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.

- **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.
Placing Stockroom Orders in PantherExpress

Create an order using the Rapid Order feature.

1. Click on the DSS Stockroom Punchout.

   - 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 Rapid Order by Catalog Number or My Hotlists.

For additional ordering help, refer to the PantherExpress DSS Information page.
3. Order Clorox Germicidal
   - 50371500

4. Enter the Quantity to be ordered
   - 2

5. Click the **Add Items to Cart** 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

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

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.

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**.

10. Click on **Proceed to Checkout** button.

11. Edit **Shipping** information, if necessary.

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

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

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14. Click **Save**.
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

18. Review the requisition then click Submit Requisition.
19. Click on Quick View to review the order, including the status.
PantherExpress Stockroom Punchout – 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.
PantherExpress Stockroom Punchout – 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 List](image)

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

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.

   • Click Return Cart to Purchasing Application
7. A summary of the cart will display, click on **Submit**.

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 **Proceed to Checkout** on button.

12. Edit **Shipping** information, if necessary.

13. Click on the first **Edit** button in the **Accounting Codes** section.

14. Select **Entity** and **Department** codes; add the rest of the account code.
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15. Click **Save**.

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 **Submit Requisition**

20. Click on *Quick View*.

21. What is the status of your order?
**PantherExpress Stockroom Punchout – 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 [Added To List] 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.
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