Shopper User Guide

Help
Contact PantherBuy via email at: PantherBuy@bc.pitt.edu
Remember, you can find useful information on our website too:
www.pantherbuy.pitt.edu

Accessing the System
1. Open your web browser and go to
   https://solutions.scicest.com/org/pittsburgh
2. Enter your Username and Password. Click “GO”

Setting up Default Ship-To Addresses
1. Click on Profile near the upper left-hand corner of the page.
2. Click on the Purchasing tab, then click the Addresses tab.
3. Click on the Select Addresses for Profile button.
4. Enter your standard building abbreviation in the Nick Name field; click Search.
5. Click on the radio button to select the address. Add the room number to the address. You can leave the Nick Name field as the building name, or change it to something descriptive, e.g. Garrett’s Lab.
6. If you want the address to serve as the default Ship-To location, click in the Default box.
7. Click on Save.

Using Search Tools
Simple Search
• Click on the Home tab, then the Shop tab to bring up the Shop Hosted Catalogs search tool. Enter the Product Description, or Catalog Number and click Go. Click on the Drop Down box to limit the search by category.

Other Searches
Advanced Search
• Click on Advanced Search to display additional search fields such as Supplier Name or SKU.

Browse Suppliers (Hosted Catalog Suppliers only)
• Click on Browse: suppliers to view an alphabetical listing of suppliers. Click on a supplier name to display a list of product categories; click View to view that category’s products.

Browse Categories
• Click on Browse: categories to view a listing of product categories. Click on the plus sign to expand and view listed products within each category. Click on View to see products in a Search Results listing.

Browse Chemicals
• Click on Browse: Chemicals to locate chemicals and reagents by their molecular structure or sub-structure. Users can draw structures and the system provides a list of matching items in the results display.

Place an Order
1. After locating an item for purchase, enter a number in the Quantity field and click on Add to Cart button.
2. Search for another product by using the Shop Hosted Catalogs search tool at the top of the page.
3. When finished adding products to the requisition, click in the outlined box with the cart in the upper right corner of the page.
4. Review the products in your shopping cart.
5. If you prefer, change the requisition name to something descriptive and click Save.
6. To remove an item, click the ✔ next to the item then select For selected line items Remove Selected Items and click Go.
7. To change the quantity of any items in your cart, update the quantity and click Save .
8. Click on the Review button in the workflow diagram.
9. Click Submit Requisition in the workflow diagram to submit the order.

Quick Order
Quick Order allows you to search for and add multiple items to your shopping cart at once.
1. Click Quick Order, found above Showcased Suppliers, and enter the catalog number/numbers.
2. Click on Add To Active Cart. If an exact match is found, the product(s) will automatically be added to your cart.

Punchouts
Punchouts access suppliers’ websites through the PantherBuy system. By clicking on the supplier icon, you can shop directly from the supplier’s specific website, which typically offers discounted pricing and favorable shipping terms.

Items from a punch-out supplier go into a cart, and when the cart is submitted it is brought back into the PantherBuy application. From that point, the order is completed the same as a hosted catalog order.

Punchout suppliers can be found on the Home page.

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My Favorites *(for catalog items only)*
Track and resubmit frequently ordered products by adding products to your Favorites list:
1. To create a Favorites folder, click on Favorites (on Navigation bar), New.
2. Choose Top level personal folder or Subfolder of selected folder depending on whether it is a new folder, or a sub-folder of an existing folder.
3. Enter Folder name and Description. Click Save.
4. To add an item to a Favorites folder, click the add favorite link found next to each of your “favorite” products on the Search Results screen.
5. Click on the folder to which you want to add the item, and click Submit.
6. You will get the message “Product has been successfully added to Favorites”. Click Close.
7. To add a product(s) to your shopping cart from your Favorites list, click the Favorites tab, click the appropriate Favorites folder, find your item and click Add to Cart.
8. To remove a product, click on Favorites, click on your Favorites folder name to display the items in the folder. Locate the item you want to delete. Click on the Delete link found below the Add to Cart button.
9. To delete an entire Favorites folder, click on the folder name and click the Delete button above the Folder directory.

Cart History
1. Click on History in the navigation menu bar.
2. Click on PR History.
3. Check the Filter box: Specify a date range of a past cart.
4. Optionally, enter the product number or requisition name.
5. Click on Search.
6. Click on a Req.# to view its details.
7. View orders also by clicking on History, My Requisitions or My Purchase Orders.

Printing a Copy of a Purchase Order
1. Click on History in the navigation menu bar.
2. Click on PO History.
3. Click on by PO No.
4. If you have a certain PO number that you would like to print, you may enter the PO number into the search field. If you are looking to print out multiple POs, or you do not know the PO number, check the Filter box, and enter a date range.
5. Click Search.
6. All PO search results will appear. Next to the PO Number will be a printer icon . Click this icon to view a copy of the order. Click on the printer icon in the upper right corner to print.

Copy a Requisition
1. Click on the following: History→My Requisitions
2. Locate the requisition you want to copy; click on the req. no.
3. From the Available Actions drop down menu, choose Copy to New Cart, Go.
4. A copy of the order will be placed in a new cart.