

## Help

Contact PantherBuy via email at: [PantherBuy@bc.pitt.edu](mailto:PantherBuy@bc.pitt.edu)  
Remember, you can find useful information on our website too:  
[www.pantherbuy.pitt.edu](http://www.pantherbuy.pitt.edu)

## Accessing the System

1. Open your web browser and go to <https://solutions.sciquest.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  **Go** 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 Pitt 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.


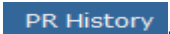
Punchout suppliers can be found on the Home page.

## My Favorites (for catalog items only)

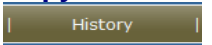
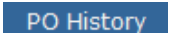
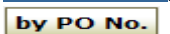
Track and resubmit frequently ordered products by adding products to your Favorites list:


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  in the navigation menu bar.
2. Click on .
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  in the navigation menu bar.
2. Click on .
3. Click on .
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.