

## To Get Help

Please go [HERE](#) and complete the **Contact Us Form**. Remember, you can find useful information on our website too: <http://cfo.pitt.edu/pexpress/index.php>

## Accessing the System

1. Open your web browser and go to [www.my.pitt.edu](http://www.my.pitt.edu)
2. Enter your Username and Password in the Student, Faculty & Staff section. Click on "Log In".
3. Scroll down the Home page, and click on the "Log into PantherExpress" 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.
7. 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.

### Browse Chemicals

- Click on **Browse: chemicals** to locate chemicals and reagents by their molecular structure or sub-structure. Users can draw structures and the system provides a list of matching items in the results display.

## 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. 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.

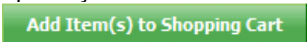




1. Click **quick order**, found above Showcased Suppliers, and enter the catalog number/numbers.
2. Click on **Add to Active Cart**. If an exact match is found, the product(s) will automatically be added to your cart.

## 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 typically offers discounted pricing and favorable shipping terms.





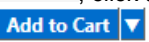
Items from a punch-out supplier go into a cart, and when the cart is submitted it is brought back into the PantherExpress application. From that point, the order is completed the same as a hosted catalog order. Punchout suppliers can be found on the Home page.

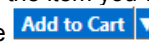

## Stockroom Purchases

1. Punchout to the Biological Sciences or Chemistry stockroom by clicking on the appropriate icon.
2. Search for items by entering part numbers using Rapid Order, selecting items from predefined Company Hotlists, or by creating Personal Hotlists or Templates. Stockroom catalogs are found on the PantherExpress website at: <http://cfo.pitt.edu/pexpress/index.php> => Internal Suppliers menu.
3. Enter quantity to be ordered
4. Click 
5. Click 
6. Click Submit.
7. Enter a name for the cart and click Update.
8. Click 
9. For orders from the Biostock room, scroll to Supplier/Line Item Details. Click the Edit button located under Bio Sciences Stockroom.
10. From the dropdown, select Stockroom Delivery Fee (\$3.00 delivery fee added to order) to have the order delivered, or Stockroom Pickup, if you will be picking up the order.
11. Click 
12. Review the requisition for completion.
13. Click 
14. You will receive an email confirmation when the stockroom has received your order.




## My Favorites (for hosted catalog items only)


Track and resubmit frequently ordered products by adding products to your Favorites list:

1. To create a *Favorites* folder, go to [favorites](#) below the Shop Hosted Catalogs search tool, click on .
2. Choose *Top level personal folder* or *Subfolder of selected folder* depending on whether it is a new folder, or a sub-folder of an existing folder.
3. Enter Folder name and Description. Click .
4. To add an item to a Favorites folder, click the [add favorite](#) link found next to each of your "favorite" products on the Search Results screen.
5. Click on the folder to which you want to add the item, and click .
6. You will get the message "Product has been successfully added to Favorites". Click .
7. To add a product(s) to your shopping cart from your Favorites list, click on [favorites](#), click the appropriate Favorites folder, find your item and click .




8. To remove a product, click on [favorites](#), click on your Favorites folder name to display the items in the folder. Locate the item you want to delete. Click on the *delete* link found below the  button.
9. To delete an entire Favorites folder, click on the folder name and click the  button above the Folder directory.

## 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.
4. Optionally, enter the catalog number or requisition name.
5. Click on .
6. 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. Use the *Advanced Search* option for more detailed search functionalities.

## 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 .
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.

## 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 req. no.
3. From the Available Actions drop down menu, choose *Copy to New Cart* .
4. Click . 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.