Department Buyer User Guide

To Get Help

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.
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 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 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.
8. Click .
9. Click on Edit in the Accounting Codes region.
10. Enter the appropriate account number—subcode must be 6088. Click .
11. Scroll to Supplier/Line Item Details. Click the button located under DSS Stockroom.
12. 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 . Note: The preferred method for transporting Ethanol is DSS delivery.
13. Review the requisition for completion.
14. Click .
15. You will receive an email confirmation when the stockroom has received your order.

Split Distributions

Split Charges for a Single Line Item
1. Search for the item and add it to your cart. View the cart.
2. Click on button.
3. Click on the tab in the Requisition menu (above General Information).
4. Scroll to the Supplier/Line Items Details section.
5. Click the button for the appropriate line item.
6. Assign your Account Code Here window pops open. Click add split.
7. Enter the account numbers that you are charging.
8. Choose your split method from the Drop-Down box.
9. Enter the percentage (no decimal points) or amount being charged to each account.
10. Click on recalculate/validate values. Click .
11. Submit requisition for approval.

Split Total Cost of Order
1. Search for the item and add it to your cart. View the cart.
2. Click on button.
3. Scroll to Accounting Codes region. Click on .
4. Follow steps 6-11 above.

Requisition History
1. Go to Search Documents in the navigation menu.
2. Choose Requisition from the dropdown menu.
3. Specify a date range of a past cart/requisition by choosing a date range from the All Dates dropdown menu, if appropriate.
4. Optionally, enter the catalog number or requisition name. Click on .
5. Click on a Req. # to view its details or click on the Quick View icon .

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
1. Click on Search Documents in the navigation menu.
2. Choose Purchase Order from the dropdown menu.
3. 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.
4. Click on Go.
5. 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
1. Contact the Supplier to inform them that you are returning an item.
2. 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
1. Click on Search Documents in the navigation menu.
2. Choose Purchase Order from the dropdown menu. Click on Go.
3. Locate the order; click on the PO number.
4. Click on the Invoices/Credits tab.
5. 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
1. If there is an invoice discrepancy with your order, you will first be contacted by Payment Processing via email.
2. Within the email there will be a comment from Payment Processing and also a link that will take you to the PantherExpress system.
3. Click on the link and review the order and the invoice. Be sure to check the Matching tab.
4. 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
1. Click on my requisitions in the Search Documents from the Orders & Documents navigation menu.
2. Locate the requisition you want to copy; click on the requisition no.
3. From the Available Actions drop down menu, choose Copy to New Cart .
4. 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.