

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←	Requisition Withdrawn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:



Example of a Printed PO

Status - PO P00001031

PO/Reference No. P00001031 Supplier
GARCIA MARKETING INC

General Information		Document Status	
PO/Reference No.	P00001031	A/P status	Open
Revision No.		Workflow	.../ Completed (11/15/2013 3:46PM)
Supplier Name	GARCIA MARKETING INC	Distribution (Do NOT The system distributed the purchase order using the Leave Blank) method(s) indicated below the last time it was distributed:	
Purchase Order Date	11/15/2013	Manual	
Total	249.42 USD	Distribution Date/Time	11/15/2013 3:46PM
Requester Name	Owner	Supplier	Sent To Supplier
Department	Department BuyerS		
Requester Phone	Med-Computational Biology (Med-Computational Biology)		
Requester Email	+1 (412) 555-2428 dummypb@gmail.com		
Requisition Number	1000584		

Line Item Status

Product Description	Catalog No	Size	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching	
1 y" BATTERY FOR APPLE POWERBOOK G4	E17408	EA	101.95 USD	1EA	101.95 USD	Sent To	none	none	No	Matches
2 y" WIRELESS HEADPHONE	J70744	EA	127.45 USD	1EA	127.45 USD	Sent To	none	none	No	Matches
Once submitted, the request may be subject to workflow approvals. Please see the PR Approvals link above for more information.							Shipping	20.00		
							Handling		0.00	
							Total			249.42 USD

Favorites

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.

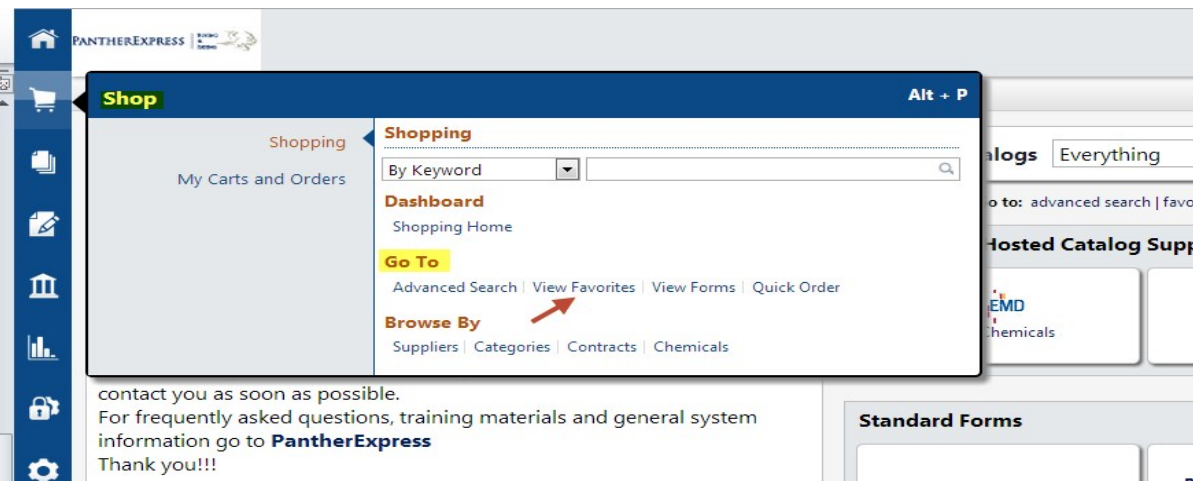
Create a Favorites Folder

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.

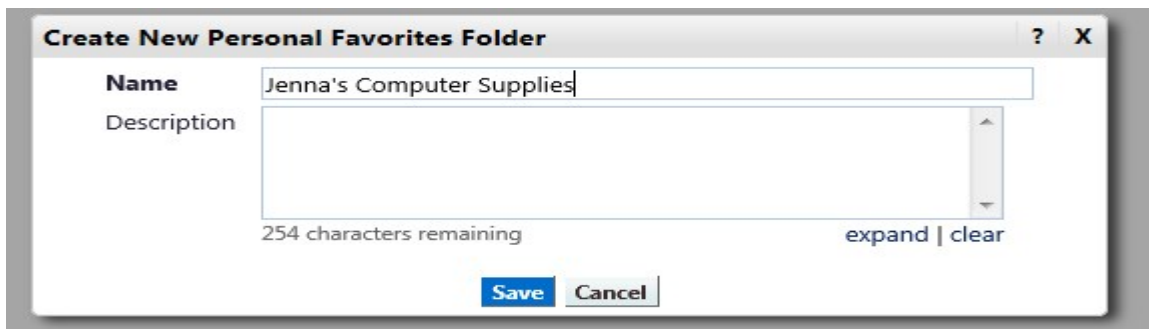
1. Navigate to the *Favorites* screen.

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.

The screenshot shows a search interface with a search bar containing 'J70744' and a 'Go' button. Below the search bar, there are navigation links and a 'Results for: Everything : J70744' label. The search results show one item: 'WIRELESS HEADPHONE from GARCIA MARKETING INC' with part number 'J70744' and manufacturer 'AMD812 - (ALTEC LANSING CONSUMER PRODUCTS)'. The price is listed as '127.46 USD'. To the right of the item, there are buttons for 'Add to Cart', 'add favorite', and 'compare'. The 'add favorite' button is highlighted with a red box.

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

The screenshot shows a pop-up window titled 'Add To Favorites'. It has two sections: 'Step 1: Edit Item Details' and 'Step 2: Select Destination Folder'. In Step 1, there is a text input field for 'Item Nickname' containing 'WIRELESS HEADPHONE' and a 'Quar' field with the value '1'. Below this, it says 'from GARCIA MARKETING INC , Catalog No. J70744' and 'Add Description'. In Step 2, there is a 'New' button and a list of folders. The 'Personal' folder is expanded, showing 'Jenna's Computer Supplies' with a red arrow pointing to it. The 'Shared' folder is collapsed and shows 'No shared folder available...'. At the bottom, there are 'Submit' and 'Cancel' buttons.

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

Add Items to a Favorites Folder

Add To Favorites

Product has been successfully added to Favorites

Close

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)

Shop Hosted Catalogs: Everything | E17408 | Go

Go to: advanced search | favorites | forms | quick order | Browse: suppliers | categories | contracts | chemicals

Results for: Everything : E17408

Showing 1 - 1 of 1 results | Compare Selected: 0

Item	Price
BATTERY FOR APPLE POWERBOOK G4 from GARCIA MARKETING INC Part Number: E17408 Manufacturer Info: MC-G4/A13 - (BATTERY TECHNOLOGY)	101.96 USD

Results per page: 20 | Sort by: Best Match | Page 1 of 1 | ?

1 | Add to Cart | Add Favorite | Compare

Add To Favorites

Step 1: Edit Item Details

Item Nickname	Quan
BATTERY FOR APPLE POWERBOOK G4	1

from GARCIA MARKETING INC , Catalog No. E17408
Add Description

Step 2: Select Destination Folder

New

- Personal
 - Jenna's Computer Supplies ←
- Shared
 - No shared folder available...

Submit Cancel

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.

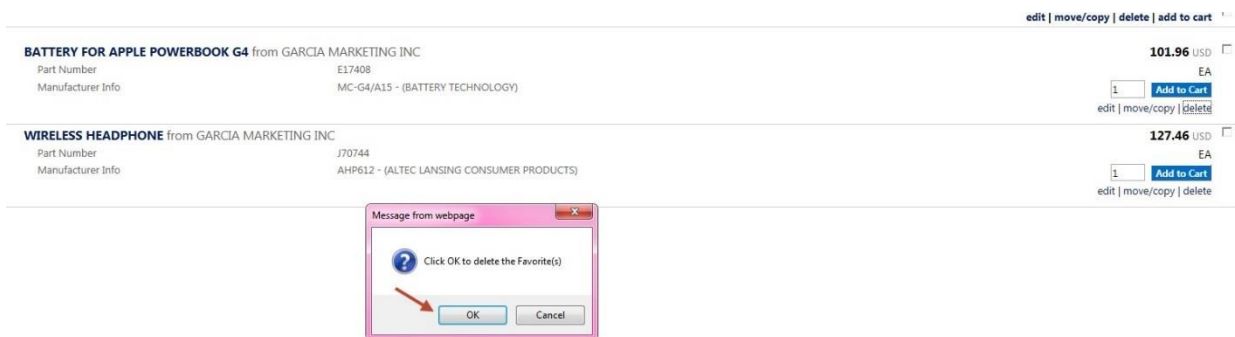
Note: Once a *Favorites* Folder is created, you can add items to the *Favorites* folder at the same time you are adding the item to your cart. Once you find the item, click on the *add favorite* link, and then *Add to Cart*.

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.



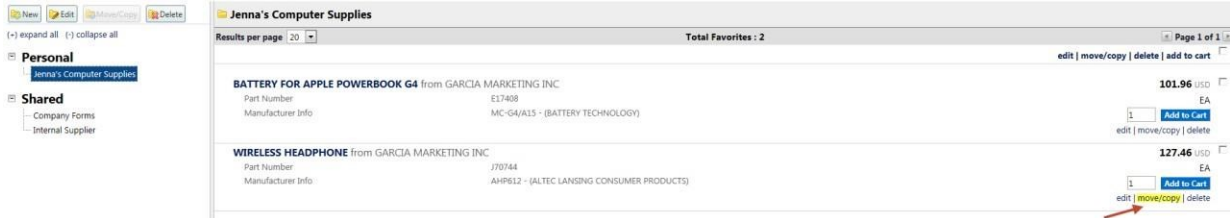
4. You will then be prompted to confirm the deletion of the item.



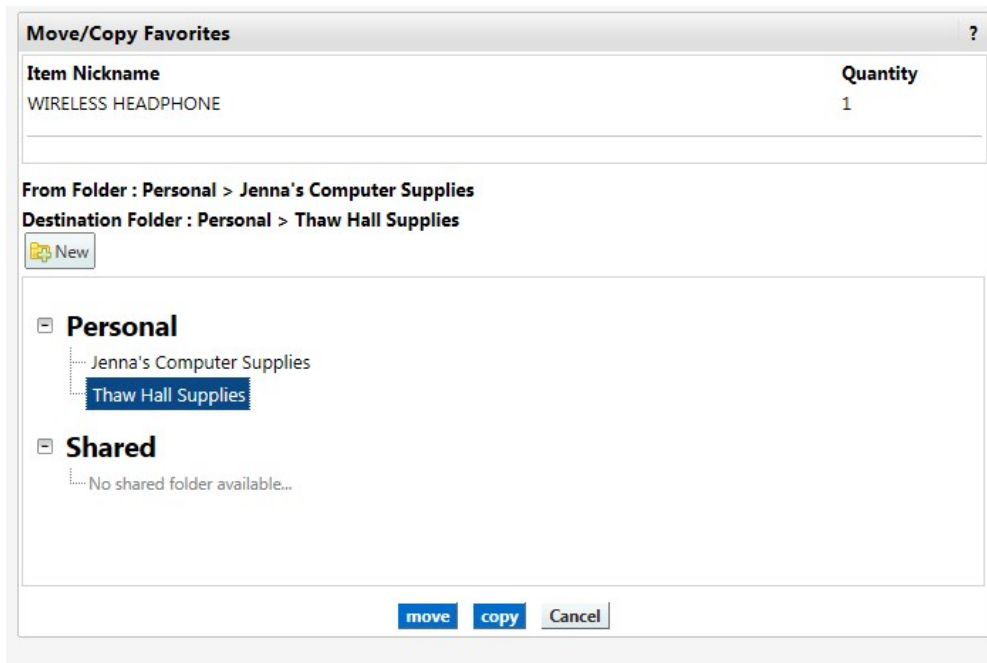
5. Simply click the OK button to confirm deletion.

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.