

## How to Create Orders for Integrated DNA Technologies (IDT)

*Update: March 02, 2016*

Due to the University's current ordering practices with IDT, over the past several months we have received questions and concerns regarding purchases placed directly through IDT's website, which have resulted in over 500 payment discrepancies and inquiries from IDT to the University. This includes blanket orders that were not identified correctly and therefore resulted in unmatched and overdue invoices.

In order to reduce the number of payment discrepancies occurring with IDT and to make the purchasing process more seamless, we require that the PIs and researchers in your department use the University's approved purchasing method, which is the **IDT punchout in the PantherExpress System**. The IDT punchout allows for the same product configuration as the IDT website, and using the IDT punchout will eliminate all of the payment issues occurring currently and increase purchasing efficiency between IDT and the University.

### How to Place an Order through the IDT Punchout in the PantherExpress System

First your PI or researcher must be a registered "Shopper" in the PantherExpress System in order to initiate orders through the IDT punchout. For detailed instructions, go to [How to Become a PantherExpress System User](#). Visit the PantherExpress System FAQ page for an explanation of the Shopper's role and the PantherExpress System Training page to register for Shopper training (after completing the steps in "How to Become a PantherExpress System User").

Once your PI or researcher is registered to use the PantherExpress System as a Shopper, he or she can proceed as follows:

1. Log in to the PantherExpress System through [www.my.pitt.edu](http://www.my.pitt.edu).
2. Select the IDT icon on the PantherExpress System's homepage to view the IDT punchout.
3. Build an order using the product finder/customization tools available on the IDT punchout.
4. Place the items in the IDT shopping cart on the punchout.
5. After your PI or researcher has finalized his or her shopping cart and checked out from the IDT punchout, the PantherExpress System will:
  - Automatically pull the finalized shopping cart from the IDT punchout into the PantherExpress System.
  - Electronically route the order to the department's account code assigner and through the approval process.
  - Assign a University purchase order number to the transaction.
  - Send the purchase order to IDT automatically via cXML from the PantherExpress System.

## **Blanket Purchase Orders**

As mentioned earlier, the issuance of blanket purchase orders has created great confusion with IDT and the University. Placing orders with IDT is now limited to the IDT punchout in the PantherExpress System. The former capability to use the Non-Catalog Order and Blanket Standard Order Forms to issue orders to IDT has been eliminated to ensure that University-wide purchases to IDT are channeled directly through the IDT punchout in the PantherExpress System. Please, however, **do not cancel any existing blanket orders** in the PantherExpress System or in PRISM as doing so will interrupt the payment process for any outstanding invoices. Additionally, please cease placing orders through IDT's corporate website and referencing blanket purchase order numbers.

Please immediately begin processing all IDT orders through the IDT punchout in the PantherExpress System and please guide the PIs and researchers in your department to do this as well.

IDT has assured PantherExpress – Purchasing Services that it is the very rare case that IDT cannot accept an order through the IDT punchout on the PantherExpress System. If, however, you find that you need to purchase an IDT item not on the IDT punchout then please contact PantherExpress Customer Service for assistance by [submitting an inquiry](#) or by calling 412-624-3578.

Thank you,

*University of Pittsburgh - PantherExpress*