

# *Reference Materials*

## *Chapter 11*



## Various Legends in PantherExpress

Listed below are two different tables. Each table is individually labeled with the name of the page that contains the icons listed below. Beside each icon is a brief summary of what the icon means.

### REQUISITIONS PAGE LEGEND

LEGEND	
✓	Requisition Approved
↻	Requisition Pending Approval
✗	Requisition Rejected
←	Requisition Withdrawn
✗↻	Pending, but line item(s) Rejected
✗✓	Approved, but line item(s) Rejected

### PURCHASE ORDER PAGE LEGEND

Legend	
!	Status Requires Attention
✓	Approved Purchase Order
↻	Purchase Order Pending Approval
✗	Rejected Purchase Order
✗↻	Pending, but line item(s) Rejected
✗✓	Approved, but line item(s) Rejected

In the Hosted Catalog Search, sometimes there will be symbols that are displayed in the item description. In order to see what these icons mean, hover your mouse over the icon:

GLYCINE [2-3H] from MP BIOMEDICALS LLC

Part Number: 012002001  
 Manufacturer Info: 012002001 - (MP Biomedicals, LLC)

336.00 USD  
 1mCi, EA  
 Add to Cart | add favorite | compare

Product Flags:  
 Hazardous material  
 Radioactive

012002005  
 012002005 - (MP Biomedicals, LLC)

646.00 USD  
 5mCi, EA  
 Add to Cart | add favorite | compare

# Example of a Printed PO

## Status - PO P00001031

PO/Reference No. P00001031  
 Supplier GARCIA MARKETING INC

General Information  
 PO/Reference No. P00001031  
 Revision No.  
 Supplier Name GARCIA MARKETNG INC  
 Purchase Order Date 11/15/2013  
 Total 249.42 USD

Document Status  
 A/P status Open  
 Workflow .../Completed  
 (11/15/2013 3:46PM)  
 Distribution (Do NOT Leave Blank) The system distributed the purchase order using the method(s) indicated below the last time it was distributed:  
 Manual

Requester Name Department BuyerS  
 Owner Department Med-Computational Biology (Med-Computational Biology)  
 Requester Phone +1 (412) 555-2428  
 Requester Email dummyyb@gmail.com  
 Requisition Number 1000584

Distribution Date/Time 11/15/2013 3:46PM  
 Supplier Sent To Supplier

### Line Item Status

Product Description	Catalog No	Size Package	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 y" BATTERY FOR APPLE POWERBOOK G4	E17408	EA	101.95 USD	1 EA	101.95 USD	Sent To Supplier	none	none	No Matches
2 y" WIRELESS HEADPHONE	J70744	EA	127.45 USD	1 EA	127.45 USD	Sent To Supplier	none	none	No Matches

Once submitted, the request may be subject to workflow approvals. Please see the PR Approvals link above for more information.

Subtotal	229.42
Shipping	20.00
Handling	0.00
<b>Total</b>	<b>249.42 USD</b>

# Favorites

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Favorites can be used to identify items that are frequently ordered. By setting up Favorites, less time is spent searching for items that will be ordered again in the future.

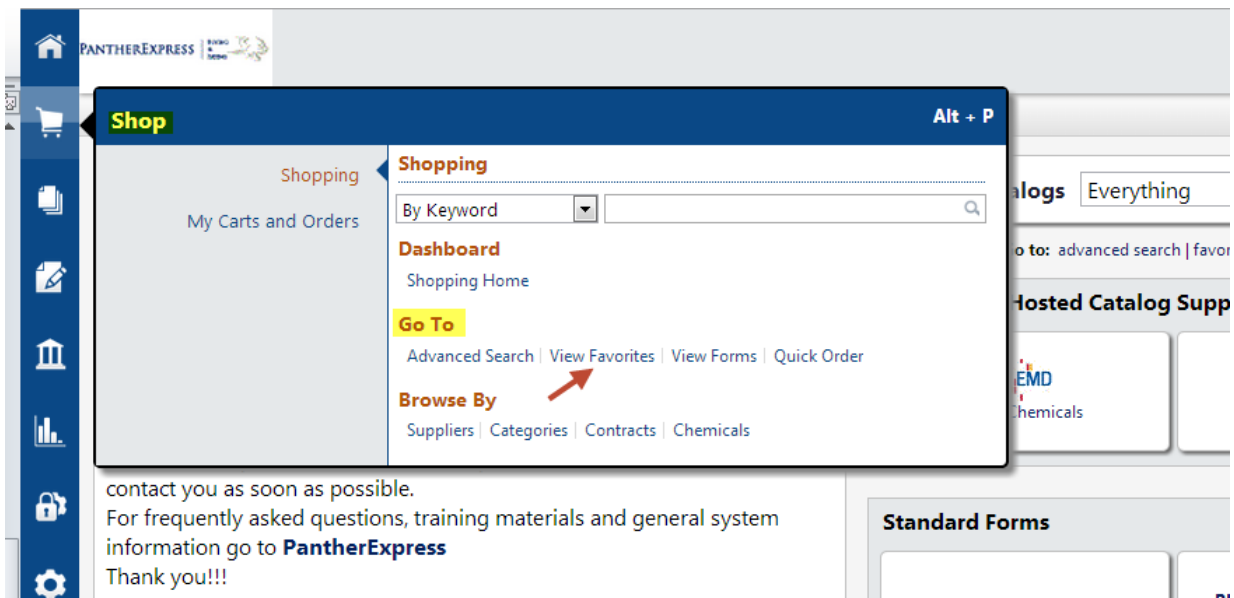
- The Favorites navigation menu is used to create Favorite folders and items.
- Items can be moved and copied between folders.
- Favorite folders can be edited and deleted.
- The Favorites feature is applicable ***only to Hosted Catalog suppliers***. You are not able to place items returned from a supplier's punchout into a Favorites folder.
- If a supplier updates prices for catalog items, the prices for those items will also update in Favorites.
- Many Punchout suppliers have their own Favorites feature on their individual websites.


# Create a Favorites Folder

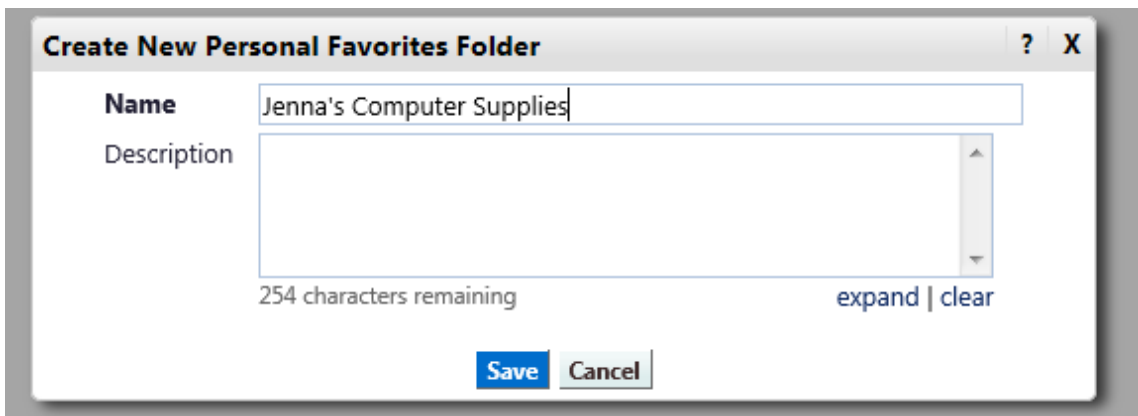
**Create a Favorites folder called Computer Supplies. Add a wireless headphone and a battery from Garcia Marketing to the folder. Select these items from the Favorites folder and put them in a cart.**

1. Navigate to the *Favorites* screen.

PantherExpress  
Shop → Go To → View Favorites

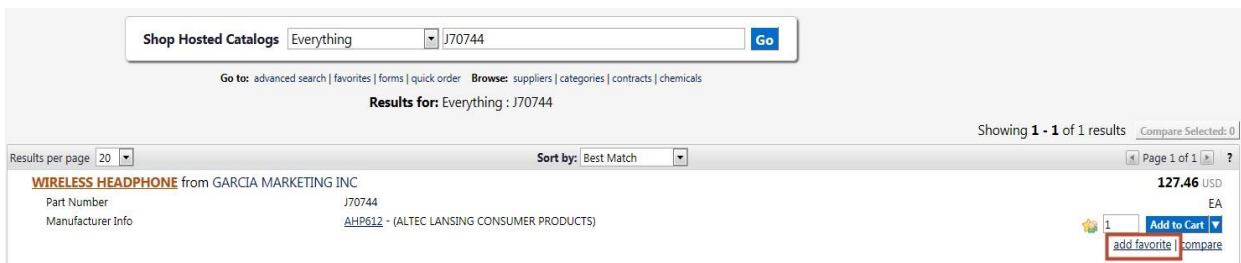


2. Click on  New .
3. Click on the first choice: *Top Level Personal Folder*.

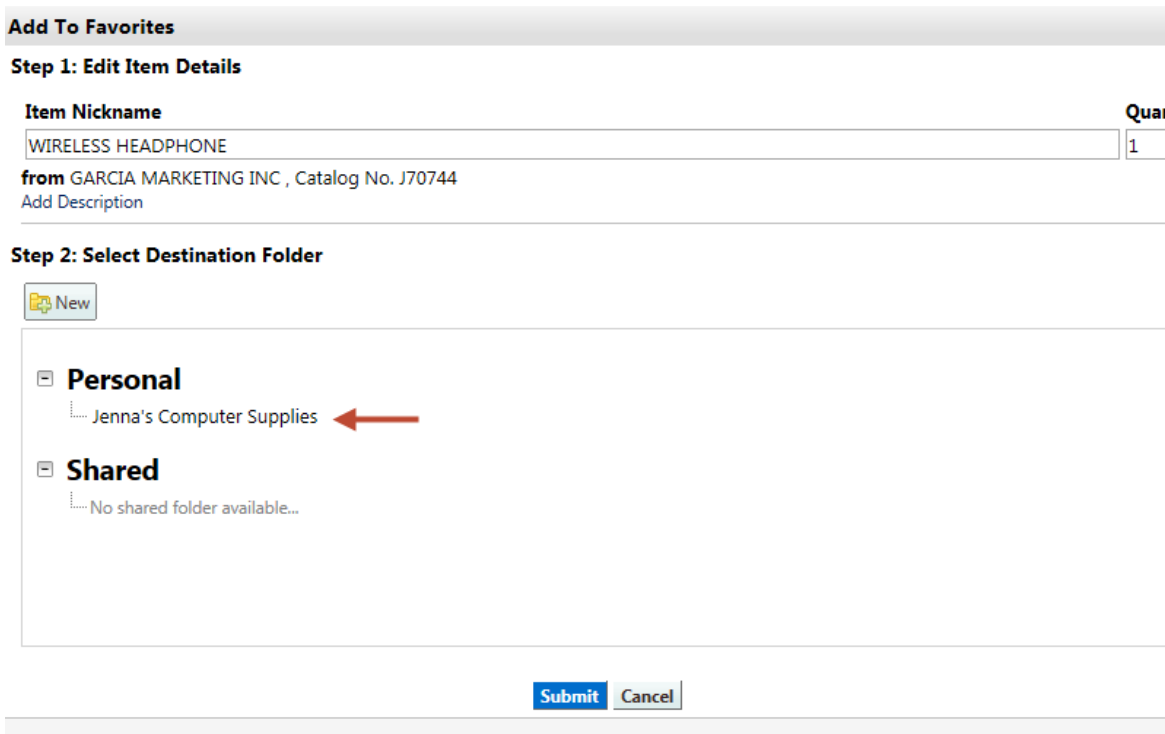


# Add Items to a Favorites Folder

4. Enter the Folder Name.
  - *Your Name* Computer Supplies
5. Click on *Save*.
6. Return to the *Home/Shop* Page.
7. Search for the following item from Garcia Marketing.
  - Wireless Headphone (cat. #J70744)
8. Click on the *add favorite* link under the “Add to Cart” button.

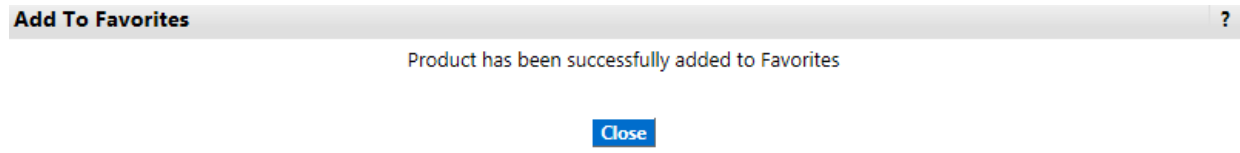


9. A pop-up window will appear where you can edit the “Item Nickname” and select which folder the item should be added to:



# Add Items to a Favorites Folder

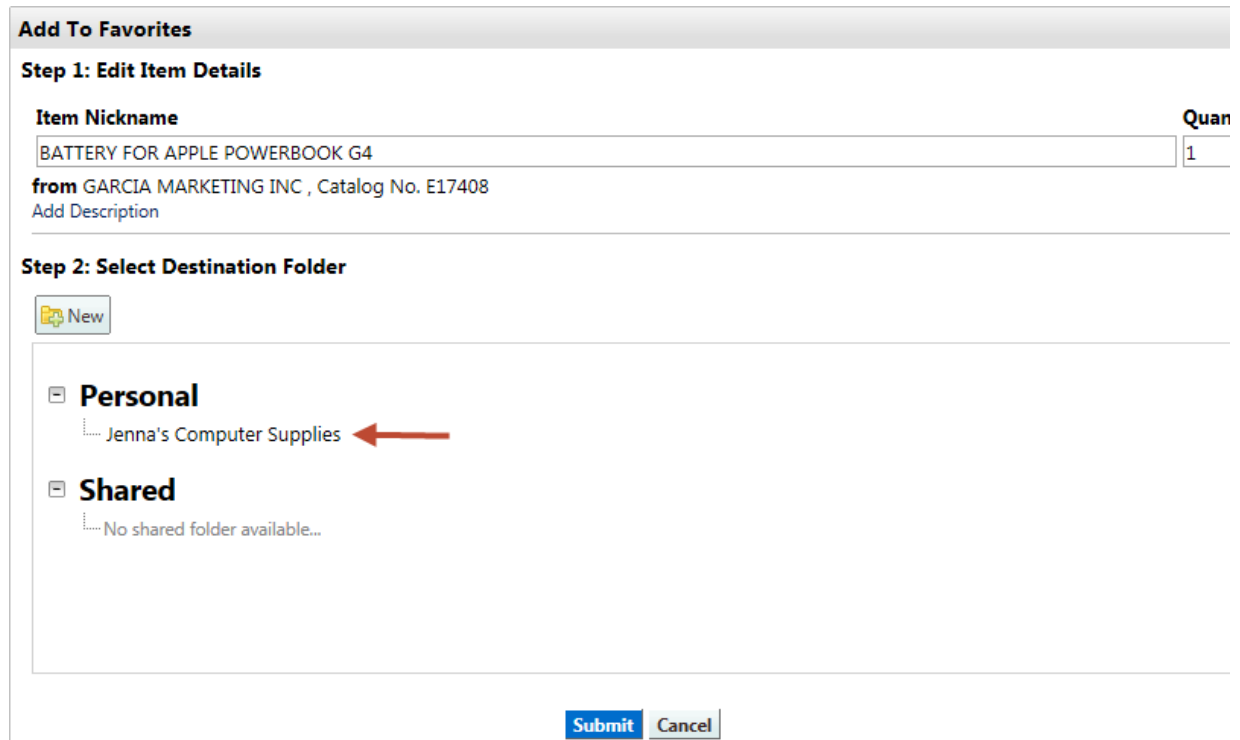
10. Select the appropriate folder and click on *Submit*.



11. Respond to the successfully added message by clicking on *Close*.

12. Following the above steps, add a second lab item to your *Favorites* folder.

- Battery for Apple Powerbook, Garcia Marketing. (catalog # E17408)



# Select Items from a Favorites Folder

Create a new cart by selecting the two items in your *Favorites* folder.

1. Go to favorites by clicking on the shop icon, followed by “Go To” and “View Favorites”.
2. If it doesn’t automatically display, click on your Favorites folder to display the contents .



3. Select the Wireless Headphones and Battery for Apple Powerbook by clicking on *Add to Cart* for each item.
4. Note the message under each item.




5. Click on the cart icon in the upper right hand corner of the screen followed by “View My Cart” and “Proceed to Checkout”.
6. Complete the order by adding Ship-to and Account information.
  - Salk-1128
  - 02.49010.6010
7. Submit the requisition.

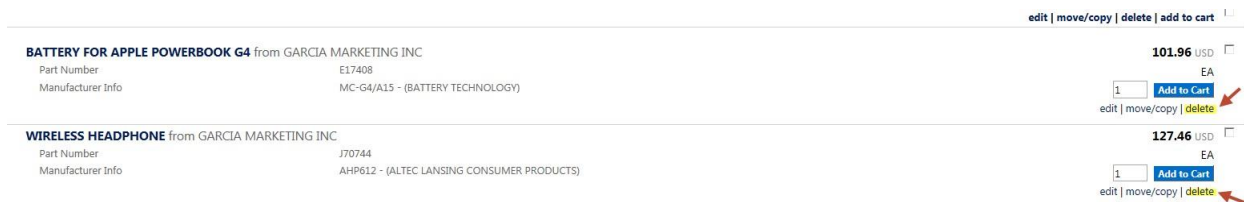
**Note:** Once a Favorites Folder is created, you can add items to the Favorites folder at the same time you are adding the item to your cart. Once you find the item, click on the *add favorite* link, and then *Add to Cart*.



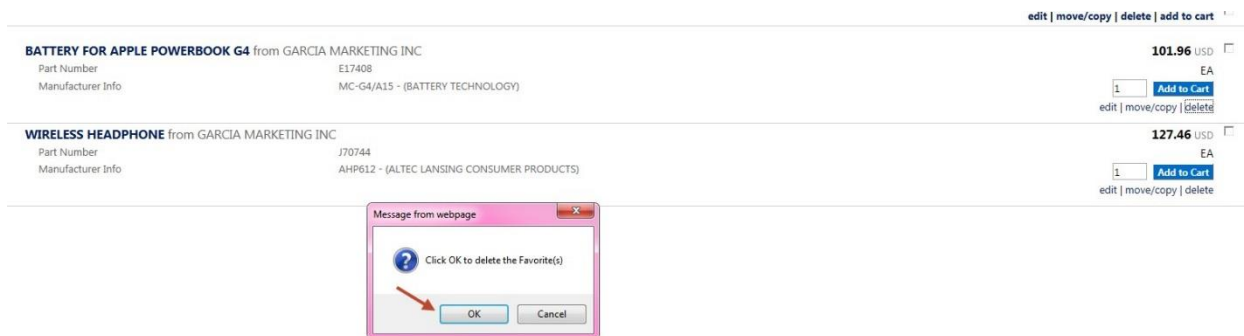
## Remove Items from a Favorites Folder

- Items can be deleted from a *Favorites* folder.
- To delete an entire folder, and all the items in the folder, simply highlight the appropriate folder and click on the  button.
- A confirmation will appear, click on OK to complete the deletion of the folder.

1. Go to “View Favorites”.
2. Click on the folder name.
3. Click on the *delete* link under the “Add to Cart” button for the items you wish to remove from the folder.



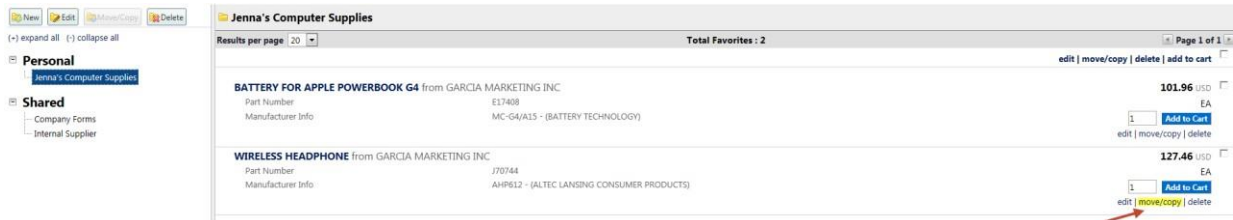
4. You will then be prompted to confirm the deletion of the item.



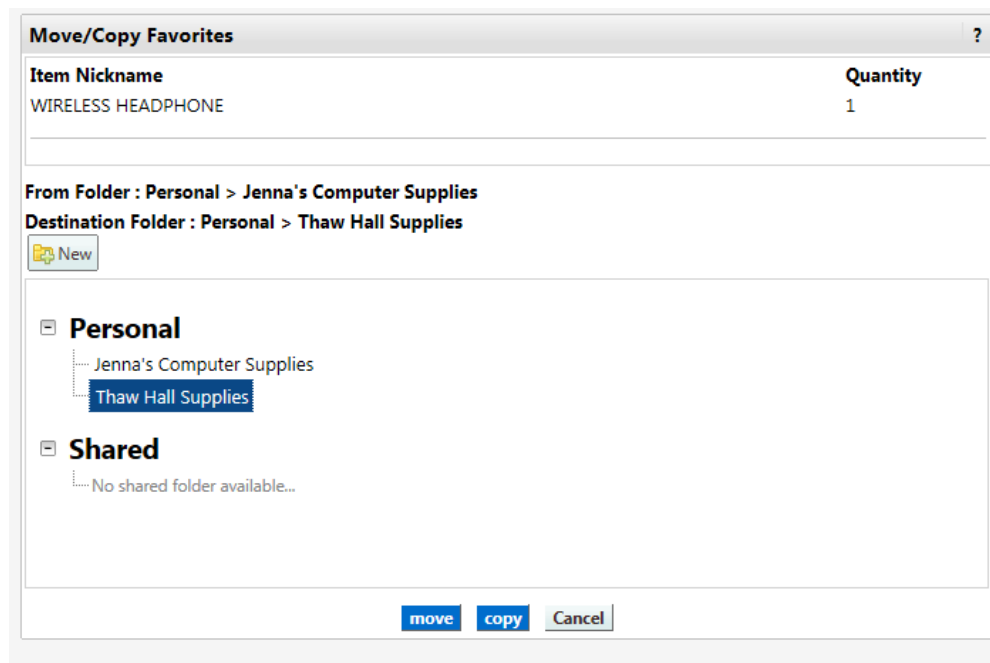
5. Simply click the OK button to confirm deletion.

# Move or Copy an Item Between Folders

1. Go to “View Favorites”.
2. Click on the folder that has the items you would like to move or copy.
3. Click on the *move/copy* link for the item(s) you are moving or copying.



4. Choose the folder that you would like to move/copy the selected item to and then click on either the **move** or **copy** button.



5. A confirmation will appear, click the *Close* button to return to the application.