

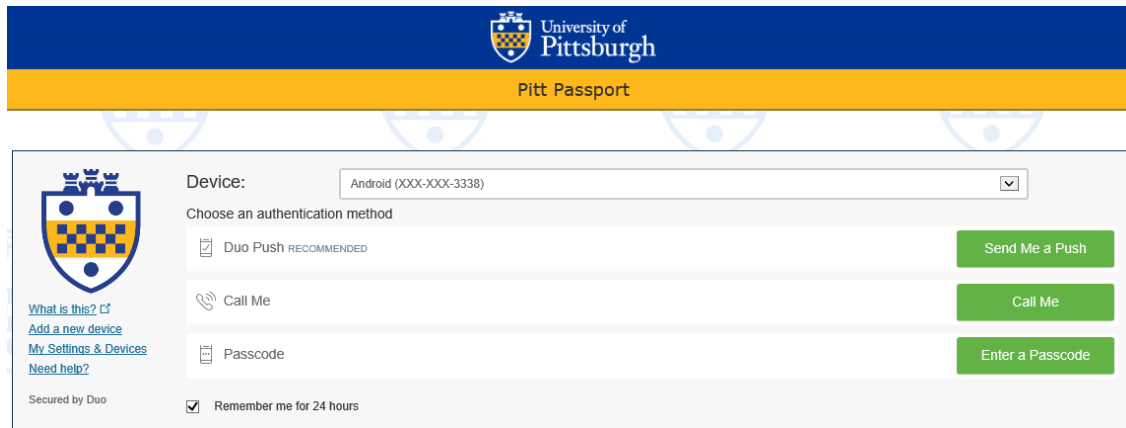
How to Use the Dietrich School Scientific Stockroom DSS Punch-out in PantherExpress

Sign in to my.pitt.edu

The screenshot shows the top navigation bar of the myPitt website. It features the University of Pittsburgh logo and the 'myPitt' branding on the left. A search bar is located on the right, with a dropdown menu showing 'Pittsburgh' and 'Staff'. Below the navigation bar, there are three featured news items: 'Accepting applications: Ambrosio Interns...', 'Free Startup Seminars', and 'Undergrads on the Pittsburgh campus: T...'. Each item has a brief description and a 'view more...' link. A 'VIEW ALL' button is positioned at the bottom right of the featured items section. Below this section is a grey bar with the text 'Student, Faculty, and Staff Resources'.

The screenshot shows the 'Pitt Passport' login form. At the top, there is the University of Pittsburgh logo and the text 'University of Pittsburgh' and 'Pitt Passport'. Below this, there are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to toggle visibility. A yellow 'Submit' button with a right-pointing arrow is located below the input fields. At the bottom of the form, there are two links: 'Forgot password?' and 'Need Help?'. The background of the form features a large, faint watermark of the University of Pittsburgh crest.

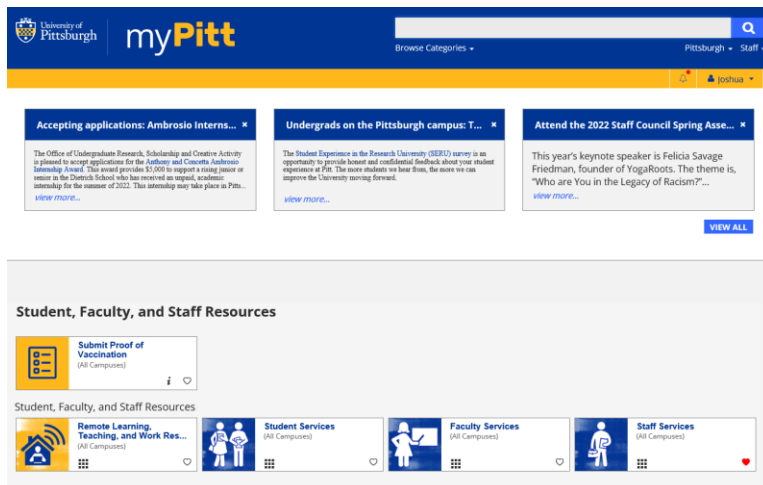
Receive your authentication



Use your Pitt Single Sign-in process to access my.pitt.edu.

Your computer screen will change in the my.pitt.edu... home page.

The My.Pitt.Edu Webpage



In my.pitt.edu scroll down looking in the scroll down to the center frame frame for The PantherExpress System.



















You may need to click See More.

If you don't have access to PantherExpress you can look at our online catalog and or our excel parts list. Both are linked from the DSS Webpage:

<http://researchservices.pitt.edu/facilities/scientific-stockroom>

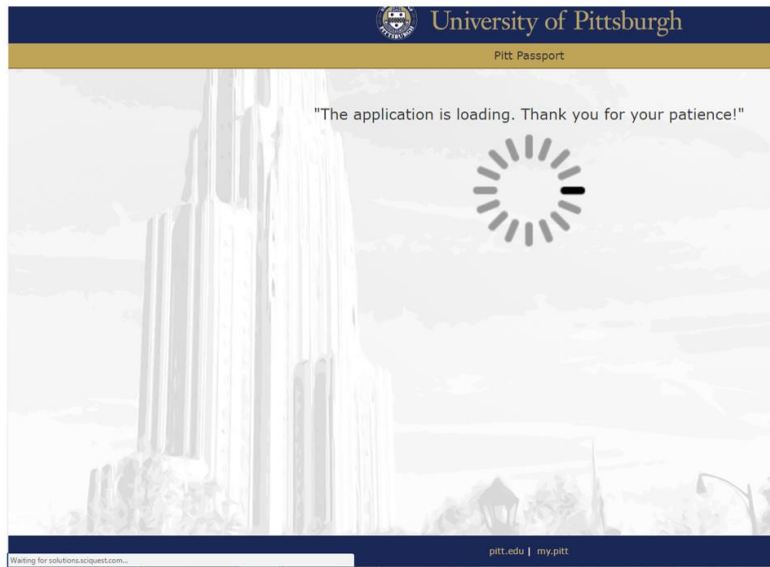
Then tell your department buyer what you want.

Most Popular

 Pitt Email Outlook(All Campuses) i ♥	 Canvas Learning Management System (A... CANVAS i ♥	 PeopleSoft HighPoint Ca
 OneDrive Microsoft Office 365(All Campus... i ♥	 Pitt Worx Pitt Worx Login (All Campuses) i ♥	 PubMed HLSL(All Can
 MyDisclosures Huron (All Campuses) i ♥	 College of General Studies (CGS) Advising Center A... SARS(All Campuses) i ♥	 PowerPoi Microsoft Of
 The PantherExpress System Jaggaer/SciQuest (All Campuses) i ♥	 Office of Admissions (All Campuses) i ♥	 Approve T Pitt Worx(All
 CONCUR Concur(All Campuses) i ♥	 Student Right-to-Know Graduation Rate Disclos... Institutional Research(All Camp... i ♥	 Pitt Purchase Tickets (All Campuse
 PRISM PRISM(All Campuses)	 Student Health Service Student Portal Pitt-Pittsburgh(All Campuses)	 Online Su Qualtrics(All

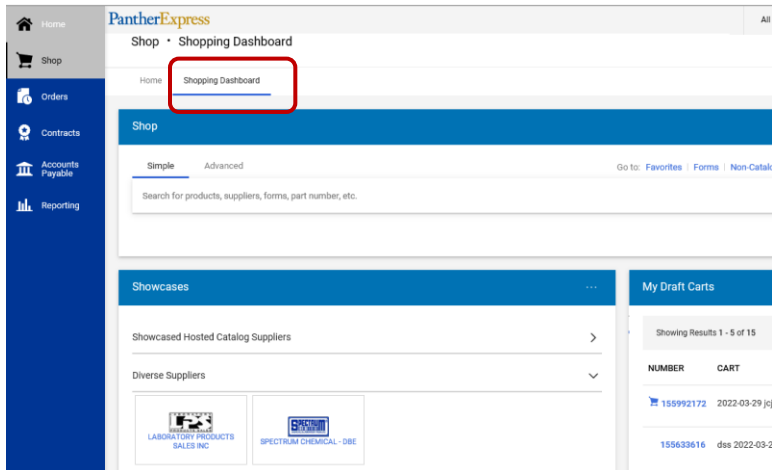
Click PantherExpress

After Clicking PantherExpress the screen will change



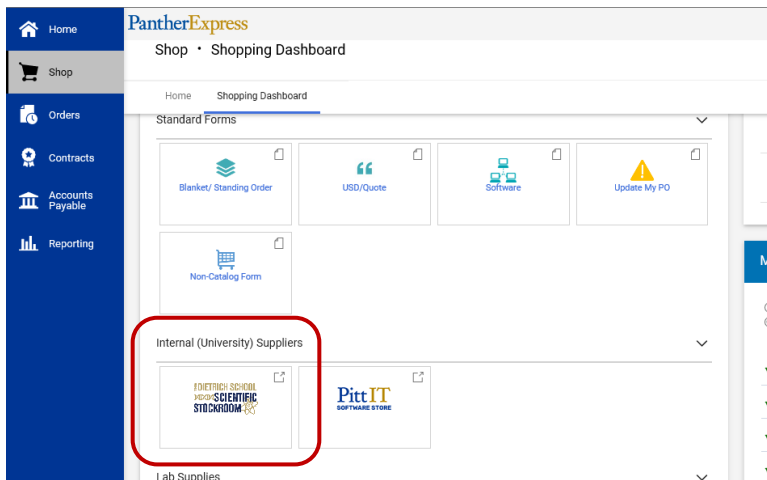
The screenshot shows the University of Pittsburgh Pitt Passport interface. At the top, there is a dark blue header with the University of Pittsburgh logo and the text "University of Pittsburgh" and "Pitt Passport". Below the header, the main content area is a light gray background with a large, faint image of the University of Pittsburgh's iconic architecture. In the center, there is a loading spinner and the text: "The application is loading. Thank you for your patience!". At the bottom, there is a dark blue footer with the text "pitt.edu | my.pitt" and a small URL "Waiting for solution.scquest.com..." on the left.

The PantherExpress System Home/Shop Page



Use the Shop • Shopping Dash Board option selecting between it and the Home option

Scroll down to show the Dietrich School Scientific Stockroom logo.



Click the Dietrich School Scientific Stockroom button that has our logo on it.

The DSS Stockroom PUNCHOUT is under the Internal (University) Suppliers heading.

Options for selecting products

You have two ways to add items to your shopping cart:

Contents Page

Option 1.

- | | |
|---|----|
| 1. USING DSS STOCKROOM LISTS | 6 |
| 2. Buying when you know the catalog Number | 17 |
| NOW IN PantherExpress / Finalizing your Shopping Cart | 21 |

The Dietrich School Scientific Stockroom landing page will load.

Welcome to the Dietrich School Scientific Stockroom (DSS), the unified operations of the former Biological Sciences and Pitt Chemistry Stockrooms. The DSS maintains a wide variety of scientific products including ethanol, for the convenience of researchers on campus. The stockroom is located in 326 Chevron Science Center, with hours of operation from 7:30 a.m. to 5 p.m. Monday through Friday. When approved by 4:30 p.m., most orders are available for pick up the same day or for next day delivery.

Did You Know?

The Dietrich School Scientific Stockroom carries the products most frequently purchased by the University of Pittsburgh research community. These include scientific consumables, chemicals, and office and janitorial supplies. Customers can pick up their orders at 326 Chevron Science Center or 120F Langley Hall/Garage.

Adding an External Note may delay your order. If you have a special request, please place your order and contact the DSS staff at 412-624-8551 with your PO number and request. Note: If an order error occurs, please do not modify the PO. The stockroom does not receive amended purchase orders.

Ordering Tips

You may wonder, “why does the punchout look like Fisher Scientific’s Punchout?” The Stockroom is operated with inventory management support from Unity Lab Services (part of ThermoFisher Scientific) and as such, our PantherExpress System is integrated with the Fisher Scientific inventory management system known as RIMS. Our Stockroom catalog now runs off of the Fisher Scientific software platform, which is why it mirrors the regular Fisher Scientific Punchout. More Frequently Asked Questions are also available on the Stockroom webpage

<http://researchservices.pitt.edu/facilities/scientific-stockroom>.

Option 1.

USING DSS STOCKROOM LISTS

Scroll down to the links for “My Hotlists“

Welcome to the Dietrich School Scientific Stockroom (DSS), the unified operations of the former Biological Sciences and Pitt Chemistry Stockrooms. The DSS maintains a wide variety of scientific products including ethanol, for the convenience of researchers on campus. The stockroom is located in 326 Chevron Science Center, with hours of operation from 7:30 a.m. to 5 p.m. Monday through Friday. When approved by 4:30 p.m., most orders are available for pick up the same day or for next day delivery.



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Ordering Tips

The most efficient way to shop the Dietrich School Scientific Stockroom is to utilize **My Hotlists** or **Rapid Order by Catalog Number**.

My Hotlists

Rapid Order by Catalog Number

For additional ordering help, refer to the Shared Research Support Services DSS Information page.

Quick Links

- [University of Pittsburgh – Dietrich School Scientific Stockroom Catalog](#)

Click “My Hotlists“

If the page says login, then hit the [F5] button to refresh the screen.

Fisher Scientific | Fisher Healthcare | Fisher Science Education

Welcome, Josh! [Manage Your Account](#)

fisher scientific
part of Thermo Fisher Scientific

[Safety Data Sheets](#) | [Product Certificates](#) | [Order Status](#) | [Order By Catalog Number](#)

Shop Products | [Your Account](#) | [Fisher PunchOu...](#) |

Home > My Lists

My Lists

[+ Create List](#)

Personal lists (30) | **Company lists (88)**

List Title (A-Z)	
20210805	23
2021 price quantity check	24
Batteries	4
Chevron Sci Ctr only Services--No delivery avail.	12
Deiters/K. Brown	97
DSS GLOVES	38

20210805

0 item(s)

[Add Description](#)

Search this list | Catalog Number (Ascending) | [List Options](#)

Because of certain items below we can't add your entire list to the cart at this time.
Please view product(s) for possible alternatives or contact our [Product Support Team](#) for assistance.

[Share With Others](#) | [List Options](#) | 0 item(s) | [Add all items to cart](#)

Select the “Company” My Lists

We have Lists organized with type of supply, and Company Name

Personal lists (30) Company lists (88)

List Title (A-Z) ▾

3M (Scotch)	16
Acros Organics / AirTite (Norm-Ject) / Alfa Aesar	26
Avantor(JT Baker) / BD (Bacto)	27
*Balloons	2
*Binding Strips	1
*Bio *Lab Non Flame Resistant Lab Coats	3
*Biology Items	8
Bio-Rad	33
*BioSafety hot List created by EHS	21
*Buffers	9
Bulwark / Cadence Science / Cambridge Isotope	31

Select the type of item you want, or the brand of item you want.


Example: NEB Items

List Title (A-Z) ▾

- Matheson / Microflex 31
- *Metal Animal Tags 2
- *Microscopy 11
- Millipore Sigma 67
- *Miscellaneous Lab Supplies 69
- National/ National Diagram / National Target DP 8
- NEB (New England Biolabs) 30**
- *Needles / Syringes 52
- Newell(Expo/Rubbermaid/Sharpie/KrazyGlue/PaperMate 17
- *NMR SUPPLIES 22
- *Non Fat Instant Dry Milk 1

NEB (New England Biolabs) 0 item(s)

Search this list Catalog Number (Ascending) ▾ ... List Options




New England Biolabs, Inc. NotI-HF - 500 units \$79.56 / Each

Catalog #508112040
by New England Biolabs, Inc.

[Check Availability](#)

● In Stock(1) Available in DIETRICH SCHOOL STOCKROOM
encompass

"NOTI-HF-500 U"




New England Biolabs, Inc. T4 Polynucleotide Kinase - 500 units \$58.89 / Each

Catalog #50811602
by New England Biolabs, Inc.

[Check Availability](#)

● In Stock(0) Available in DIETRICH SCHOOL STOCKROOM ▲ The requested

Scroll down to EcoRI



New England Biolabs, Inc. EcoRI - 10000 units \$65.09 / Each

Catalog #50811920
by New England Biolabs, Inc.

[Check Availability](#)

● In Stock(1) Available in DIETRICH SCHOOL STOCKROOM
encompass

"ECOR I"

Enter 1 in the quantity.

1 is indicated as added to your Cart



New England Biolabs, Inc. EcoRI – 10000 units

Catalog #50811920
by New England Biolabs, Inc.

\$65.09
/ Each

1

Add to cart

[Check Availability](#)

● In Stock(1) Available in DIETRICH SCHOOL STOCKROOM

encompass

"ECOR I"

Click "Add all items to cart" on the bottom right.



New England Biolabs, Inc. EcoRI – 10000 units

Catalog #50811920
by New England Biolabs, Inc.

\$65.09
/ Each

1

Add to cart

[Check Availability](#)

● In Stock(1) Available in DIETRICH SCHOOL STOCKROOM

encompass

"ECOR I"



New England Biolabs, Inc. HindIII – 10000 units

Catalog #50811928
by New England Biolabs, Inc.

\$65.09
/ Each

Add to cart

[Check Availability](#)

● In Stock(1) Available in DIETRICH SCHOOL STOCKROOM

encompass

"HIND III"

1 item(s)


Add all items to cart

Verify you have the right item in you cart

Shopping Cart

Account: 011068005 Fisher PunchOut Partner Fisher PunchOut Partner

Print Share

Item	Price	Qty	Subtotal
 New England Biolabs, Inc. EcoRI - 10000 units * by New England Biolabs, Inc. R0101S Catalog number 50811920 encompass In Stock (1) - Available In DIETRICH SCHOOL STOCKROOM Delete Save for later	\$65.09 / Each	1	\$65.09

Forgot Something? Enter catalog numbers separated by a space.

Order Summary

Subtotal - 1 items \$65.09

Order Total \$65.09

You Click the “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 cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Account Number: 011068005

Item	Price	Qty	Availability	Subtotal
 New England Biolabs, Inc. EcoRI - 10000 units * Small and/or diverse supplier based on Federal laws and SBA requirements. Learn More ECORI 10000 U Catalog number 50811920	\$65.09 / Each	1	In Stock (1) - Available In DIETRICH SCHOOL STOCKROOM	\$65.09

Order Subtotal \$65.09

Cart Total \$65.09

Click “Submit”

Proceed to the “NOW IN PantherExpress” Section

21

This page intentionally left blank.

Adding Dry Ice to your cart that you obtained from the DSS Stockroom.

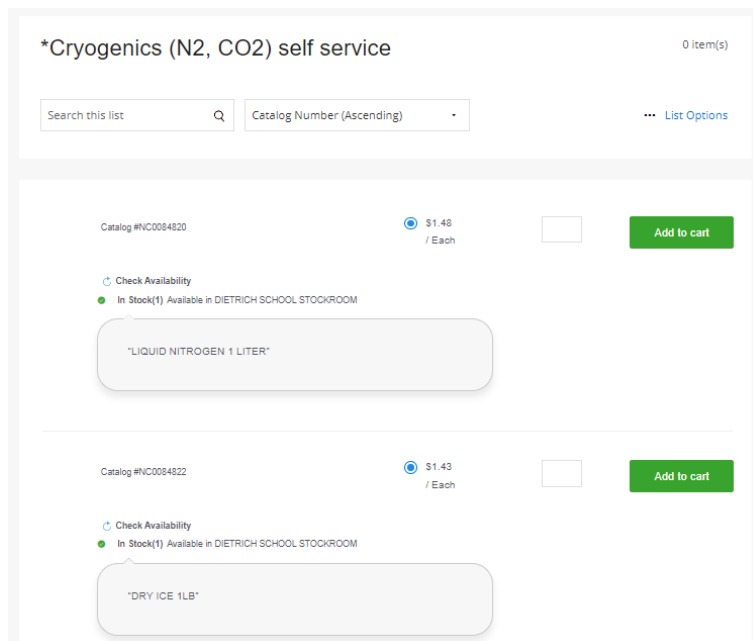
Back to my hot Lists

Select “*Cryogenics (N2, CO2) Self Service”



The hot List will load

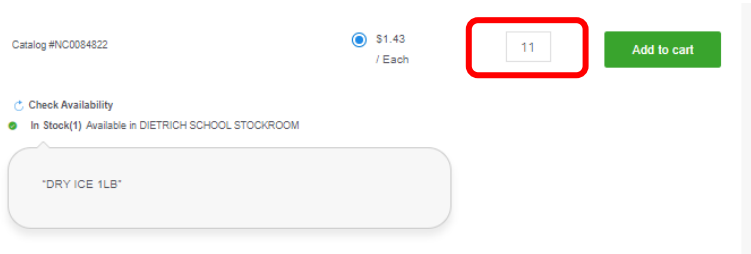
Using the 'Cryogens' Hotlist



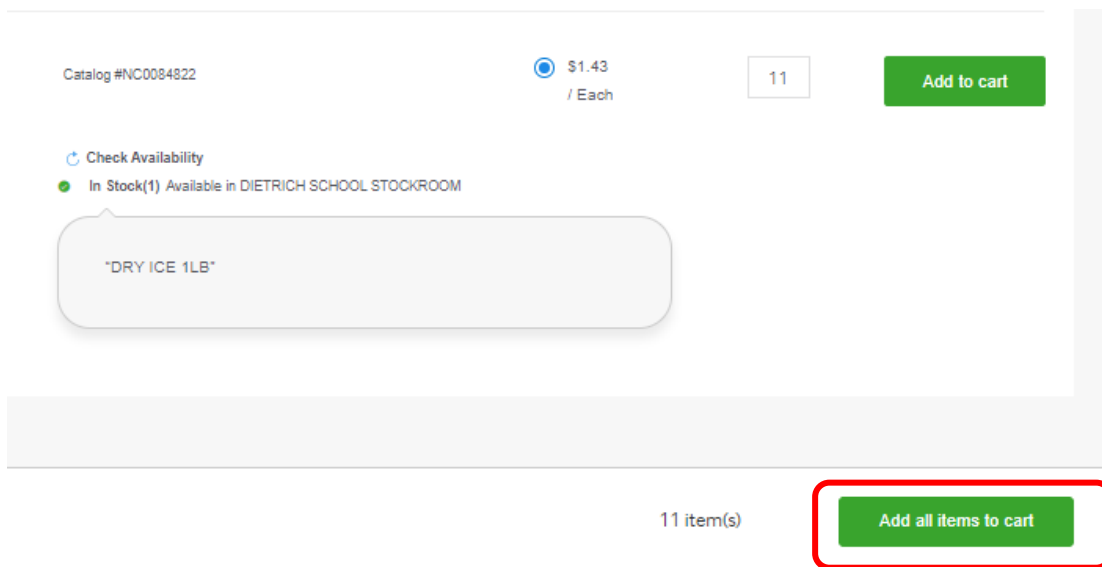
Enter the obtained quantity; add the quantity of dry ice you got by the whole pound. *If you only get 1/2 a pound then round up, and the next time you get a half pound you have already paid for it.*

Click “add to cart” to do so.

You can see the dry ice is added to your cart as it shows (11) on the “add to cart” green button. I added 11 pounds to my cart.



Scroll to the bottom right. Then click “Add all items to cart”



Your Shopping Cart

Shopping Cart

Account: 011068005 Fisher PunchOut Partner Fisher
PunchOut Partner

Item	Price	Qty	Subtotal
<input type="checkbox"/> SELF SERV DRY ICE 1LB Catalog number NC0084822	\$1.43 / Each	<input type="text" value="11"/>	\$15.73

In Stock (11) - Available In DIETRICH SCHOOL STOCKROOM

[Delete](#) [Save for later](#)

Forgot Something? Enter catalog numbers separated by a space.
 [Add to cart](#)

[Print](#) [Share](#)

[Return Cart to Purchasing Application](#)

Order Summary

Subtotal - 11 items	\$15.73
Order Total	\$15.73

[Cancel Punchout](#)

[Empty cart](#) [Save all for later](#)

Verify the correct items are added to your cart.

Dry Ice is self-service, bringing a container to hold your dry ice is **required**:

DSS Stockroom Address: 326 Chevron Science Center

Hours: 7:30 a.m. to 5 p.m. Monday - Friday

<http://researchservices.pitt.edu/dss-location-contact-information>

Here is an excerpt from our [Stockroom Frequently Asked Questions](#) regarding DRY ICE and LIQUID NITROGEN.

To order dry ice and/or liquid nitrogen follow these steps:

1. Go to the storage center for dry ice and liquid nitrogen.
2. Safely obtain the amount of product you need or is available for withdrawal (bring Personal Protective Equipment, appropriate containers for your cryogenes).
3. Go to the kiosk, login to your PantherExpress System account, select the Dietrich School
4. Scientific Stockroom (DSS) Punchout and place an order for the amount of dry ice and/or liquid nitrogen you obtained (if you do not have access to PantherExpress, then note the amount obtained and have your department buyer make the purchase for you).
5. This is required for the tracking and management of these products and how your account will be charged.
6. Submit your order, secure the storage center, and return to your lab.

The PantherExpress System order will be approved by the appropriate account approver by next business day. You will receive an order confirmation, which will be for your records only since you already obtained your product.

Q. Can I have Liquid Nitrogen and/or Dry Ice delivered to my lab?

A. No, these items are not ideal for next day shipping. Dry ice and liquid nitrogen evaporate and require insulated storage containers. Kelly Dry Ice is a University supplier in the PantherExpress System. Sources for liquid nitrogen include Pitt Cryogenics and Matheson, both in the PantherExpress System. Pitt Cryogenics is an internal (University) supplier for Liquid Nitrogen and Liquid Helium. Matheson is a contracted gas supplier in the PantherExpress System. Table of Contents

Click “Return Cart to Purchasing Application” to checkout in the PantherExpress System.

Item	Price	Qty	Subtotal
SELF SERV DRY ICE 1LB Catalog number NC0084822	\$1.43 / Each	11	\$15.73
✔ In Stock (11) - Available In DIETRICH SCHOOL STOCKROOM ✖ Delete ↓ Save for later			

Return Cart to Purchasing Application

Order Summary	
Subtotal - 11 items	\$15.73
Order Total	\$15.73

Click submit

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 cart, please submit this cart and then return to the Fisher Scientific website from your purchasing application.

Account Number : 011068005

Item	Price	Qty	Availability	Subtotal
SELF SERV DRY ICE 1LB Catalog number NC0084822	\$1.43 / Each	11	✔ In Stock (11) - Available In DIETRICH SCHOOL STOCKROOM	\$15.73
Order Subtotal				\$15.73
Cart Total				\$15.73

Submit

Proceed to the “NOW IN PantherExpress” Section

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Ordering by Catalog number

Option 2 a.

Alternatively, you can choose “Rapid Order by Catalog Number”

Buying when you know the catalog Number

Welcome to the Dietrich School Scientific Stockroom (DSS), the unified operations of the former Biological Sciences and Pitt Chemistry Stockrooms. The DSS maintains a wide variety of scientific products including ethanol, for the convenience of researchers on campus. The stockroom is located in 326 Chevron Science Center, with hours of operation from 7:30 a.m. to 5 p.m. Monday through Friday. When approved by 4:30 p.m., most orders are available for pick up the same day or for next day delivery.



Did You Know?

The Dietrich School Scientific Stockroom carries the products most frequently purchased by the University of Pittsburgh research community. These include scientific consumables, chemicals, and office and janitorial supplies. Customers can pick up their orders at 326 Chevron Science Center or 120F Langley Hall/Garage.

Adding an External Note may delay your order. If you have a special request, please place your order and contact the DSS staff at 412-624-8551 with your PO number and request. Note: If an order error occurs, please do not modify the PO. The stockroom does not receive amended purchase orders.

Ordering Tips

The most efficient way to shop the Dietrich School Scientific Stockroom is to utilize **My Hotlists** or **Rapid Order by Catalog Number**.



For additional ordering help, refer to the Shared Research Support Services DSS Information page.

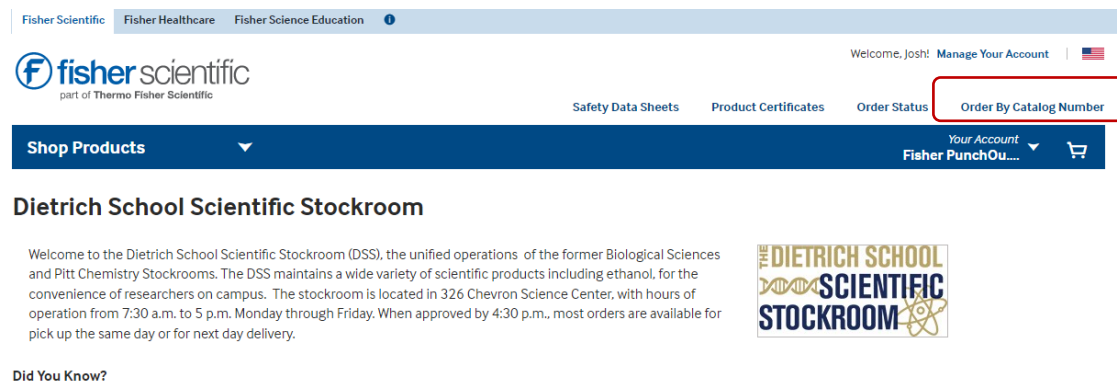
Quick Links

- University of Pittsburgh – Dietrich School Scientific Stockroom Catalog

Option 2 b.

Choose Order By Catalog Number also gets you to the same place.

Click the “Order By Catalog Number” link in the top right hand side of the DSS Stockroom punchout.



The screenshot shows the Fisher Scientific website interface. At the top, there are navigation tabs for 'Fisher Scientific', 'Fisher Healthcare', and 'Fisher Science Education'. The main header includes the Fisher Scientific logo and the text 'part of Thermo Fisher Scientific'. On the right side of the header, there is a user greeting 'Welcome, Josh!' and a 'Manage Your Account' link. Below the header, there is a dark blue navigation bar with a 'Shop Products' dropdown menu and a 'Fisher PunchOut' link. In the top right corner of this navigation bar, the 'Order By Catalog Number' link is highlighted with a red rectangular box. Below the navigation bar, the page title is 'Dietrich School Scientific Stockroom'. The main content area contains the same introductory text as seen in the previous section, and the Dietrich School Scientific Stockroom logo is displayed on the right side.

Please use your own order list, or look at the [catalogs](#), then enter a stockroom part number.

Fisher Scientific Fisher Healthcare Fisher Science Education

f fisher scientific
part of Thermo Fisher Scientific

Shop Products

Quick Order

Account Number: 011068005

Enter Catalog Numbers: Line by Line

Add products to your shopping cart by entering catalog numbers and quantities. Units of sale (e.g., pack vs. case) and pricing will display once the catalog numbers have been entered.

Item	Quantity
<input type="text" value="E138"/>	<input type="text"/>
Fisher Catalog Number	
E1384-25G	
E138-1	

Select the right instance of the number you type in.

Select the correct unit, Each or Case for example.

Fisher Scientific Fisher Healthcare Fisher Science Education

f fisher scientific
part of Thermo Fisher Scientific

Shop Products

Quick Order

Account Number: 011068005

Enter Catalog Numbers: Line by Line

Add products to your shopping cart by entering catalog numbers and quantities. Units of sale (e.g., pack vs. case) and pricing will display once the catalog numbers have been entered.

Item	Quantity	Price	Availability
ETHYL ETHER ANH R ACS 1L Catalog Number E1381	<input type="text" value="1"/>	<input checked="" type="radio"/> \$29.02 / Each <input type="radio"/> \$174.12 / Case	<input checked="" type="checkbox"/> In Stock (1) Estimated Delivery 04/19/2022 Available in DIETRICH SCHOOL STOCKROOM Check Availability

Enter the quantity you need

Enter Catalog Numbers: Line by Line

Add products to your shopping cart by entering catalog numbers and quantities. Units of sale (e.g., pack vs. case) and pricing will display once the catalog numbers have been entered.

Item	Quantity	Price	Availability
ETHYL ETHER ANH R ACS 1L Catalog Number E1381	<input type="text" value="11"/>	<input checked="" type="radio"/> \$29.02 / Each <input type="radio"/> \$74.12 / Case	<input checked="" type="checkbox"/> In Stock (1) Estimated Delivery 04/19/2022 Available in DIETRICH SCHOOL STOCKROOM Check Availability

Repeat the steps, then “add the items to you cart”

Enter Catalog Numbers: Line by Line

Add products to your shopping cart by entering catalog numbers and quantities. Units of sale (e.g., pack vs. case) and pricing will display once the catalog numbers have been entered.

Item	Quantity	Price	Availability
ETHYL ETHER ANH R ACS 1L Catalog Number E1381	<input type="text" value="11"/>	<input type="radio"/> \$29.02 / Each <input checked="" type="radio"/> \$174.12 / Case	Check Availability X Remove Item

[Jpload](#) Total Items: 11 [Add Items to Cart](#)


Review items in you cart then “return the cart to the Purchasing Application”

Continue adding items to your cart by Buying when you know the catalog Number

17

or

Click “Return Cart to Purchasing Application”

Items in Your Cart	Price	Quantity	Availability	Item Subtotal
 E1381 X Remove Item + Add to List	<input type="radio"/> \$29.02 / Each <input checked="" type="radio"/> \$174.12 / Case	11	On Order (11) Through DIETRICH SCHOOL STOCKROOM	\$1,915.32
Order Subtotal				\$1,915.32

[+ Add all items to a List](#) Empty Cart

Cart Total **\$1,915.32**

Returning your cart to your purchasing application will log you out of the Fisher Scientific website.

[◀ Keep Shopping](#)

Return Cart to Purchasing Application ▶

Click submit

Catalog No.	Price	Quantity	Availability	Item Subtotal
E1381 ETHYL ETHER ANH R ACS 1L	\$174.12 / Case	11	From: DIETRICH SCHOOL STOCKROOM	\$1,915.32
Order Subtotal				\$1,915.32

Cart Total **\$1,915.32**

NOTE: Shipping and handling charges will be calculated at time of shipment based upon your account's terms and conditions.

Submit

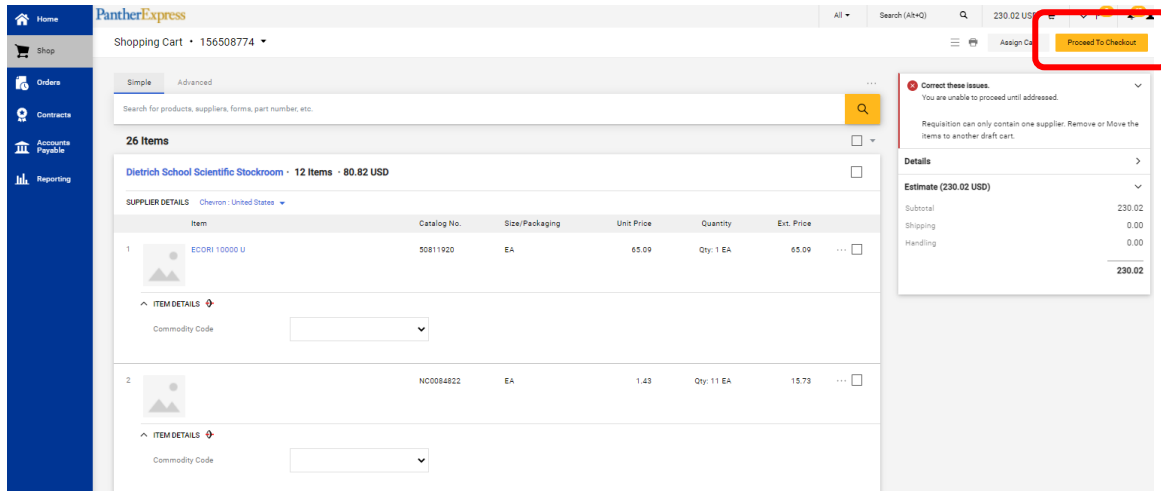
Proceed to the "NOW IN PantherExpress" Section

21

Finalizing your Shopping cart:

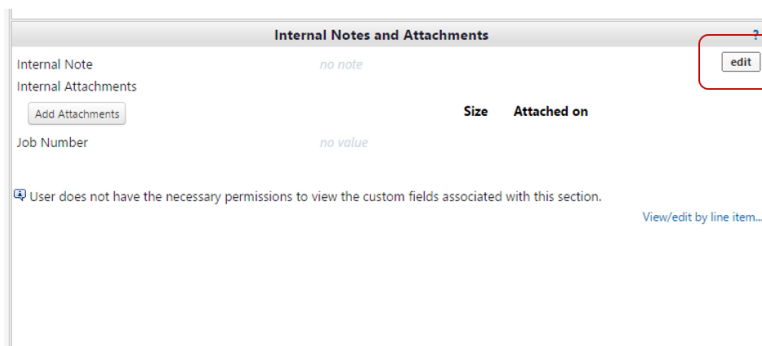
NOW IN PantherExpress

Your shopping cart has been returned to the Internet Procurement System



Click "Proceed to Checkout"

Adding an account number



If required by your department, then click Edit on "Internal Notes and Attachments" to enter your account number. Please note you need to use the 6088 subcode when buying from the DSS Stockroom. 6088 means "Interdept Non-Overhead Bearing Supplies". You may need to get your account number activated and so you can email stockroom@pitt.edu with your account number. Activation using the PRISM system takes 30 minutes to 1 hour Account is entered into PRISM.

Select shipping, or indicate you will pick up this item.

The screenshot shows the 'Dietrich School Scientific Stockroom' interface with 12 items totaling 80.82 USD. A dropdown menu for 'Chevron: United States' is highlighted with a red box. Below the header, there are sections for 'SUPPLIER DETAILS' and 'ITEM DETAILS' for two items. The first item is 'ECORI 10000 U' with a unit price of 65.09 and a quantity of 1 EA. The second item is 'NC0084822' with a unit price of 1.43 and a quantity of 11 EA. Each item's details section includes fields for Manufacturer Name, Manufacturer Part Number, Supplier Part Auxiliary ID, Contract, Taxable, Capital Expense, Commodity Code, Internal Note, Internal Attachments, External Note, Attachments for supplier, and PO Clauses.

SUPPLIER DETAILS drop down menu options

The dropdown menu options are listed as follows:

- Chevron: United States
- Delivery Fee: United States
- Langley Station: United States

Delivery by Pitt drivers is the University’s preferred method of transporting supplies to your laboratory. Since the University’s preferred method is delivery, your order automatically includes the delivery charge (Delivery Fee: United States Option).

You can change the order to pick up, after your cart is returned to the PantherExpress System, click on “Return to Shopping cart.” Underneath Dietrich School Stockroom, you will see “Delivery Fee: United States”.

Click on “Delivery Fee: United States,” then click “Chevron: United Stated” to pick up

your item in Chevron. You will not be charged the handling fee and your order will be available to pick up in room 326 Chevron Science Center. After your cart is returned to the PantherExpress System, in the Final Review | Requisition | Summary tabs at the bottom right you will see the Handling charge will be \$0. (Don't see the handling fee click "Proceed to checkout" and look at the right-side frame.)

Please note there is a shipping fee, which will be noted as a Handling Fee on your Purchase Order

The screenshot displays a requisition summary for requisition 2017-05-29 jgpt22 01. Key sections include:

- General:** Requisition Name: 2017-05-29 jgpt22 01; Description: no value; Prepared By: Joshua Jones; Department: Chemistry (Chemistry); Prepared For: Joshua Jones; Approval Priority: Normal.
- Shipping:** Ship To: Attn: Josh Jones; Phone: +1 (412) 624-8554; Email: jgpt22@pitt.edu; Room: 201; Chevron Science Center; 219 Parkman Avenue; Pittsburgh, PA 15260; United States.
- Billing:** Bill To: University of Pittsburgh; Email invoices to: invoice submissions@cfcp.pitt.edu; Or mail to: Payment Processing; 118 Assand Street; Pittsburgh, PA 15260; United States.
- Accounting Codes:** Entity: --; Department: Chemistry; Sub Code: 6088; Purpose: Scientific & Clinical Supplies; Project: Default/No Value; Reference: --.
- Supplier / Line Item Details:** Supplier: Dietrich School Scientific Stockroom; Contract: no value; PO Number: To Be Assigned.

Select shipping, or indicate you will pick up this item.

You can change the order to pick up, after your cart is returned to the PantherExpress System, click on "Return to Shopping cart." Underneath Dietrich School Stockroom, you will see "Delivery Fee: United States".

Click on "Delivery Fee: United States," then click "Chevron: United States" to pick up your item in Chevron. You will not be charged the handling fee and your order will be available to pick up in room 326 Chevron Science Center. After your cart is returned to the PantherExpress System, in the Final Review | Requisition | Summary tabs at the bottom right you will see the Handling charge will be \$0. (Don't see the handling fee click "Proceed to checkout" and look at the right-side frame.)

Dietrich School Scientific Stockroom - 12 Items - 80.82 USD						
^ SUPPLIER DETAILS Chevron : United States						
Contract	no value		PO Number	To Be Assigned		
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 ECORI 10000 U	50811920	EA	65.09	Qty: 1 EA	65.09 ... <input type="checkbox"/>	
^ ITEM DETAILS ✎						
Manufacturer Name	Unknown	Contract:	no value	Internal Note	no value	
Manufacturer Part Number	R0101S	Taxable	×	Internal Attachments	Add	
Supplier Part Auxiliary ID	EA	Capital Expense	×	External Note	no value	
more info...		Commodity Code		Attachments for supplier	Add	
		PO Clauses	no clause			
2	NC0084822	EA	1.43	Qty: 11 EA	15.73 ... <input type="checkbox"/>	
^ ITEM DETAILS ✎						
Manufacturer Name	Unknown	Contract:	no value	Internal Note	no value	
Manufacturer Part Number	Unknown	Taxable	×	Internal Attachments	Add	
Supplier Part Auxiliary ID	EA	Capital Expense	×	External Note	no value	
more info...		Commodity Code		Attachments for supplier	Add	
		PO Clauses	no clause			

We sell some items that are not easy to transport outside of the building. Here are a couple of real world examples of what. The DSS sells some items that are not easy to transport. These items are not available for delivery, but are sold in the Chevron Science Center complex for the research done there. These include a backup of high-pressure gas cylinders, for emergency use we call the Safety Net. Refills on 20 Liter acetone containers would require a 2-day turn around. Acetone is also sold from the DSS in other size containers. Dry ice and liquid nitrogen evaporate and require insulated storage containers. Kelly Dry Ice is a University supplier in the PantherExpress System. Sources for liquid nitrogen include [Pitt Cryogenics](http://researchservices.pitt.edu/facilities/pitt-cryogenics) (online at <http://researchservices.pitt.edu/facilities/pitt-cryogenics>) and Matheson, in the PantherExpress System.

Chevron:
United States
Delivery Fee:
United States
Langley Station:
United States

Submit your order

General Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Final Review

Submit Requisition
Assign Cart

Return to shopping cart Continue Shopping

All done! The required information has been completed and this request is ready to be submitted.
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Requisition PR Approvals PO Preview Comments Attachments History

Summary Shipping Billing Accounting Codes Internal Notes and Attachments External Notes and Attachments Supplier Info Taxes/S&H

Customer Service Contact:

[DSS Main Page](#)

(412) 624-8551

stockroom@pitt.edu

JCJ