

Placing Stockroom Orders in PantherExpress

Chapter 8



Placing Stockroom Orders in PantherExpress

Section Objectives

At the end of this section, you should be able to:

- Purchase Stockroom Items
- Use the Rapid Order and Hotlist features
- Select Delivery or Pickup options
- Assign subcode **6088** to all Stockroom items

Placing Stockroom Orders in PantherExpress

The Dietrich School Scientific Stockroom (DSS) is an internal (University) punchout supplier in the PantherExpress System. The DSS is housed in the Chevron Building, and its normal hours of operation are Monday-Friday, 7:30am-5:00pm. Orders to the stockroom can be picked up, or they can be delivered, but a \$5.00 delivery fee will be added to the cost of the order.

The screenshot shows the PantherExpress website interface. At the top, there is a search bar for 'Shop Hosted Catalogs' with a dropdown menu set to 'Everything' and a 'Go' button. Below the search bar, there are navigation links: 'Go to: advanced search | favorites | forms | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. The main content area is divided into several sections:

- PantherExpress News:** Includes a 'Contact Us' link and text about contacting the PantherExpress Customer Service group. It also mentions that 'Physician Sales and Service' will be deactivated on Friday, July 17, 2015, and that future orders should be placed through 'McKesson Medical Surgical'.
- Showcased Hosted Catalog Suppliers:** Features cards for 'BIO-RAD' and 'SMART Solutions Technology'.
- Standard Forms:** Includes cards for 'Blanket / Standing Order', 'Non-Catalog Form', and 'Software'.
- Internal (University) Suppliers:** This section is expanded, and a red arrow points to the 'DIETRICH SCHOOL SCIENTIFIC STOCKROOM' supplier card.
- Lab Supplies:** Features cards for 'Fisher Scientific', 'IDT', 'Life Technologies invitrogen', 'PerkinElmer', and 'QIAGEN'.
- Office/Computer:** This section is currently collapsed.

- **Rapid Order** – The fastest way to place an order when you have a Fisher, manufacturer, competitor, or the Stockroom part number is using the Rapid Order feature
- **My Hotlists** – Predefined Hotlists are setup for the Stockroom by supplier or grouping. This is a quick and easy way of locating items.
- **Sub Code 6088** – Subcode 6088 must be used on all stock room orders
 - If the user does not remember to use subcode 6088 when assigning an account number, the order will be returned.
 - If you receive a system email, notifying you that the account number you entered is invalid, then the account needs to be activated for use in PantherExpress
 - Email the full 32 digit account number to buychem@pitt.edu to have the number activated .

PantherExpress Stockroom Punchout – Using Rapid Order

Create an order using the Rapid Order feature.

PantherExpress
N → Home/Shop

1. Click on the **DSS Stockroom** Punchout.

The screenshot shows the PantherExpress website interface. At the top, there is a search bar with 'Shop Hosted Catalogs' and a dropdown menu set to 'Everything'. Below this, there are navigation links: 'Go to: advanced search | favorites | forms | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. The main content area is divided into several sections:

- PantherExpress News:** Includes a 'Contact Us' link and text about customer service, a 'Thank you!!!' message, and a notice about 'Physician Sales and Service' being deactivated.
- Showcased Hosted Catalog Suppliers:** Features logos for BIO-RAD and SMART Solutions Technology.
- Standard Forms:** Includes links for 'Blanket / Standing Order', 'Non-Catalog Form', and 'Software'.
- Internal (University) Suppliers:** This section is highlighted with a red arrow pointing to the 'DIETRICH SCHOOL SCIENTIFIC STOCKROOM' logo.
- Lab Supplies:** Features logos for Fisher Scientific, IDT, Life Technologies, PerkinElmer, and QIAGEN.
- Office/Computer:** A partially visible section at the bottom.

- The Punchout will automatically load to the webpage.
- Each Punchout will have different navigation through their site.
- If you click on the wrong Punchout, or realize that this supplier does not have what you are looking for, you can click on the **Cancel Punch-out** button, which is located in the upper right hand corner, to be taken back to PantherExpress.

2. Locate the *Rapid Order* link on the left side of the screen.

Ordering Tips

The most efficient way to shop the Dietrich School Scientific Stockroom is to utilize **My Hotlists** or

Rapid Order by Catalog Number ←

For additional ordering help, refer to the PantherExpress [DSS Information page](#).

PantherExpress Stockroom Punchout – Using Rapid Order



Welcome, Larry Eckerlin! | [Live Chat](#) |

[Safety Data Sheets](#) | [Product Certificates](#) | [My Recent Orders](#) | [Order By Catalog Number](#)

[Shop Products](#) Your Account, [Fisher PunchOu...](#)

Order by Catalog Number

Add items to your shopping cart by entering the catalog number and quantity. Unit of sale (ex.pack vs. case) and pricing will display once the catalog number has been entered.

Account Number: 011068-005

[Bulk Upload](#)

Catalog No.	Product Name	Price Per Unit	Quantity	Availability Check All
x <input type="text" value="50371500"/>	Essendant CLOROX GERMICIDAL 8.25 121OZ > CLOROX GERMICIDAL 8.25 121OZ	<input checked="" type="radio"/> Each for \$5.08 <input type="radio"/> Case for \$15.24	<input type="text" value="2"/>	Check Availability
x <input type="text"/>			<input type="text"/>	
x <input type="text"/>			<input type="text"/>	

[Add 3 More Rows](#)

[Add Items to Cart](#)

[Add Items to Cart](#)

3. Order Clorox Germicidal

- 50371500

4. Enter the Quantity to be ordered

- 2

5. Click the button.

- You may receive a box that prompts you to select units or informs you that units have been selected for you.
- If you did not receive a prompt for unit type, you will automatically be taken to the cart for review. Once in the cart you can edit the quantity or remove items.

PantherExpress Stockroom Punchout – Using Rapid Order

Shopping Cart Print Email

Active Account
Account Name: 011068005 Fisher PunchOut Partner

Shipment Setting: Multi Ship

[Add all items to a List](#) Cancel This Session

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
50371500	<input checked="" type="radio"/> \$5.08 / Each <input type="radio"/> \$15.24 / Case	2	<input checked="" type="checkbox"/> In Stock (S) Available in DIETRICH SCHOOL STOCKROOM	\$10.16
Remove Item Add to List				
Order Subtotal				\$10.16
Cart Total				\$10.16

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

[Add all items to a List](#) [Empty Cart](#) [Keep Shopping](#) Return Cart to Purchasing Application

6. At this point, you can continue shopping or return the cart to the purchasing application. Click on the button that says *Return Cart to Purchasing Application*.

Log Out of Fisher session

Your shopping session on the Fisher Scientific website is complete and you have successfully logged out of the site.

Click the 'Submit' button to return the items in your cart to your purchasing application.

You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.

If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Shopping Cart

Account Number : 011068-005

Catalog No.	Price	Quantity	Availability	Item Subtotal
50371500 CLOROX GERMICIDAL 8.25% 121OZ	\$5.08 / Each	2	From: DIETRICH SCHOOL STOCKROOM	\$10.16
Order Subtotal				\$10.16
Cart Total				\$10.16

Submit

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

7. A summary of the cart displays; click on *Submit*.

8. PantherExpress will automatically pull the cart, and its contents, back into the PantherExpress system.

PantherExpress Stockroom Punchout – Using Rapid Order

9. Make sure all of the information is correct.

Shopping Cart for Department Buyer1

Name this cart: 2015-11-30 dbt1.01

2 Item(s) for a total of **10.16 USD**
subtotal: 10.16 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Dietrich School Scientific Stockroom

Fulfillment Address 1 Edit

US

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?

Line(s): 1

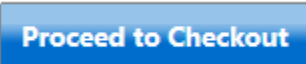
Product Description	Unit Price	Quantity	Total
Item added on Nov 30, 2015 CLOROX GERMICIDAL 8.25% 121OZ Part Number 50371500 Manufacturer Info Unknown - (Unknown) Commodity Code	5.08 USD EA	2	10.16 USD

Removing items from a Punchout order

You cannot remove individual items from a cart created from the Stockroom Punchout. You can only remove all items by clicking *Empty Cart*.

Before you can continue, you will need to fix the following:

- You are attempting to remove a partial list of items from a punch-out session. The selected supplier does not support this action. Click the help link for information on your options. Line(s): 1

10. Click on  button.

11. Edit *Shipping* information, if necessary.

12. Click on the first  button in the *Accounting Codes* section.

13. Select *Entity* and *Department* codes; add the rest of the account code.

- 02.49010.6088.00000.000000.00000

14. Click  .

PantherExpress Stockroom Punchout – Using Rapid Order

15. Scroll down to Supplier / Line Item Details.
16. Locate Fulfillment Address found under Dietrich School Scientific Stockroom
17. Click *Edit* to select a pickup/delivery option from the dropdown menu, then click *Save*
 - Chevron US: you will pick-up your order from the Stockroom
 - Delivery Fee US: the stockroom will deliver your order, and a \$5.00 handling fee will automatically be added to your order

Supplier / Line Item Details

Hide line details

Dietrich School Scientific Stockroom [more info...](#)

Fulfillment Address 1 [Edit](#)

Contract: no value
PO Number: To Be Assigned [View/edit by line item...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
You can no longer access this item(s) on the supplier's website. What does this mean?

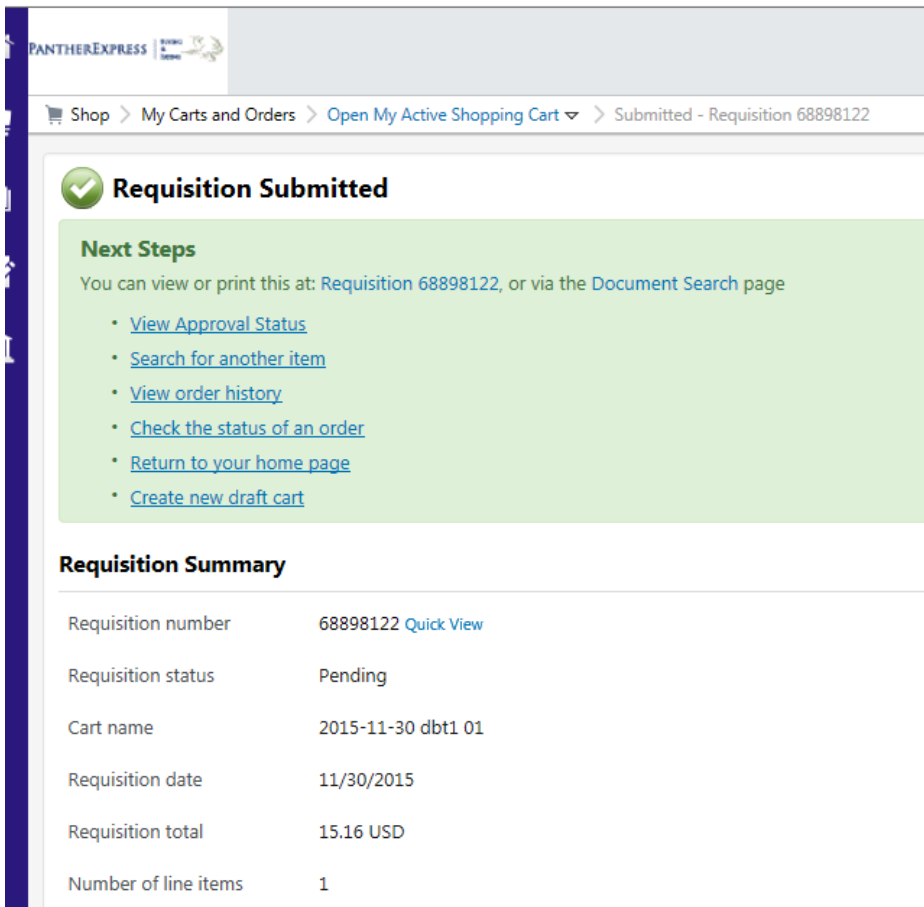
Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 CLOROX GERMICIDAL 8.25% 121OZ more info...	50371500	EA	5.08	2 EA	10.16 USD	<input type="checkbox"/> edit
Manufacturer Name: Unknown	Taxable: x	Internal Note: no note				
Manufacturer Part Number: Unknown	Capital Expense: x	Internal Attachments: Add Attachments				
Supplier Part Auxiliary ID: EA	Commodity Code: no value	External Note: no note				
more info...		Attachments for supplier: Add Attachments				
		PO Clauses: no clause				
		Supplier subtotal: 10.16				
		Shipping: 0.00				
		Handling: 0.00				
		Supplier total: 10.16USD				

18. Review the requisition then click



PantherExpress Stockroom Punchout – Using Rapid Order



The screenshot shows the PantherExpress website interface. At the top, there is a navigation breadcrumb: Shop > My Carts and Orders > Open My Active Shopping Cart > Submitted - Requisition 68898122. Below this, a green checkmark icon is followed by the heading "Requisition Submitted". A green box titled "Next Steps" contains the text "You can view or print this at: [Requisition 68898122](#), or via the [Document Search](#) page" and a list of links: [View Approval Status](#), [Search for another item](#), [View order history](#), [Check the status of an order](#), [Return to your home page](#), and [Create new draft cart](#). Below the green box is a section titled "Requisition Summary" which contains a table with the following data:

Requisition number	68898122 Quick View
Requisition status	Pending
Cart name	2015-11-30 dbt1 01
Requisition date	11/30/2015
Requisition total	15.16 USD
Number of line items	1

19. Click on *Quick View* to review the order, including the status.

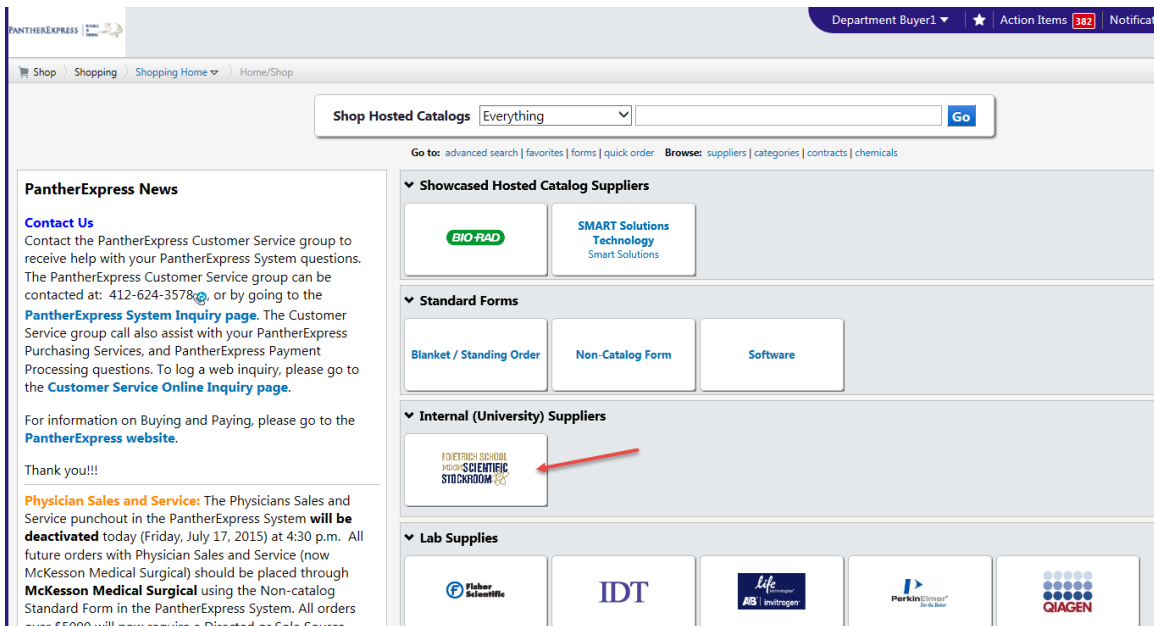
PantherExpress Stockroom Punchout – Using Hotlists

Purchase Items using the My Hotlists Feature

Create an order using Company Hotlists. A Company Hotlist is a predefined list set up for the Stockroom by supplier or product grouping.

PantherExpress
N → Home/Shop

1. Click on the **DSS** Punchout.



2. Locate the My Hotlists link under Ordering Tips.

Ordering Tips

The most efficient way to shop the Dietrich School Scientific Stockroom is to utilize **My Hotlists** or

Rapid Order by Catalog Number




For additional ordering help, refer to the PantherExpress DSS Information page.

PantherExpress Stockroom Punchout – Using Hotlists

3. Click on the tab to view Company Lists.

- Locate the list for Gloves, and click on the “+” to expand the list

4. The items associated with the list will display.

Item	Unit	Quantity	Clear
 19025589 butyl 11 ^{mm} glv hvywt rgh grp sz 10 1pr	Pair	<input type="text" value="1"/>	Add to Cart + Add to Another List
 19025585 butyl 11 ^{mm} glv hvywt rgh grp sz 7 1pr	Pair	<input type="text" value="1"/>	Add to Cart + Add to Another List
 19025586 butyl 11 ^{mm} glv hvywt rgh grp sz 8 1pr	Pair	<input type="text" value="1"/>	Add to Cart + Add to Another List

5. Select the first three types of gloves and enter a quantity. Scroll to the bottom of the list and

[Add List to Cart](#)

click

6. Review items in the shopping cart. Click on *Keep Shopping* (click *Your Account*, *My Lists* to search for products in other lists), or click *Return Cart to Purchasing Application*.

[Return Cart to Purchasing Application ▶](#)

- Click

PantherExpress Stockroom Punchout – Using Hotlists

Click the 'Submit' button to return the items in your cart to your purchasing application.

You will lose the items in your cart if you do not click 'Submit' or if you use the browser 'Back' button.

If you need to make changes to your shopping cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

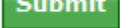



Shopping Cart

Account Number : 011068-005


Catalog No.	Price	Quantity	Availability	Item Subtotal
19025589 GLV 11"LT WT BUTYL RGH S10 1PR	\$33.29 / Pair	1	From: DIETRICH SCHOOL STOCKROOM	\$33.29
19025585 GLV 11"LT WT BUTLY RGH SZ7 1PR	\$33.29 / Pair	1	From: DIETRICH SCHOOL STOCKROOM	\$33.29
19025586 GLV 11"LT WT BUTYL RGH SZ8 1PR	\$33.29 / Pair	1	From: DIETRICH SCHOOL STOCKROOM	\$33.29
Order Subtotal				\$99.87

Cart Total \$99.87

Submit

7. A summary of the cart will display, click on  button.
8. PantherExpress will automatically pull the cart, and all its contents back into the PantherExpress system.
9. Make sure all of the information is correct.
10. Enter a cart name, and click *Update* to save the name.
11. Click on  button.
12. Edit *Shipping* information, if necessary.
13. Click on the first  button in the *Accounting Codes* section.
14. Select *Entity* and *Department* codes; add the rest of the account code.
 - 02.49010.6088.00000.000000.000000
15. Click  button.

PantherExpress Stockroom Punchout – Using Hotlists

16. Scroll down to Supplier / Line Item Details.
17. Locate Fulfillment Address located under Dietrich School Scientific Stockroom
18. Click *Edit* to select a pickup/delivery option from the drop-down menu, then click *Save*
 - Chevron US: you will pickup your order from the stockroom
 - Delivery Fee US: the stockroom will deliver your order, and a \$5.00 handling fee will automatically be added to your order
19. Review the requisition then click  .
20. Click on *Quick View*.
21. What is the status of your order?

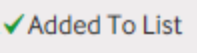
PantherExpress Stockroom Punchout – Using Hotlists

Create a list using the Personal Lists Feature

You can create a personal list of frequently purchased stockroom items.

1. Click on the **DSS Stockroom** Punchout.
2. Click *My Hotlists* (the hotlist link is also found under *Your Accounts, My Lists*), and then click *Create a New List*
3. Give your list a name, and click *Create New List*.
 - Your list is stored under the Personal Lists tab.

Items can be saved to your Personal List:

1. After finding an item, click *Add to another List*
2. Select your list from the Personal List dropdown
3. A confirmation note  will display next to the item

To select an item from your Personal List

1. Click the *Personal List* tab
2. Click on the “+” in front of your list name
3. The list items will display
4. Enter quantities, and click *Add to Cart*.

To delete a list

1. Click on the “+” in front of the list name to open the list
2. Click the *List Options* link
3. Click *Delete List*. Confirm the deletion by clicking OK.

PantherExpress Stockroom Punchout – Helpful Hints

Helpful Hints

- Order ethanol with the Ethanol /Ethyl Alcohol Hotlist in the DSS Stockroom
- Delivery by Pitt drivers is the preferred method of transporting Ethanol to your lab
- You will receive an email confirmation when the stockroom personnel have received your order. If you will be picking up, allow 30 minutes after receipt of the email, for the stockroom personnel to pack your order
- Detailed information on the DSS Stockroom is found on the PantherExpress website, DSS Stockroom link