

Date Sent: August 2, 2017
To: Purchmerge@list.pitt.edu

New User Profile Form Available

The updated PantherExpress [User Profile form](#) which includes Department Buyer Level 4 - \$10,000 role is now available on the PantherExpress website.

Departments who wish to have individuals granted the Department Buyer Level 4 \$10,000 buyer role will need to submit a new PantherExpress department user profile form for each individual. When completing the form: existing users should check the "Existing User" box at the top of the form, fill out the User and Department information at the top of the form, and check the Level 4 check box from the Roles box at the bottom. New PantherExpress System users will need to fill out the full form.

This updated form is in anticipation of the increase in competitive bid threshold, the level at which Purchasing Services must review orders for goods and services, from \$5,000 to \$10,000, effective September 5, 2017. This adjustment will also be reflected in a pending change to the [University Policy 05-02-16, Competitive Bidding](#).

Forms will begin to be processed in the order in which they are received starting September 5. It may take several weeks for all forms to be processed. After September 5, users should check their permissions within their user profile in the PantherExpress System to check their status.

For a list of specific changes as a result of the threshold increase, please see [the archived posting](#) of our last communication.

Please contact PantherExpress Customer Service by [submitting an inquiry](#), sending an [email](#), or calling 412-624-3578 with any questions or concerns.

Thank you,
University of Pittsburgh, PantherExpress