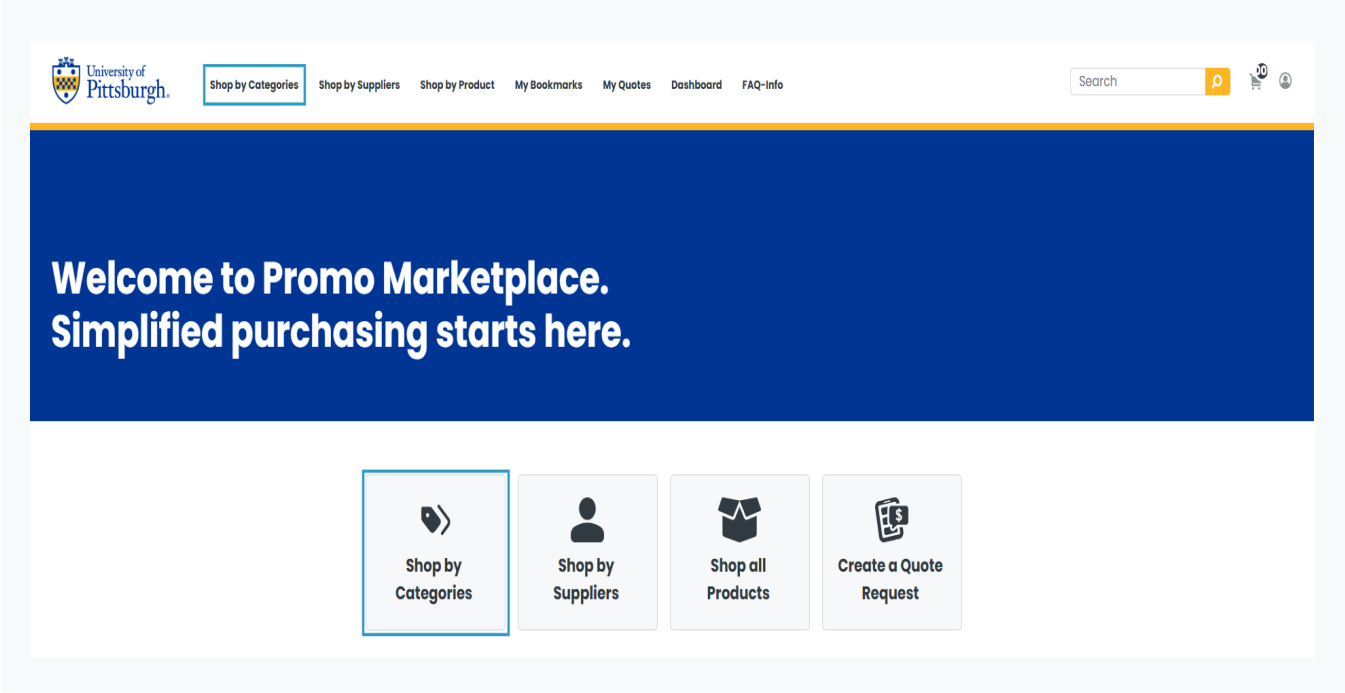


Figure 5. *Home page – Shop by Categories*

2. **Exploring Categories** — PantherExpress has curated multiple promotional product categories for you to engage. To choose a category, you can use the alphabetical scroll on the left to click the first letter of the category — for example, click P for Polo.

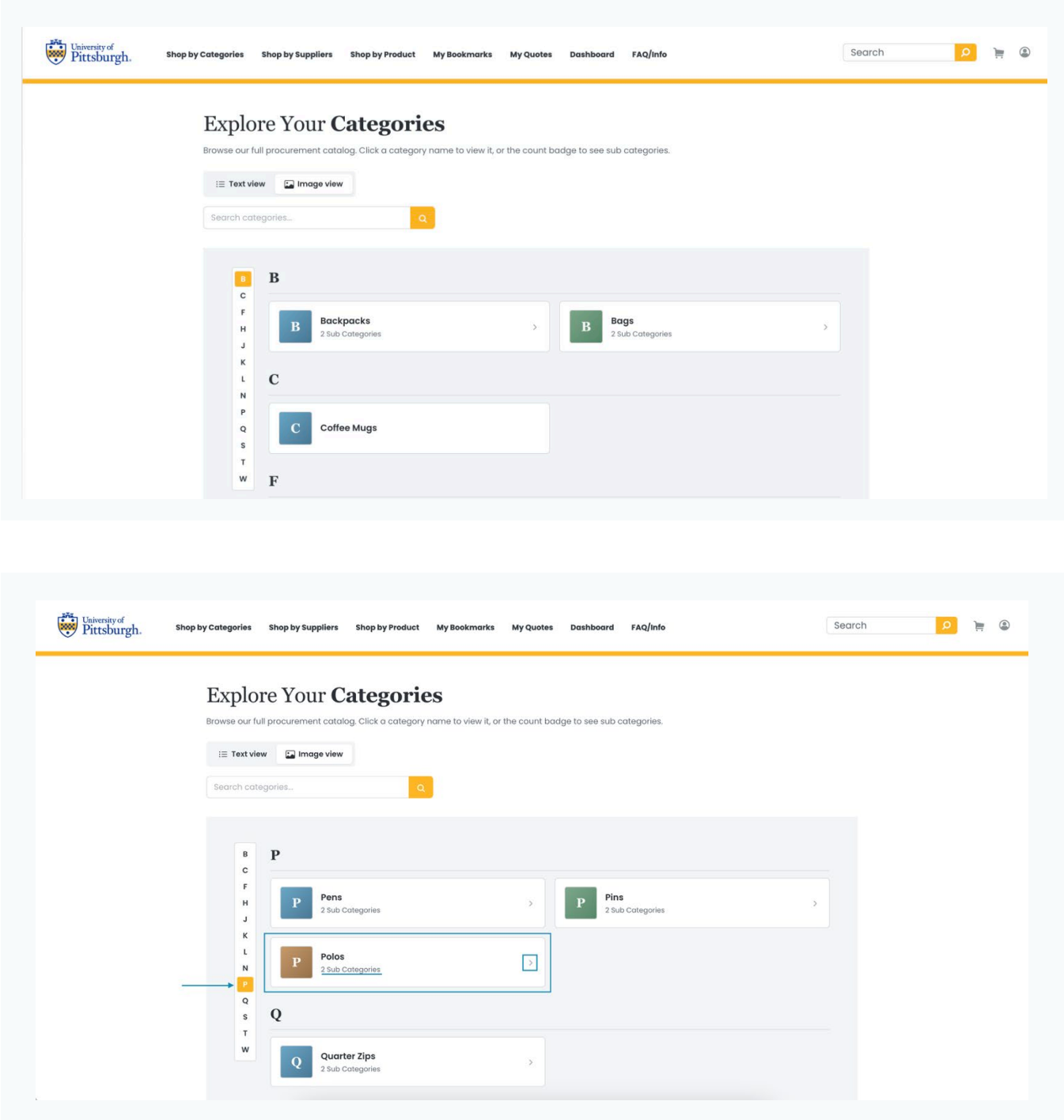


Figure 6. *Alphabetical Scroll*

3. Once you have chosen your category, please note the following: some categories have subcategories, others do not. Any category with subcategories will display sub-text denoting the number of subcategories and a dropdown arrow.

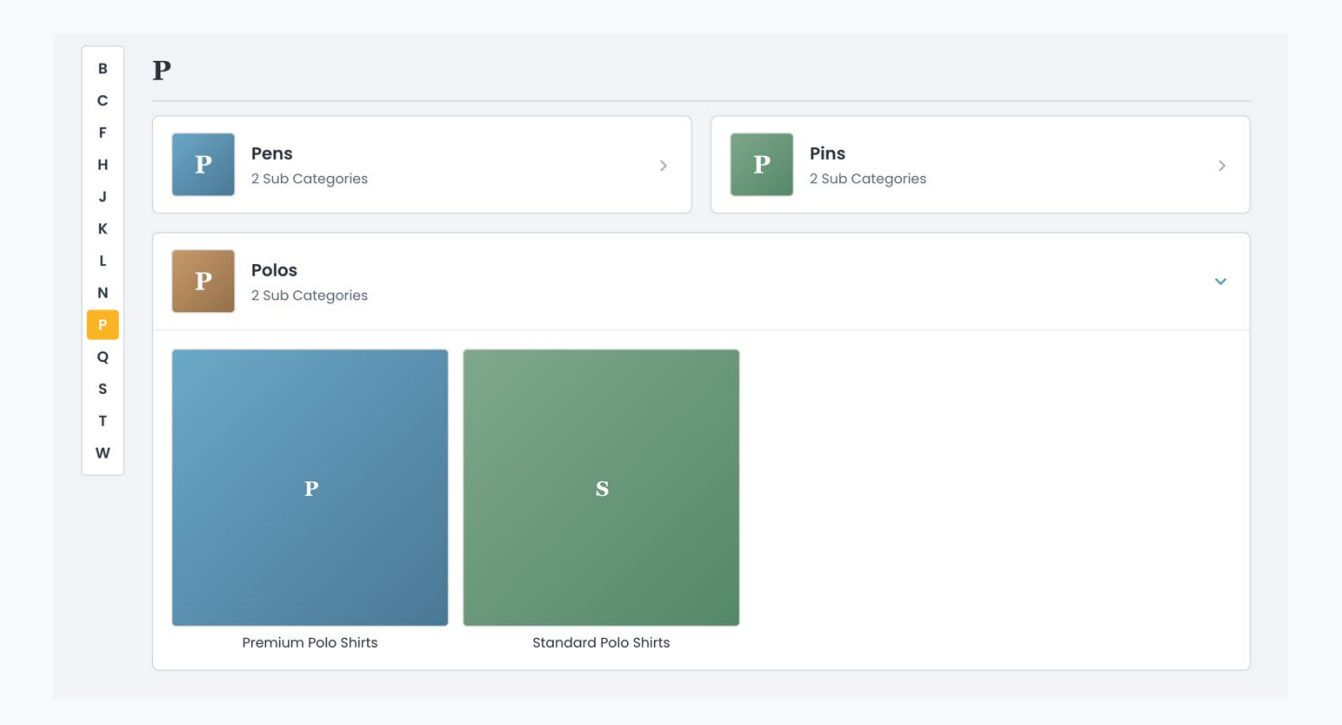


Figure 7. *Display Subcategories*

4. To access the products in the category or sub-category, simply click the button/image.

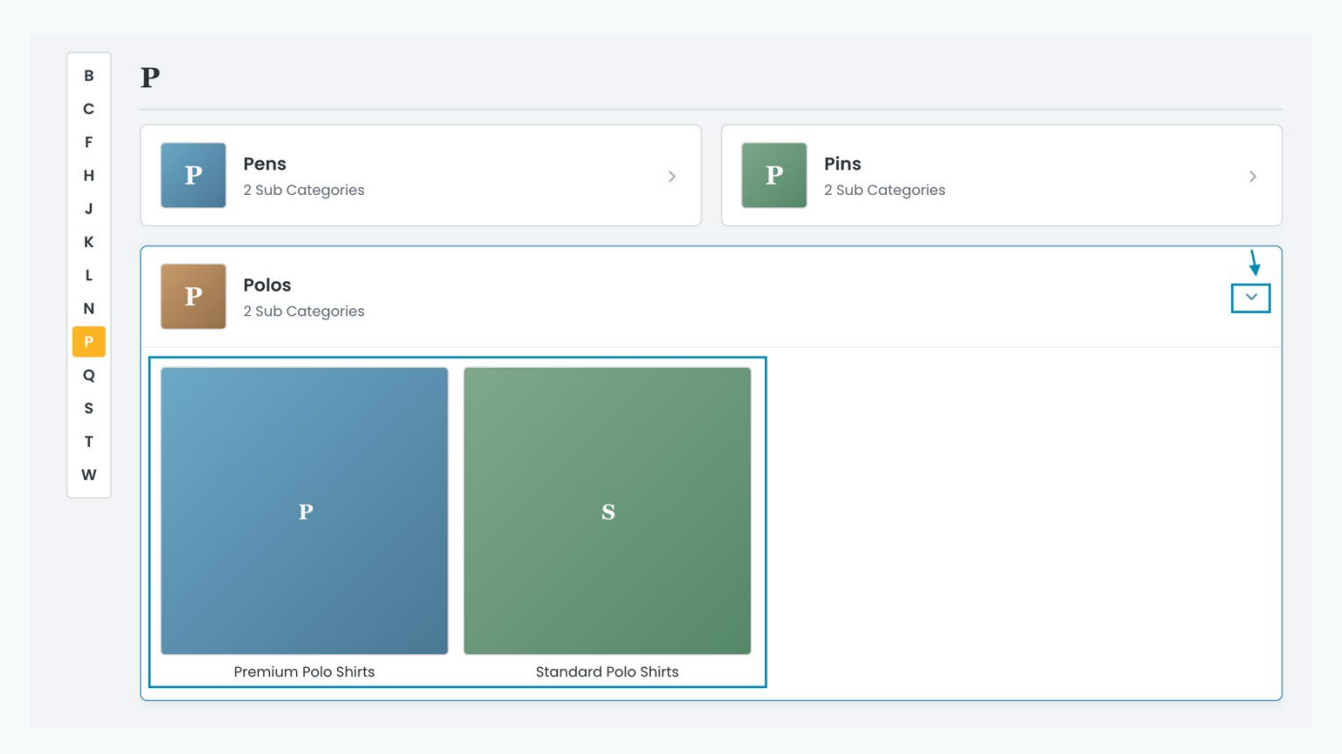


Figure 8. *Click to access category and shop*

5. Once you've chosen a category, the product thumbnail page (or a list view) will be displayed. For each product in that category or subcategory, you will see the product image, the name of the product

(including the Minimum Order Quantity — MOQ), and the base price. At any level where Thumbnails or List View is visible, you can toggle between them by clicking the icons at the top right of the page.

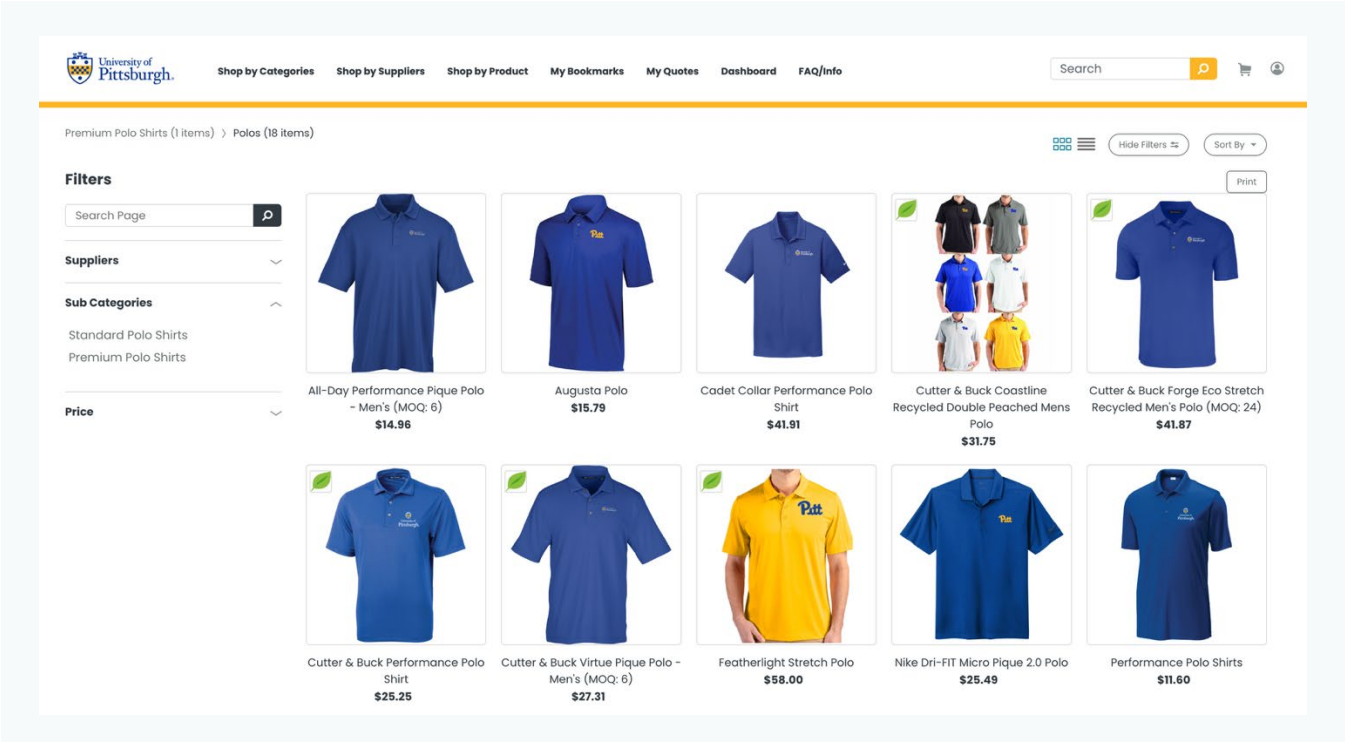


Figure 9. *Product thumbnail view for a category*

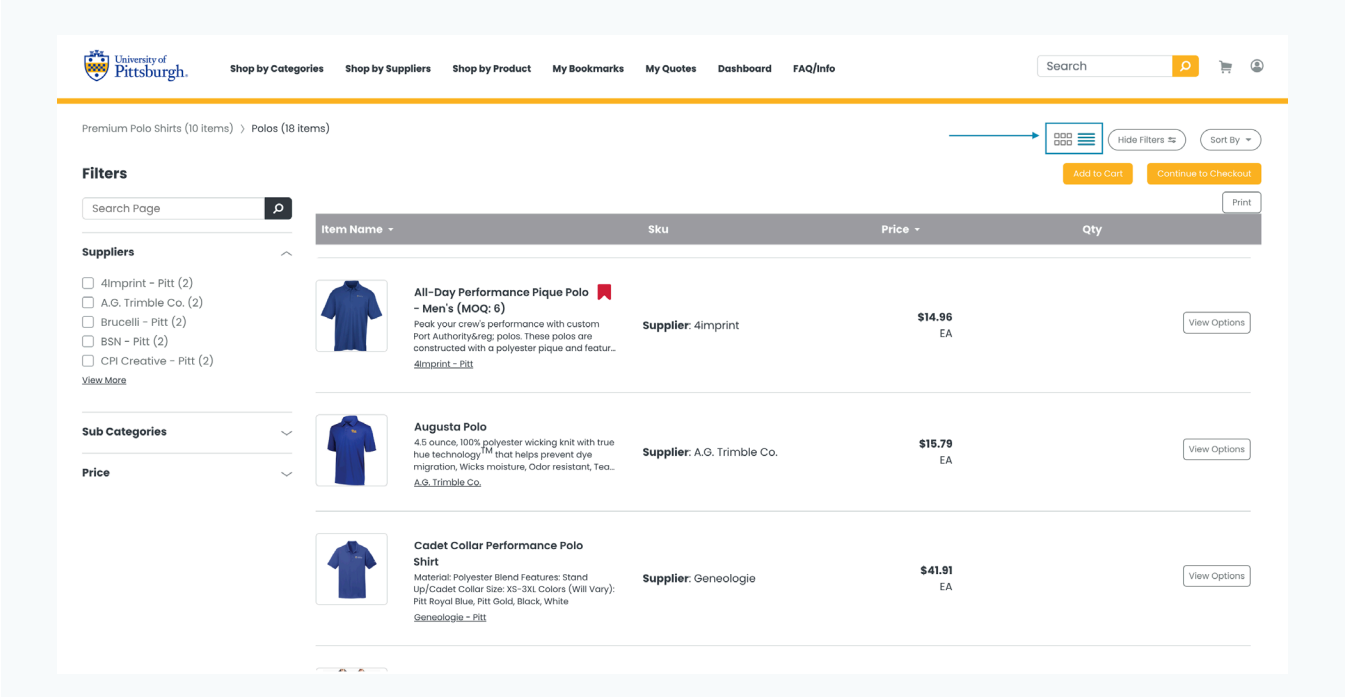


Figure 10. *Toggle Thumbnail View vs. List View*

6. At the thumbnail or list view level you can search the page for specific keywords, sort alphabetically, sort by price (both low/high and high/low), as well as drill down to specific suppliers. When shopping by supplier, you will only see that supplier's products.

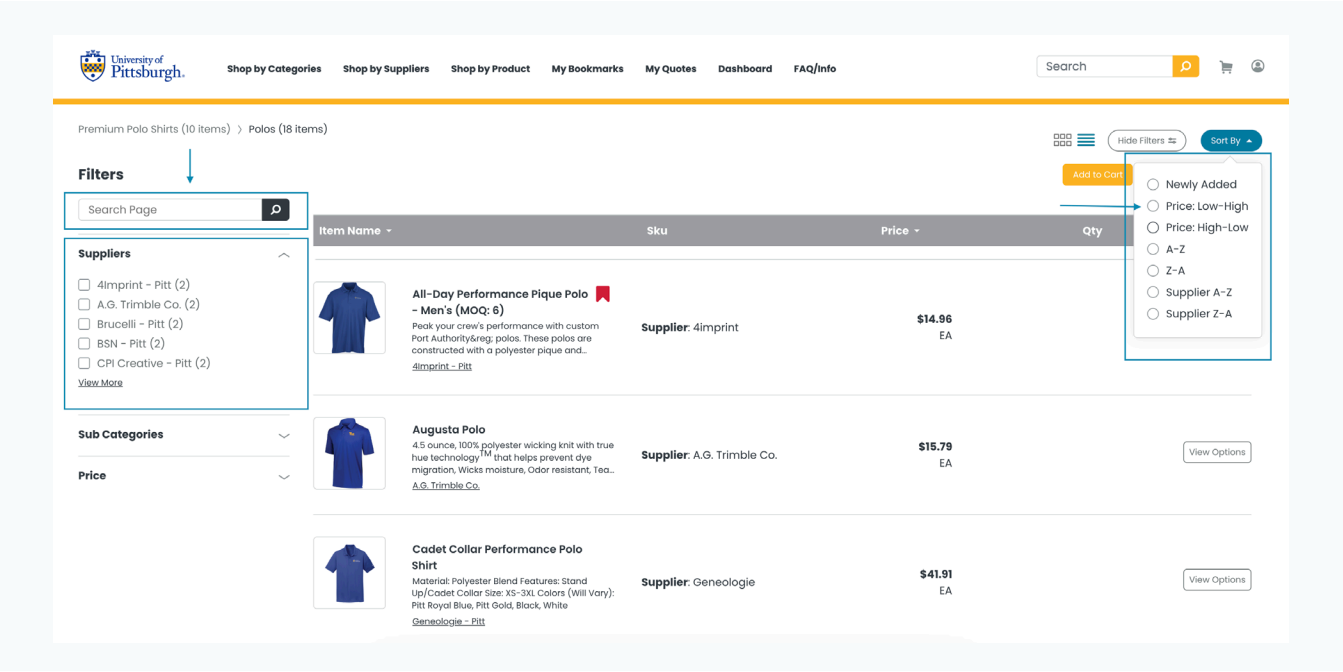


Figure 11. *Sort, Search and Filter*

7. To view an item, simply click the image to access the product page.

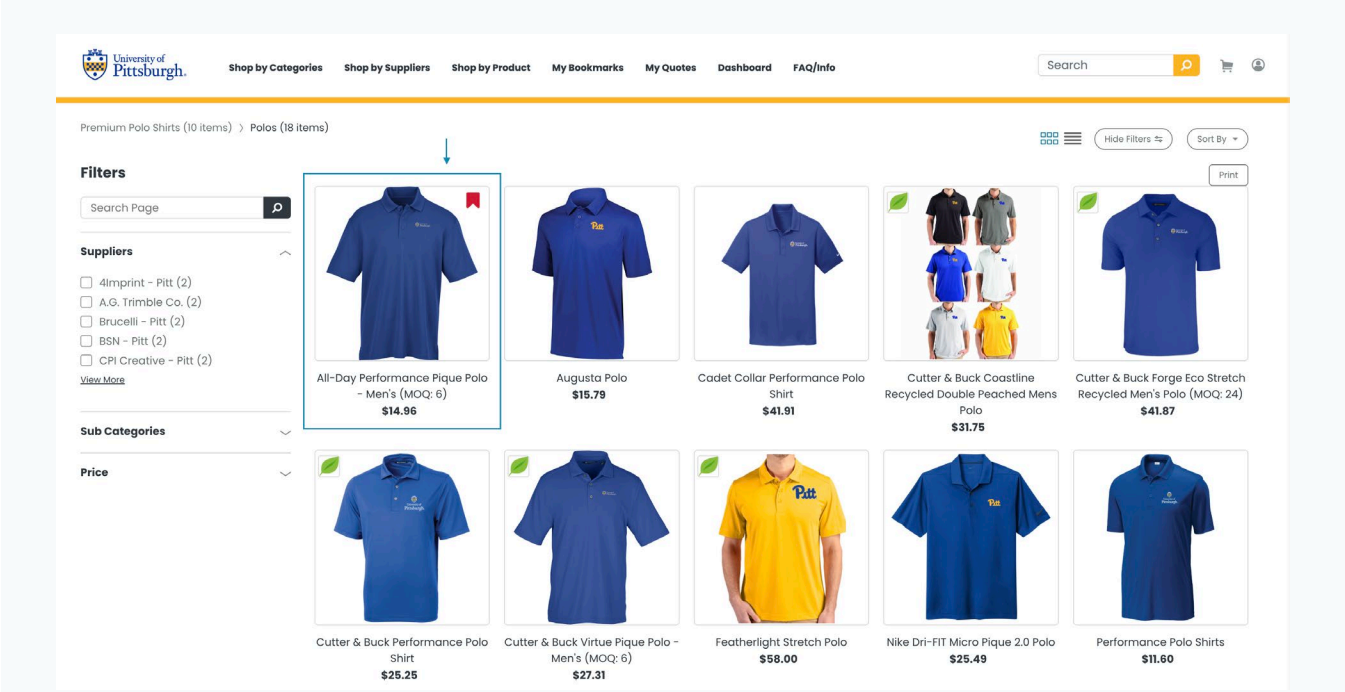


Figure 12. *Click thumbnail to view product page*

8. On the product page you will see the product image(s), product name, description, and the name of the supplier of that product. Most, if not all, products will have an option dropdown for Standard Logos (Pitt Script and the Pitt Institutional Logos). For apparel products, you will also see a size grid.

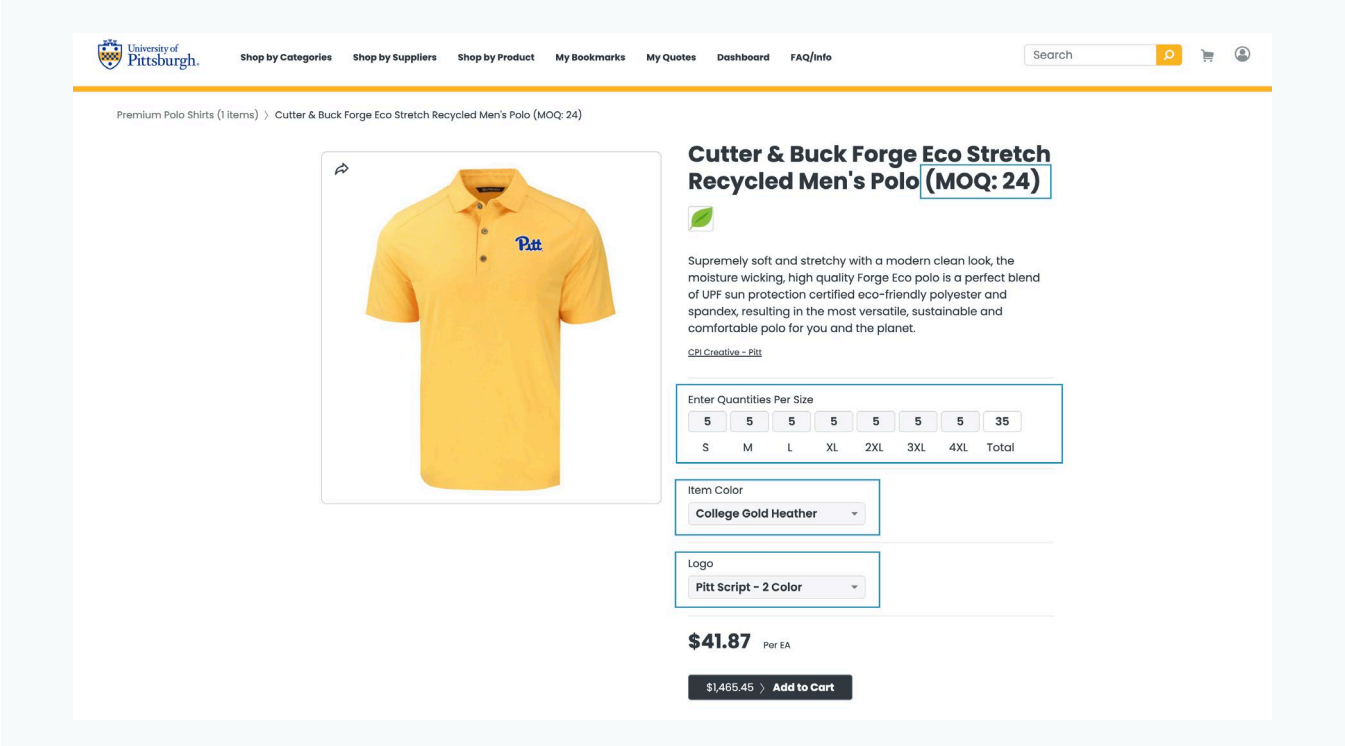


Figure 13. *Apparel Product Page with Multiple Size Grid*

9. For each logo, you will have the following color options: 1 Color or 2 Color. The logo options will be optimized to correspond to the product color (e.g., a gold shirt will have a blue logo, blue shirts will have the gold logo).

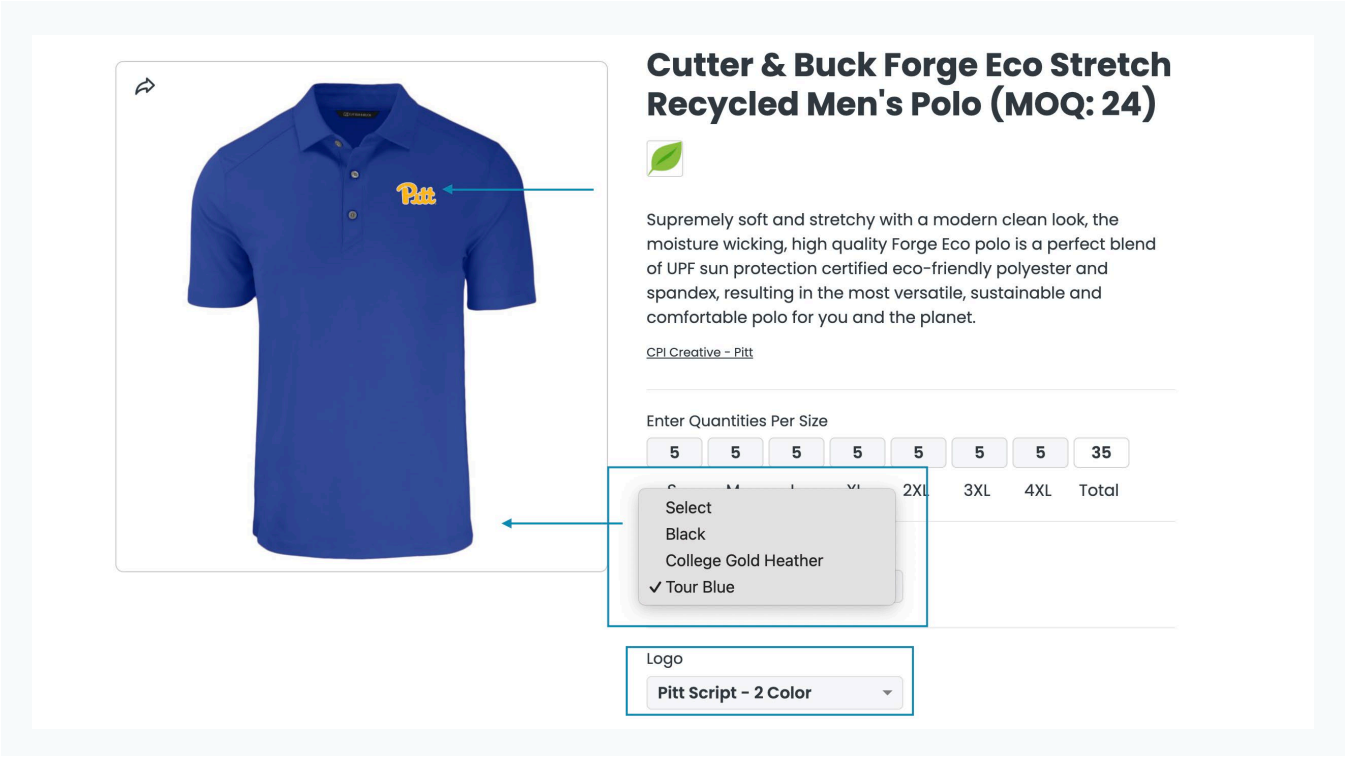


Figure 14. *Logo color options (1 color or 2 color)*

10. The Minimum Order Quantity (MOQ) will be displayed in the quantity field on non-apparel items. You can adjust the quantity up from that level or simply click Add to Cart to add the MOQ.

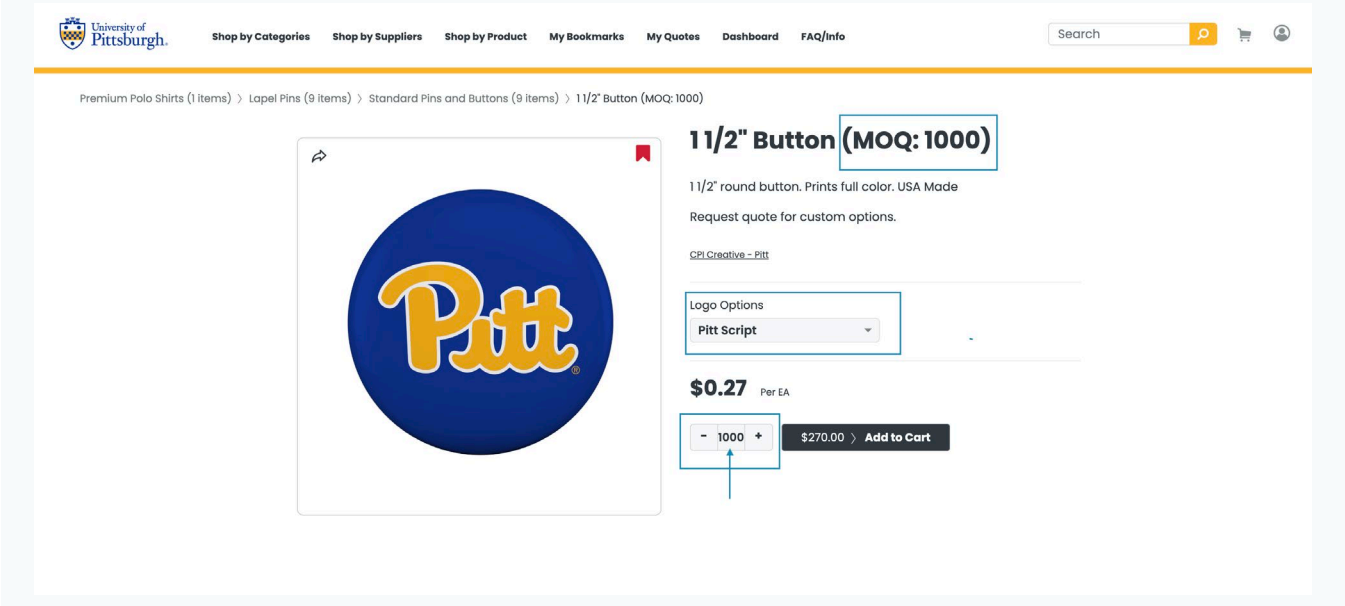


Figure 15. *MOQ on non-apparel items*

11. For apparel items with multiple sizes, MOQ will be enforced once you've entered your quantities and options, and a popup warns you if the total is too low (see Figure 16). The MOQ is shown in the product name and description, so you'll know before adding to cart. Need a lower quantity than the MOQ, custom artwork, or a department or RC logo that isn't in the dropdown yet? Click Request a Quote under the product instead of Add to Cart (see Requesting a Quote from a Product Page).

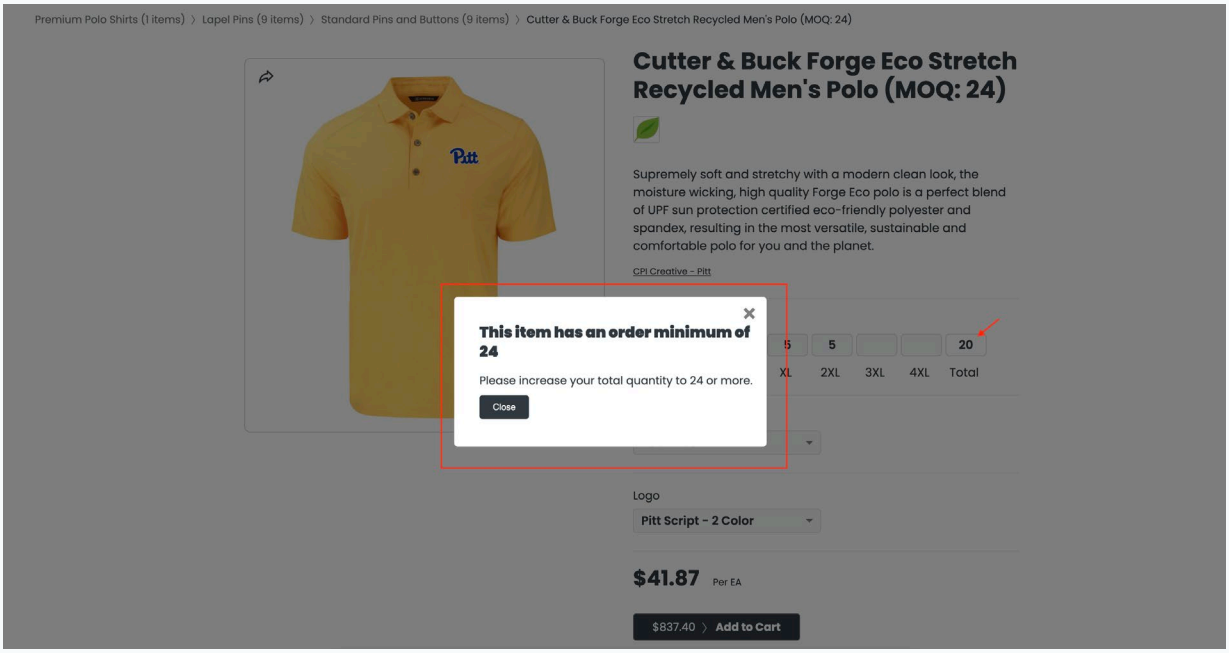


Figure 16. *Warning for adding less than MOQ to shopping cart*

12. Once you have chosen a product and configured it (size, color, logo option), add it to cart by clicking the Add to Cart button.

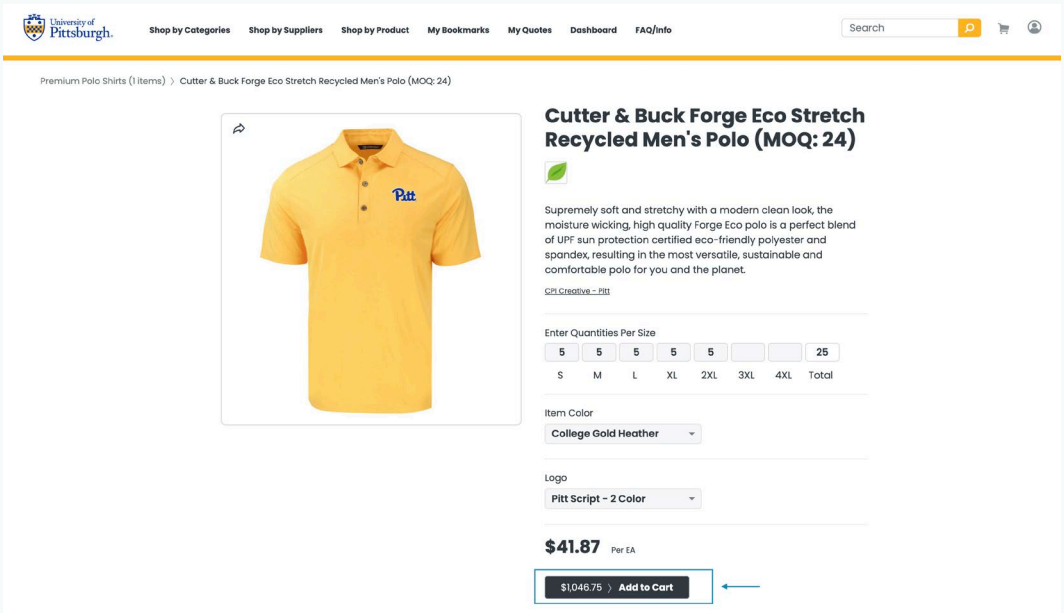


Figure 17. *Add to Cart*

13. When you add an item to cart from the product page, the marketplace will display the shopping cart. There are a few items here to review.

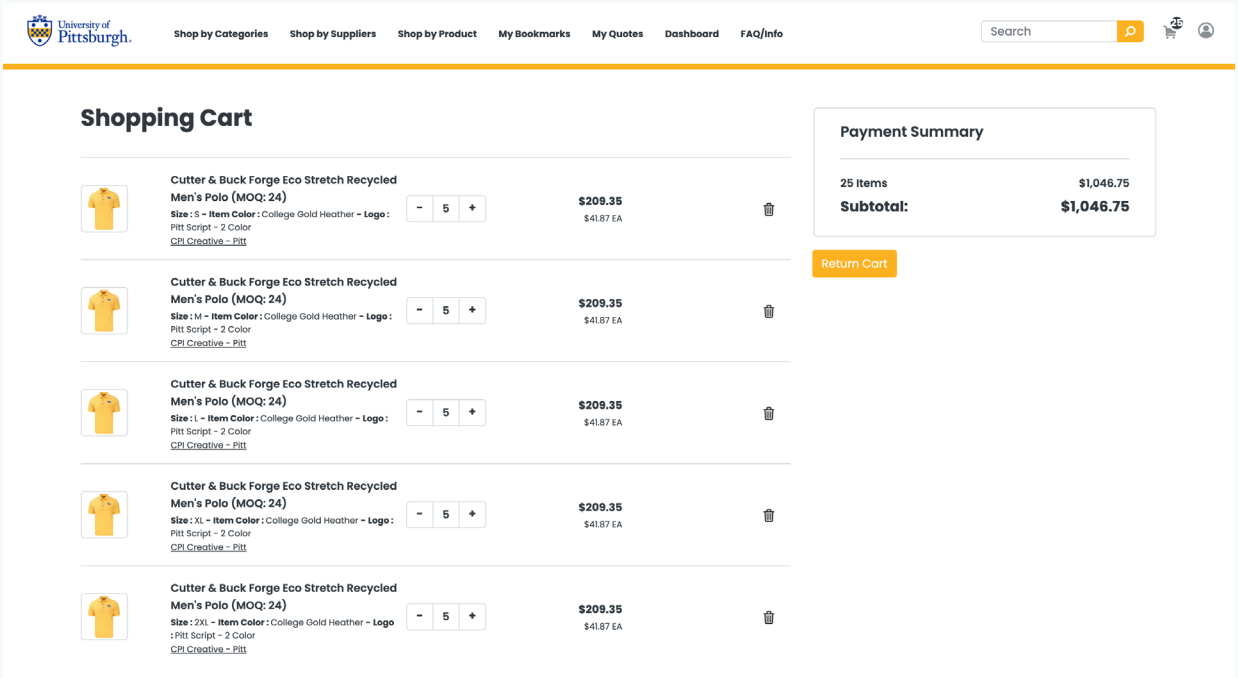


Figure 18. *Shopping Cart*

14. First, let's review the product's line-item detail: the product name, the options chosen (size, logo, color, etc., as applicable), the quantity and associated pricing, and finally, the name of the supplier.

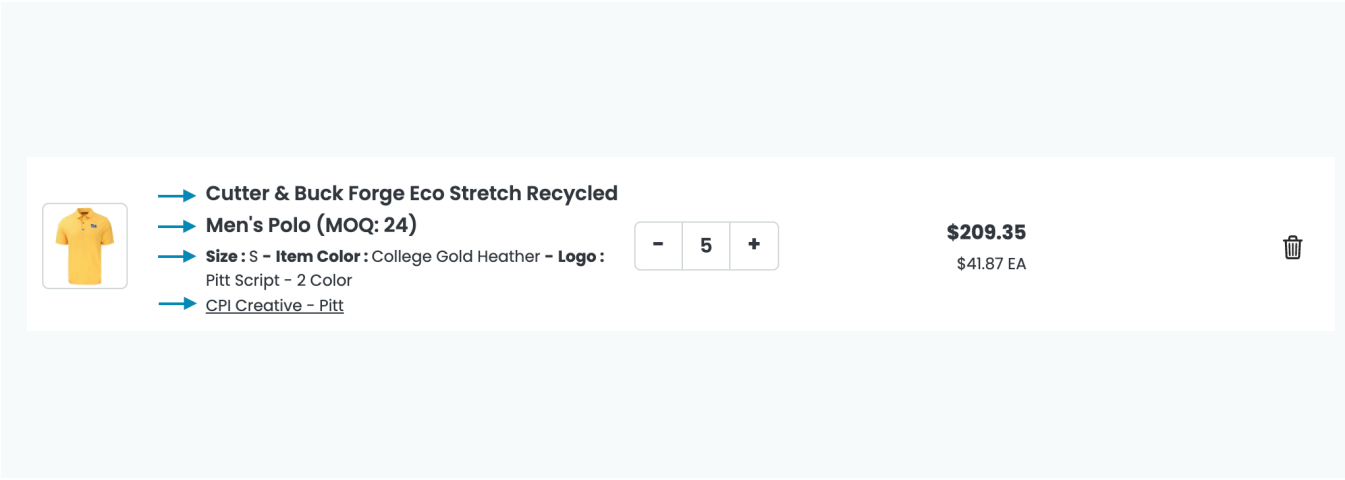


Figure 19. *Shopping cart line-item detail*

15. **The supplier displayed is important for the checkout process.** **PantherExpress allows users to return products from one supplier at a time.** If you attempt to add products from another supplier to the cart, the marketplace will display a popup message alerting you that you cannot add products from another supplier.

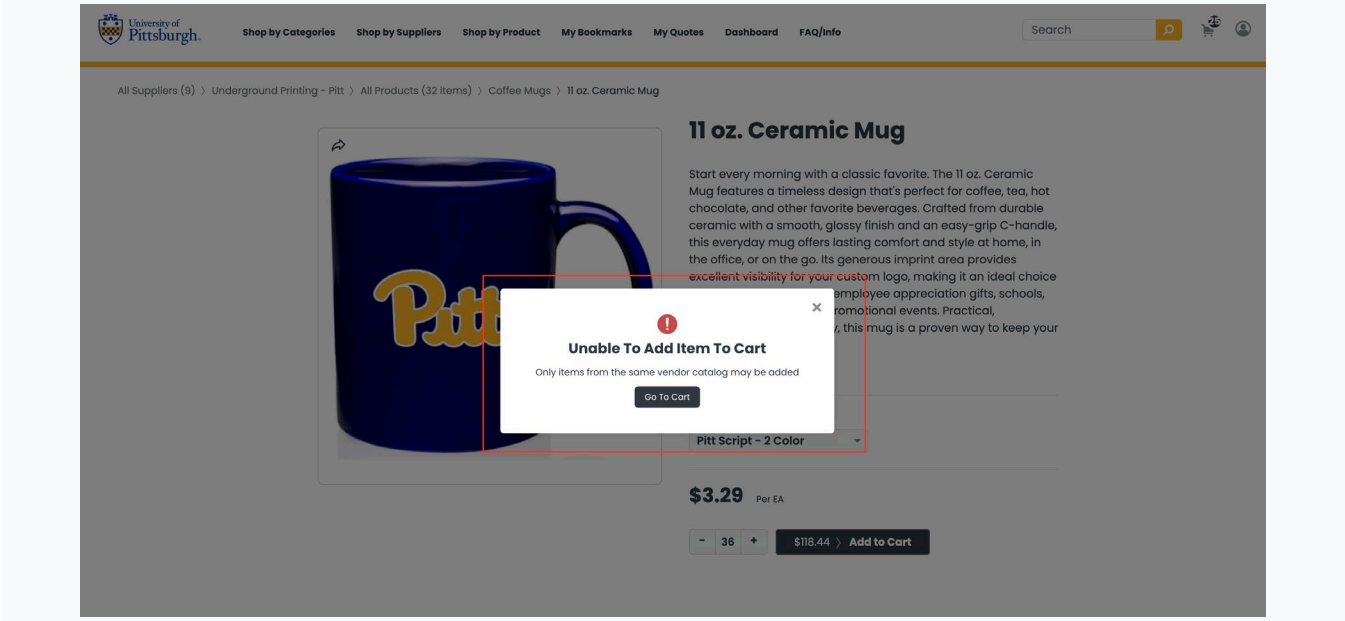


Figure 20. *Supplier Cart Warning*

16. At this point you have multiple options. You can click the Go to Cart button on the popup and return the item(s) currently in your cart to PantherExpress.

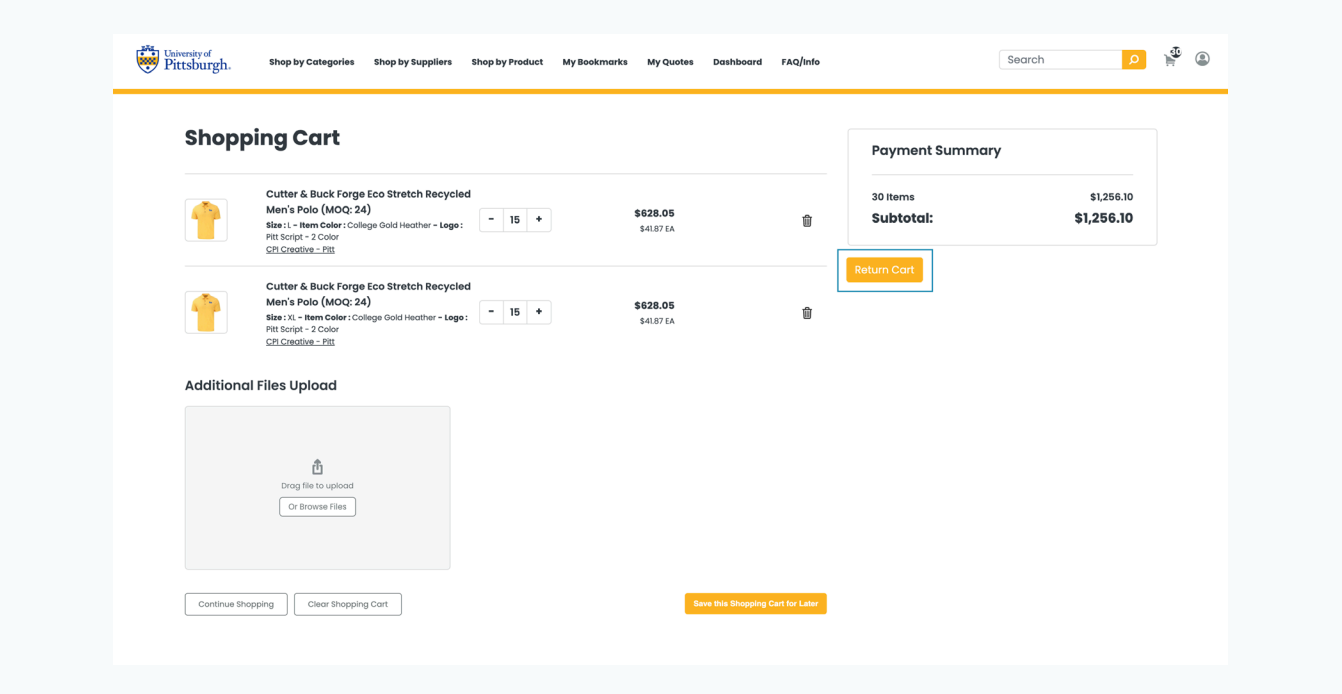


Figure 21. *Go to Shopping cart and return current cart.*

NOTE: *Shipping is not shown at quote or purchase. It is billed separately through the University's Inbound Freight Management Program, and AFS Logistics, the University inbound freight contracted supplier, allocates the charge to the matching PO, so no action is needed on your part. For more information and exceptions, review the FAQ tab in the Promo Marketplace, visit the* University Inbound Freight page on the PPT Website *or email freight@pitt.edu.*

17. You can also SAVE the current cart for later by clicking the Save Shopping Cart for Later button. This saves the cart's current contents for checkout at a later time, allowing you to add other products to your cart in the meantime. Simply click save shopping cart for later, name the cart and click save for later. For more detail on this feature see the Shopping Carts Tab under User Dashboard (later in this document).

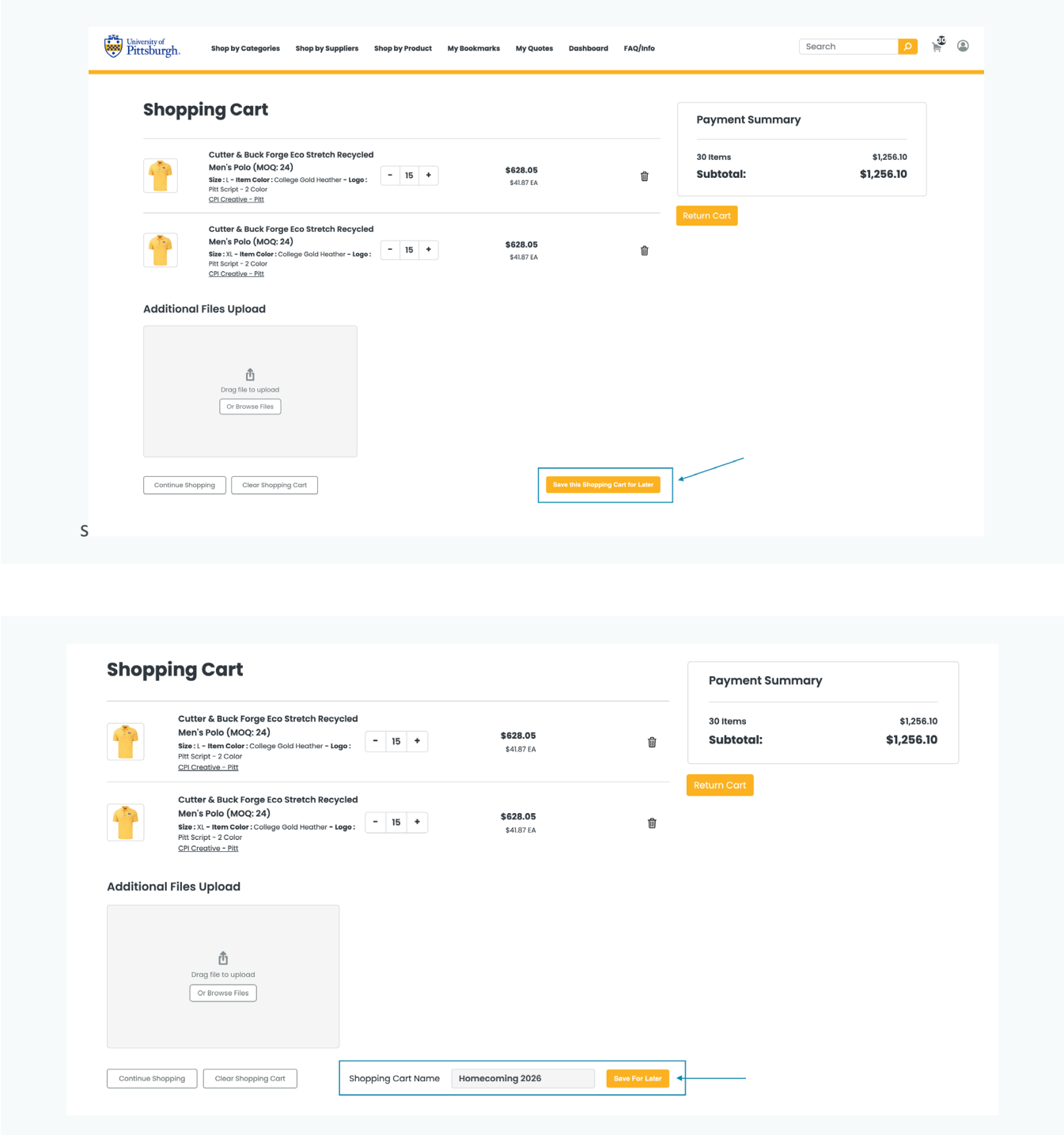


Figure 22. *Click Save Shopping Cart for Later, name cart and click save for later.*

18. Additionally, you can note the supplier already in your cart and click SHOP BY SUPPLIER, choosing that vendor's catalog, to shop for similar products specifically from that supplier.

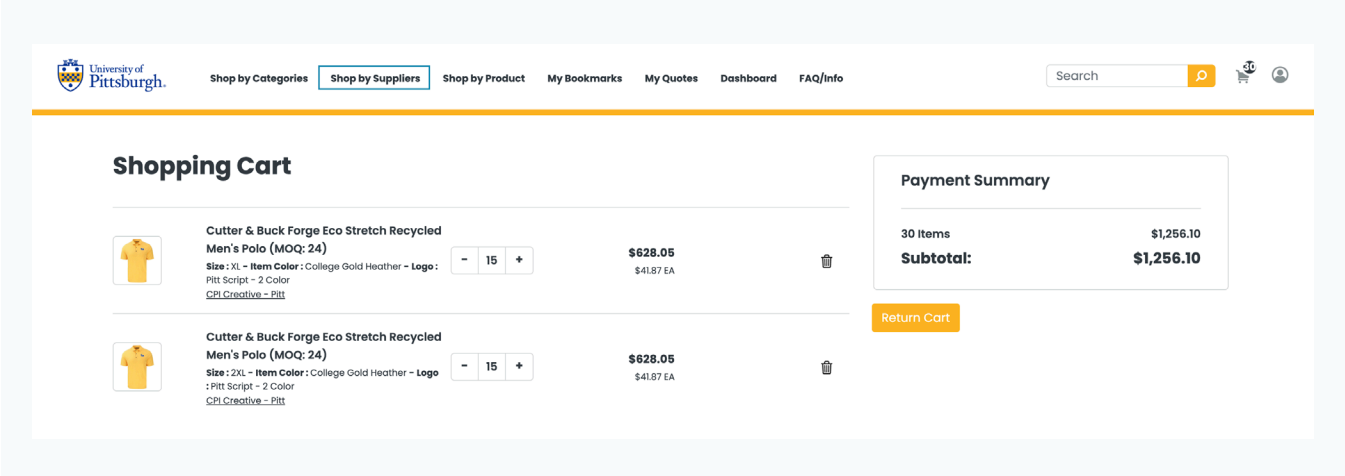


Figure 23. *Shop by Supplier – click link in header*

19. Let's review Shop by Supplier. Shop by Supplier allows you to shop a specific supplier's catalog, reviewing their items only. You access the supplier catalog by clicking SHOP BY SUPPLIER, which takes you to the Supplier Directory.

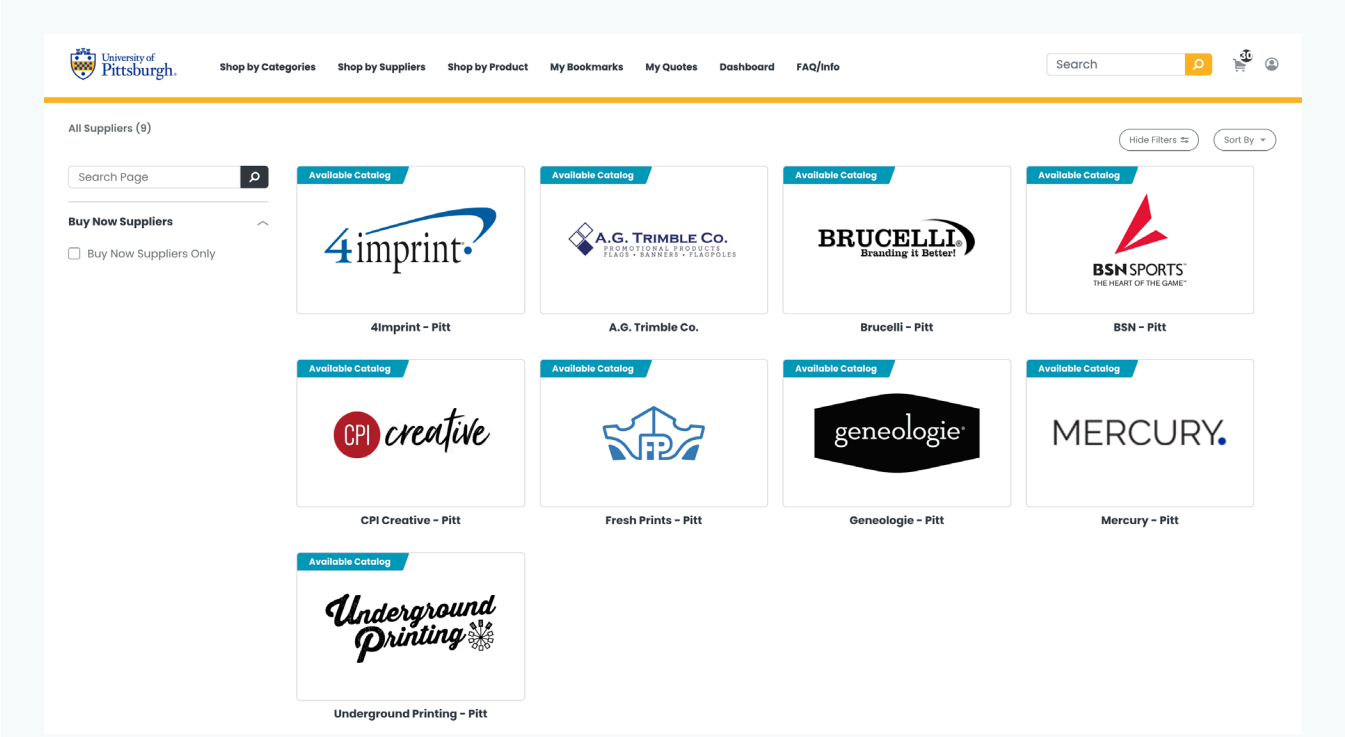


Figure 24. *Supplier Directory*

20. To choose a supplier catalog, simply click the supplier tile. This takes you to the supplier's profile page, where you'll find more detail about the supplier and the SHOP CATALOG button. Clicking the Shop Catalog button takes you directly to the supplier's catalog.

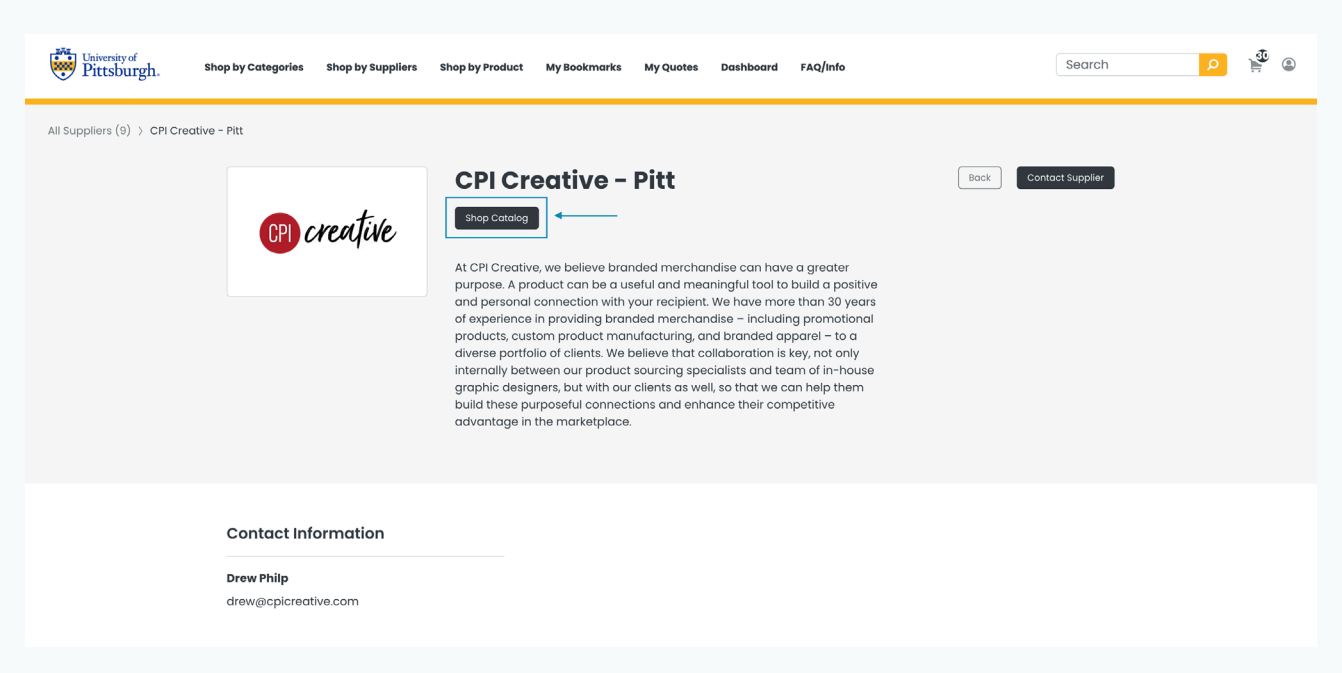


Figure 25. *Supplier Profile page and Shop Catalog button*

21. The shopping experience is the same as Shop by Category. You will find all the categories listed in the left sidebar.

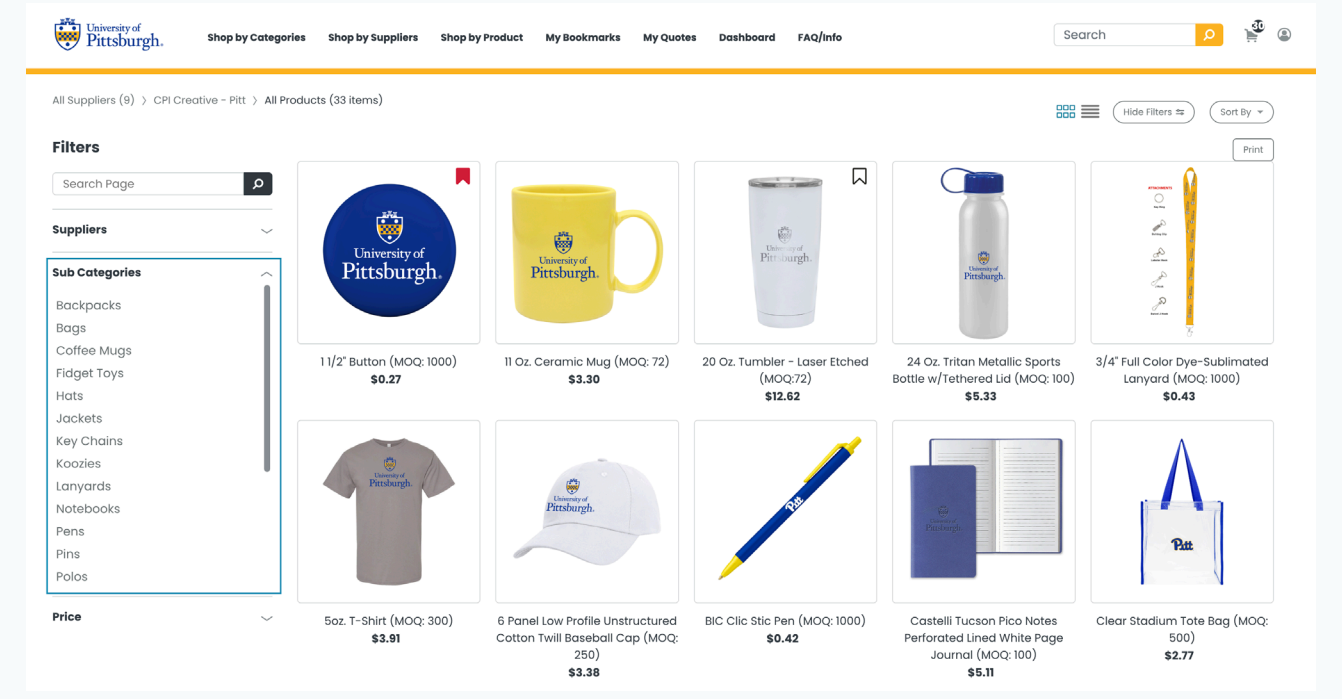


Figure 26. *Shop by Supplier – Supplier-specific catalog (all the same categories)*

22. Shop by Product is similar; however, **all of your suppliers** and categories are listed in the left sidebar so that you can sort products as needed.

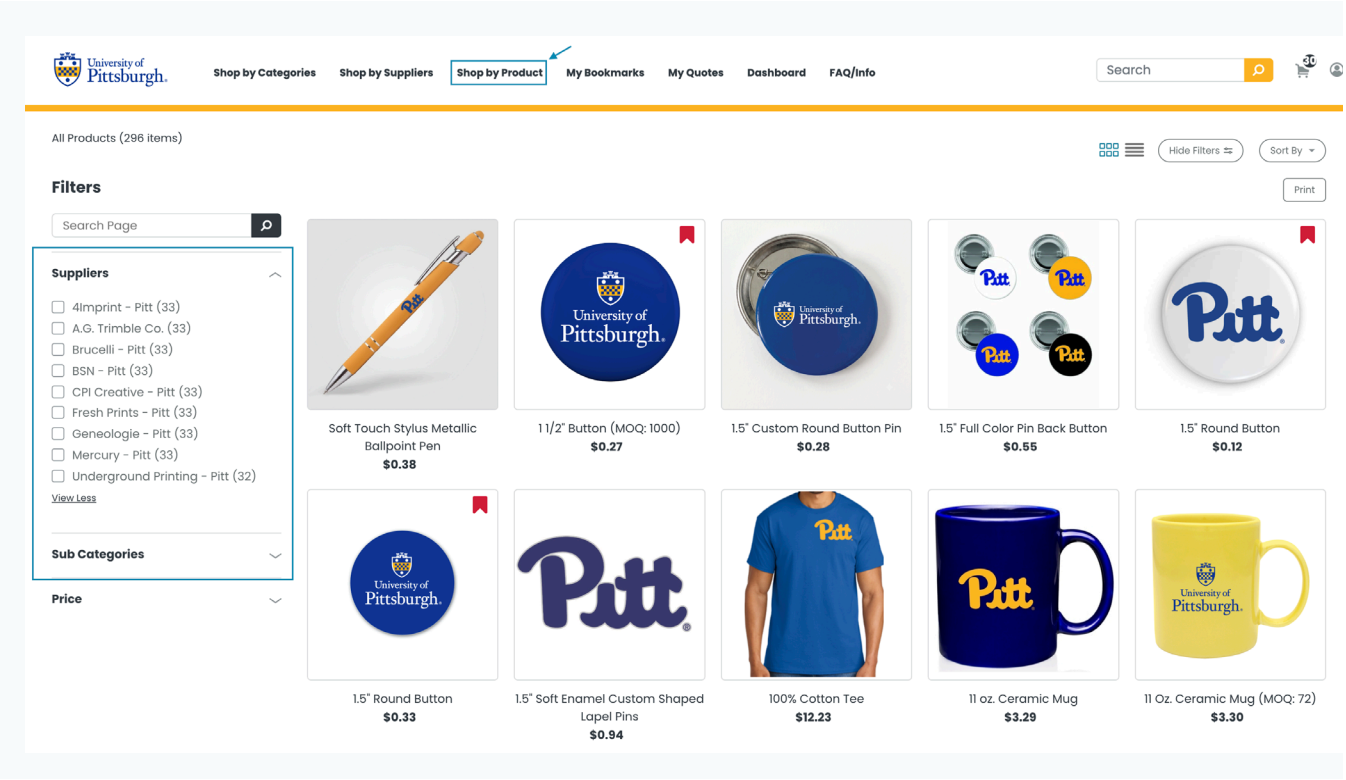


Figure 27. *Shop by Product – all suppliers and categories in left sidebar*

Requesting a Quote from a Product Page

If you like a storefront item but need a lower quantity than the MOQ, custom artwork, or a department or RC logo that isn't in the dropdown yet, you can request a quote on that product instead of adding it to your cart.

1. Open the product page and click Request a Quote, below Add to Cart.

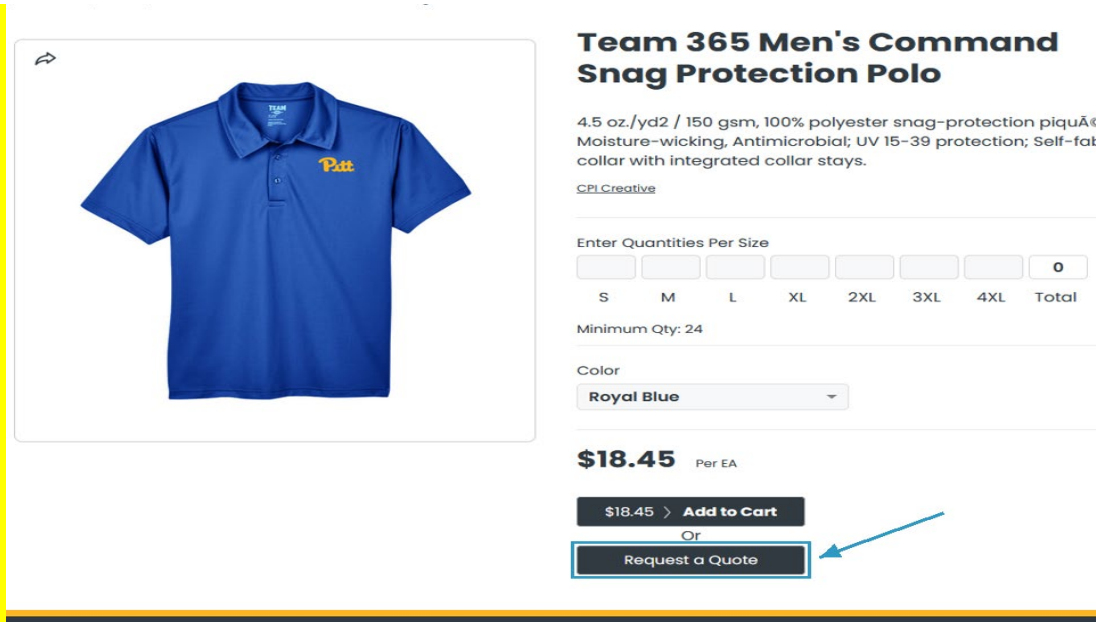


Figure 27a. *Product page – Request a Quote button*

2. A quote request opens with the product name, style/SKU and description filled in.

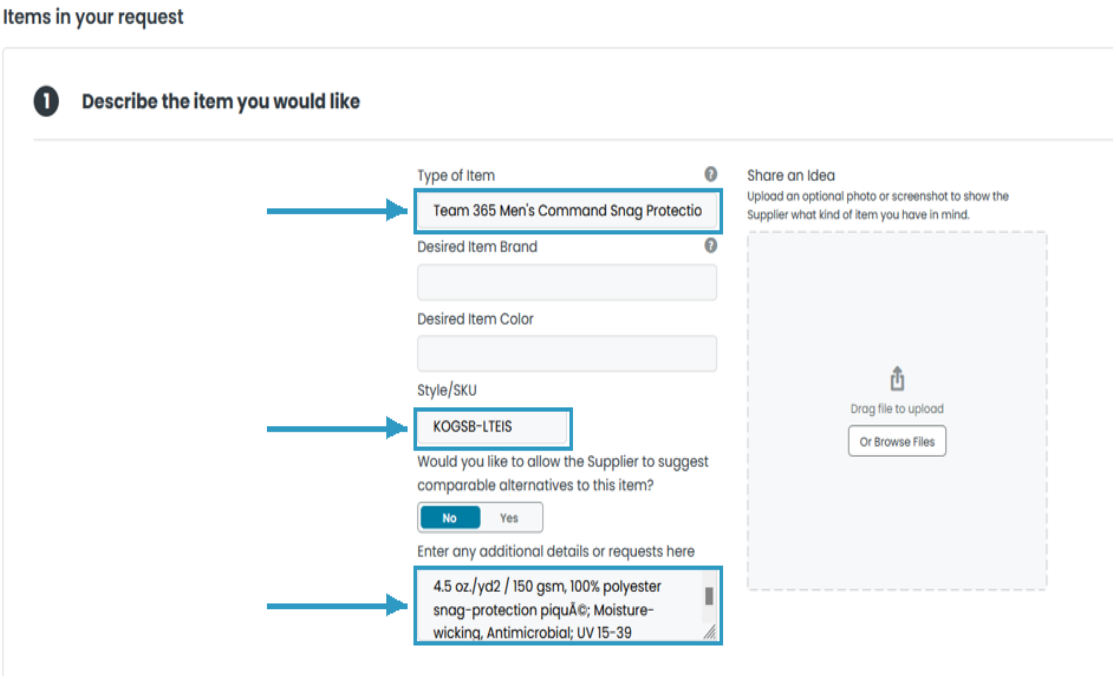


Figure 27b. *Quote request opens with product details filled in*

3. Review the details and complete the rest of the request (quantity, dates, decoration and notes to the supplier) as described in Creating a Quote Request.

4. The request goes to that supplier only. To compare several suppliers, start from Create a Quote Request instead.

NOTE: Quote pricing may differ from the storefront price due to the lower quantity or custom artwork.

User Dashboard

1. Let's check out the User Dashboard. To access your User Dashboard, simply click the Dashboard link at the top of the page or the Dashboard button mid-screen.

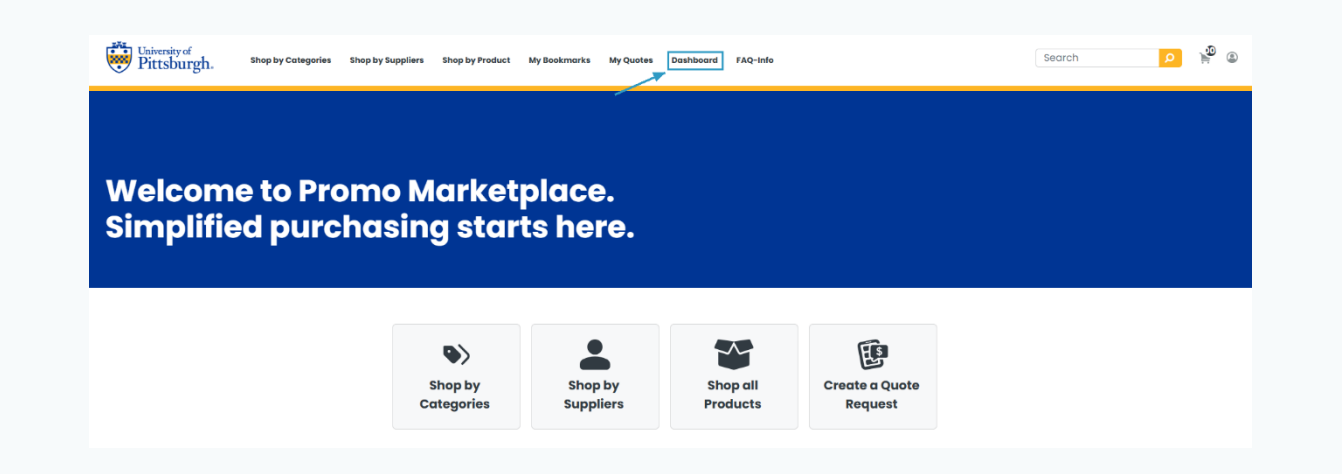


Figure 28. *Click Dashboard to view your User Dashboard*

2. On the Dashboard, you'll find multiple options. Let's review:
3. **Overview** — the Overview provides instant access and visibility into items that require your attention and quote requests.

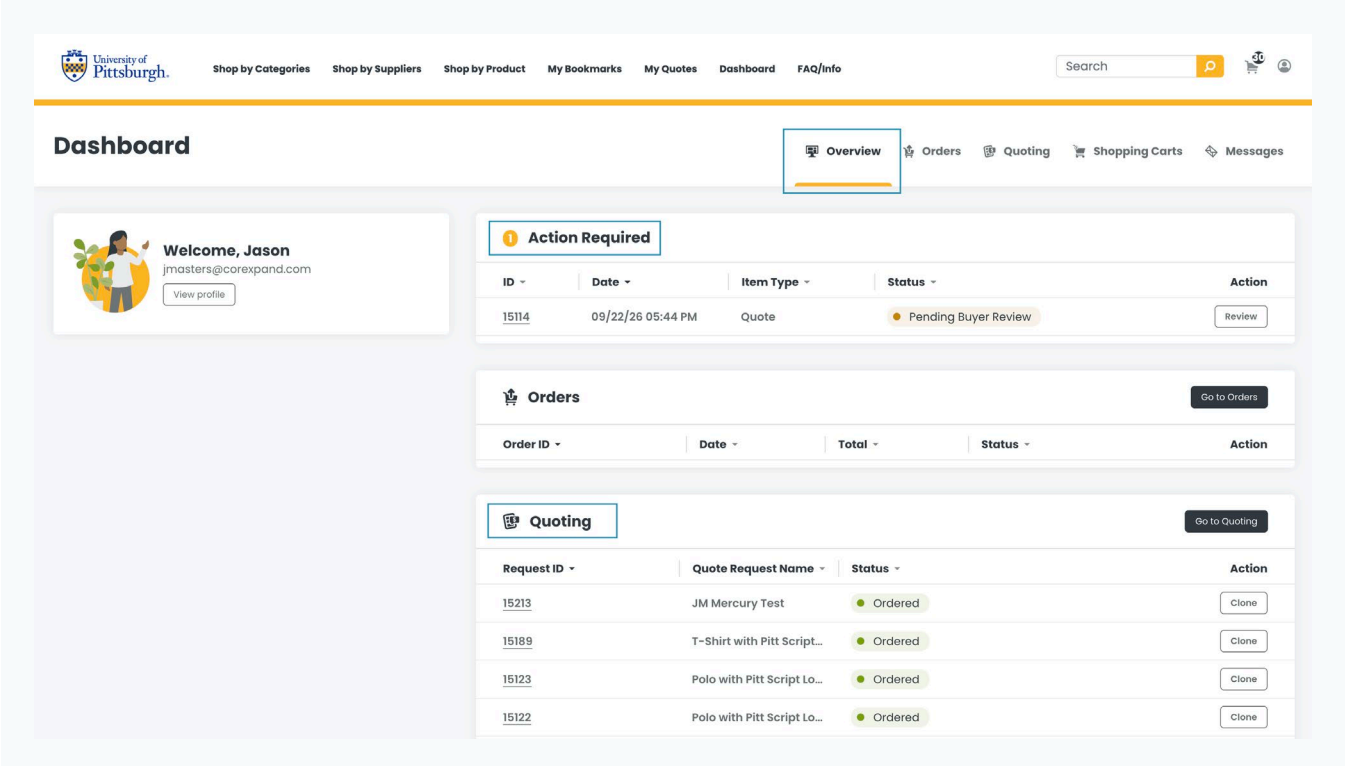


Figure 29. User *Dashboard – Overview Tab*

4. **Quoting** — the Quoting tab provides a dedicated list of all your quote requests, in their various statuses.

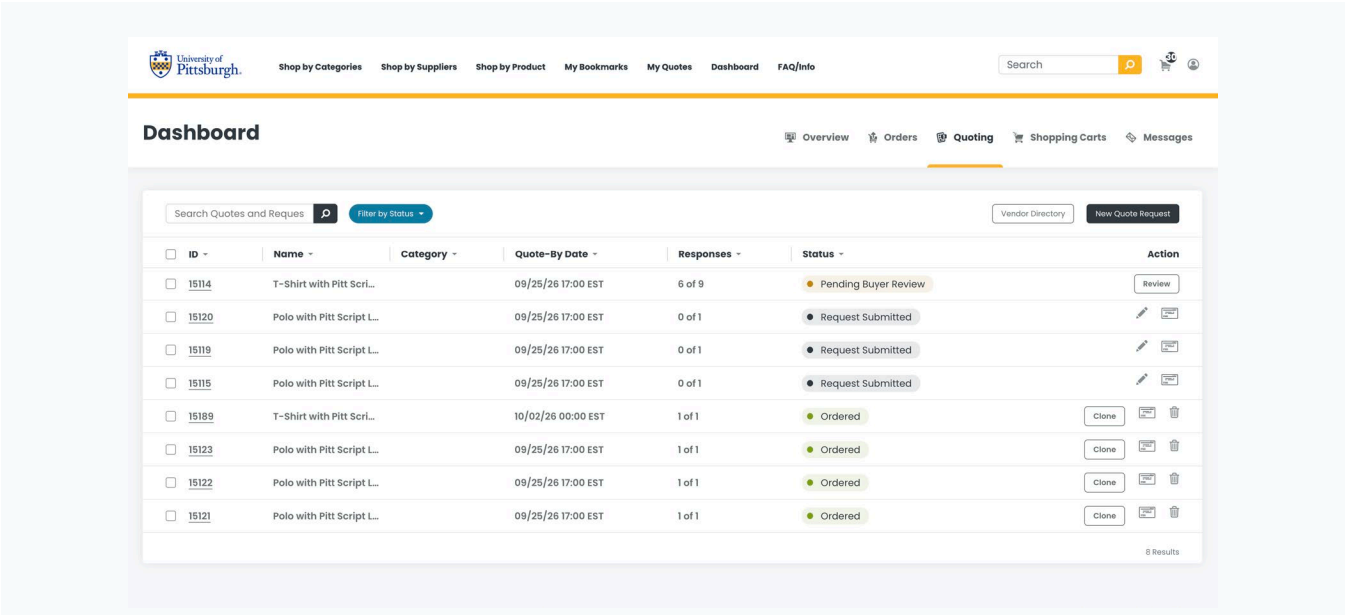


Figure 30. User *Dashboard – Quoting Tab*

5. **Shopping Carts** — the Shopping Carts tab displays a list of any saved shopping carts and allows you to review and add them to cart. Saved carts can be used repeatedly for items that are ordered on a regular or repetitive basis. Saved carts are also useful for saving carts from multiple suppliers so that they can be returned to PantherExpress efficiently. Since carts can only be returned to PEX with one supplier at a

time, saving the care will allow you to complete your review and selection process and then return the saved carts once you are done.

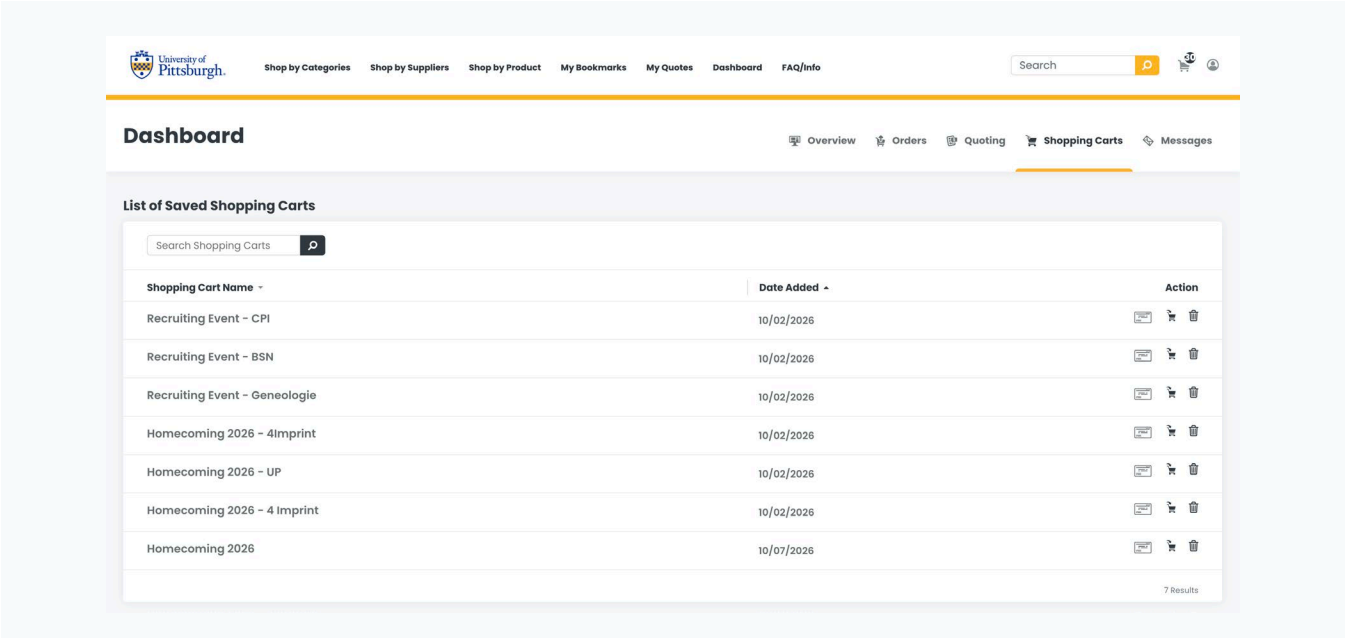


Figure 31. *Shopping Cart Tab*

6. **Messaging** — the Messaging tab is where any messages sent to or received from suppliers will be displayed. We will cover messaging as a separate topic.

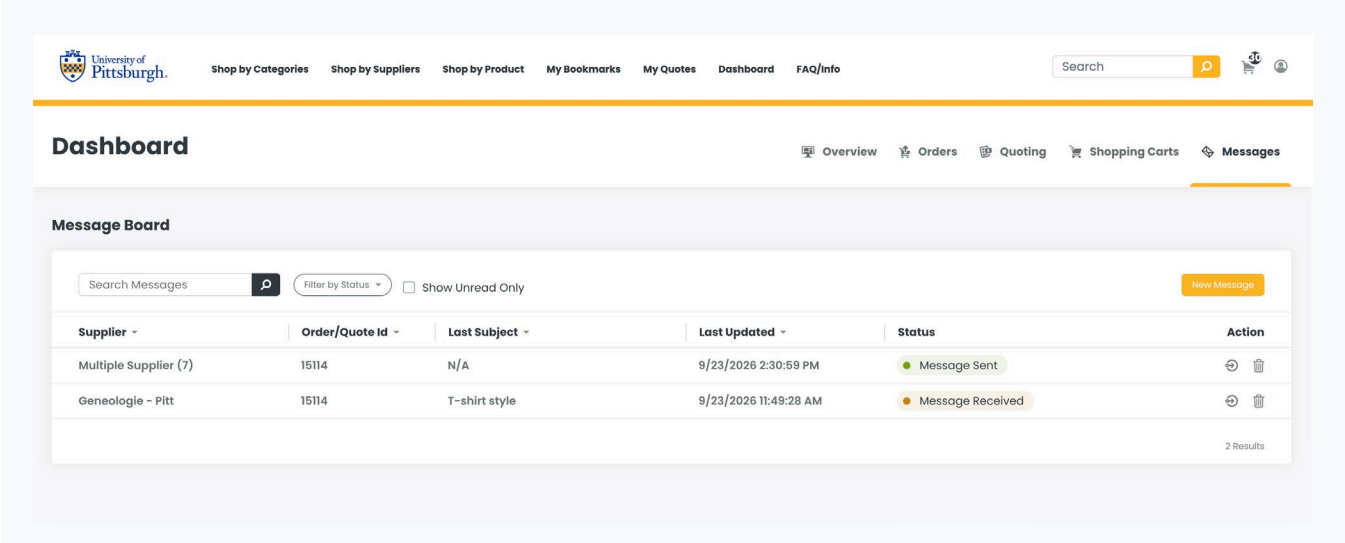


Figure 32. *User Dashboard – Messaging Tab*

Creating a Quote Request

1. To create a quote request, simply click the Create a Quote button on the main page, or from the **My Quotes page** (as shown below) (link in header). To request a quote on a single product instead, see Requesting a Quote from a Product Page.

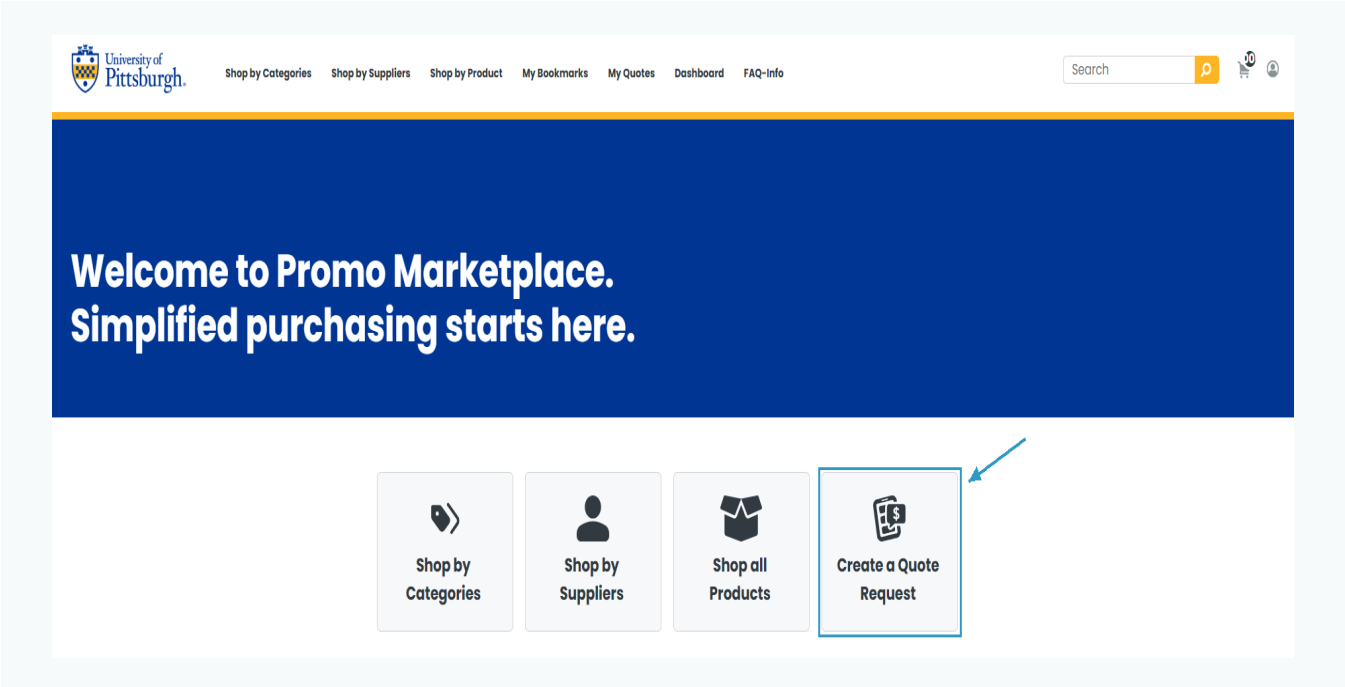


Figure 33. *Create a Quote button on home page*

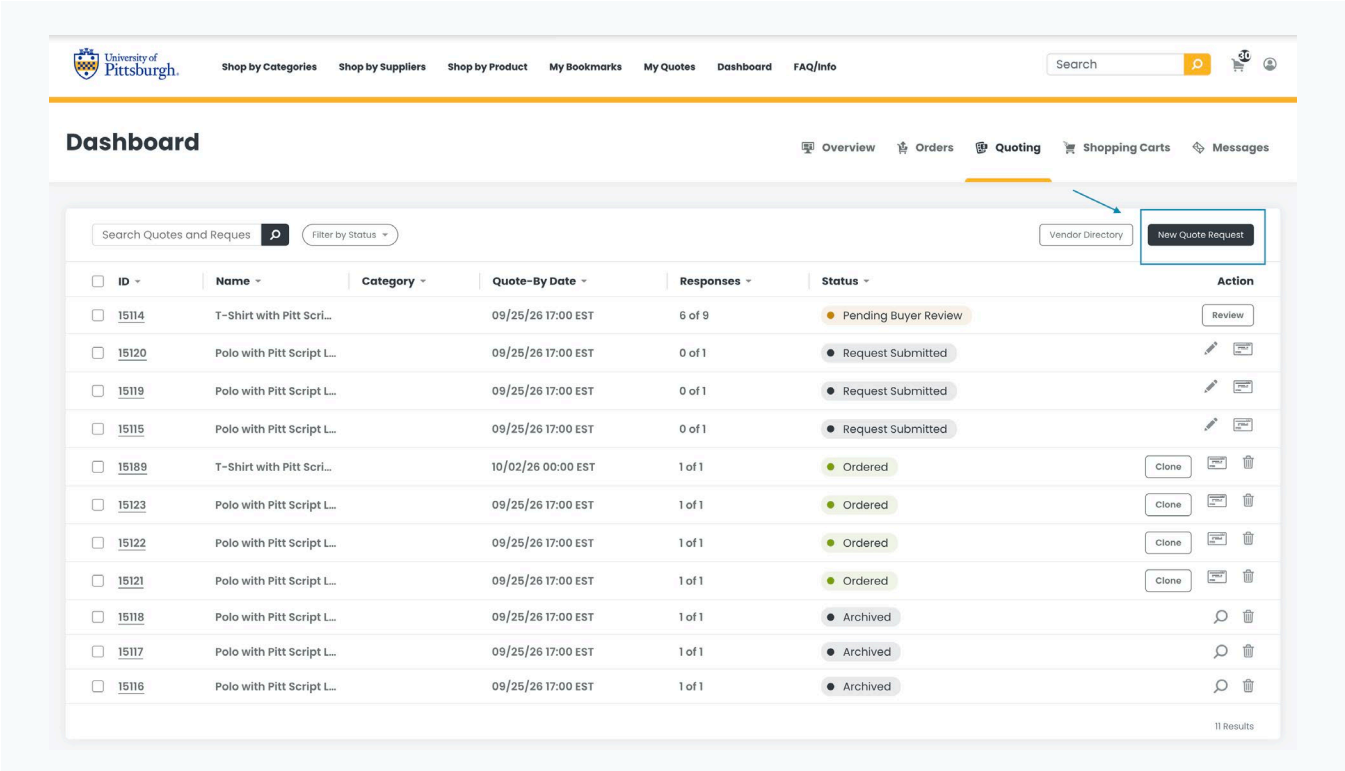


Figure 34. *New quote request button on Dashboard/My Quotes page*

2. The first time you create a quote, you will need to add a shipping address. On subsequent requests, you can use the same address or add a new one by clicking Change Address. Checking the Save as Default box will set the address as your default and on future requests the shipping address will be set.

3. Next, you will need to name your quote request. You can name the request whatever you like, but it is recommended that you use something descriptive and recognizable. The quote request name is displayed in the quote dashboard, so a descriptive name will allow you to locate and review requests more efficiently.

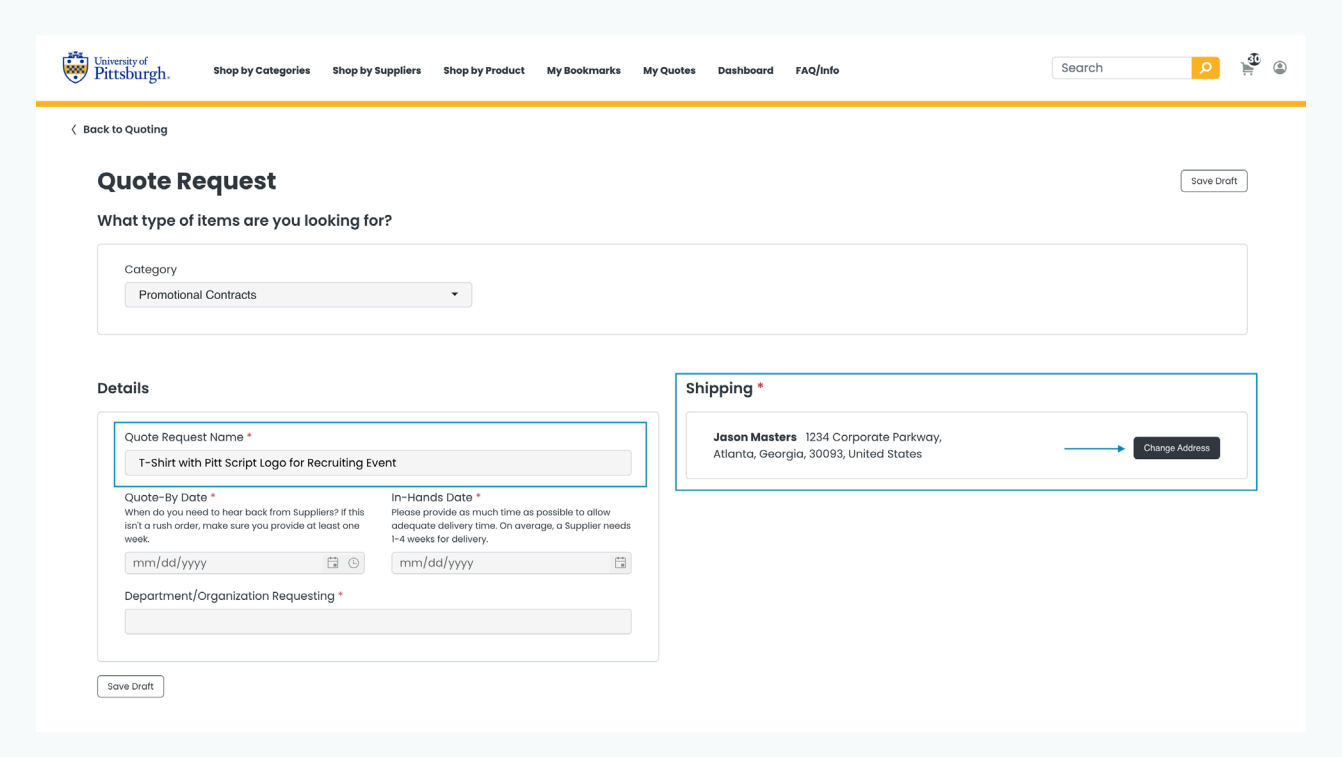


Figure 35.*Adding quote request name and setting shipping address*

4. Choosing a Quote By date. Your quote-by date is the cutoff date for quote submission from suppliers. You must choose a quote-by date. A cutoff time is optional but suggested.

5. Choose an in-hands date. The in-hands date is the date by which you expect to receive delivery of your quoted goods. As stated on screen, please allow adequate time for fulfillment and delivery as well as internal review. All products with logos and trademarks are reviewed before production. Standard logos (Pitt Script in 1 or 2 color, Institutional Marks, and Institutional Marks with an RC or department name) are pre-approved. Custom artwork goes through the artwork approval process with University Licensing and Brand Management, as it always has. The supplier is responsible for submitting custom artwork for approval and will communicate with the requester about the approval.

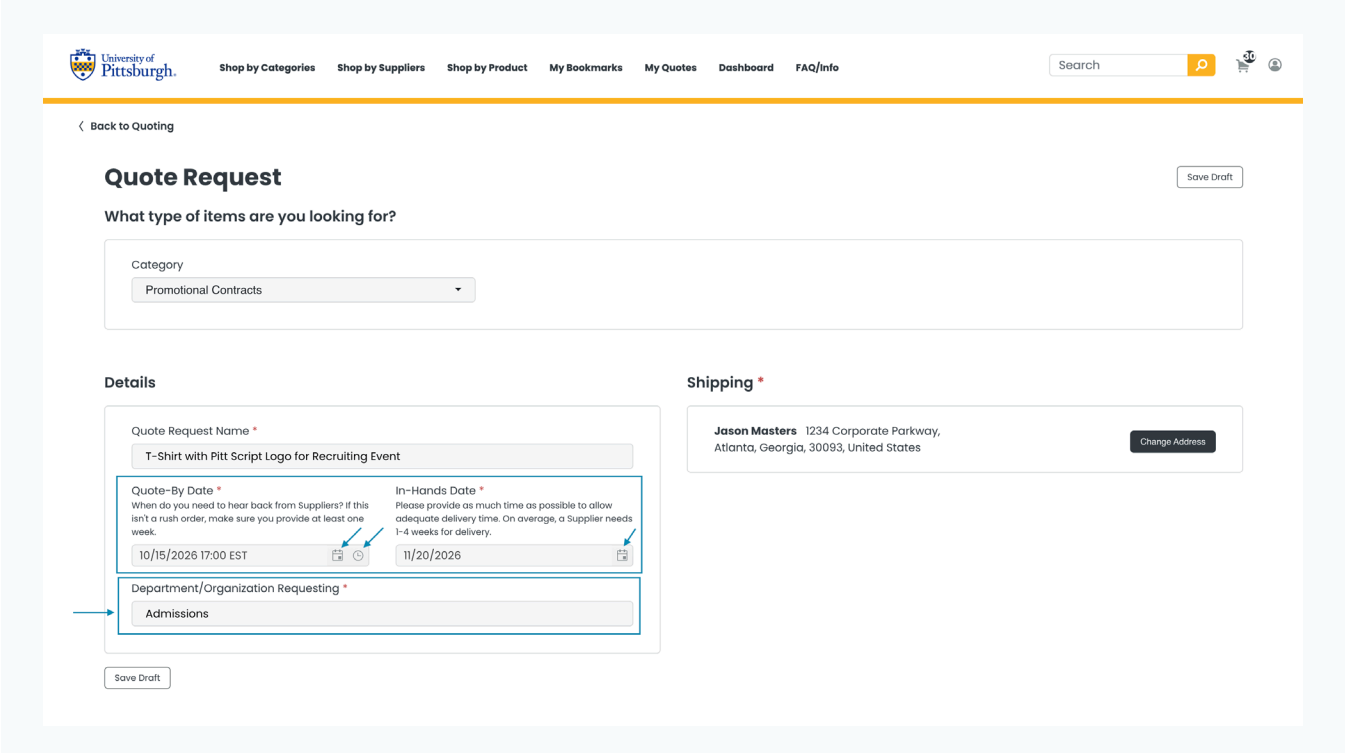


Figure 36. *Quote by Date, In-Hands Date and Department name*

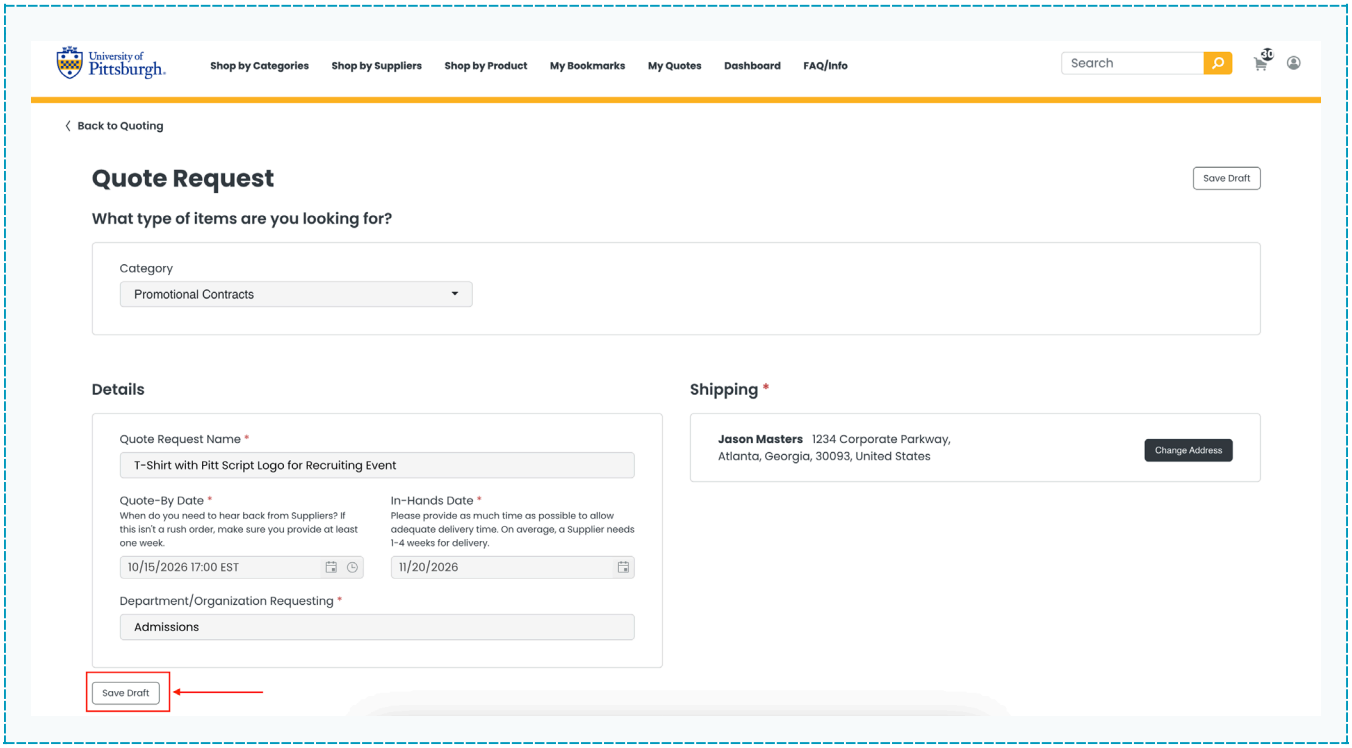


Figure 37. *Save Draft button*

6. Add your Department, School, or Office name – **and then SAVE DRAFT**. This will preserve your basic quote details if you need to pause and return to it later.

7. Selecting Suppliers. By default, all nine approved suppliers will be checked to receive each quote request. It is highly recommended that you send your quote request to all suppliers — this will provide more variety and more competitive pricing. If you want to choose only select suppliers, for example when reordering from a specific supplier, **simply uncheck the Select All box** and then check the box next to the suppliers you'd like to send the quote request to. **When complete click SAVE DRAFT.** While not a requirement, it's a good habit.

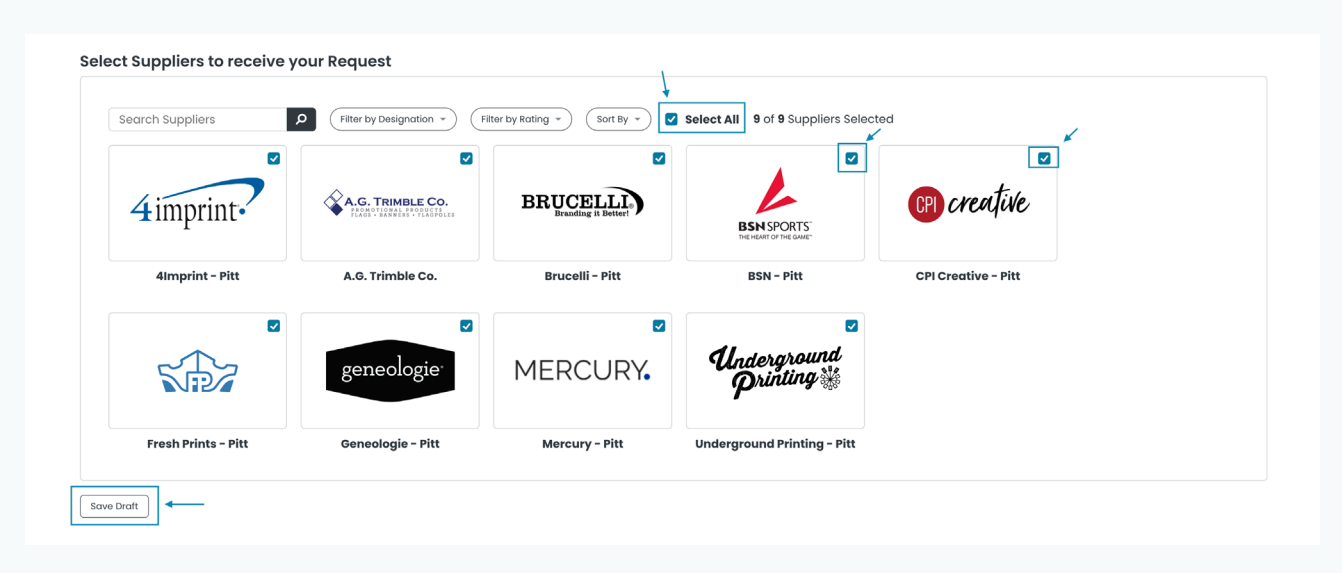


Figure 38. *Selecting Suppliers*

Describe the Item(s) in Your Request

1. **Type of Item** — provide a description of the item you are requesting. For example, "Polo with Pitt Script Logo" or "T-Shirt with Pitt Logo." Be as descriptive as possible. **This information is shared directly with the suppliers responding to your quote request.**
2. **Desired Brand (optional)** — if you have a desired brand of apparel or merchandise, add it here (examples: Nike, Yeti, Gildan, Cutter & Buck, etc.). **Please note:** if you do not have a preferred brand, leave this blank — it allows the supplier more flexibility for quoting. In the next section, you can provide more information on the overall quality of product you're looking for (basic vs. name brand, etc.).
3. **Style/SKU** — leave this blank.
4. **Allow comparable alternatives (optional)** — if you do specify a brand, you can choose to allow comparable alternatives**; otherwise, leave this set to NO.**
5. **Enter any additional details** — provide any other details that you feel will help the supplier provide the best response.
6. **Share an idea** — if you have an image of the apparel type or product type you're looking for, you can upload it here. **If you don't have one, don't feel obligated to provide an image.**

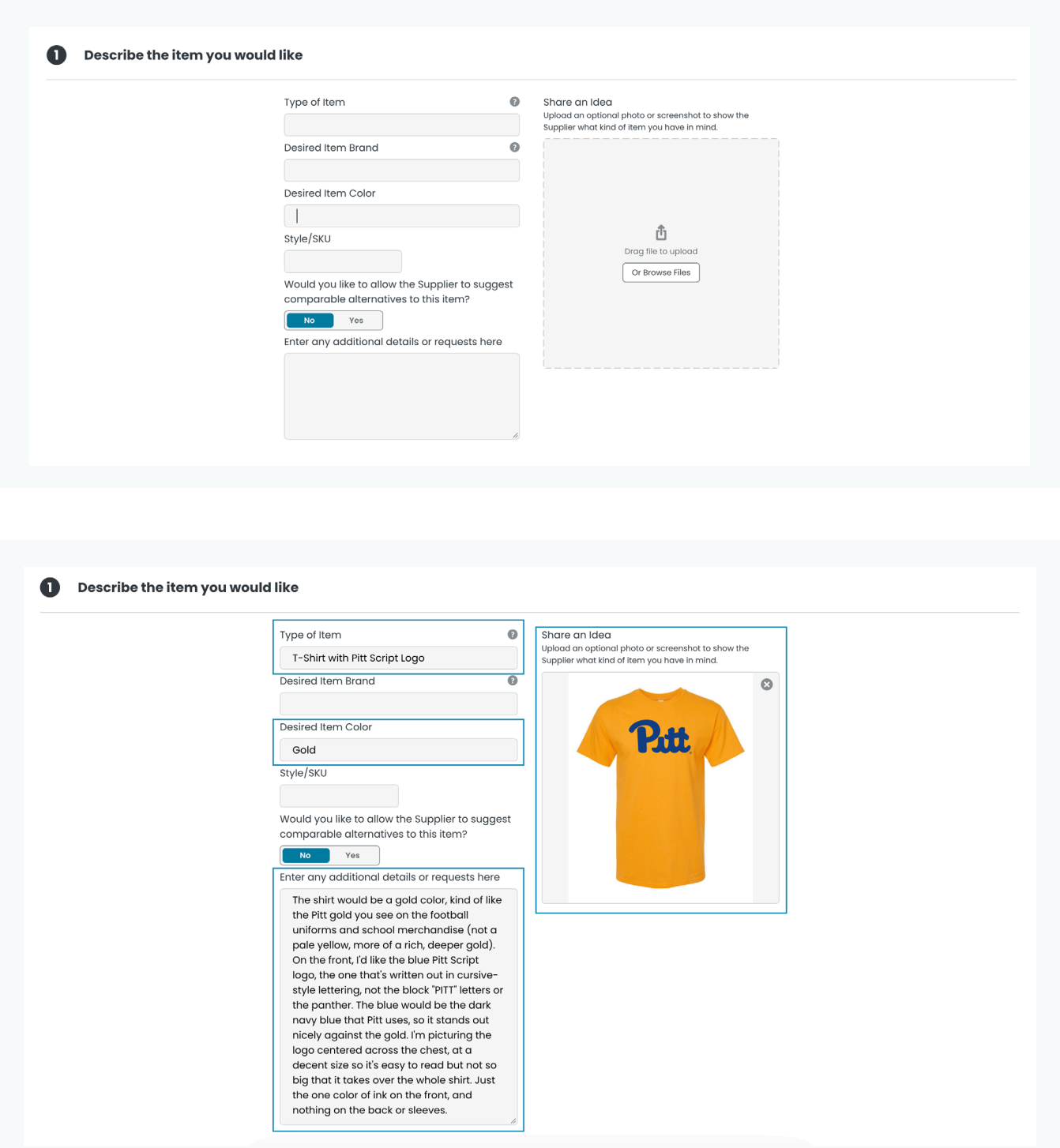


Figure 39. *Describe your Item section empty vs complete.*

Thoughts on Pricing

1. **Do you have a budget?** If you have a stated budget, you can enter it here; however, by leaving it blank, or selecting NO, you will likely receive a wider variety of pricing and more competitive bids.

2. **Overall quality — Good, Better, or Best**. Use this description to indicate the overall quality of the product. None of these options describe low-quality products — rather, they describe your expectations based on overall use (***especially for apparel***). Good equates to a quality product for giveaway (e.g., T-shirts given away at a recruitment booth or festival). Better and Best go up from there to higher quality — gifts for select employees or business attire (e.g., high-quality name-brand polos or apparel).

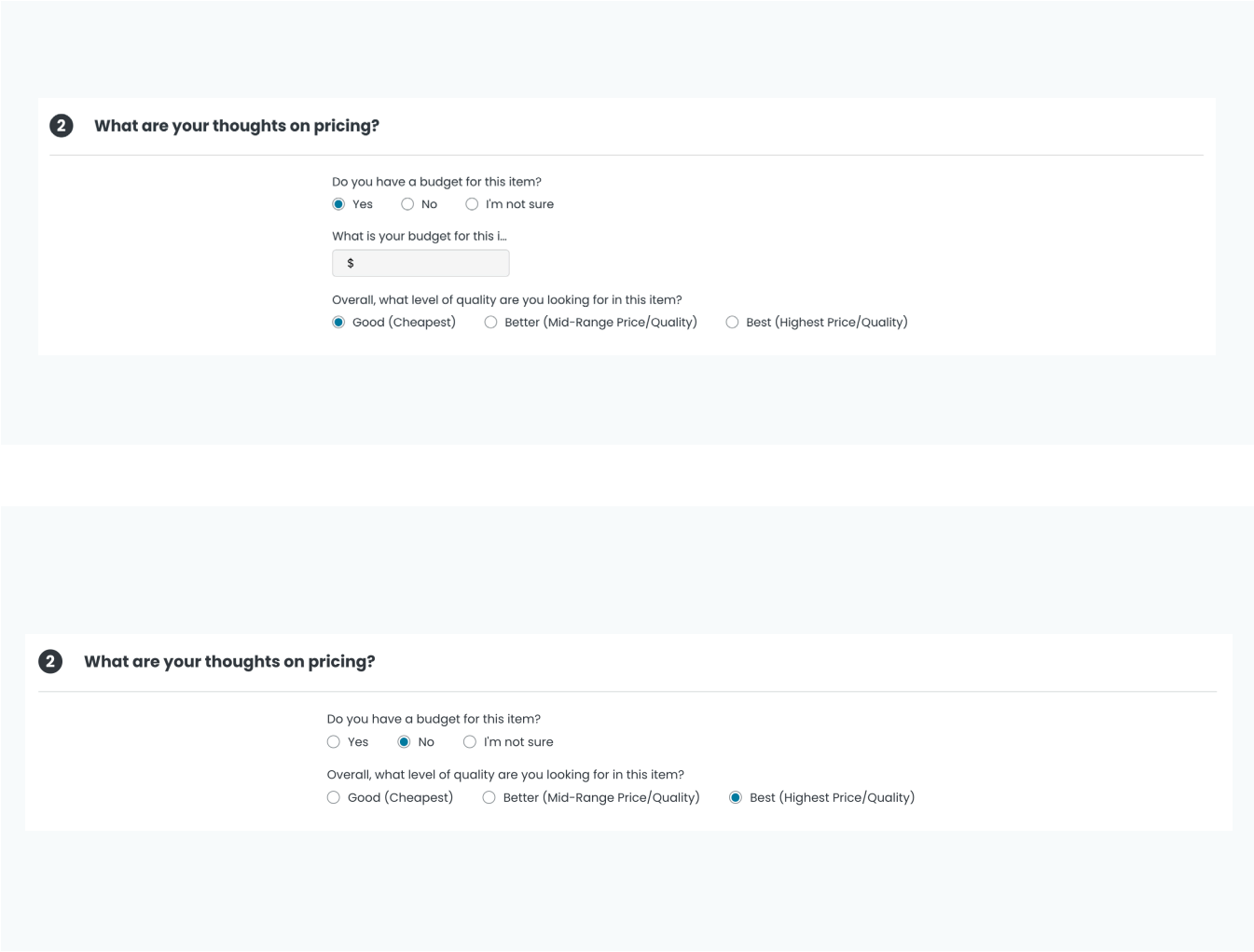


Figure 40. *Pricing and Quality Detail*

3. **Enter quantities** — there are two options in this section: Apparel Sizes or Non-Apparel Sizes. You can toggle between them. Apparel Sizes are set for Men's/Unisex, Women's, or Youth — simply enter the number of each size. Non-Apparel Sizes are for listing hardgoods, for example, a Yeti Rambler and the desired quantity.

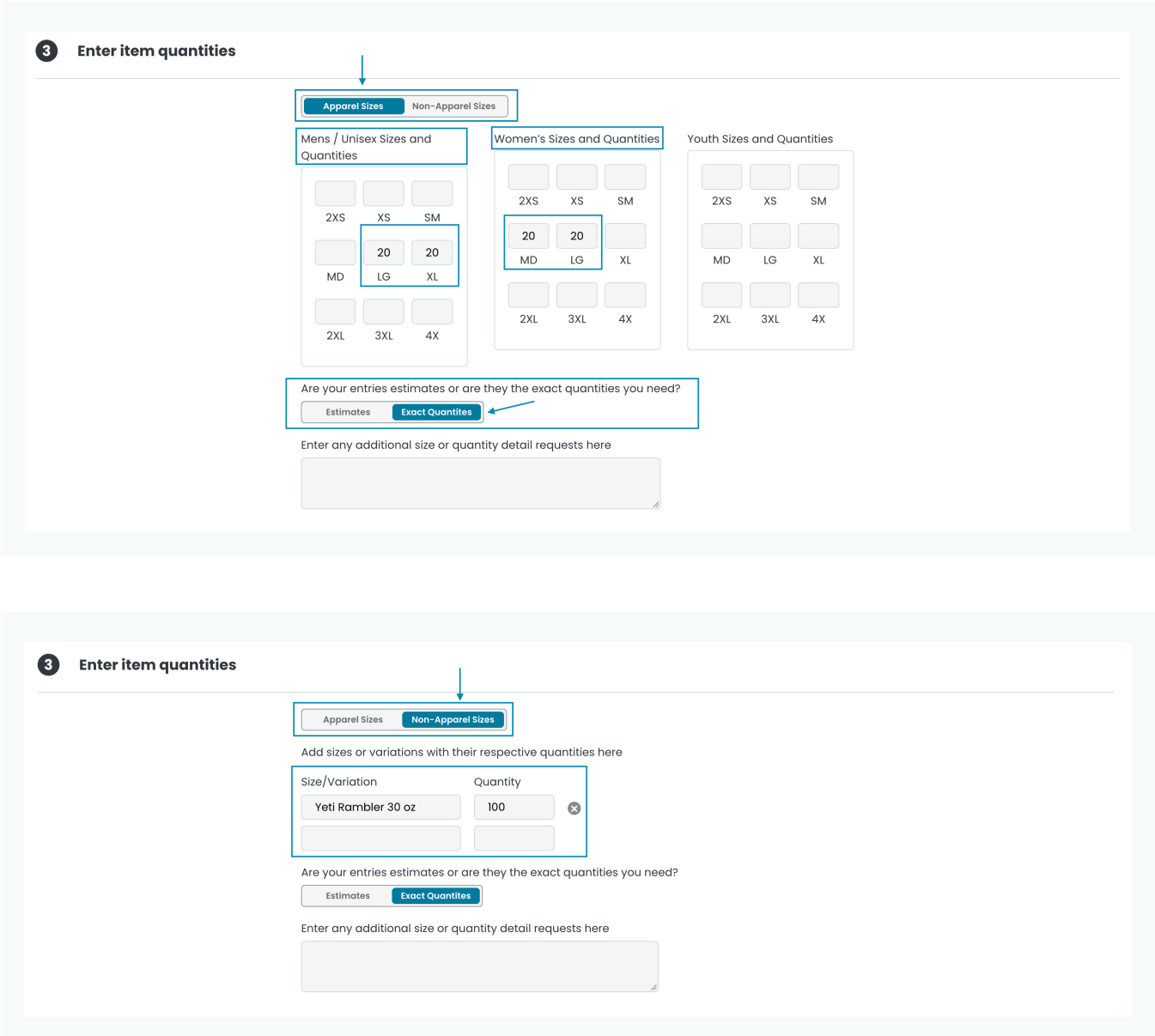


Figure 41. *Entering Item quantities – apparel and hardgoods(non-apparel)*

4. **Estimated or Exact Quantities** — Exact Quantities is suggested.

5. Enter any additional size or quantity detail. If you have any other details to share regarding quantities or sizes, enter them in this field.

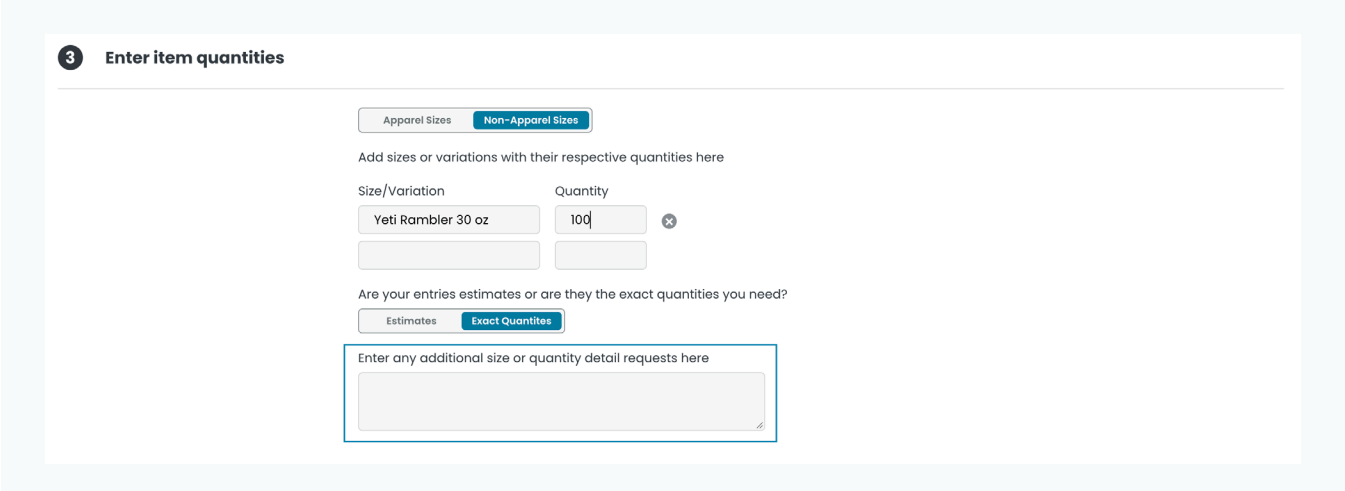


Figure 42. *Additional Size or Quantity Details*

Decorating Your Item (Adding a University Logo or Mark)

1. If your item will be decorated (branded with a University logo or mark), please proceed by selecting a decoration method from the dropdown. If your item will not be decorated, simply click NO and then Save Item.

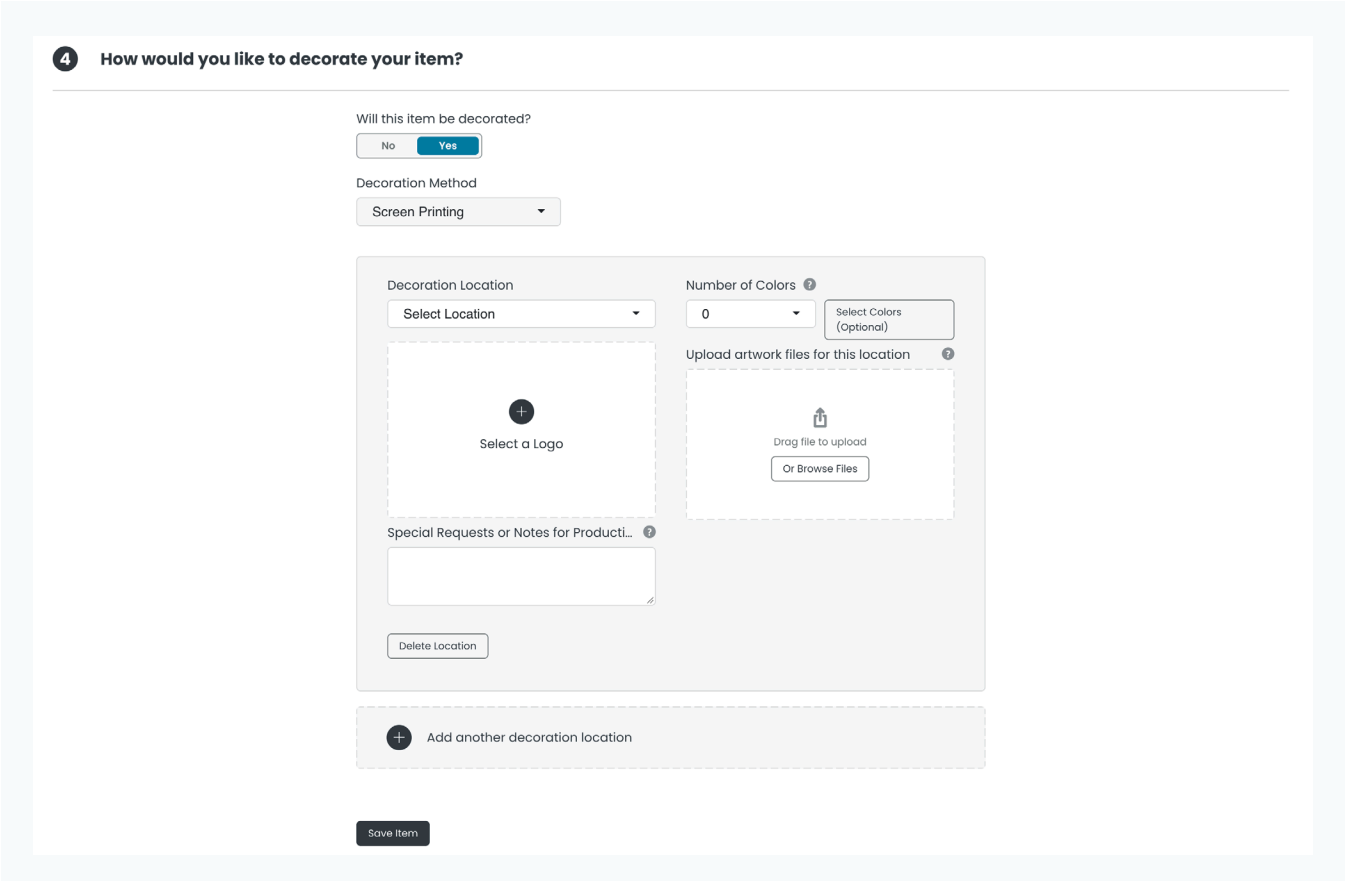


Figure 43. *Decorating Method*

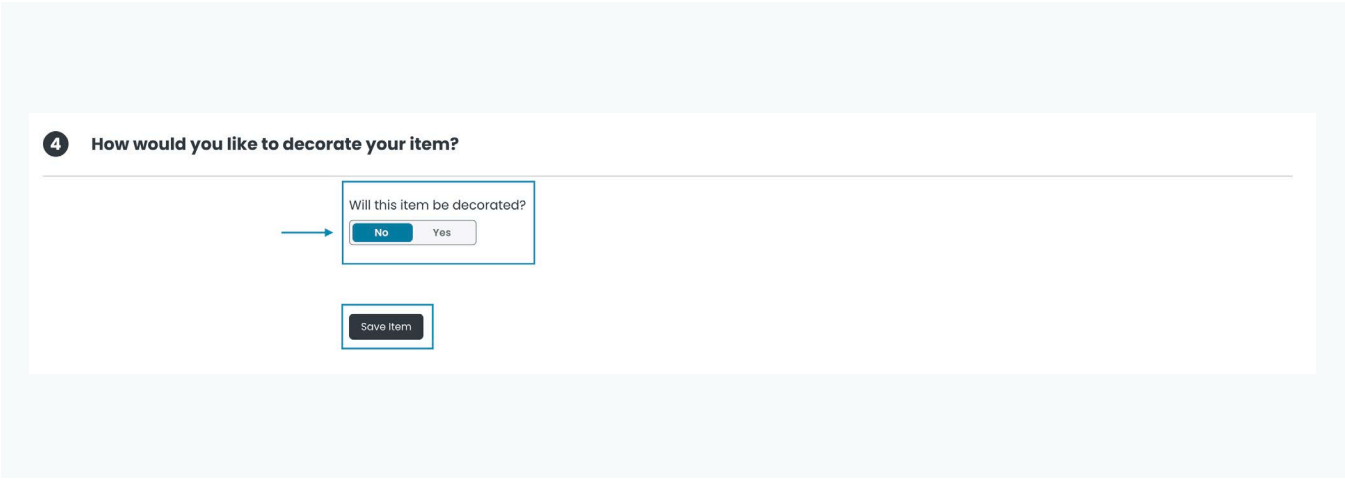


Figure 44. *No Decoration – toggle to NO and Save Item.*

2. **Decoration Method** — if you know the method you want to use (e.g., screen printing for T-shirts), choose it from the list. If you're not clear on decoration methods, please review the help info in the FAQ section (link in the toolbar at the top of the page). It is not necessary that you provide a decoration method — ***screen printing is the default***. If you are unsure of the best option, let the supplier know in the special request/notes field directly below your chosen logo and let them suggest something based on your request. **You can also message the suppliers directly with questions PRIOR to submitting your request for clarification – they are here to help you.** (see Messaging section below).

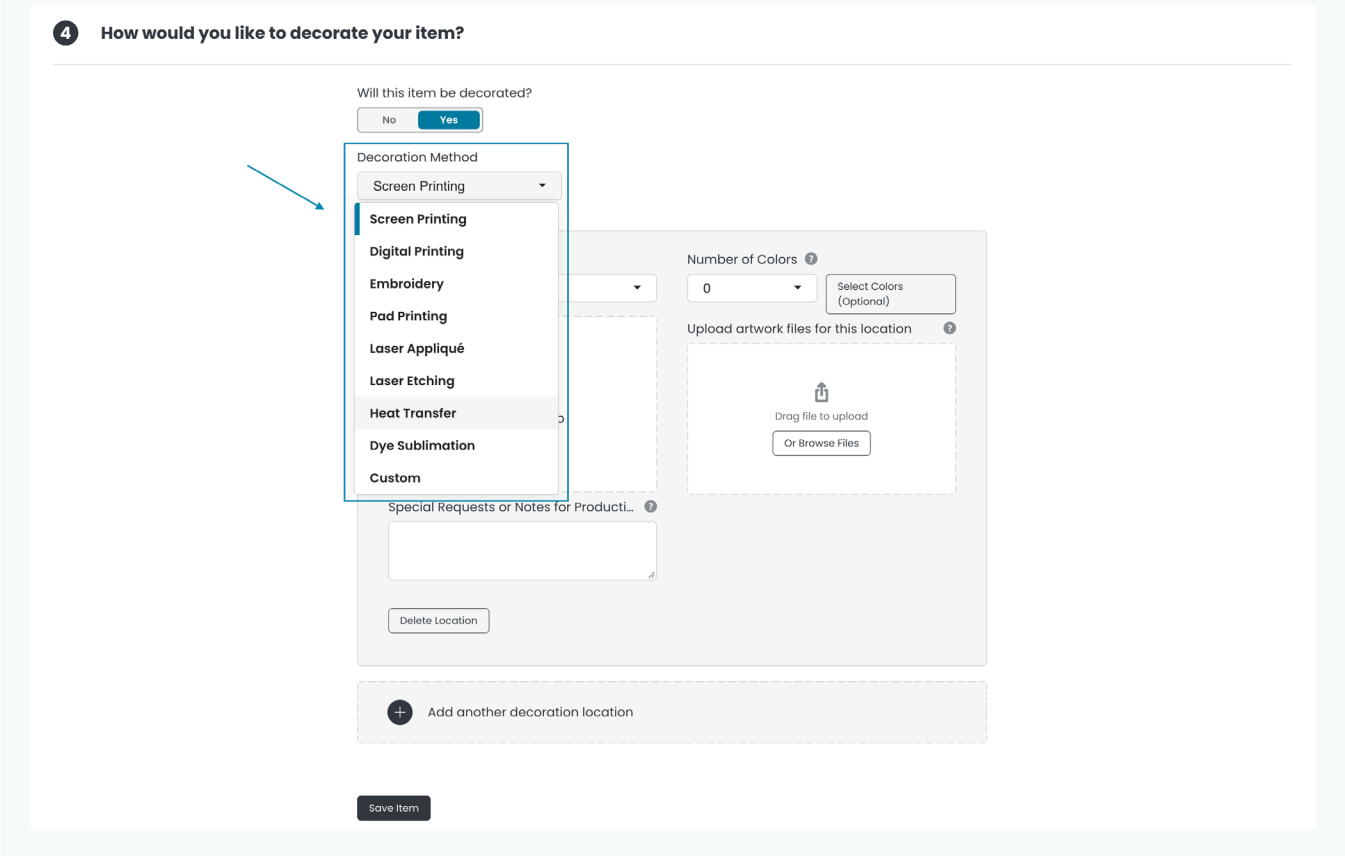


Figure 45. *Choosing decoration method*

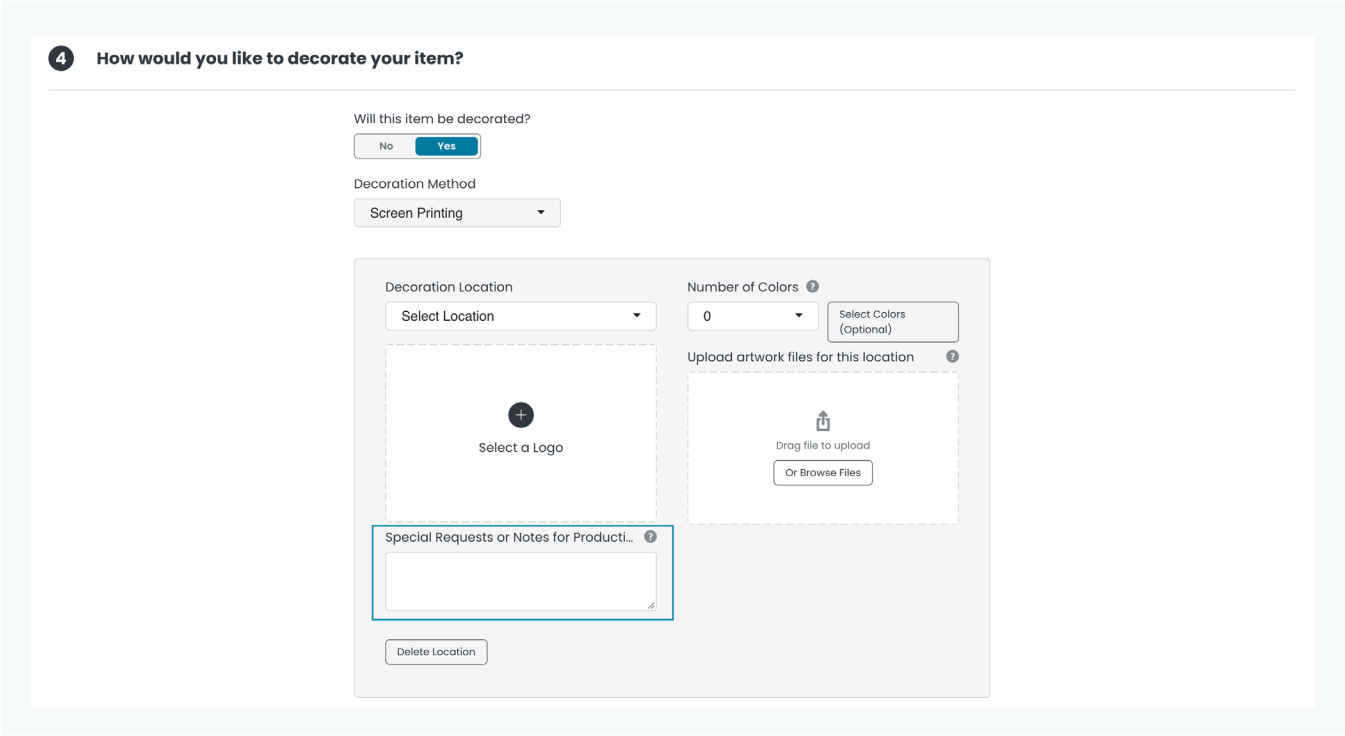


Figure 46. *Special requests / notes field*

3. **Decoration Location** — where the University logo or mark will be displayed. Examples: left chest (for a polo), or in this example - full front — across the chest (see screenshot below)

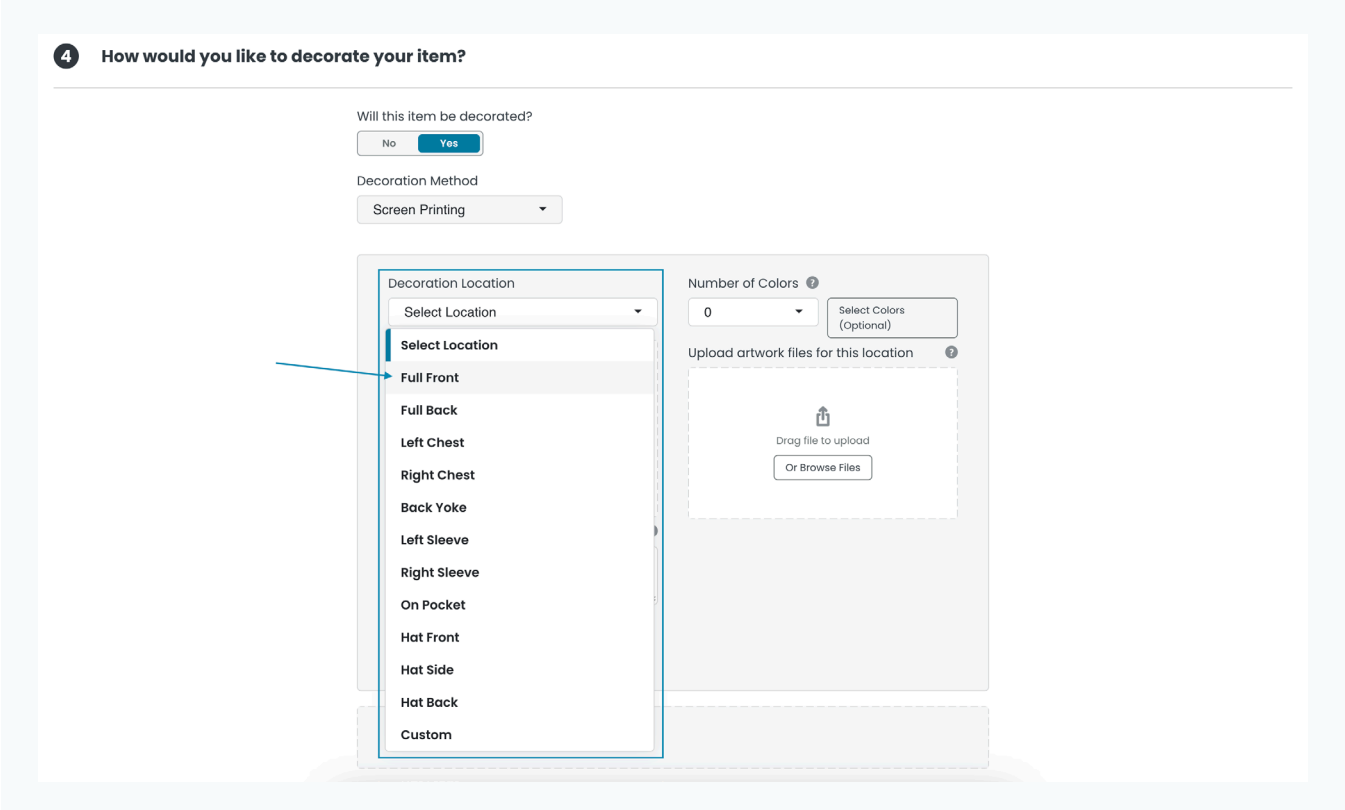


Figure 47. *Choosing decoration location – in this case full front.*



Figure 48. *T-Shirt showing decoration location – FULL FRONT*

4. **Selecting a Logo** — to select a logo, simply click the plus sign (+). You will immediately see logos displayed. The best way to locate your logo is to click the SUBCATEGORIES button at the top right of the Select a Logo popup. **There are multiple options to review in this process so for the sake of clarity, we will complete the logo selection process for the quote request we have been building and then cover the full topic.**

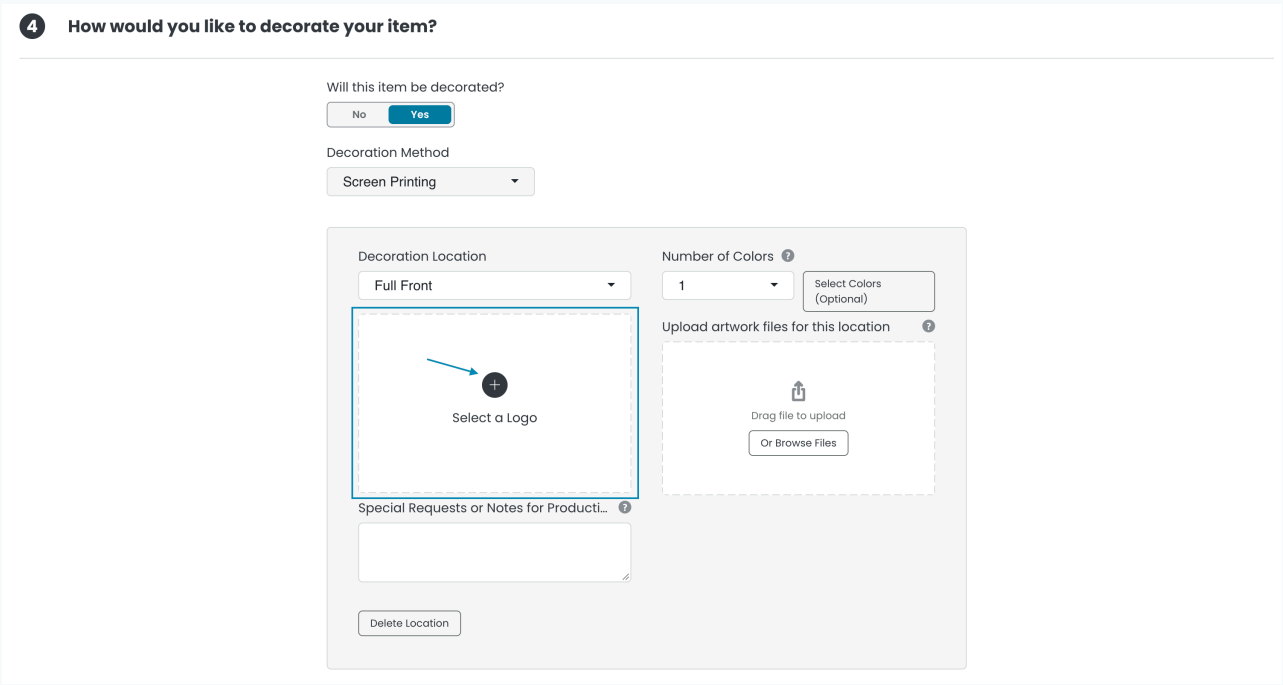
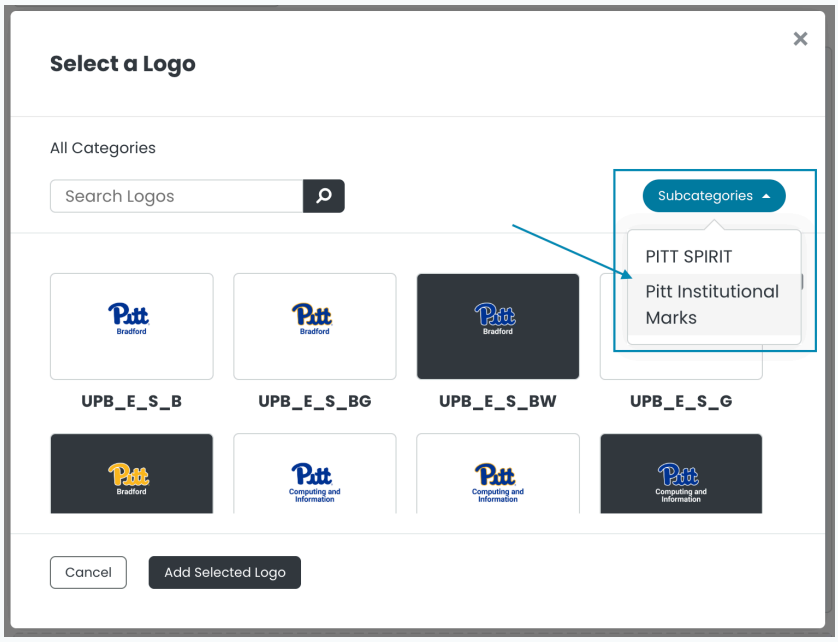
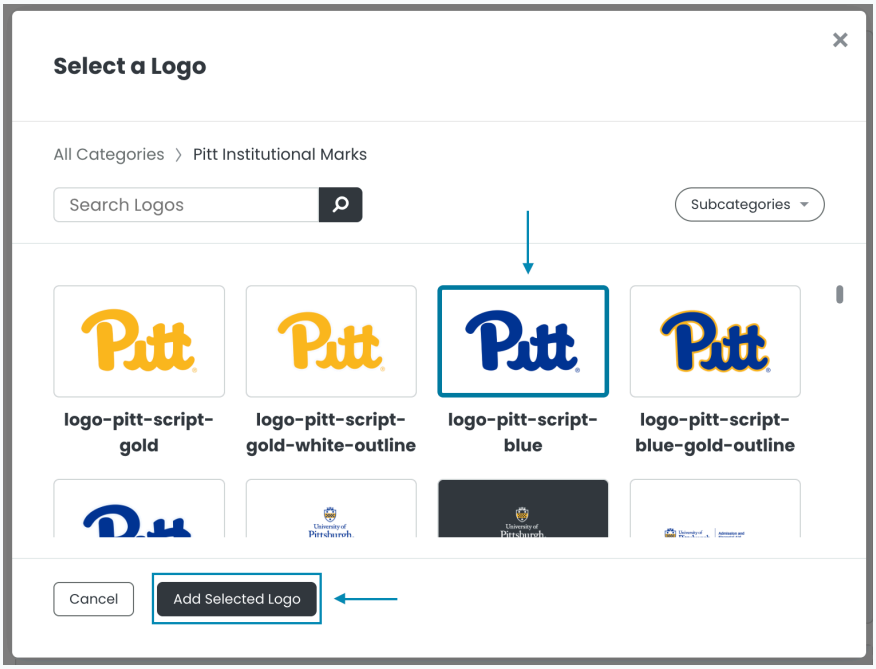


Figure 49. *Select a logo button*



Choose Logo Subcategory



Choose Logo

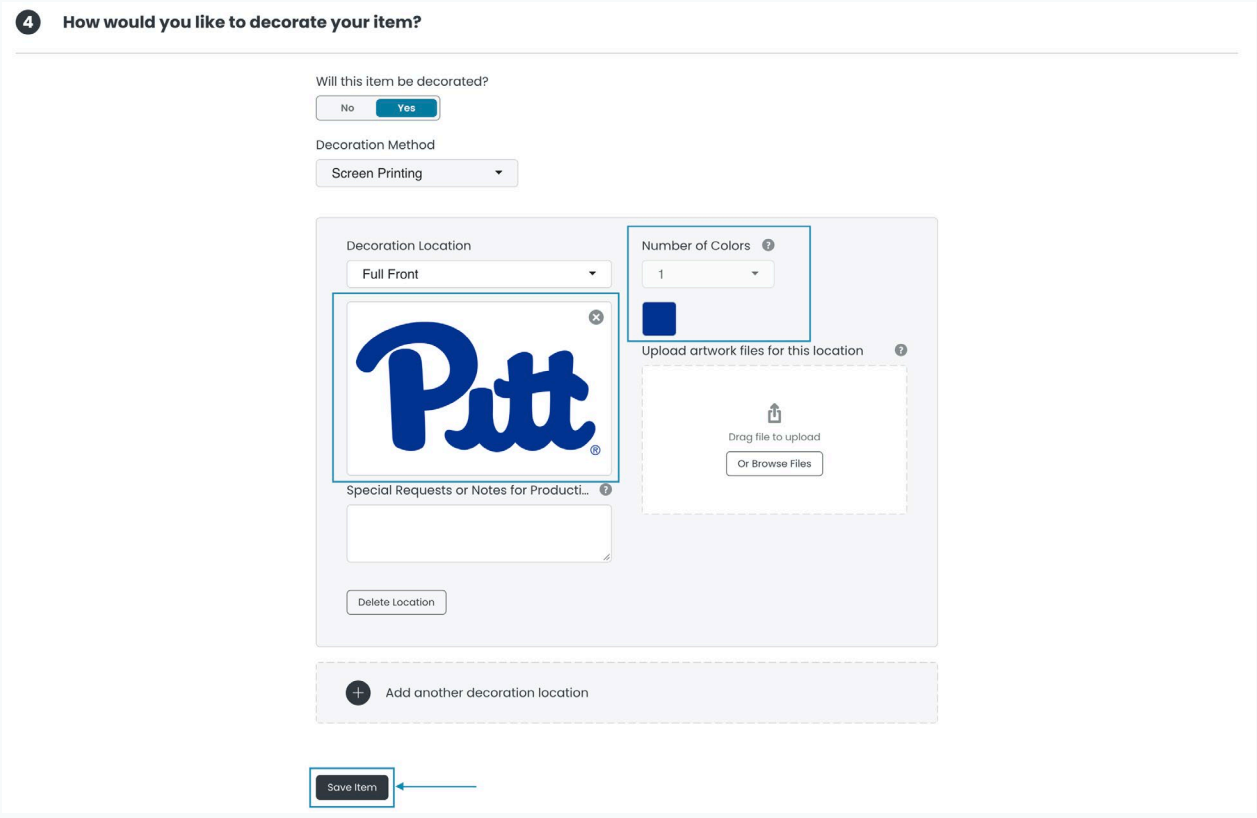
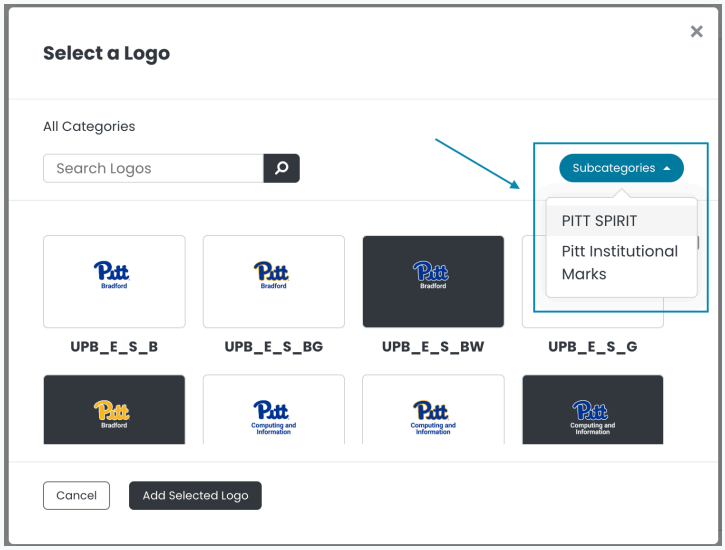


Figure 50. *Select a logo popup menu, locate and choose logo and add to quote request.*

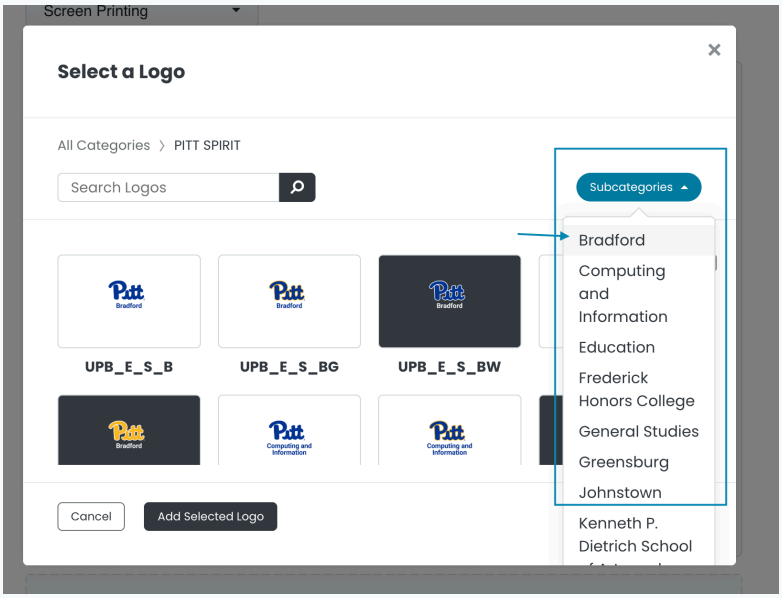
If you have selected your logo and are done with this line item, **click SAVE ITEM and proceed to STEP 10 below**.

As mentioned above, the following steps 5-9 cover the **wider logo selection process and the category navigation** and saving your line-item.

5. **General Logo Selections process and category navigation – From the select a logo screen, click subcategories (top right of the popup). You'll see Pitt Spirit and Pitt Institutional Marks**. Pitt Spirit is the Pitt Script logo with the different campuses, schools, and offices. Once you choose Pitt Spirit, the subcategories dropdown will display a list of the different campuses, schools, and offices. Every time you choose an option from the subcategories dropdown you are drilling down further into that category. In the example below the user chose Pitt Spirit> Bradford> which then displays the Pitt Spirit logos for the Bradford campus. The breadcrumbs directly above the search box (see images below) will always display your path. Once you've located the correct logos, choose accordingly, highlight the logo you'd like to use, and click the **ADD SELECTED LOGO** button.



Once you choose Pitt Spirit, the subcategories dropdown will display a list of the different campuses, schools, and offices. Every time you choose an option from the subcategories dropdown you are drilling down further into that category.



In the example below the user chose Pitt Spirit> Bradford> which then displays the Pitt Spirit logos for the Bradford campus. The breadcrumbs directly above the search box (see images below) will always display your path. Once you've located the correct logos, choose accordingly, highlight the logo you'd like to use, and click the **ADD SELECTED LOGO** button.

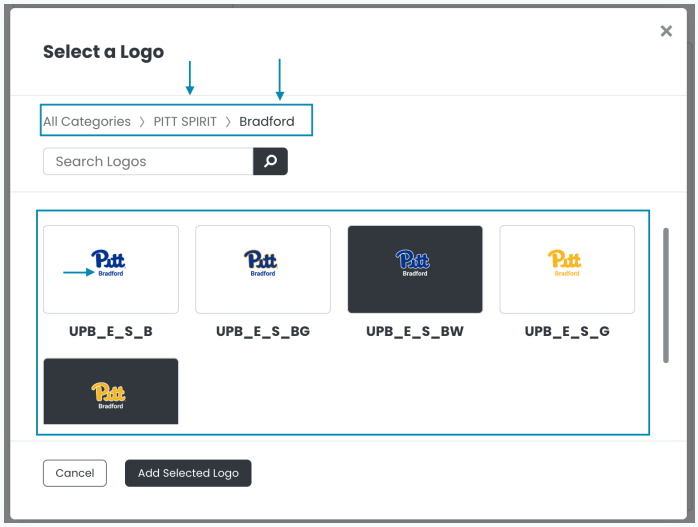


Figure 51. *Logo selection: Pitt Spirit > Bradford breadcrumbs*

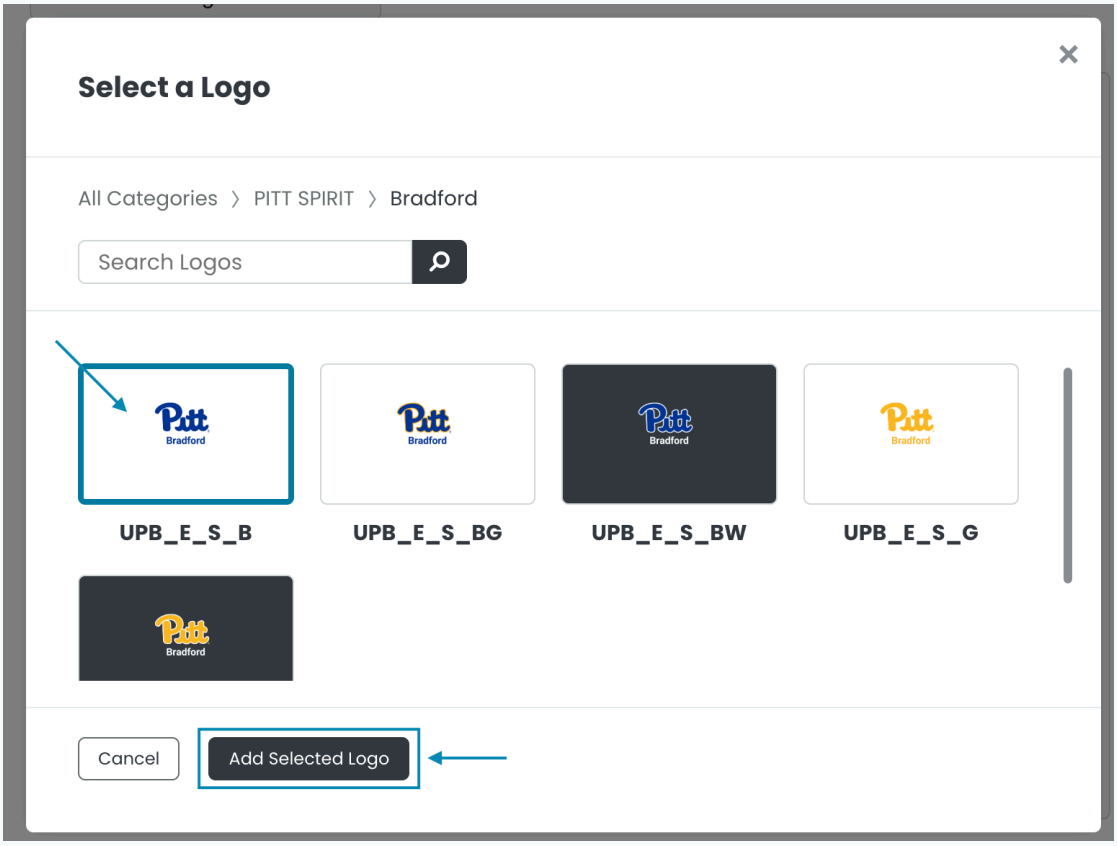


Figure 52. *Choose Logo and click Add Selected Logo*

6. To start over at any time, simply click the ALL CATEGORIES link in the breadcrumbs at the top left of the popup.

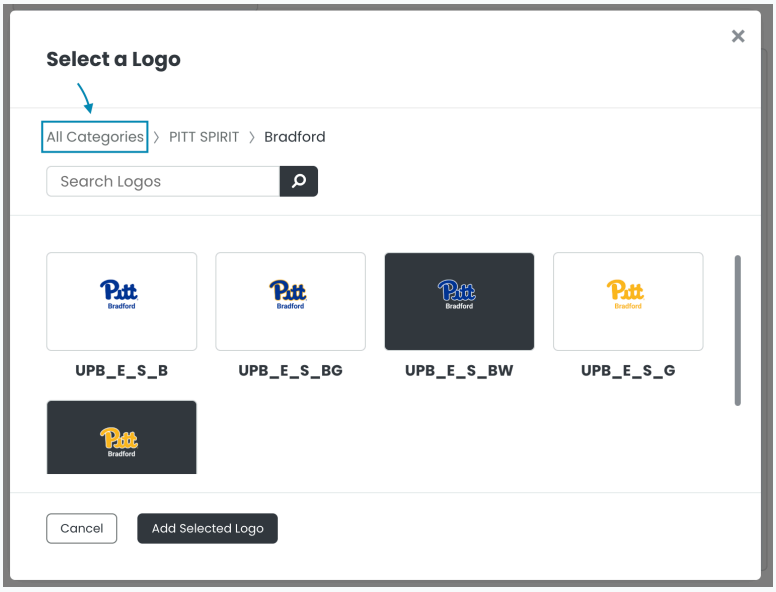
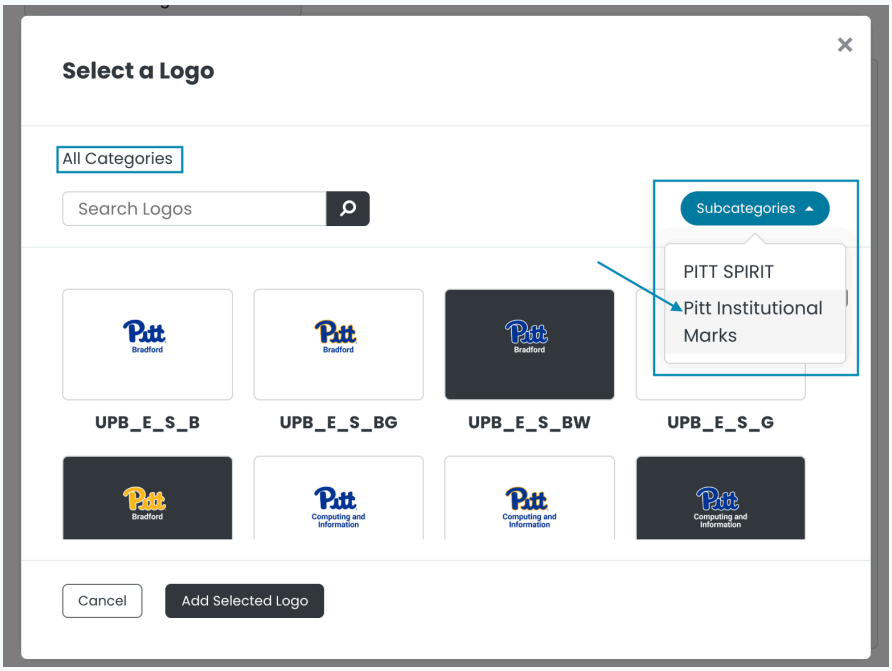


Figure 53. *All Categories link in breadcrumbs*

7. Pitt Institutional Marks include the standard Pitt Script Logo (stand-alone) as well as the Institutional Mark with the different campuses, schools, and offices. The logo selection process and navigation are the same.



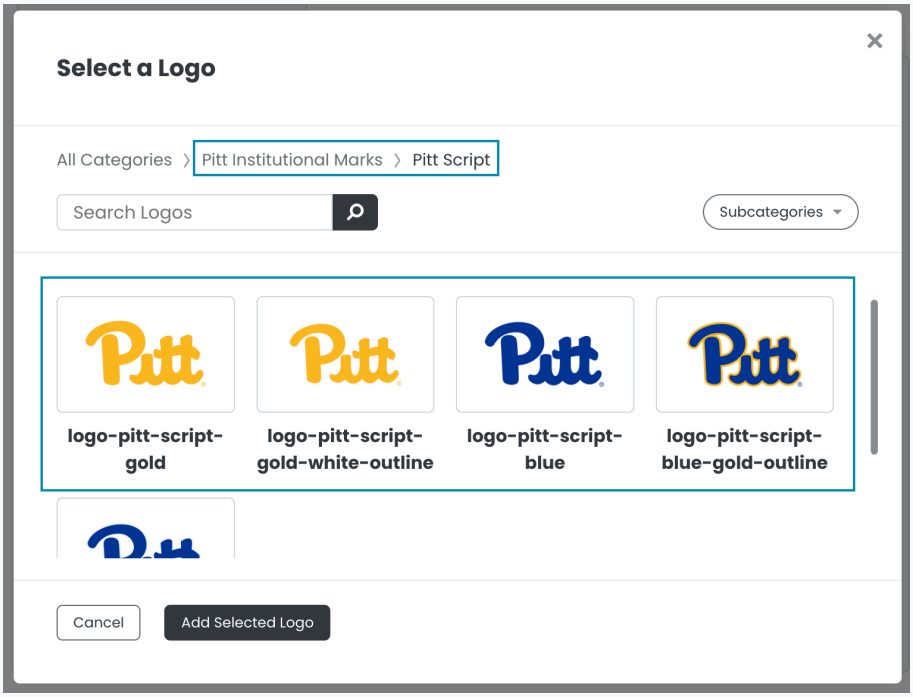
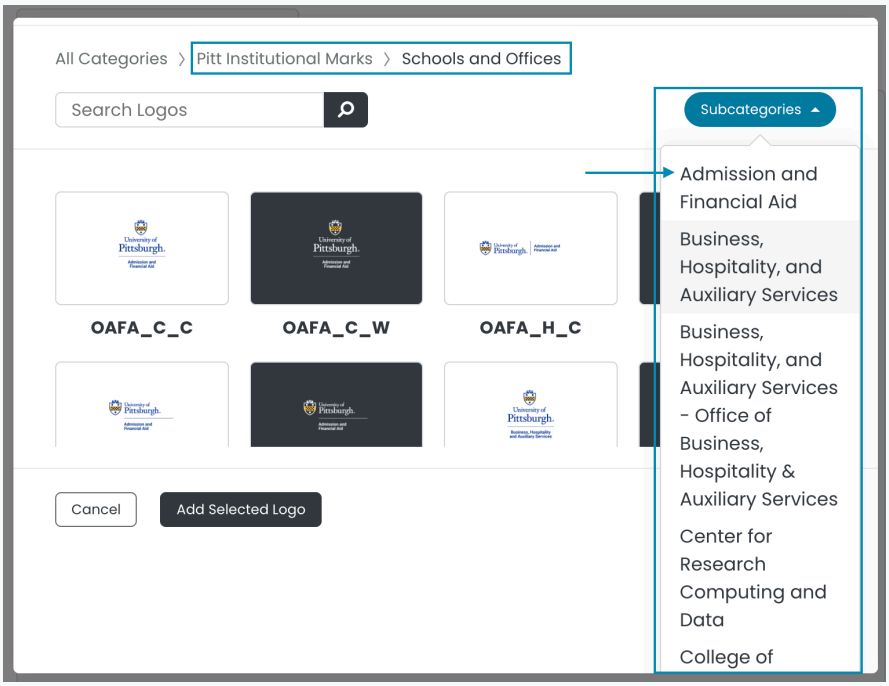
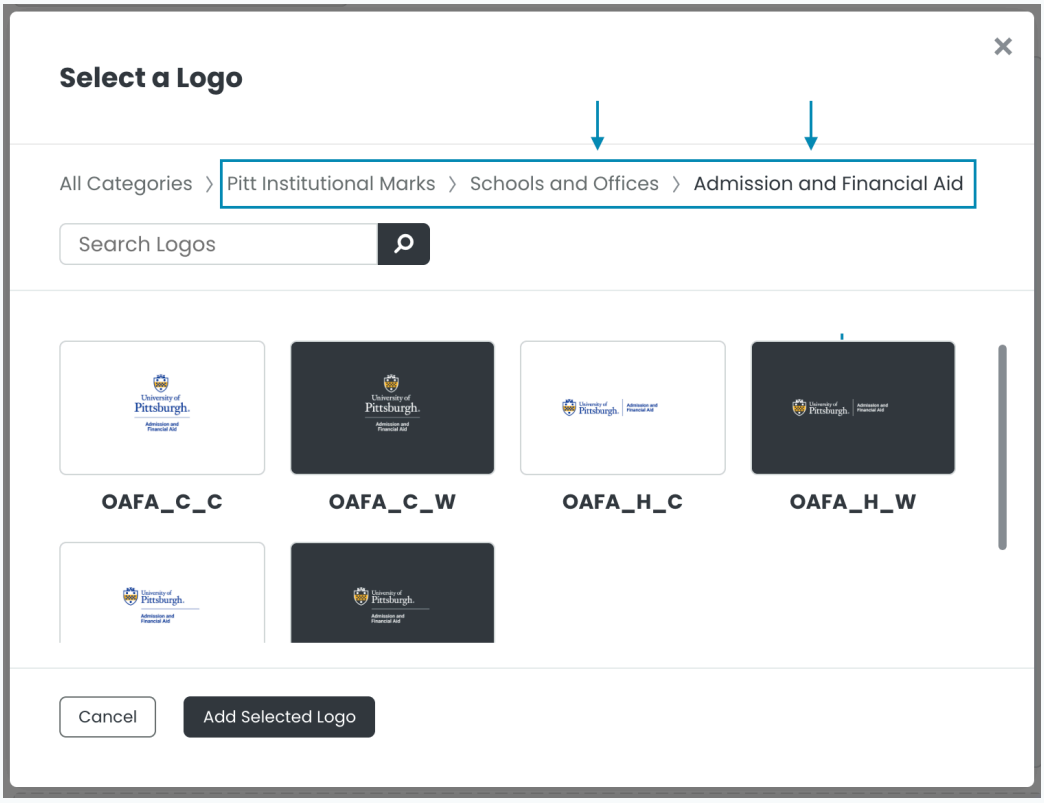


Figure 54. *Pitt Institutional Logos – Pitt Script Logo*



Pitt Institutional Marks – Admissions and Financial Aid



Pitt Institutional Marks – Admissions and Financial Aid (DISPLAYED LOGOS)

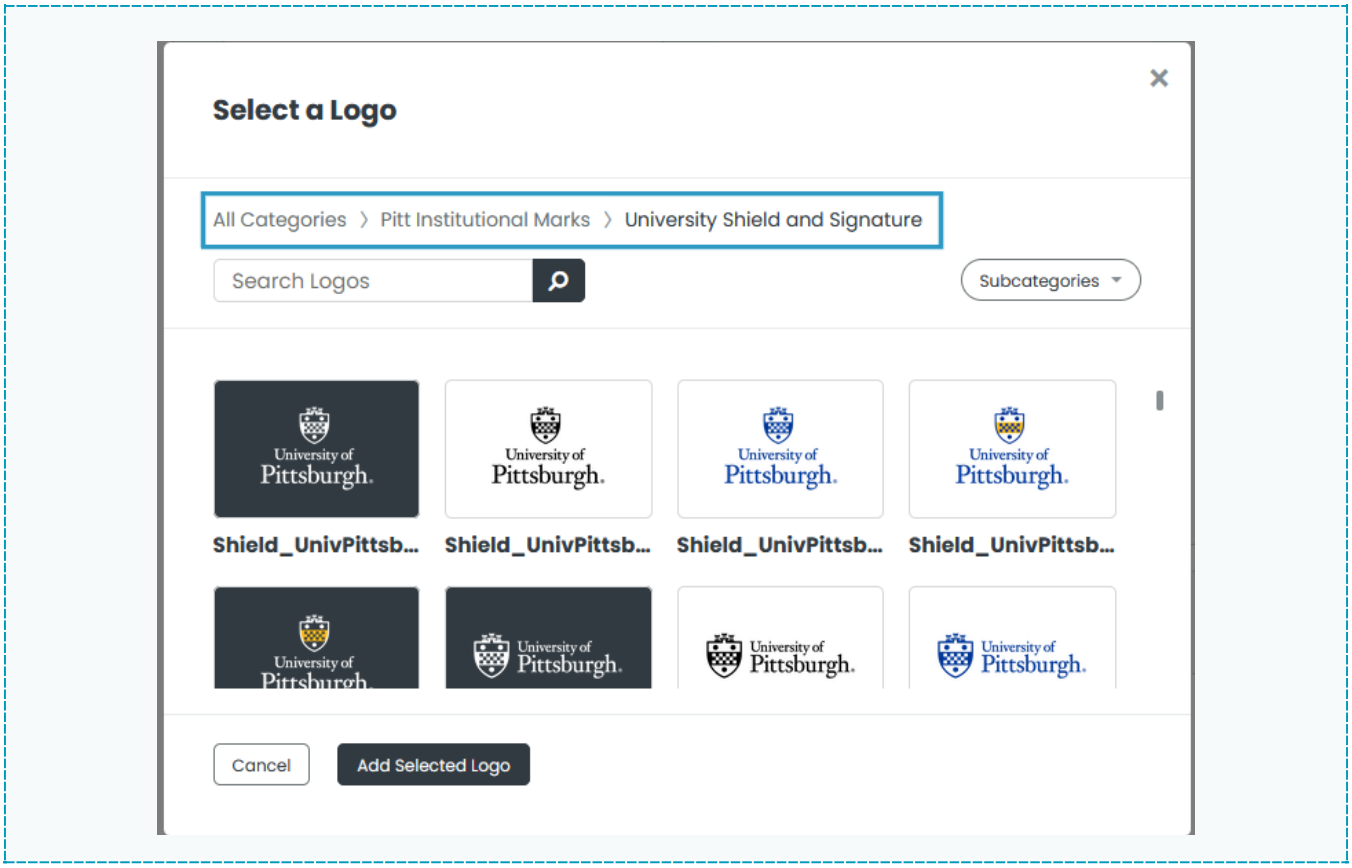


Figure 55. *University Shield Logos*

8. If you want to add an additional decoration location and/or a different mark, simply click the +Add Another Decoration Location button. This will take you through the same process that you just completed (selecting logo etc.) for a different location (ex. Back of the T-shirt).

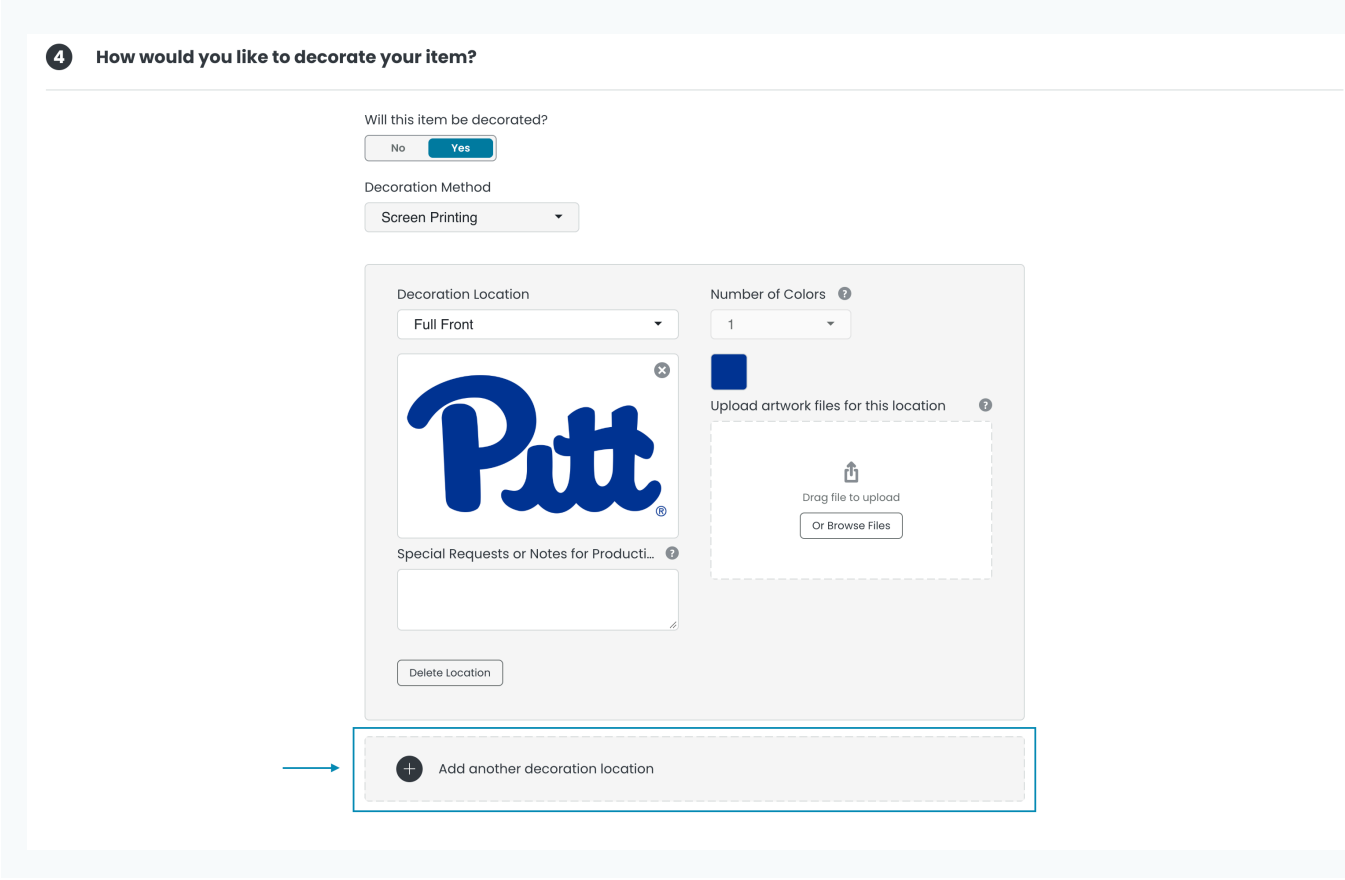


Figure 56. *Add another decoration location*

9. **Save your item** — once all the details for this line item have been entered, click **SAVE ITEM** to save.

10. If you need to add an additional line item to the quote request, click the **ADD AN ITEM** button.

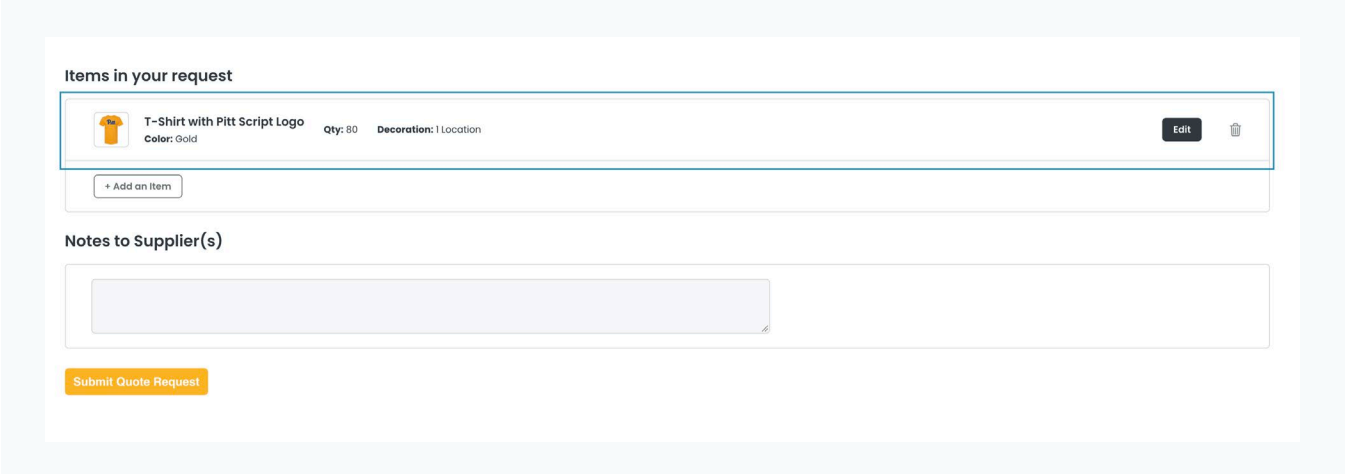


Figure 57. *Line-item saved and ready to proceed (either add another line item or submit quote request).*

11. If your quote request is complete, simply click the **SUBMIT QUOTE REQUEST** button to submit your request.

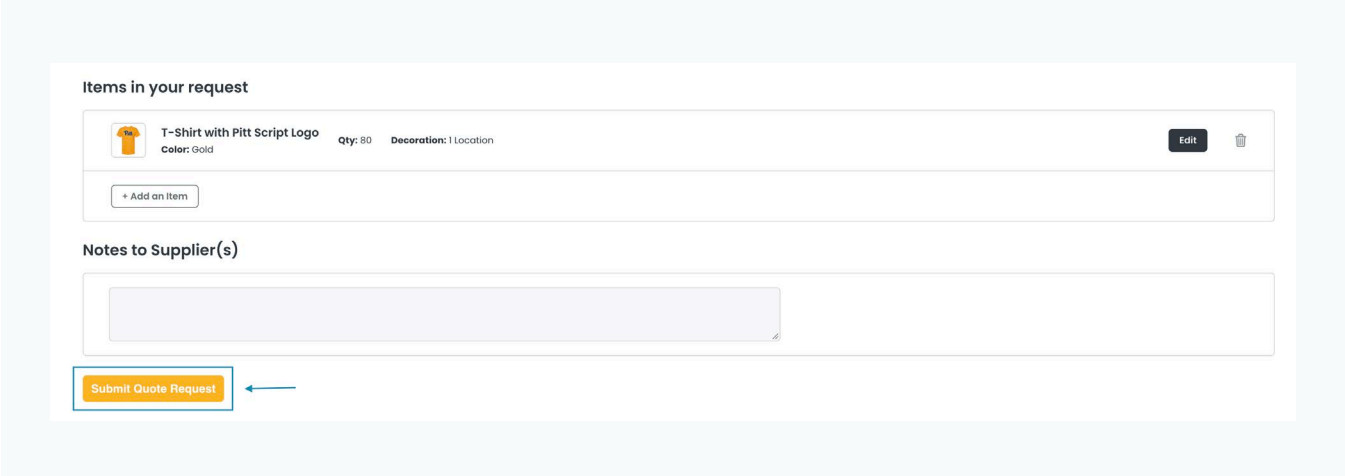


Figure 58. *Submit Quote Request button*

12. **Your request will be automatically distributed to all of the suppliers you designated in your request.**

13. Once your request has been submitted, it is editable until at least one response is received. The status in your Quotes dashboard will display Request Submitted. To edit a quote simply click the pencil icon on the quote dashboard for the quote you want to edit.

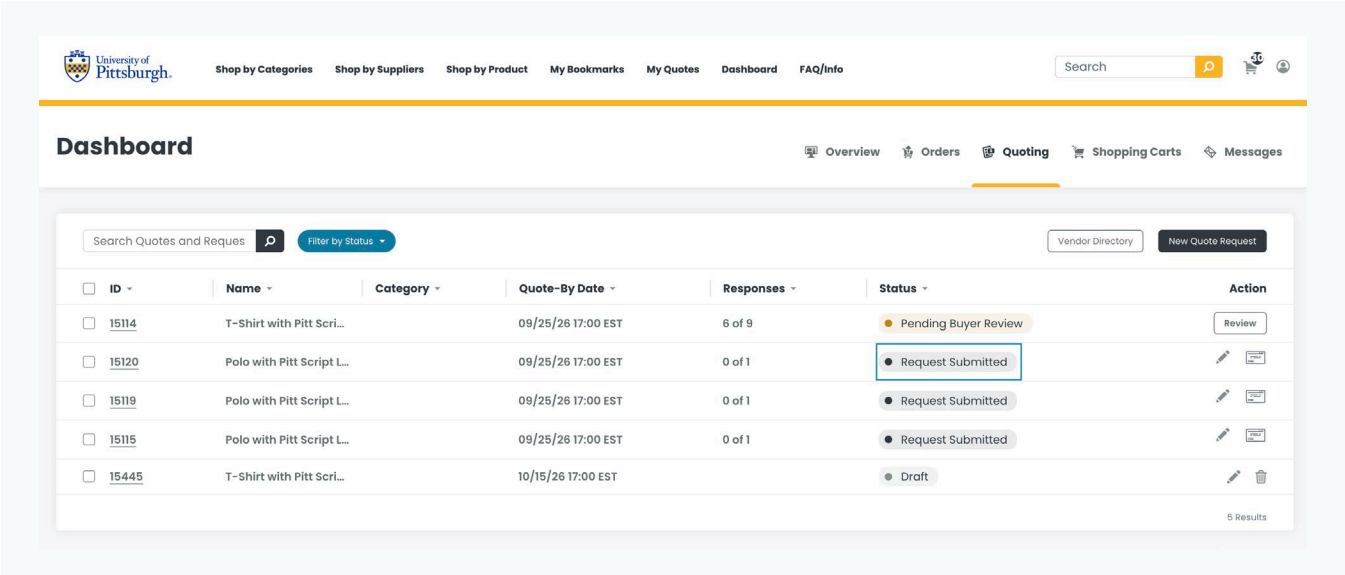


Figure 59. *Request Submitted Status*

14. Once a response has been received, the status will update to Pending Buyer Review. At this point the quote cannot be edited; however, you can submit a change request. This will notify all suppliers that you have made an update request and will allow any suppliers that have already responded to update their response accordingly.

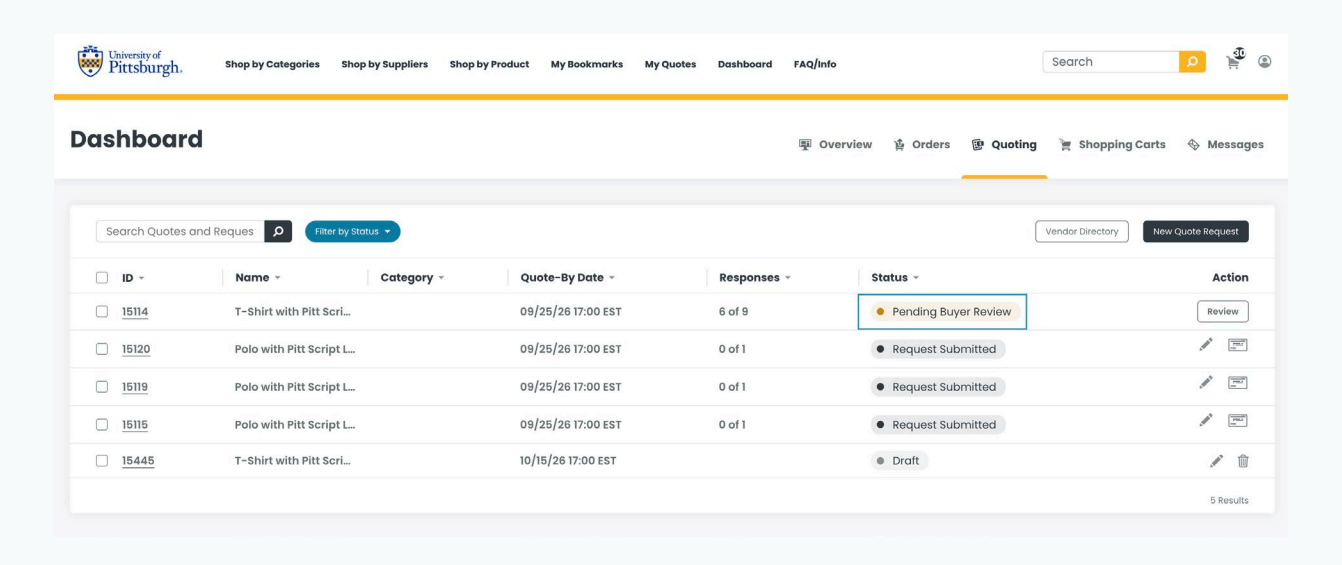


Figure 60. *Pending Buyer Review Status*

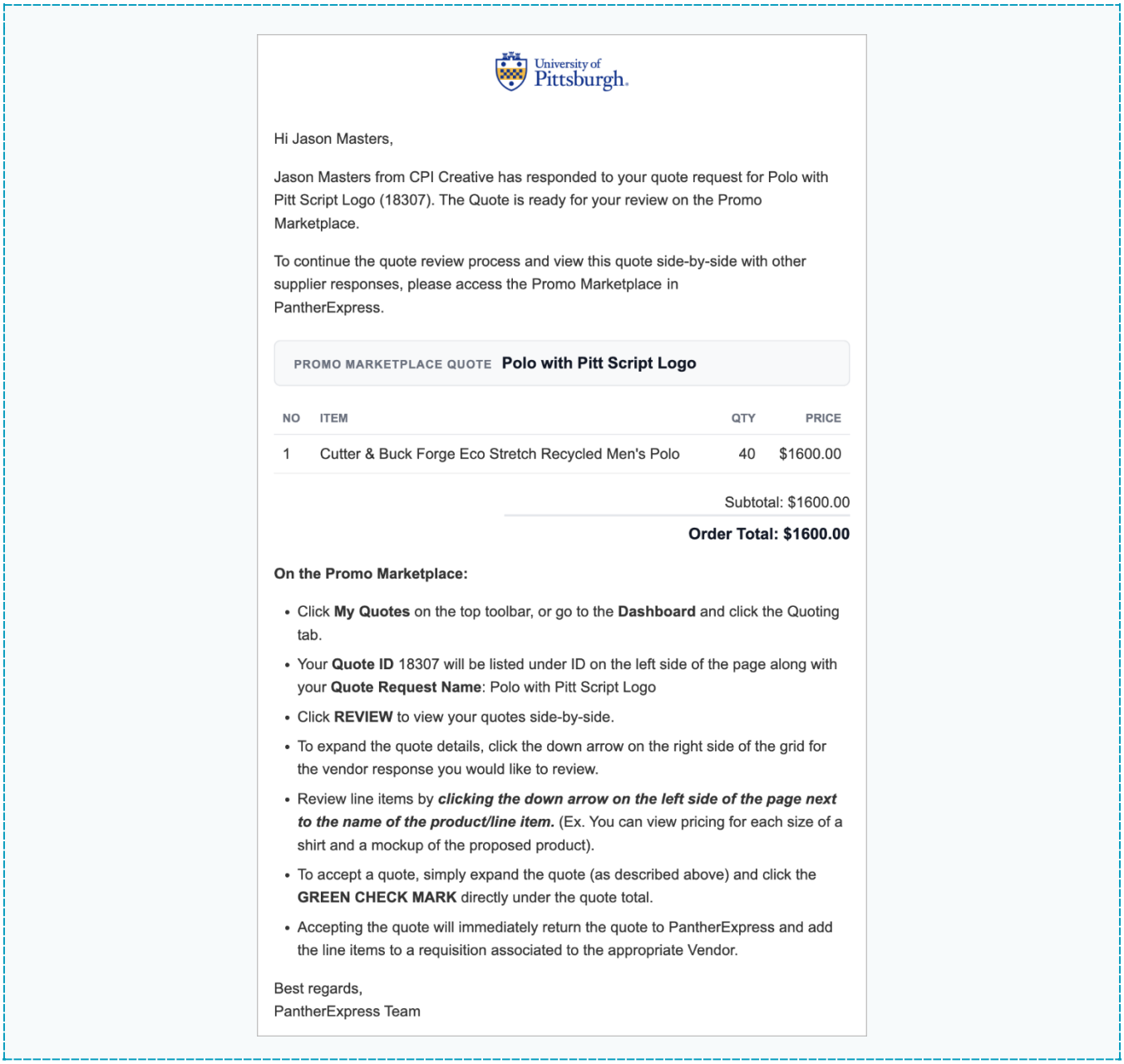
Quote Dashboard and Statuses

Once your quote has been created (even at the draft stage), it will be displayed under the Quoting tab of your Dashboard as well as the My Quotes link in the header. There are multiple statuses, but the following are primary for Pitt's use case.

- **Request Submitted** — your request has been sent to the suppliers for review and quoting.
- **Pending Buyer Review** — once at least one response has been received, the status will change to Pending Buyer Review. You're welcome to check and review your received responses, but it's recommended that you wait until your Quote By Date has passed before choosing a quote.
- **Ordered** — once you've accepted a quote, the status will change to Ordered. This does not mean a purchase order has been sent to the supplier — it only means you've returned the cart to PantherExpress and begun the requisition process.
- **Change Requested** — once a response has been received, you can no longer edit your quote; however, you can make a change request.
- **Declined** — if you request a quote from one supplier and decline it, this status will be displayed.
- **Retracted** — if a supplier makes a mistake or needs to pull back a quote.

Reviewing and Accepting Quotes

When quote responses are submitted by suppliers, you will receive a notification and confirmation instructing you to access the site (via punchout) and review your quote responses.



University of Pittsburgh

Hi Jason Masters,

Jason Masters from CPI Creative has responded to your quote request for Polo with Pitt Script Logo (18307). The Quote is ready for your review on the Promo Marketplace.

To continue the quote review process and view this quote side-by-side with other supplier responses, please access the Promo Marketplace in PantherExpress.

PROMO MARKETPLACE QUOTE **Polo with Pitt Script Logo**

NO	ITEM	QTY	PRICE
1	Cutter & Buck Forge Eco Stretch Recycled Men's Polo	40	$1600.00

Subtotal: $1600.00

Order Total: $1600.00

On the Promo Marketplace:

- Click **My Quotes** on the top toolbar, or go to the **Dashboard** and click the Quoting tab.
- Your **Quote ID** 18307 will be listed under ID on the left side of the page along with your **Quote Request Name**: Polo with Pitt Script Logo
- Click **REVIEW** to view your quotes side-by-side.
- To expand the quote details, click the down arrow on the right side of the grid for the vendor response you would like to review.
- Review line items by ***clicking the down arrow on the left side of the page next to the name of the product/line item.*** (Ex. You can view pricing for each size of a shirt and a mockup of the proposed product).
- To accept a quote, simply expand the quote (as described above) and click the **GREEN CHECK MARK** directly under the quote total.
- Accepting the quote will immediately return the quote to PantherExpress and add the line items to a requisition associated to the appropriate Vendor.

Best regards,
PantherExpress Team

Figure 61. *Example email notification of a new quote response (See Above)*

1. Click the Quote ID (left side of screen) or the REVIEW button (right side of screen) for the quote you want to review.

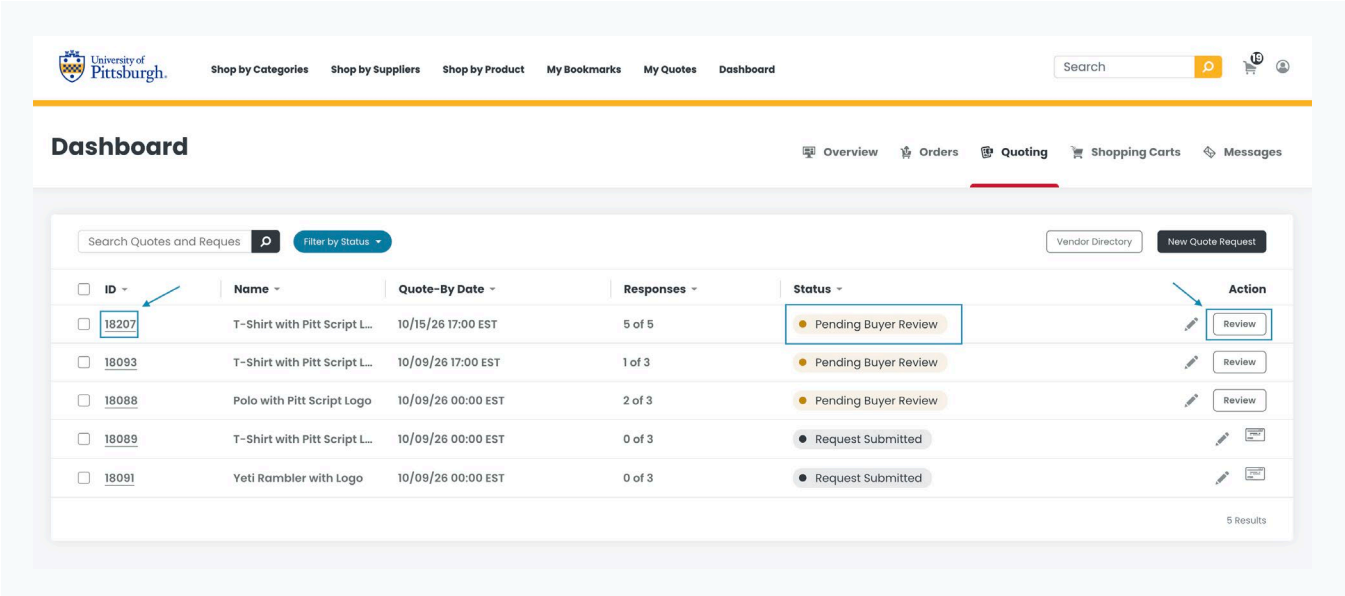
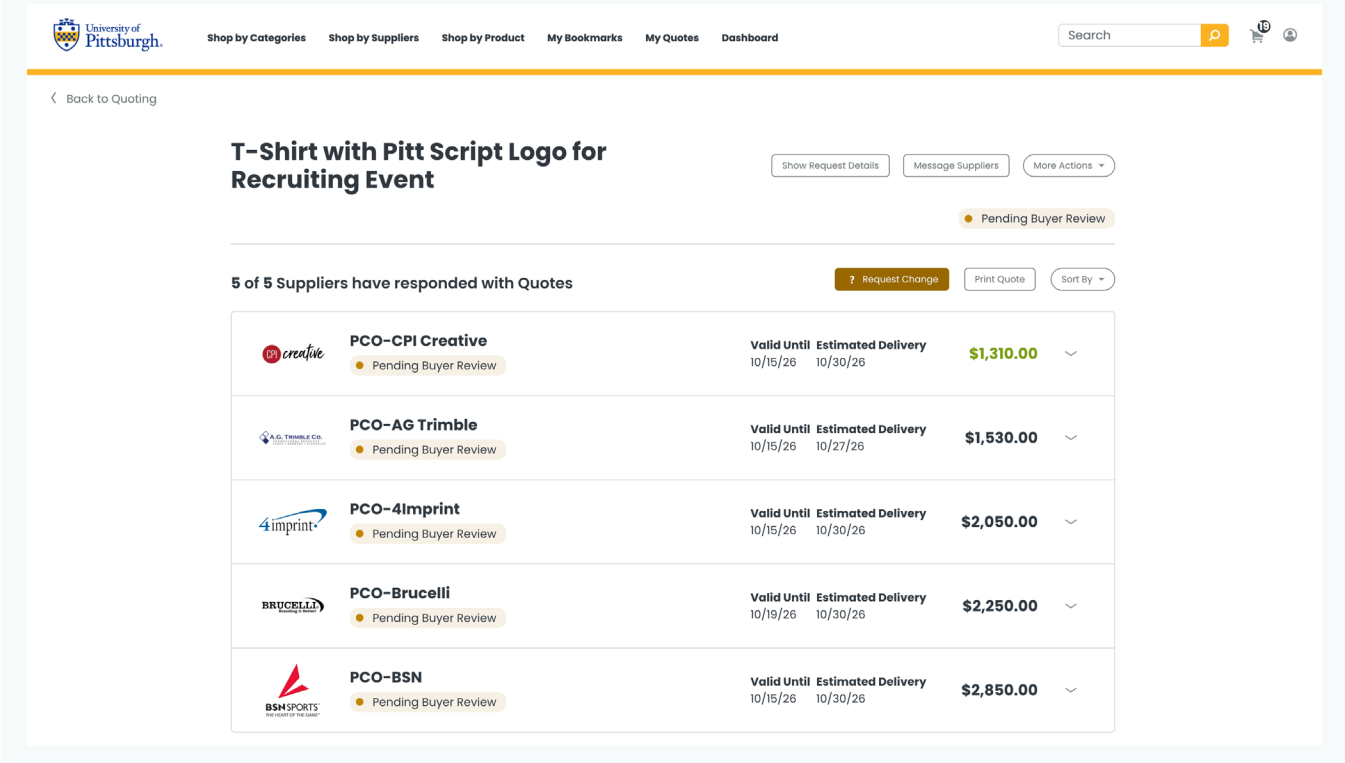


Figure 62. *Quote list – click the quote ID or Review*

2. The quote review page will be displayed. Quotes are sorted from lowest to highest price, with the lowest price displayed in green. You can sort differently by clicking the sort button on the right side of the page.



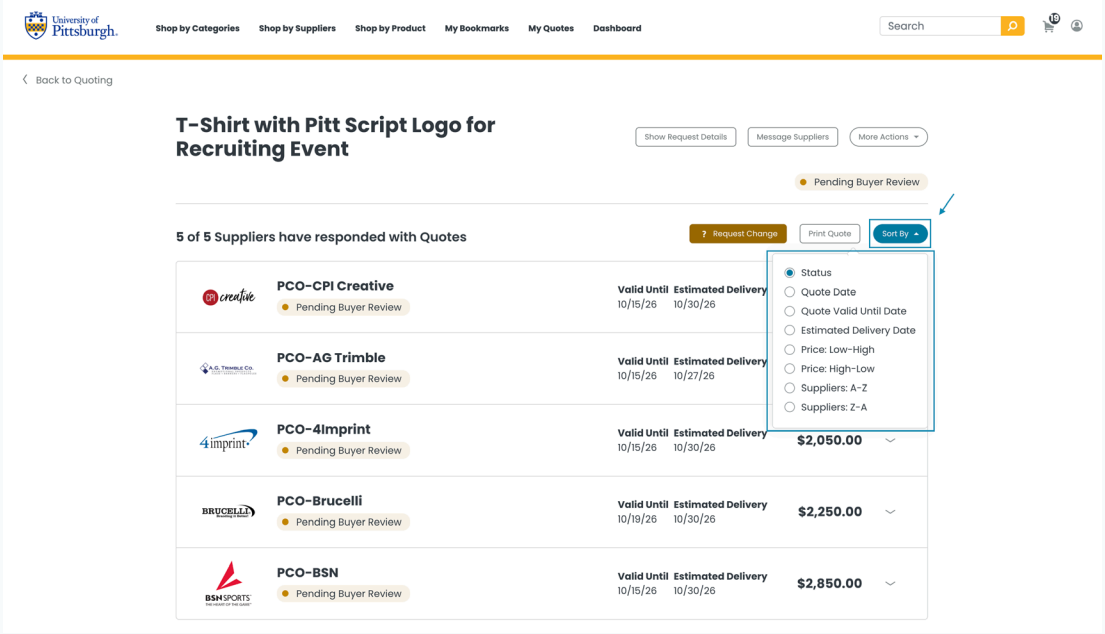


Figure 63. *Quote Review Page and Sorting*

3. Be sure to note the **Quote Valid Until and Estimated Delivery Date** when reviewing quotes — these can be important factors when selecting the winning quote.

4. To review each quote's detail, click the down arrow to the right of the price display. This will expand the quote for basic details.

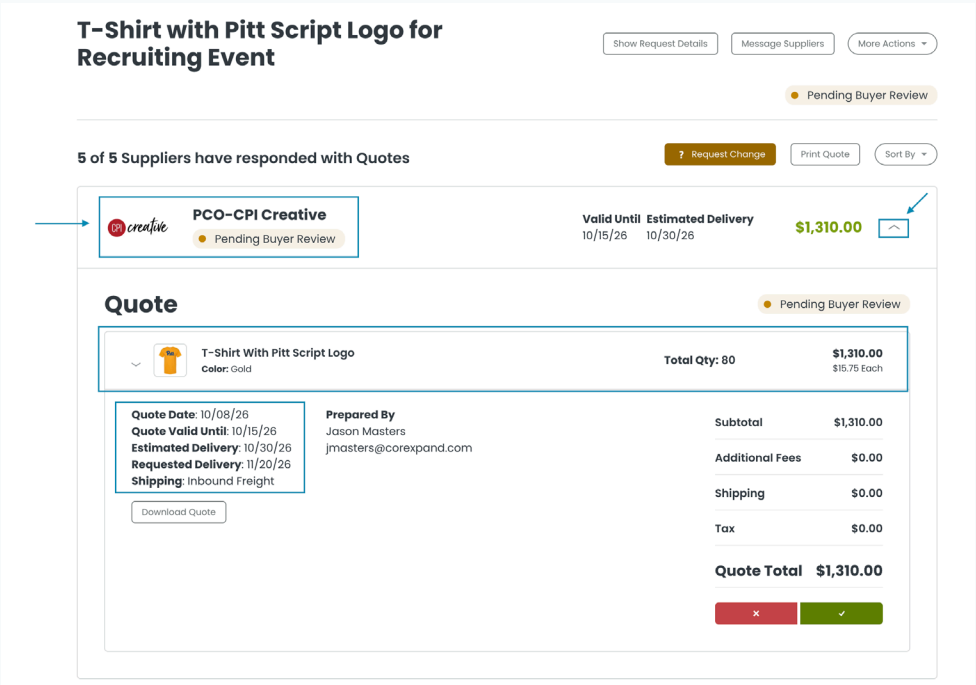


Figure 64. *Single Quote View – basic detail*

5. To review the line-item pricing for each item on the quote, click the down arrow to the left of the Product Name and Description.

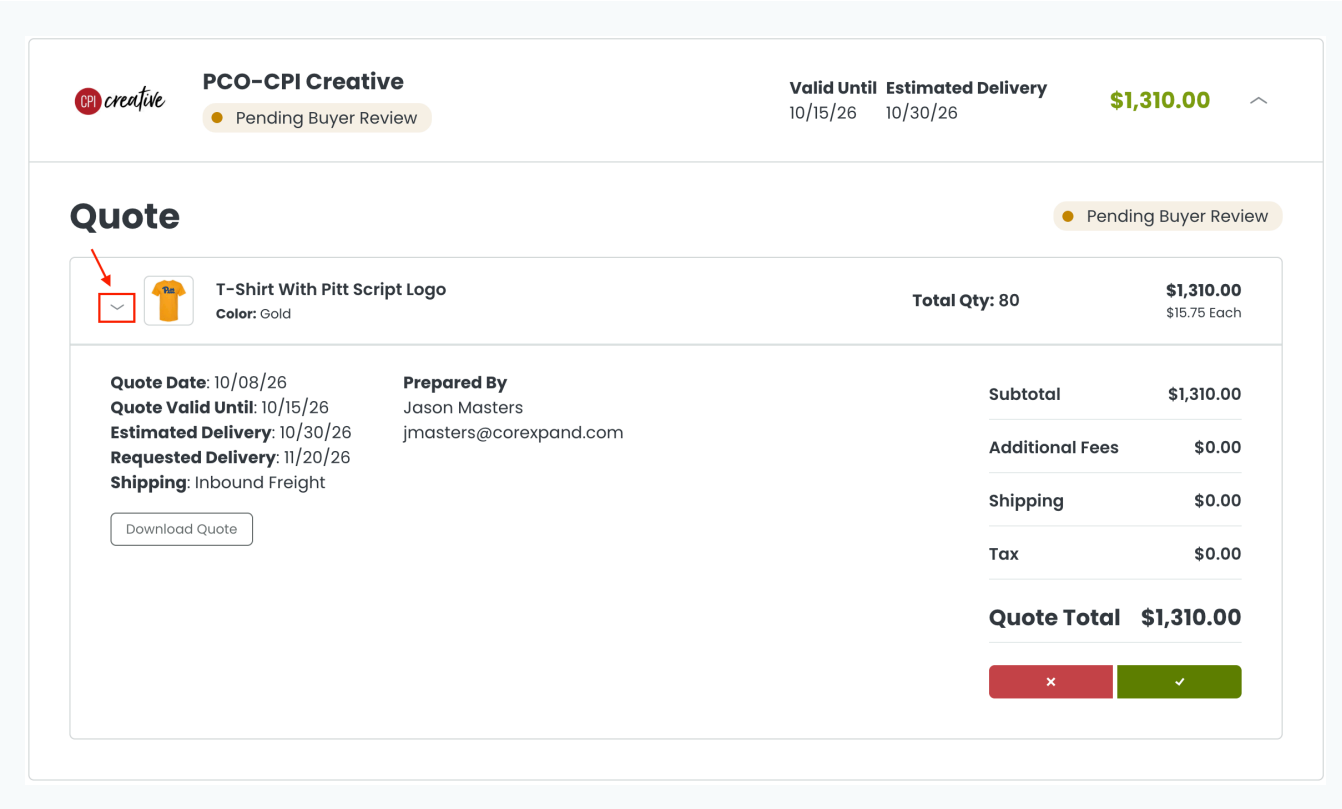


Figure 65. *Click the down arrow as indicated to expand pricing*

6. The expanded quote will display all the pricing, product details, and any notes from the supplier.

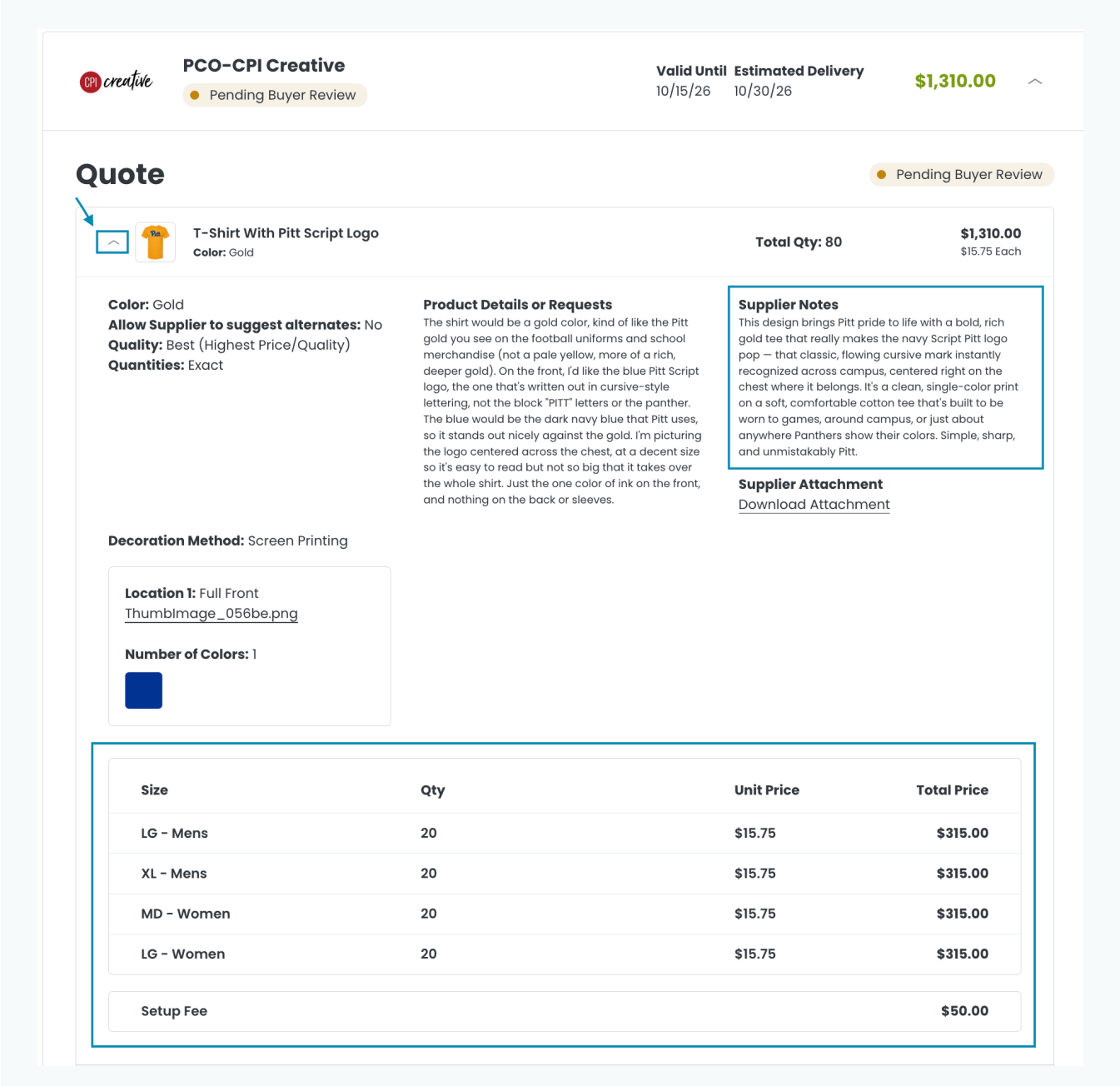


Figure 66. *Expanded line-item pricing and supplier notes*

7. Most importantly, you'll find the product mockup. You'll want to review the mockup to verify you're receiving what you requested. To review it, click the link under Supplier Attachment.

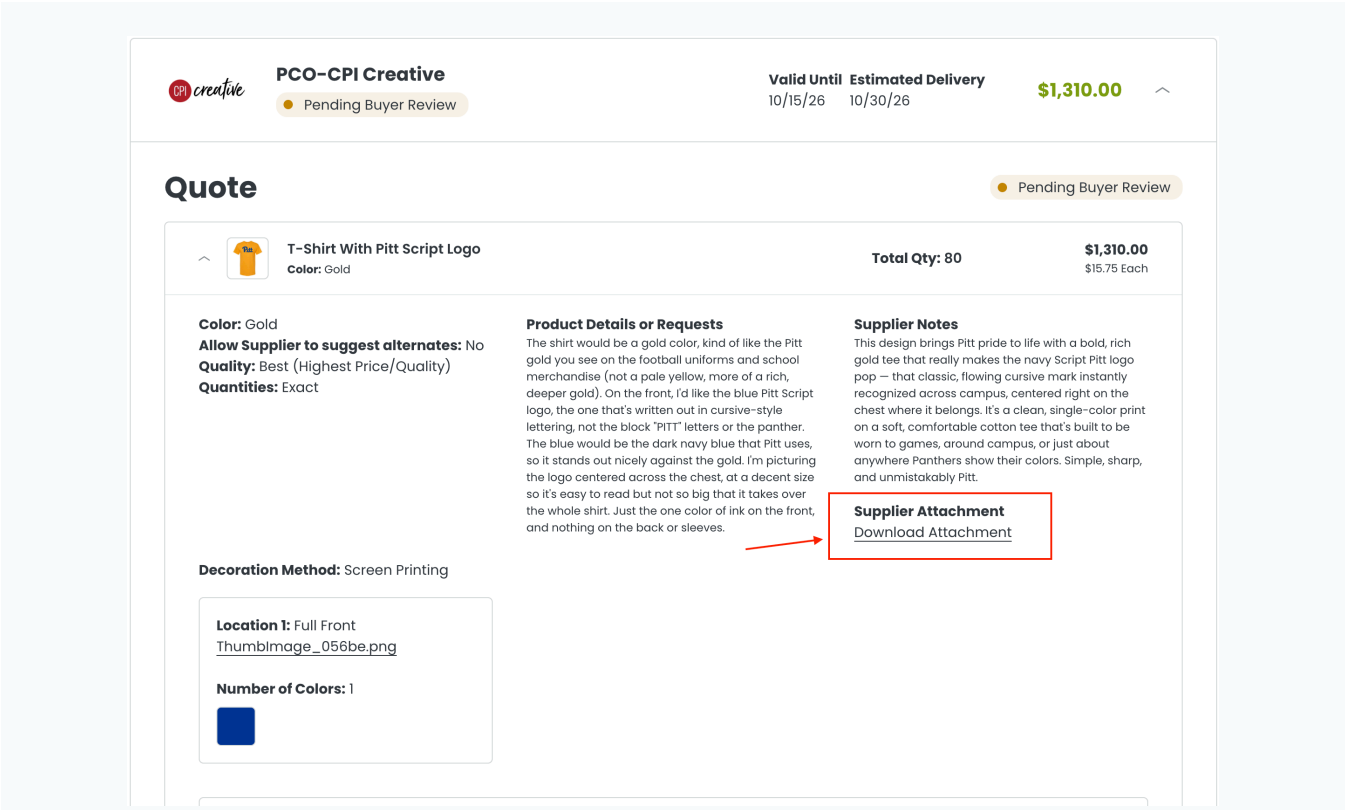




Figure 67. *Click Download Attachment and view Supplier Mockup*

8. Once you've reviewed each quote and/or made your choice, simply click the green Accept button at the bottom right of the quote detail screen.

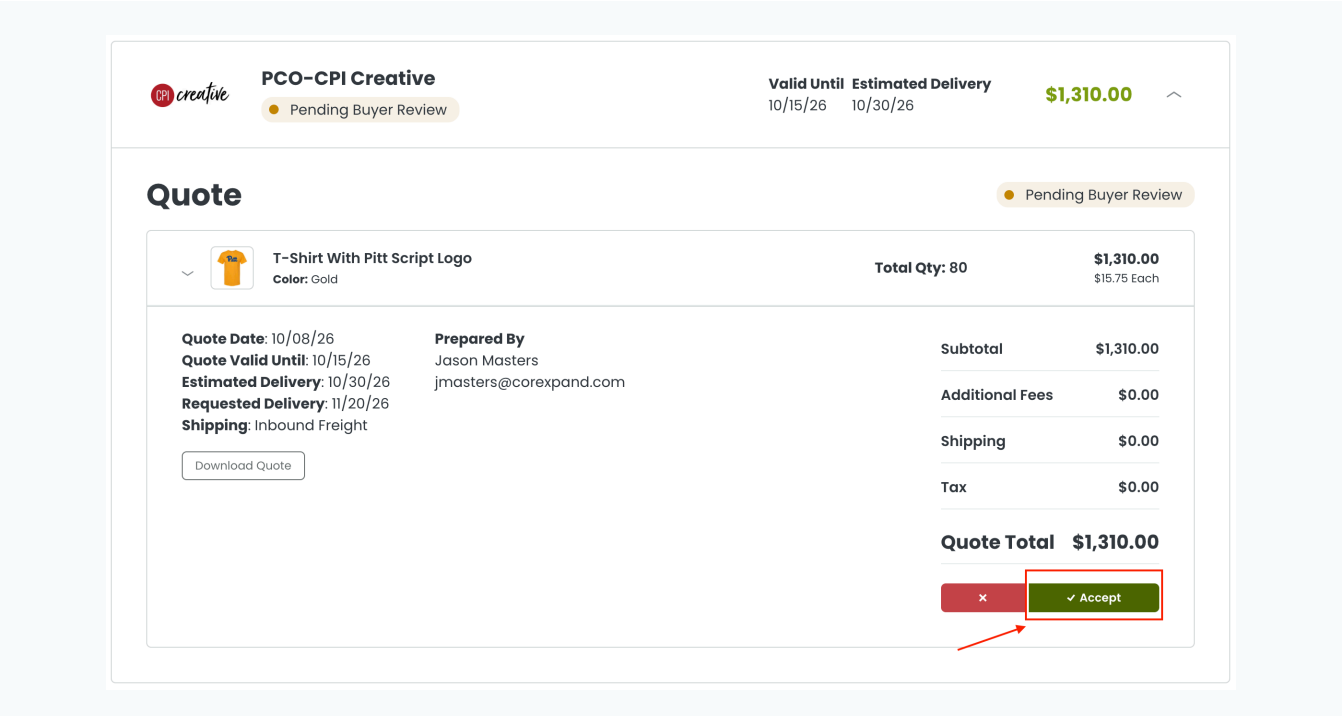


Figure 68. *Accept Quote button*

9. This will immediately return the contents of your quote to PantherExpress, where it will be added to a requisition associated with the chosen supplier. A popup will display confirming that you want to proceed. Simply click the Accept button. Congrats!!!

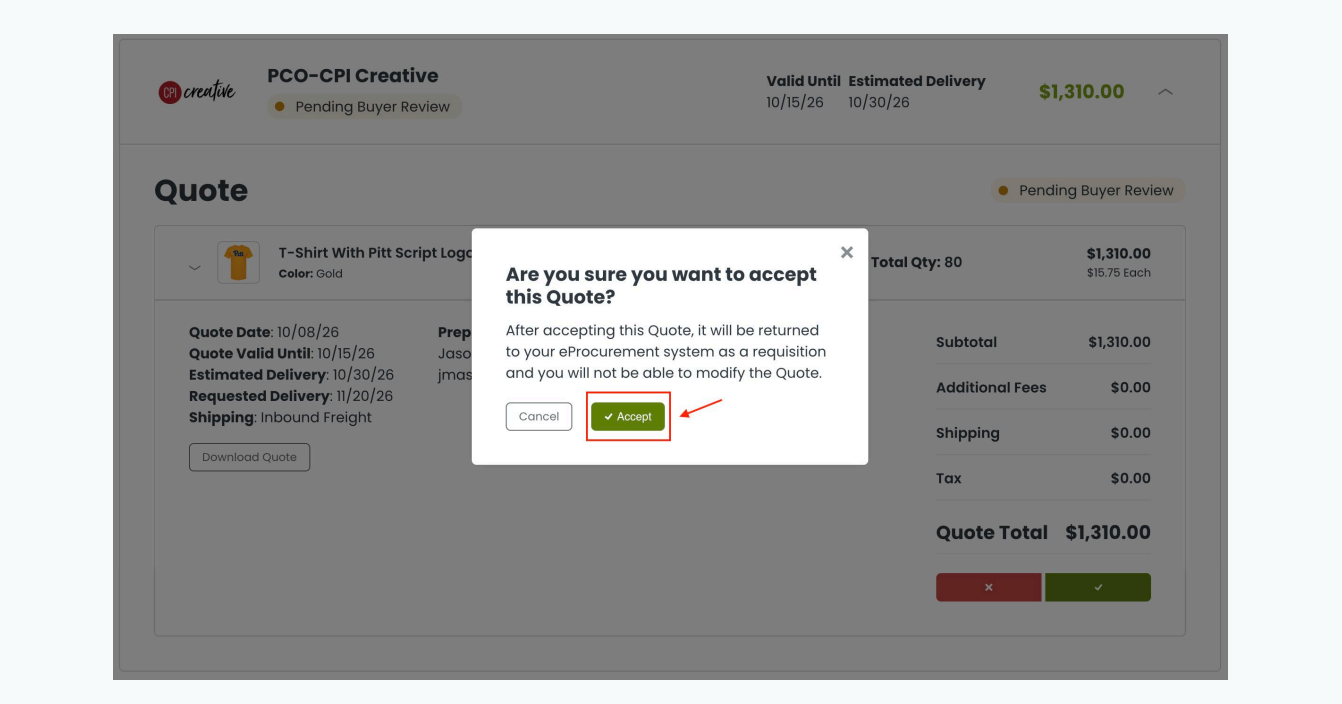


Figure 69. *Accept quote and return details to PantherExpress*

Messaging

1. At any time, you may reach out to a supplier via the Messaging tool. To contact a supplier via Messaging, simply go to your Dashboard. All your messages can be viewed in the Message tab (click the link in the header). **PLEASE NOTE:** Suppliers can only initiate messages related to a quote.

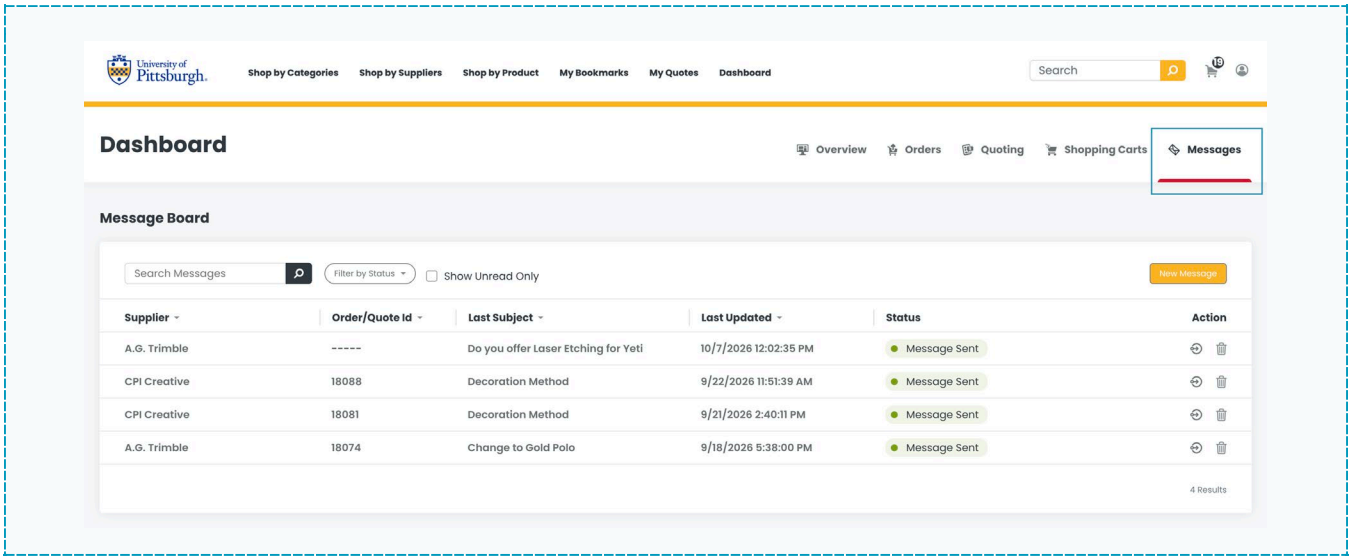


Figure 70. *User Dashboard – Messages Tab*

2. If you want to send a QUOTE RELATED message to supplier(s), **go to the specific quote in your Quoting dashboard, open the review page, and click the MESSAGE SUPPLIERS** button at the top of the page. The rest of the process is the same as described below. The only difference is that the message will display

context related to the specific quote, and the Quote ID will display next to it in the Messaging dashboard. The two screenshots immediately below show the location of the message suppliers button on the quote review screen and a quote related message showing the context display. **The remainder of the process is the same as the General Messaging process – go to step 3 below for the message submission process.**

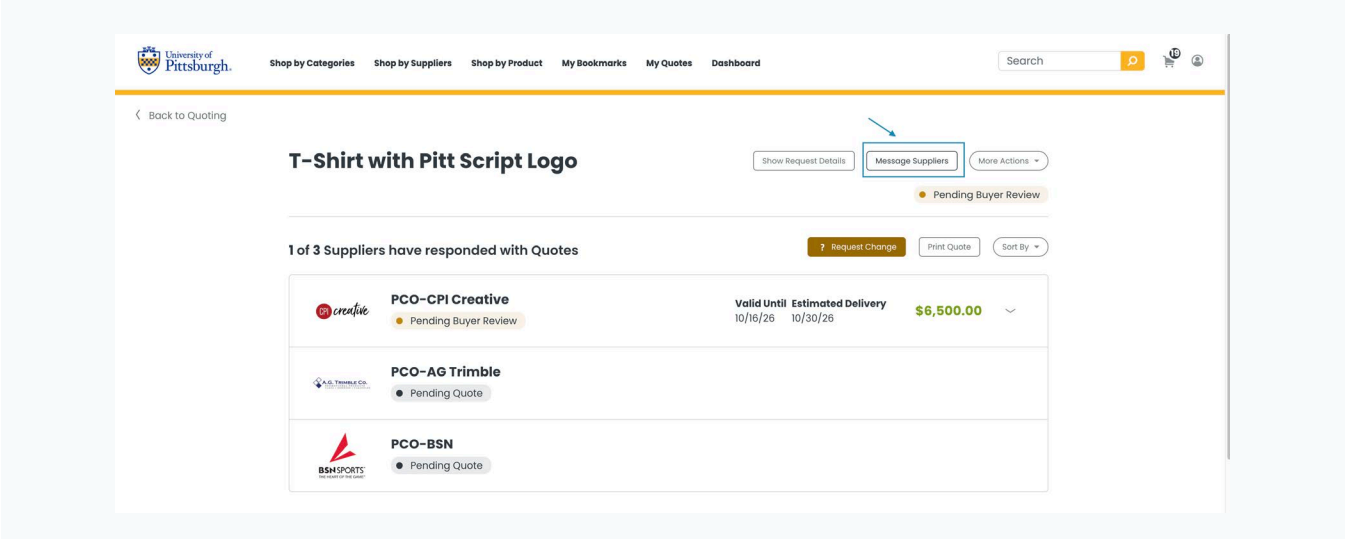


Figure 71. *Sending Quote Related Message – Click Message Suppliers from the quote review screen*

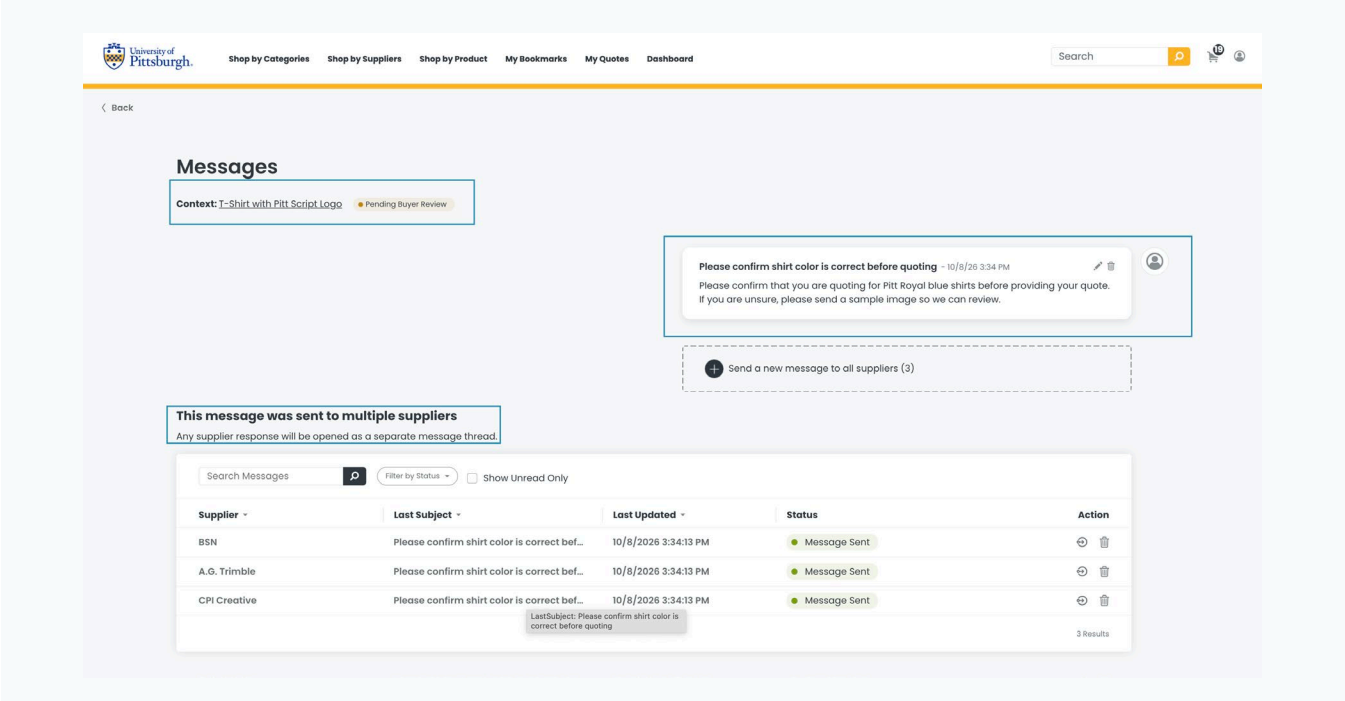


Figure 72. *Quote related Message to multiple vendors and context messaging*

3. **General Messaging process** - to send a message, click New Message.

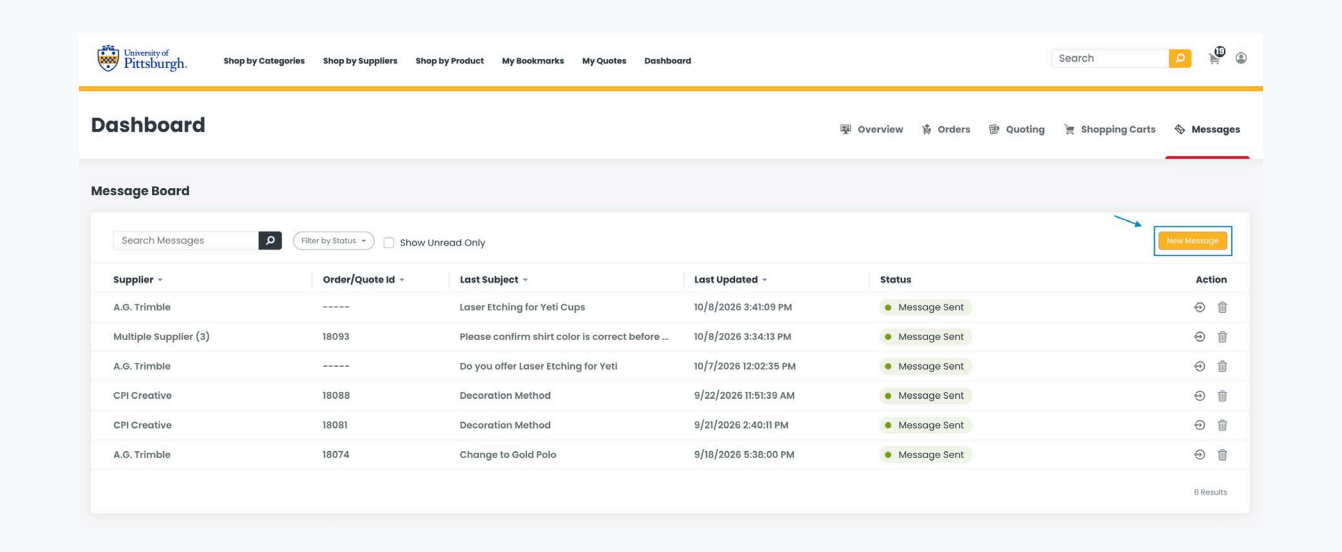


Figure 73. *Click New Message button*

4. The Select Suppliers to Message screen will be displayed. You will need to choose “Promotional Contract” from the Filter by Contract dropdown (top left) and choose the supplier(s) you want to message. Check the boxes accordingly and then click Add Supplier (top right).

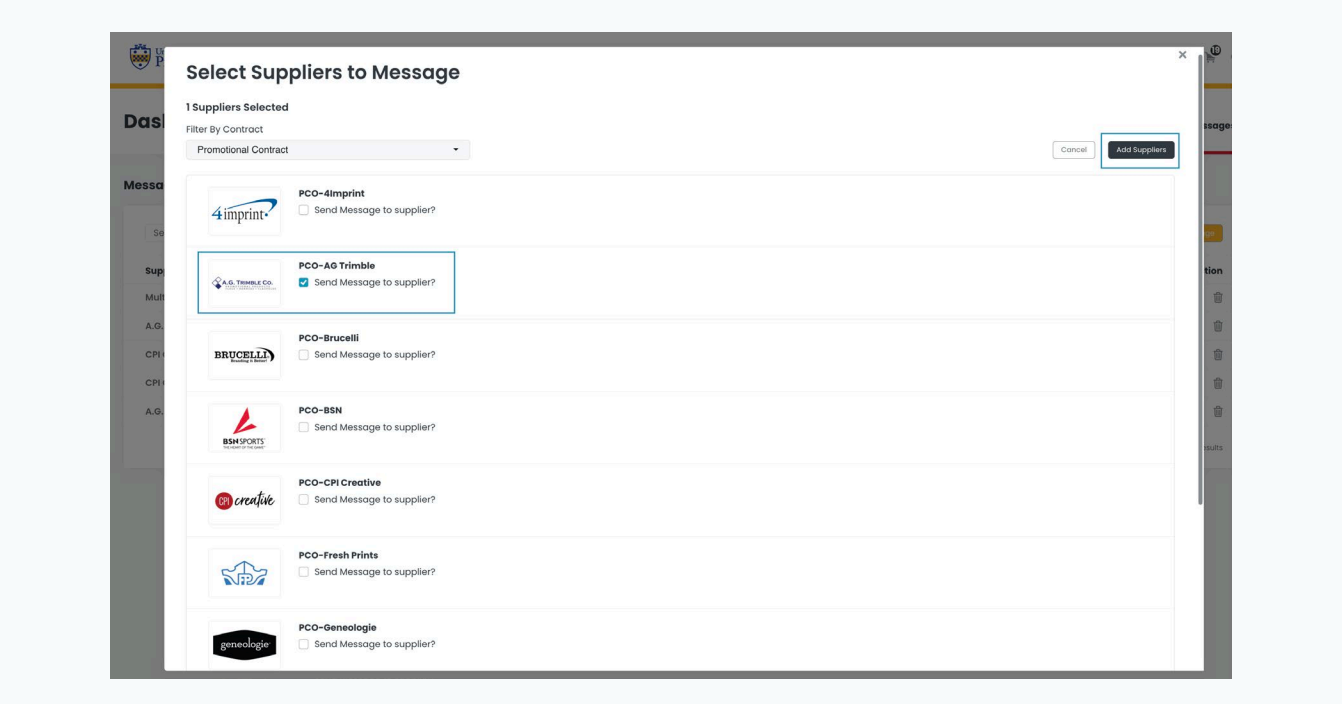


Figure 74. *Select suppliers to message screen*

5. A new blank message will be displayed. Enter your subject and message and attach any associated files (optional). **Click Send.**

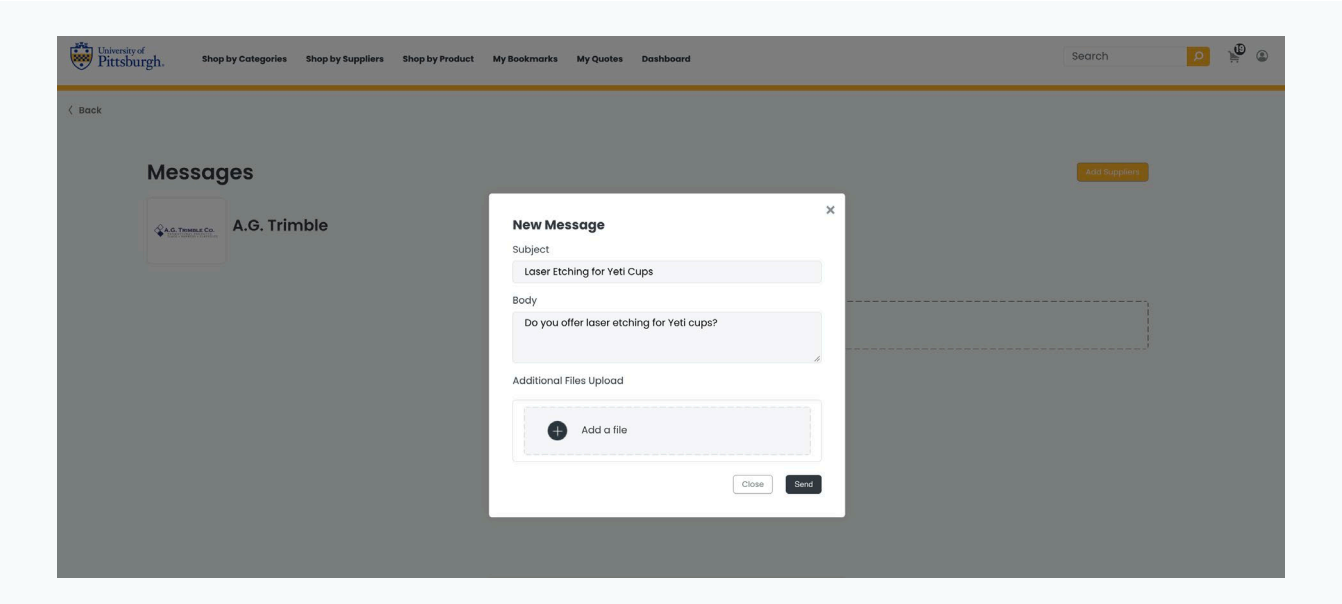
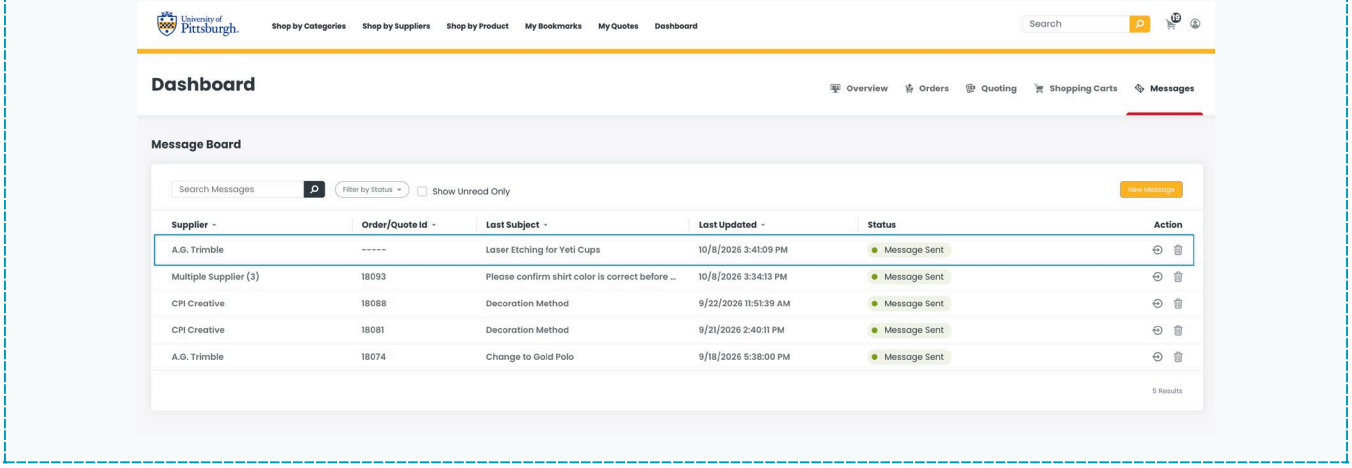
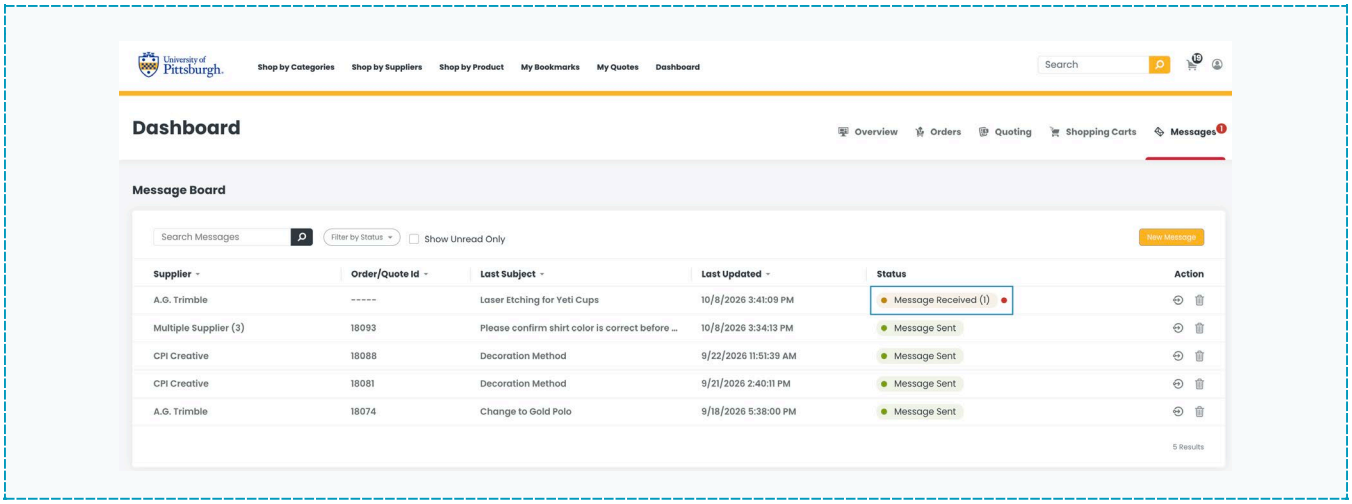


Figure 75. *Compose and send message*

6. You will return to your Message Board — your message will be displayed along with any others with message statuses displayed.



Message board – message sent status



Message board – message received status

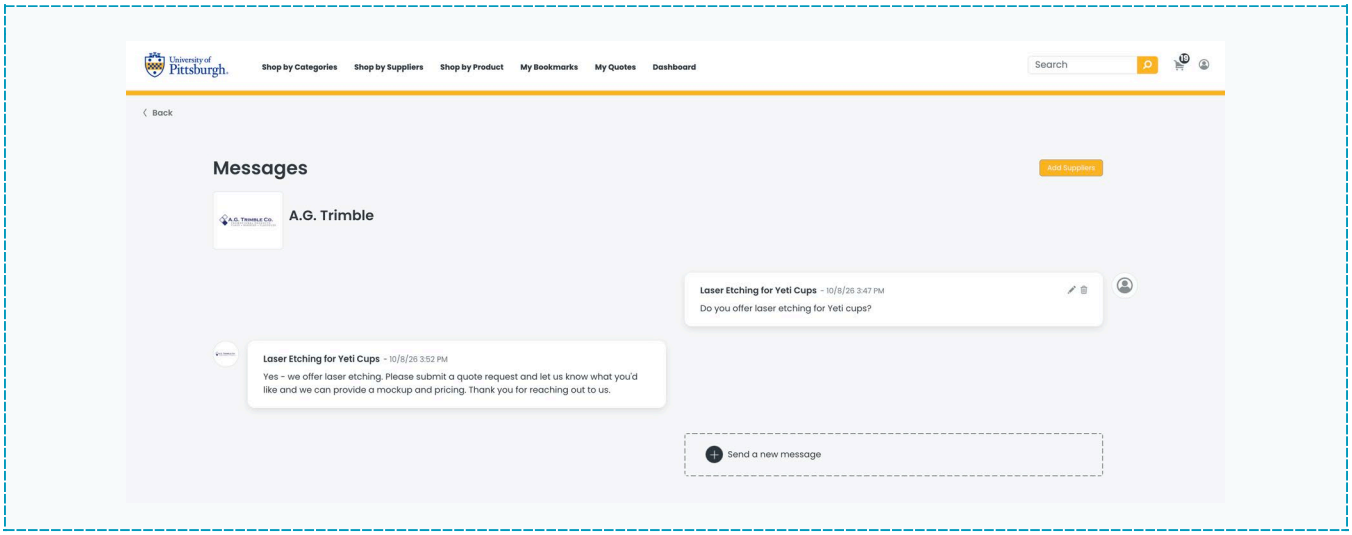


Figure 76. *Message board – message listings with notices and response from supplier*

7. An email notification will be sent to the supplier(s). When they respond, you'll receive a notification via email of their response. You will need to log in to the site to respond (if necessary). **Please note: Messaging is not instant — supplier response times vary. It should not be used like Teams or other instant-message processes.**