

Marketplace User FAQs

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What is the difference between a Dialog and System User?

Marketplace User Roles have two classifications:

Dialog Users: direct login access with a username and password to log in to use or manage Marketplace. Dialog Users include the following roles:

- Master Administrator
- Administrator
- Buyer
- Approver (catalog)

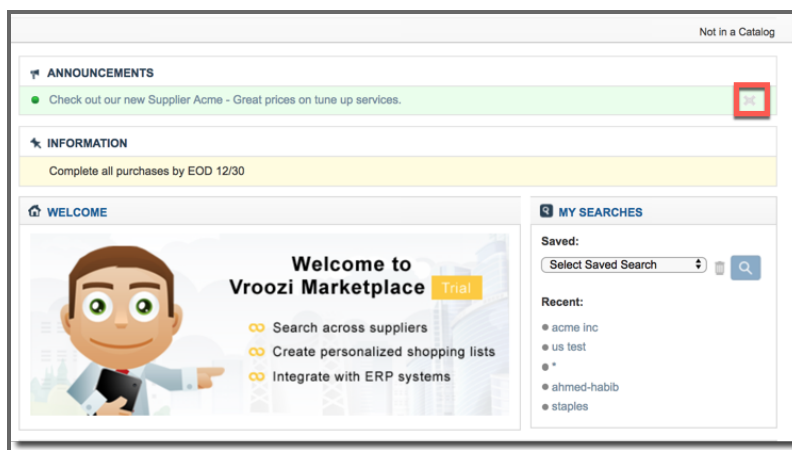
System Users: Users that have access to an external ERP system, and do not log in to Marketplace directly. Instead, Shoppers are authenticated through the external system to search and shop from the Marketplace. System Users only include the role

- *System Shoppers*

Where can I find communication from my administrator?

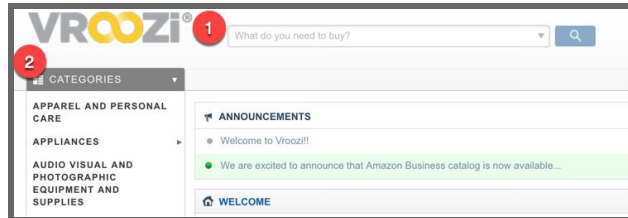
There are 3 ways your administrator can communicate with you:

- **Announcements:** Found on your homepage. Announcements are color coded **red**, **yellow** and **green** based on urgency. Red is the highest priority. Announcements can be dismissed once read.
- **Welcome Message:** System-wide message for all users.
- **Information:** Pinned to the Welcome bar and cannot be dismissed.



How do I search for an item among all my suppliers?

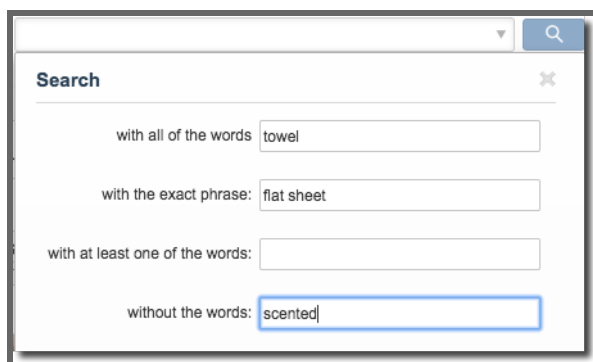
1. Use the top search bar on the homescreen and type in a specific item or key word.
2. Search for suppliers by the categories listed on the left panel of your homescreen.



Note: Categories and search results will only display items in hosted/internal catalogs.

How do I perform an advanced search?

Select the downward facing arrow to the right of the search bar to select more specific search parameters.

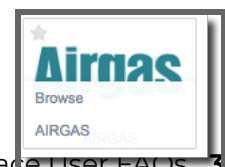


How can I tell the difference between a punchout supplier and a hosted supplier catalog?

First let's start with an explanation of *Hosted* and *Punchout* supplier catalogs.

Hosted Supplier Catalog	Specific catalog items loaded into the Vroozzi platform.
Punchout Supplier Catalog	Items are hosted in the Supplier's site. Shoppers return to Vroozzi Marketplace once ready to check out their cart.

When you click on a supplier that has both a hosted and punchout catalog option, you will be directed to choose which one you would



like to use. 'Browse' indicates a hosted catalog. The Supplier's listed name will take you to their punchout catalog.

Can I add items from different suppliers to my cart?

Yes, items will be divided and subtotaled by supplier in the cart, this data will transfer to your external ERP system.

The screenshot displays a shopping cart with two items from different suppliers. The first item is from AIRGAS, and the second is from MSC Direct. The cart shows individual item prices, quantities, and a subtotal for each supplier. At the bottom, there is an 'ORDER SUMMARY' section showing the total item subtotal and a 'CHECKOUT NOW' button.

Supplier	Item Description	Price (USD)	Quantity	Subtotal (USD)
AIRGAS	Deb 800 ml Refill Clear Stoko Refresh Scented Hand Cleaner Hand Cleaner Supplier Part Number: D6332068 STOKO Refresh Food Handler's Foam Wash is a fast-acting formula that produces a thick, luxurious f... more	\$19.00	1	\$19.00
MSC Direct	FLAT SHEET WHT 300/CS WYPALL X60 SHOWER TOWELS Supplier Part Number: 82831371 X60 1/4 Fold Shop Towel Industrial WipesWhite, 100 Sheets, 43-3/4 x 20" Sheet Size, Box	\$141.97	1	\$141.97

Order Summary:

Item Subtotal:	\$270.97 USD
TOTAL:	\$270.97 USD

[CHECKOUT NOW](#)