

# Vroozi Sourcing

Comprehensive guide to the various *Vroozi Sourcing* workflows including enablement, roles and examples.

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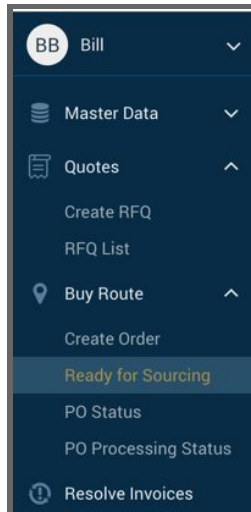
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## Sourcing 3 Ways

Within Vroozi there are 3 ways buying organizations can review the materials and services requested by shoppers.

- **Sourcing Review:** Workflow enabled to require review of PRs based on sourcing rules created by a buying organization.
- **Buy Route:** Workflow enabled through the use of 'buyers.' who can determine the best price for requested goods and services.
- **Quotes:** Requests for services or goods are submitted to multiple suppliers who can then submit a quote which is either accepted or denied by the buying organization.

# Sourcing Review



A Sourcing Review is the process of having a Purchase Requisition go through a special workflow (reviewed by the Sourcing Approver) to ensure the company is receiving the best price on any item being purchased.

Since not all orders need to go through this kind of review; the company's Admin can set rules that would trigger the review of a purchase request or change request. The company's Admin will set these tables dependent upon the direction of the Company's Sourcing team. Once the sourcing workflow is activated, all PR's will be checked against the rules set on the tables explained below.

The rules that determine if a change request is subject to sourcing review or not, are the same as the rules applied to purchase requests. The PO audit trail will capture the details of a change request going through sourcing review. The audit trail can capture when a sourcing reviewer approves, rejects or edits a change request.

Sourcing rules including workflow, exempt suppliers and product types are set in Vroozzi Purchase by a buying organization's Vroozzi Administrator. Please see the Vroozzi Purchase Administrator Guide for configuration details.

## KEY ROLES

### Sourcing Approver

Review PR documentation *before* financial approval.

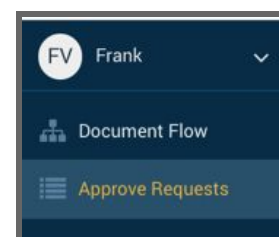
- Applies to Sourcing outside of Buy Route

### Employee

The traditional requester/employee role can have 2 sourcing specific permissions added to their user role.

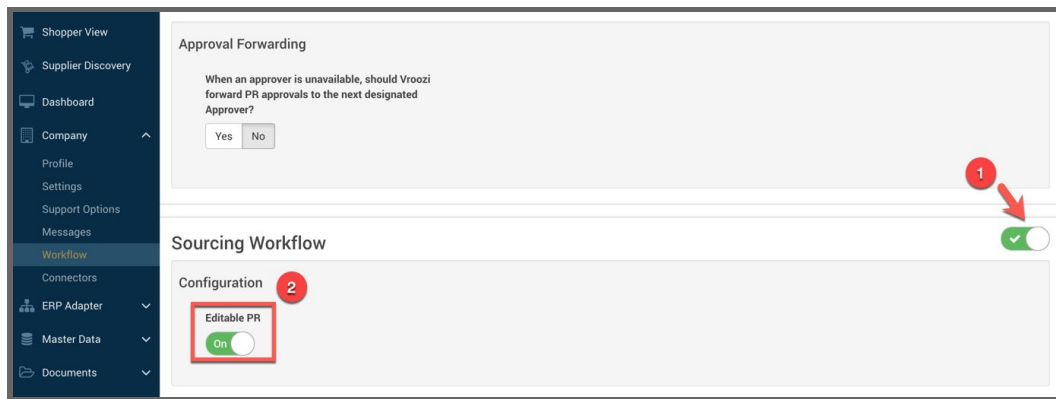
#### Additional Permissions:

- Submit Request Forms: Ability to submit requests for products or services to a buyer within the organization for bidding.
- Submit RFQs to Suppliers: Ability to submit requests for Quote directly to suppliers. If an employee doesn't have RFQ enabled, the Request Forms turns into an RFQ that is sent to the supplier from the Buyer.



# Sourcing Workflow Enablement

1. Toggle on “Editable PR” to allow all Sourcing Approvers access to Edit Purchase Requests.



## SOURCING RULES

A Logic Rule Table sets the rules at which the PR is flagged for sourcing review and determines when the special workflow is activated. Through this feature Admins can activate/ deactivate items, search and filter or add a new Sourcing Rule.

When editing this page, fill out all the required fields and click 'Save Sourcing Rule' button.

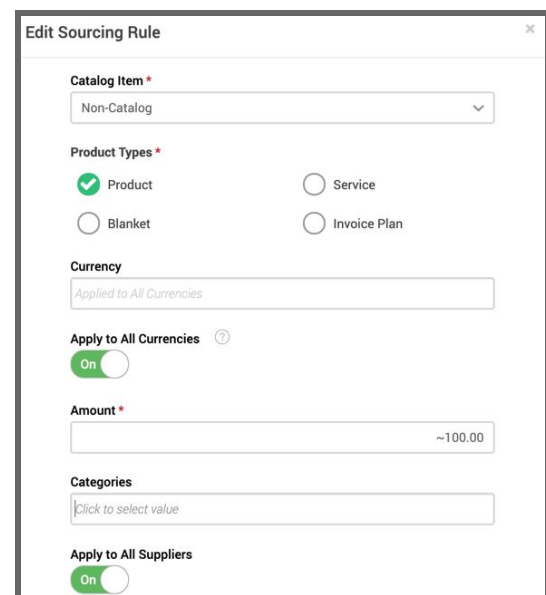
### Catalog Type

Can be set for Catalog or Non-Catalog Items.

### Currency

Sourcing Workflows can be defined based on the currency being used. The system will convert the Requester spend threshold, the approval limit and/or the PR total value to the default currency based on the exchange rate configured for currency type in the master data table.

Rules can be applied to All Currencies or a specific currency. ('Apply to All Currencies' shown on right) If the latter setting is chosen, only Requisitions with items containing the currency specified will be applied to the workflow.



If 'Apply to All Currencies' is selected, the currency symbol will be removed from the 'Amount' field. All previous Sourcing Rule configurations remain.

## Categories

Select from existing Category(s) to apply the Sourcing Rule to.

## SOURCING WORKFLOW

Once a Sourcing rule is configured, requisitions with items identified in that sourcing rule will be flagged. Requesters will be notified that the requisition will go through Sourcing Review while the Requisition is still in draft.

**Purchase Request 1000001166**  
Created on 11/8/2019

**Request Name \***  
Requester Training 1000001166

**Shipping Address \***  
Vroozzi HQ  
Attention: Nicwhit Tester  
Vroozzi HQ  
15000 VENTURA BLVD  
SHERMAN OAKS, CA 91403-2443  
US  
Nichole.Whitaker@OfficeRequester@...  
+1 (818) 555-5555

**Supplier**  
CDW Inc.

**Reason for Request**

**Approvals**  
Approval Status  
Sourcing Approver: James Tripp

**Draft**

• Your Purchase Request has been flagged for sourcing review, it will be sent to James Tripp for sourcing review

#	Description	Supplier	Part No.	Category	Qty	UoM	Unit Price	Del. Date	Total	Action
1	Snow Blower	CDW Inc.	0R000303		1	EA	\$3,000.00	11/18/2019	\$3,000.00	

[Add Line Item](#)
[Upload Line Item\(s\)](#)
[Add Attachments](#)
[Apply to All](#)

Subtotal (USD) \$3,000.00  
 Shipping Charges (USD) \$0.00  
 Tax(USD) \$0.00  
**Total(USD) \$3,000.00**

While awaiting review, the PR's status will be displayed as 'Sourcing Review'.

Recent Requests			
1000001166	Requester Training 1000001166	\$3,000.00 USD	<a href="#">Sourcing Review</a>
1000001165	Requester Training 1000001165	\$240.45 USD	<a href="#">Draft</a>

## SOURCING APPROVER

JT James		VROOzi®				
Approve Requests		Approve Purchase Requests				
		Take action on requests pending your approval and see your past approved/rejected requests				
		<a href="#">Pending</a> <a href="#">Approved</a> <a href="#">Rejected</a>				
Request #	Requester	Created Date	Request Name	Status	Total Amount	
1000001166	Requester Training	11/01/2019	Requester Training 1000001166	<a href="#">Sourcing Review</a>	\$3,000.00	

Upon login Sourcing Approvers will be immediately directed to any 'Pending' requests.

Once the requisition is opened, Sourcing Approvers will have several options.

- Reject
- Edit (if the global editing option is enabled as shown above)
- Forward: Assign to another approver.
- Approve

Purchase Request										Sourcing Review	
Submission Date 11/01/2019		Shipping Address Attention: Ricewhit Tester Vrooz H2 15000 VENTURA BLVD SHERMAN OAKS, CA 91403-2443 US		Supplier CDW Inc.		Purchase Order Number -		Reason for Request -		Approvals <a href="#">Approval Status</a>	
Request Name Requester Training 1000001166		Requester Requester Training		Requester Email richu@vprooz.com		Requester Phone +1 (818) 555-5555					
#	Description	Supplier	Part No.	Category	Qty	UoM	Unit Price	Del. Date	Total		
1	Snow Blower	CDW Inc.		OR000303	1	EA	\$3,000.00	11/18/2019	\$3,000.00		
									Subtotal (USD)	\$3,000.00	
									Shipping Charges (USD)	\$0.00	
									Tax(USD)	\$0.00	
									Total(USD)	\$3,000.00	
Approval/Rejection Notes											
<a href="#">Add Note</a>											
Notes to Supplier						Notes from Supplier					
<a href="#">Reject</a> <a href="#">Edit</a> <a href="#">Forward</a> <a href="#">Approve</a>											

## Edit a Requisition

Click on the line item to view the General, company, accounting and tax information.  
Make changes as needed

The screenshot shows a 'Line Item #1' form with two main sections: 'General Information' and 'Company Info'. The 'General Information' section includes fields for Type (Product), Category (0R000303 - Facilities Supplies), Description (Snow Blower), Unit Price (\$3,000.00), Currency (USD), Quantity (1), UoM (EA - EA), Recommended Supplier (CDW111 - CDW Inc.), Buyer Group (General), and Delivery Date (11/18/2019). The 'Company Info' section includes fields for Company Code (West Village - West Village), Purchasing Organization (A123 - Marketing), and Plant (West Village - West Village). Each field has a 'required' label and a help icon.

'Save Item'.

The screenshot shows two buttons: 'Cancel' (orange) and 'Save Item' (green).

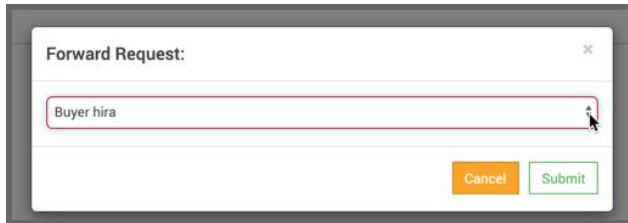
Once changes have been made a new message will appear below the navigation option. If changes are incorrect, select 'Revert all Changes' to return to the originally submitted requisition.

The screenshot shows a navigation bar with four buttons: 'Reject' (red), 'Edit' (blue), 'Forward' (blue), and 'Approve' (green). Below the buttons is a message box that says 'This Purchase Request has been edited and contains changes' with a red arrow pointing to a 'Revert All Changes' button.

## Forward

Select another Approver to review the requisition.

- **Note:** This step can also be done after Editing has been completed.



A dialog box titled "Forward Request:" with a close button (X) in the top right corner. It contains a text input field with the value "Buyer hira". Below the input field are two buttons: "Cancel" (orange) and "Submit" (green).

## Reject/Approve

Select 'Reject' or 'Approve' and enter a Note for the Requester.

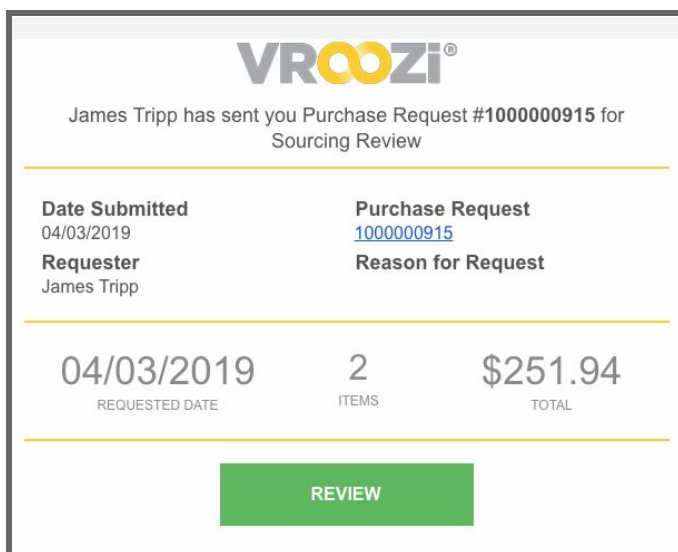
- Complete of a note is optional
- Any notes will be viewable from the rejection/approval email notification the Requester will receive.



Two side-by-side dialog boxes. The left one is titled "Add Rejection Notes" and contains a text area with the placeholder text "Please hold this requisition until Q1" and a red "Reject" button. The right one is titled "Add Approval Notes" and contains a text area with the placeholder text "I was able to get the same item for less money using an alternative supplier. Please see requisition for further details." and a green "Approve" button.

## NOTIFICATIONS

Sourcing Approvers will receive email notification when a requisition is ready for review.



A notification email template from Vroozi. It features the Vroozi logo at the top, followed by the text "James Tripp has sent you Purchase Request #1000000915 for Sourcing Review". Below this is a table with two columns: "Date Submitted" and "Purchase Request", and "Requester" and "Reason for Request". The table contains the following data: Date Submitted: 04/03/2019, Purchase Request: [1000000915](#), Requester: James Tripp, Reason for Request: (empty). Below the table is a summary row with three columns: "04/03/2019" (REQUESTED DATE), "2" (ITEMS), and "\$251.94" (TOTAL). At the bottom is a green "REVIEW" button.

Date Submitted	Purchase Request	Requester	Reason for Request
04/03/2019	<a href="#">1000000915</a>	James Tripp	

04/03/2019	2	\$251.94
REQUESTED DATE	ITEMS	TOTAL

**REVIEW**



## Buying Groups

A Buying Group identifies categories that require buyer assistance and specific buyers to provide that oversight.

You can use buying groups regardless of whether your organization is using BuyRoute.

For further details regarding Buyer Groups, see the Administrator Guide.

**Edit Buyer Group** ✕

**Group Name**  required

**Group Description**  required

**Associated Buyer(s)**

**Product Categories**

**Vendor(s)**

# Request for Quote

Requests for Quote enables Purchase Requesters with the assistance of 'Buyers' to obtain quotes for their desired services/products. Once submitted by the Requester, a Sourcing Approver(s) verifies the details of the request including suggested suppliers. Details and suppliers may be updated by the Sourcing Approver who submits a 'Request for Quote' (RFQ) to the selected suppliers. The suppliers can then reply to the request with a bid that is either accepted or rejected. Once the best price and/or terms are obtained, the Sourcing Approver will return the request to the original Requester to complete their workflow.

## KEY ROLES

### Buyer

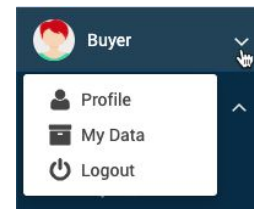
(Buy Route & Request for Quote Role)

Has access to both Vrooz Catalog and Vrooz Purchase. Allowed to create POs, add non-catalog items, add line items from approved PRs and release POs associated with their assigned buyer group.

- Access to Catalog content in smartOCI, is based on assigned Content Views
- Unable to administer, create, update or delete any catalogs in the Content Manager

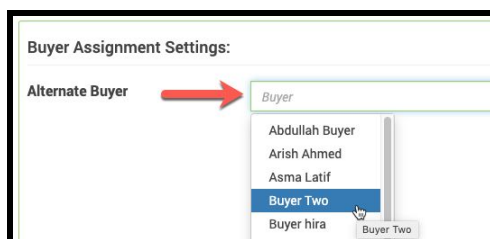
#### Additional Permissions:

- Ability to code/edit a PR/PO may be restricted at user creation.
- Manage Suppliers



### Alternate Buyer Setting

Similar to the 'Out of Office' functionality for Financial Approvers, Buyers may set an **Alternate Buyer** to act on their behalf. When configured, in the Buyer's Profile the *Alternate Buyer* can be selected from a pre-populated list of all users with the *Buyer* role. (shown below)

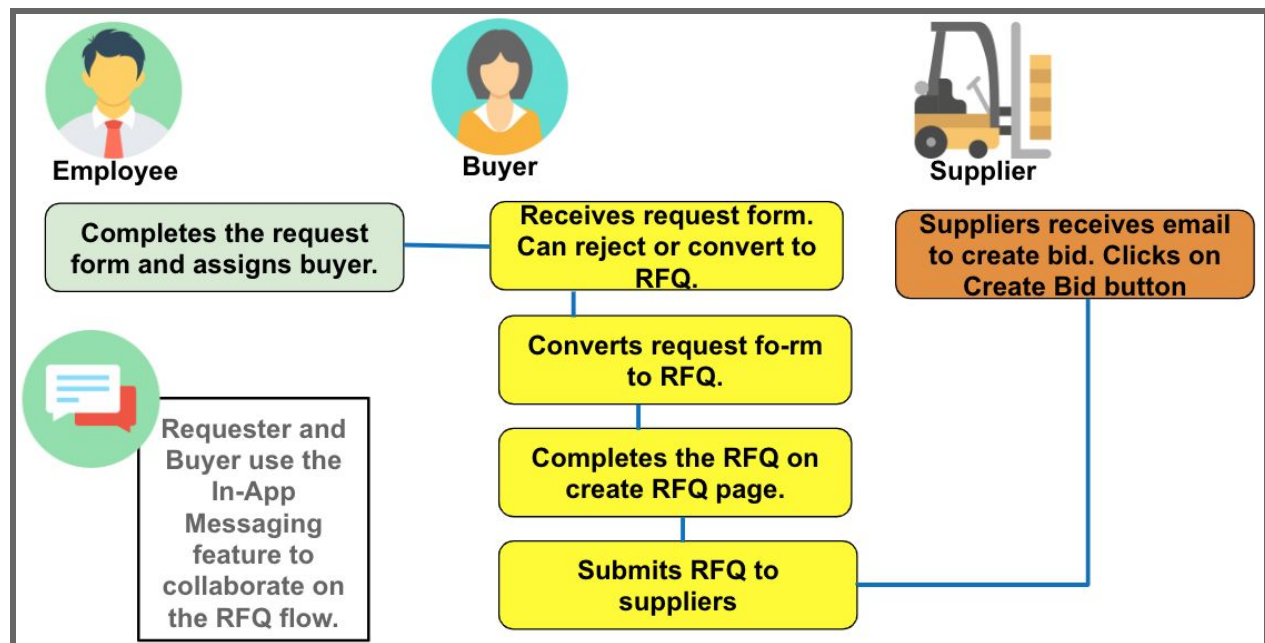


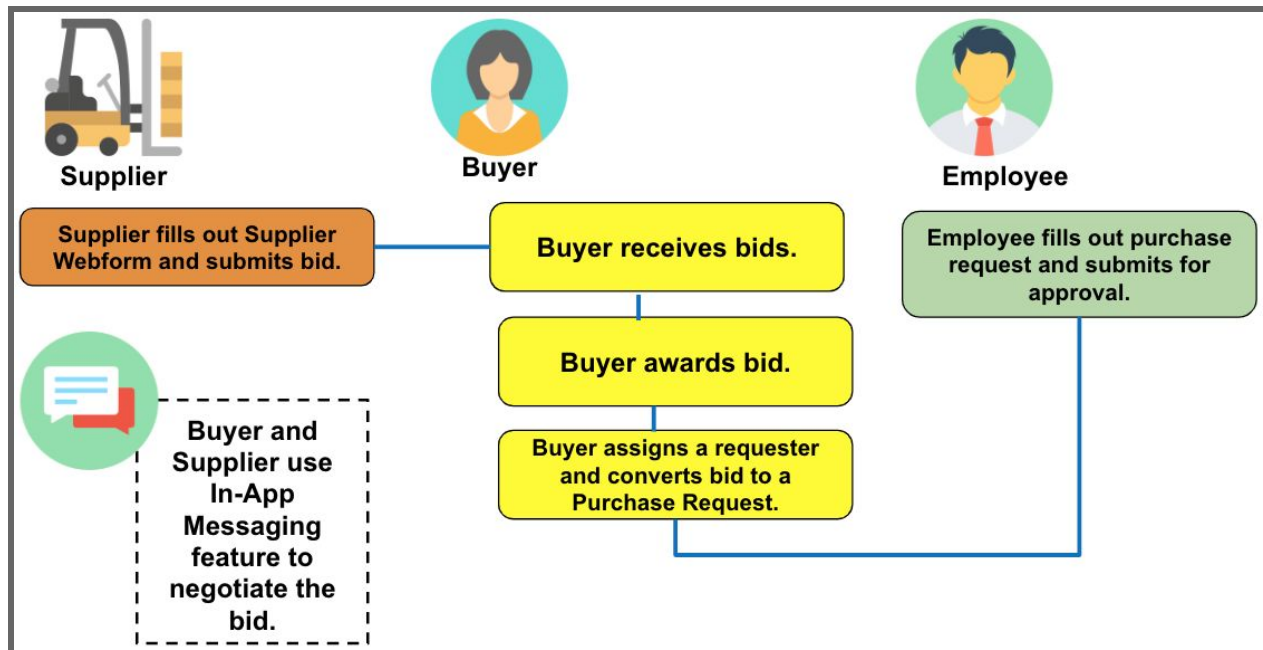
In this scenario, when an RFQ form is submitted by a Requester, both the original Buyer and designated Alternate Buyer will receive email notification of the form. Both Buyers can take the appropriate actions against it. Once one Buyer opens the form, the RFQ is then assigned to them and will be removed from the other Buyer's 'Submitted Requests' view.

## RFQ WORKFLOW

The following workflow shows an RFQ process initiated by an employee who has permission to create RFQs. The buyer role in this case is also being used to review the request before it is sent to Supplier.

**Note:** RFQ process can be initiated by the Buyer. The workflow below would then omit the Employee role.





## WORKFLOW - STEP BY STEP

**Employee:** Creates Request Form

1. Name your request.
2. For each line item added, select Product or Service.
3. Provide a Description.

**Tip:** Be as specific as possible. Any additional requests about price, etc can be added in the comments field at the bottom of the RFQ.

4. Enter needed Quantify
5. Select UOM
6. Desired Delivery
7. Choose suppliers to recommend.
  - This can be left empty if Employee does not have any.

Do you have any recommended suppliers?

OfficeDepot OfficeMax x Office Supply Inc x Peacock Office Furniture x

New Supplier

8. If needed, add new recommended supplier (shown below)

Add Ad-hoc Supplier x

Company Name \*  
Peacock Office Furniture


Contact Name  
Mike Peacock

E-Mail  
mike.peacock@peacockfurniture.com

Cancel Save

9. Assign a Buyer
10. Add additional message (optional)
11. Submit

**Buyer:** Receives email notification of the Employee's Request. The email will include the Request Form Number the subject line and all pertinent details in the body of the email.



**Request Name:** Paint Services - Entire Building

Rita Buyer has sent you an RFQ **4000000156** for a bid.

---

**Date Submitted**  
11/18/2019

**Due Date**  
11/22/2019 12:00 PM (GMT -06:00)

**Buyer**  
Rita Buyer

**Notes from Buyer**

**Passcode**  
hg9cbanw

\* The above Passcode is required to authenticate your bid.

CREATE BID

The request can be accessed via email by clicking 'Review Request Form' This will take the Buyer to the RFQ which will be housed under 'RFQ List' → 'Submitted Request'

- *Submitted:* Employee has submitted the Request to Buyer
- *Converted:* Buyer has converted the Request to an RFQ

Requests in Draft   Submitted Requests   RFQs in Draft   Submitted RFQs   Awarded Bids				
<input type="text"/> Search by Request Form #, RFQ #, Requester Name and Supplier Name				
Request #	Request Name	Requester Name	Status	Submitted Date
RF400000007	Office Chairs - New Conference Room	Nichole Training	Submitted	01/24/2019
RF4000000126	Request for iPad Air	Ivan Darring	Converted	10/09/2018
RF4000000123	Special Gloves	Ivan Darring	Submitted	09/20/2018
RF4000000121	Request for a Thermometer	Ivan Darring	Converted	09/18/2018
RF4000000119	Request for a Glucometer	Ivan Darring	Converted	09/18/2018
RF4000000118	Request for MacBook Air	Ivan Darring	Converted	09/12/2018
RF4000000113	Request for an ipod nano	Ivan Darring	Converted	09/06/2018
RF4000000111	Request for iPad Air	Ivan Darring	Converted	08/31/2018
RF4000000109	Request for a laptop pro	Darren Crittendon	Submitted	08/28/2018
RF4000000102	Request for an iPad	Ivan Darring	Converted	08/06/2018

1-10 of 45

**Buyer:** Views all details of the Request. If ready to move forward, selects 'Convert to RFQ.' (shown below)

**Request Form**  
RF4000000007

**Request Name**  
Office Chairs - New Conference Room

**Submission Date**  
01/24/2019

**Suppliers**  
OfficeDepot OfficeMax  
Office Supply Inc  
Peacock Office Furniture

**Requester Name**  
Nichole Training

**Buyer Name**  
Bill Biron

#	Item	Part No.	Qty	Type	UoM	Del. Date
1	Adjustable Office Chairs with		12	Product	EA	02/01/2019

**NOTES FOR BUYER**  
Bill'd like to stay under \$150 per chair.

Buttons: Copy, Reject, Convert to RFQ

Completes required details for RFQ and edit all other details as needed.

1. End due dates for Supplier Bids
2. Select a category for each requested line item.
3. Add notes to the Supplier. (While this field is optional, this is a good location to include any pricing specifications)
4. Submit for bidding.

**Create Request for Quote 4000000007**

**Created Date**  
01/25/2019

**Bid Due By**  
01/28/2019

**Time**  
10:14 AM

**Time Zone**  
(GMT-8:00) Pacific Time (US & Canada)

**Suppliers**  
OfficeDepot OfficeMax  
Office Supply Inc  
Peacock Office Furniture

**Request Name**  
Office Chairs - New Conference Room

**Requester**  
Nichole Training

#	Type	Description	Part No.	Category	Qty	UoM	Del. Date
1	Product	Black Adjustable Office Chairs with arms		Office supplies and	12	EA - each	02/01/2019

**Notes for Supplier**  
Budget is \$1500 total.

Buttons: Delete, Save, Submit

**Buyer:** Once submitted the RFQ will be viewable in the 'Submitted RFQs' tab within the 'RFQ List' category.

RFQ #	RFQ Name	Requester Name	Bid Overview	Due Date	Status	Submitted Date
4000000007	Office Chairs - New Conference Room	Nichole Training	3 Bids	01/28/2019	Submitted	01/25/2019

**Employee:** Receives email notification that the request has been submitted to Supplier(s). The email notification will include the Sourcing Approver's name and RFQ number.

**Email Subject**

**VROOzi**  
SPENDTECH™

**Request Name:** Office Chairs - New Conference Room  
Bill Bison has submitted your RFQ 4000000007 to suppliers.

**Date Submitted**  
01/25/2019

**Bid Due Date**  
01/28/2019 10:14 AM (GMT -08:00)

**Buyer**  
Bill Bison  
[Nichole.Whitaker+buyer@vrooz.com](mailto:Nichole.Whitaker+buyer@vrooz.com)

**Notes**  
Budget is \$1500 total.

**Items** Showing 1 of 1

TYPE	DESCRIPTION	PART NO	CATEGORY	QTY	UOM
Product	Black Adjustable Office Chairs with arms	-	Office supplies and equipment	12	EA

[View RFQ](#)

**Supplier:** Views request for quote & submits a bid. RFQ status changes from 'Submitted' to 'Accepted' Buyer:

**VROOzi**  
SPENDTECH™

**Request Name:** Paint Services - Entire Building  
Rita Buyer has sent you an RFQ 4000000156 for a bid.

**Date Submitted**  
11/18/2019

**Due Date**  
11/22/2019 12:00 PM (GMT -06:00)

**Buyer**  
Rita Buyer

**Notes from Buyer**

**Passcode**  
hg9cbanw

\* The above Passcode is required to authenticate your bid.

[CREATE BID](#)

After selecting 'Create Bid' the supplier will be directed to the Quote draft where they can complete the required details. (shown below)



**VROOZI** Acknowledged

Bid Deadline  
You have 3 days 17 hours 41 minutes before this RFQ expires on 11/22/2019 12:00 PM (GMT -05:00)

Bid information

Bid ID: 4500000109  
RFQ #: 4000000156  
Contact Name: Rita Buyer  
Notes:

Created Date: 11/18/2019  
RFQ Name: Paint Services - Entire Building  
Quote Due Date: 11/22/2019  
Quote Effective Date\*: 12/02/2019

#	Type	Description	Part No.	Category	Qty	Unit	Del. Date	Currency	Unit Price	Total
1	Product	11,000 square feet, primer paint with base		Building Services - Equipment and Supp...	1	EA - each	12/02/2019	USD	\$4,500.00	\$4,500.00

Total Amount: \$4,500.00

Add Notes  
Project will require 3 painters and 5 business days. Please confirm brand and color of paint no later than 11/26.

Decline Save Submit

**Buyer:** Views bids by clicking on the bid number. If appropriate awards or rejects the bids.

- *Awarded bid* = Award status
- *Rejected bid* = Rejected status
- *Acknowledged* = Supplier has received and opened the supplier webform but not submitted it

**Bid Overview**  
Total Bids 3

Compare

<input checked="" type="checkbox"/>	#	Bid Number	Supplier	Status	Amount	
<input checked="" type="checkbox"/>	1	8000000390	A&F Catering	Accepted	\$3,400.00	Award Bid Reject Bid
<input checked="" type="checkbox"/>	2	8000000391	H&H	Accepted	\$5,235.00	Award Bid Reject Bid
<input checked="" type="checkbox"/>	3	8000000392	Supplier TEST	Accepted	\$3,900.00	Award Bid Reject Bid

Copy RFQ Cancel Bidding Close Bidding

- See *Compare Bids* section.

Are you sure?

Cancel Yes, Award Bid!

- Status of bid converts from 'Submitted' to 'Awarded'

**Bid Overview**  
Total Bids 3

#	Bid Number	Supplier	Status	Amount
1	4500000103	1Eis Inc	PR Created	\$1,000.00
2	4500000104	1Reawire	Awarded	\$1,200.00
3	4500000105	John's Consulting	Pending	

Copy RFQ

- RFQs with Awarded bids can be retrieved in the Awarded Bids tab of the 'RFQ List' category.

Requests in Draft Submitted Requests RFQs in Draft Submitted RFQs **Awarded Bids**

Search by Request Form #, RFQ #, Requester Name and Supplier Name

Bid #	RFQ #	Requester Name	Supplier	Status	Awarded Date	
4500000106	4000000139	Ivan Darring	Apple	Awarded	10/09/2018	***
4500000096	4000000128	Ivan Darring	Medline Industries	Awarded	09/18/2018	***
4500000103	4000000134	Ivan Darring	1Eis Inc	PR Created	09/21/2018	***
4500000087	4000000124	Ivan Darring	CDW Inc.	Awarded	09/12/2018	***
4500000077	4000000114	Ivan Darring	Apple	Awarded	09/06/2018	***

**Buyer:** The awarded bid is assigned back to the Requester to complete the PR.

**Assign**

Requester \*

Janelle Buyer

Cancel Submit

- This action creates the Purchase Request draft and is reflected in the status.

**Employee:** Retrieves the PR in 'draft' status

Janelle VROOZI Categories Catalog Search

Create Request Request Status Create RFQ RFQ List PO Status

**Request Status**  
Draft Requests

Draft Pending Approved Attention

Request #	Created	Supplier	Request Name	Approver	Total Amount	Actions
1000000025	01/28/2019	1Reawire	Janelle Buyer 1000000025	Jack Jarrett	\$1,200.00	

- Completes all required details and submits PR for approval.
- The completed Purchase Request will go through an approval workflow per the buying organization's configuration.

## CREATE AN RFQ FROM 'READY FOR SOURCING'

From 'Ready for Sourcing, Buyers can create an RFQ from the Ready for Sourcing screen.

- Once the PO(s) are selected for Sourcing. Click the ellipses to select 'Prepare RFQ'

The screenshot shows the Vroozi Sourcing interface. At the top, it says "Buy Route Sourcing" and "Select line items for which you want to prepare purchase order". Below this, a note states: "The items in 'Ready for Sourcing' have been filtered, to only display items shipping to 0702\_Company, and being ordered in \$USD".

There are two main sections:

- Ready for sourcing:** Contains a table with columns: Request #, Line #, Date, Description, Req Splr, and Qty. It lists four items with Request #s 1000025582, 1000025554, 1000025553, and 1000025531. Each item has a checkbox in the Request # column.
- Selected for sourcing:** Contains a table with the same columns. It shows one item with Request # 1000025585, which is checked in the Request # column.

At the bottom right, there are two buttons: "Prepare PO" (green) and "Prepare RFQ" (grey).

This is a close-up of the buttons from the previous screenshot. The "Prepare PO" button is green with a three-dot menu icon to its right. The "Prepare RFQ" button is grey.

## COMPARE BIDS

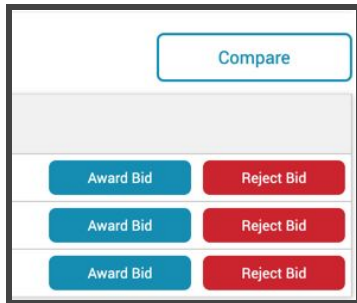
Once bids have been submitted by suppliers, use the 'Compare' feature to view bids side by side before awarding one.

From the 'Bid Overview' portion of the RFQ Draft, check the box next to each Bid.

The screenshot shows the "Bid Overview" section. It has a header "Total Bids 3". Below this is a table with three columns: a checkbox, a "#" column, and a "Bid Number" column.

	#	Bid Number
<input type="checkbox"/>	1	4500000017
<input type="checkbox"/>	2	4500000018
<input type="checkbox"/>	3	4500000019

Select 'Compare.'



Before acceptance, bids can be compared side by side. Once comparison is complete, close the 'Bid Comparison' screen and select your bid.

Bid Comparison			
	No image provided	No image provided	No image provided
	A&F Catering	H&H	Supplier TEST
Bid #	8000000390	8000000391	8000000392
Quote Effective Start Date	06/13/2018	06/13/2018	06/13/2018
Quote Effective End Date	06/27/2018	06/26/2018	06/26/2018
Total Cost	\$3,400.00	\$5,235.00	\$3,900.00
Notes from Suppliers	N/A	N/A	N/A
Attachments	N/A	N/A	N/A
Line Items	product description for test, macbook pro 15", monitor	product description for test, macbook pro 15", monitor	product description for test, macbook pro 15", monitor, 2 year warranty

## RFQ List

As seen by *Employees* with Permission to Submit Request Forms

Provides visibility to your company's Request for Quote (RFQ) process. Within the RFQ List, the system will sort all RFQs based on their Status. Select each Status in the top tabs to review the RFQs in various stages.

### Requests in Draft

This section shows all the requests that are currently open and in draft by users. These forms have not yet been submitted to the buyers for processing.

- 1. Request #:** Unique number associated with each draft.

2. **Request Name:** Naming convention given at time of creation
3. **Requester Name:** User who created the drafted Request.
4. **Created Date:** Date Request draft was initiated.

RFQ List				
Requests in Draft				
Requests in Draft   Submitted Requests   RFQs in Draft   Submitted RFQs   Awarded Bids				
Search by Request Form #, RFQ #, Requester Name and Supplier Name				
1. Request #	2. Request Name	3. Requester Name	4. Created Date	
RF4000000059	N/A	Notify Vrooz	07/23/2018	...
RF4000000052	N/A	Employee User	07/06/2018	...
RF4000000048	N/A	Employee User	07/06/2018	...

## Submitted Requests

This section shows all requests submitted from users to buyers to convert into Request for Quotes which are then submitted to specific suppliers.

1. **Request Name:** Name Requester has attached to the RFQ
2. **Status:**
  - Converted
  - Submitted

RFQ List				
Submitted Requests				
Requests in Draft   Submitted Requests   RFQs in Draft   Submitted RFQs   Awarded Bids				
Search by Request Form #, RFQ #, Requester Name and Supplier Name				
Request #	1. Request Name	Requester Name	2. Status	Submitted Date
RF4000000083	Post Prod Sanity 2	Ubaid Ahmed Employee	Converted	09/07/2018
RF4000000080	Post Prod Sanity 2	Ubaid Ahmed Employee	Submitted	08/27/2018
RF4000000075	Post Prod Sanity 2	Ubaid Ahmed Employee	Converted	08/27/2018
RF4000000067	Post Prod Sanity 2	Ubaid Ahmed Employee	Converted	08/27/2018
RF4000000065	Post Prod Sanity 1	Ubaid Ahmed Employee	Converted	08/27/2018

**Note:** 'Submitted Requests' and 'Submitted RFQs' will include a Status update.

## RFQs in Draft

This section shows all Request for Quotes (RFQs) that buyers are currently working and have not yet been submitted to any suppliers.

1. **RFQ #:** Unique number associated with each RFQ.
2. **RFQ Name:** Naming convention entered at the time of creation
3. **Requester Name:** User who submitted the RFQ.
4. **Created Date:** Date request was initiated.

RFQ List				
RFQs in Draft				
Requests in Draft	Submitted Requests	RFQs in Draft	Submitted RFQs	Awarded Bids
<input type="text"/> Search by Request Form #, RFQ #, Requester Name and Supplier Name				
1. RFQ #	2. RFQ Name	3. Requester Name	4. Created Date	
4000000149	N/A	Notify Vrooz	09/13/2018	...
4000000148	N/A	Notify Vrooz	09/12/2018	...
4000000147	N/A	Notify Vrooz	09/12/2018	...
4000000146	N/A	Notify Vrooz	09/12/2018	...
4000000145	N/A	Ubaid Ahmed Buyer	09/07/2018	...
4000000140	N/A	Notify Vrooz	09/05/2018	...
4000000139	N/A	Notify Vrooz	09/05/2018	...
4000000138	N/A	Ubaid Ahmed Buyer	08/28/2018	...
4000000137	N/A	Ubaid Ahmed Buyer	08/27/2018	...
4000000133	N/A	Ubaid Ahmed Buyer	08/27/2018	...
1-10 of 79				
First 1 2 3 4 5 Last				

## Submitted RFQs

This section shows all Request for quotes (RFQs) that buyers have submitted to suppliers for bidding. In this section the Bids will have multiple statuses (Submitted, Accepted, Cancelled, Closed), depending on the action taken by both the buyer and supplier.

- Bid Overview:** A unique Bid number is created for each Supplier Bid.
- Due Date:** Deadline set by the Requestor for Supplier(s) to submit bids.
- Status:**
  - Closed - Bidding has ceased
  - Submitted - RFQ has been submitted and is now awaiting Supplier(s) bid.
  - Expired - Bid due date has passed
- Submitted Date:** Date the RFQ was submitted for quotes. Does not indicate when RFQ was viewed by Supplier.

Requests in Draft

Submitted Requests

RFQs in Draft

Submitted RFQs

Awarded Bids

Q

Search by Request Form #, RFQ #, Requester Name and Supplier Name

RFQ #	RFQ Name	Requester Name	Bid Overview	Due Date	Status	Submitted Date
4000000142	Post Prod Sanity 2	Ubaid Ahmed Employee	3 Bids	09/07/2018	Closed	09/07/2018
4000000143	Testing	Ubaid Ahmed Employee	1 Bids	09/30/2018	Submitted	09/07/2018
4000000136	Post Prod Sanity 2	Ubaid Ahmed Employee	4 Bids	10/31/2018	Submitted	08/27/2018
4000000132	Post Prod Sanity 1	Ubaid Ahmed Employee	4 Bids	08/31/2018	Expired	08/27/2018
4000000032	Test Req	Employee User	1 Bids	08/31/2018	Expired	06/12/2018
4000000125	Lorem Ipsum	Employee User	3 Bids	08/31/2018	Expired	08/17/2018
4000000064	Req RFQ	PRFQ Employee	1 Bids	08/31/2018	Expired	06/30/2018



## Awarded Bids

This section shows all RFQs that have been 'Awarded' to a supplier or 'Converted' into requisitions for approval and PO creation.

1. Bid #: A unique Bid number is created for each Supplier Bid.
2. RFQ #: The original RFQ from which the Bid is produced. In many cases there will be multiple Bids from the same RFQ number.
3. Requester Name: User who submitted the RFQ.
4. Supplier: Name of Supplier included in bid.
5. Status: Indicates whether the Bid has been Awarded or a PR has been created
6. Awarded Date: Date bid was converted into a PO.

RFQ List						
Awarded bids						
<a href="#">Requests in Draft</a> <a href="#">Submitted Requests</a> <a href="#">RFQs in Draft</a> <a href="#">Submitted RFQs</a> <a href="#">Awarded Bids</a>						
<input type="text"/> Search by Request Form #, RFQ #, Requester Name and Supplier Name						
1. Bid #	2. RFQ #	3. Requester Name	4. Supplier	5. Status	6. Awarded Date	
4500000089	4000000142	Ubaid Basic User Req	Ubaid InfoTech TTN	PR Created	09/07/2018	...
4500000091	4000000142	Ubaid Ahmed Employee	Ubaid Hardware TTN	PR Created	09/07/2018	...
4500000088	4000000136	Ubaid Basic User	Ubaid Infotech	PR Created	08/27/2018	...
4500000073	4000000132	Ubaid Ahmed Employee	Ubaid InfoTech TTN	PR Created	08/27/2018	...
4500000074	4000000132	Ubaid Ahmed Employee	Ubaid Softwares TTN	Awarded	08/27/2018	...
4500000075	4000000132	Ubaid Ahmed Employee	Ubaid Hardware TTN	Awarded	08/27/2018	...

## Copy RFQs

**Copy RFQ document functionality:** Users can copy the RFQ document either from the display RFQ page or the RFQ list page by clicking on the ellipsis and selecting "Copy RFQ."



RFQ List				
Submitted Requests				
RFQs in Draft	Submitted Requests	RFQs in Draft	Submitted RFQs	
RFQ #, Requester Name and Supplier Name				
Request Name	Requester Name	Status		
Test Request Read Only	Admin demo	Converted		
Test Request for International	Ubaid Ahmed EMPLOYEE	Submitted	06/23/2018	...
Test Request for KT	Ubaid Ahmed EMPLOYEE	Converted	06/22/2018	...
5/20 test	Emmitt Employee	Converted	06/20/2018	...
aa	Admin demo	Converted	06/19/2018	...

Filter items by:

Requester: Ubaid Ahmed EMPLOYEE

Created Date: 06/23/2018

Submitted Date: 06/23/2018

Copy Request Form

Reject Request Form

Convert To RFQ

**Extend Bid due Date and Time:** Users have the ability to extend the bid due date/time on an RFQ after an RFQ has been submitted to suppliers. This gives users the flexibility to allow for ample time for the bidding process to complete, ensuring they get the best value with each Quote they receive.

### Display RFQ

4000001574

Submitted

Submission Date 07/02/2018	Delivery Date 07/30/2018	Bid Due Date 07/31/2018	Due Time (GMT +05:30) 8:45 PM	Suppliers m
Request Name m	Buyer Name Admin demo			

#	Item	Category	Part No.	Qty	Type	UoM	Delivery Date
1	m	Advertising Agency, Creative & PR Services	12	12	Product	EA - Each	07/30/2018

Notes for Buyer

Notes for Supplier

When you click on the Pencil (edit) icon, the user will receive the following modal which will allow him/her to change the bid Due Date for the selected RFQ.

### Extend Bid Due Date and Time

**Bid Due By \***

07/31/2018

**Time \***

8:45 PM

**Time Zone \***

(GMT -8:00) Pacific Time (US & Cana)

Cancel

Yes, Extend Bid Due Date

## Buy Route

Where buyers can create purchase orders, convert PR line items into PO's, view PO statuses, resubmit failed PO's, and schedule the Purchase Order Activity report.

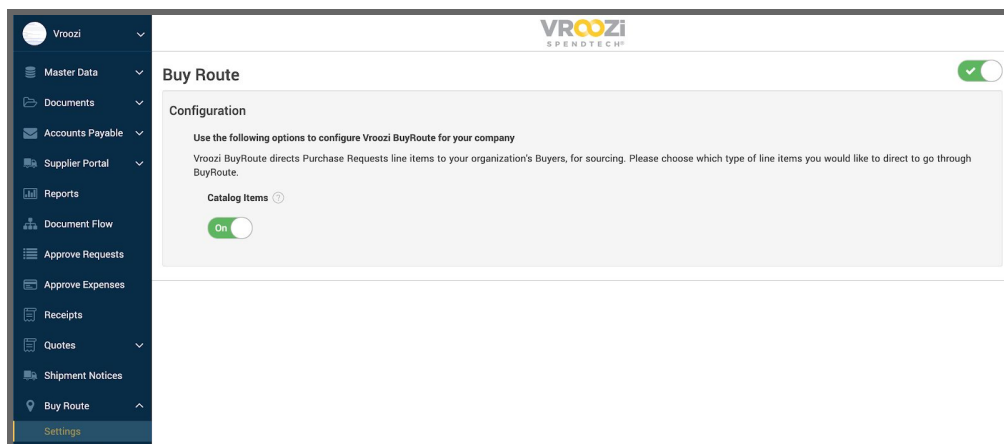
Buy Route workflow should be enabled through the creation of Buying Groups.

Buy Route settings can be configured for Catalog and Non-catalog items. Client default is automatically set to route only non-Catalog Requisitions.

## BUY ROUTE CONFIGURATION

Vroozzi Purchase Administrators can configure the behavior of the BuyRoute feature for their organization. They can determine which types of items are sent to BuyRoute, Catalog and/or non-Catalog. By enabling the toggle below, any items being requested by an employee can be reviewed and sourced appropriately by a Buyer.

This can be set up in the Administrator navigation panel *BuyRoute* -> *Settings* then enabling the "Catalog Items" toggle.



Once this toggle is enabled, all items included in PRs, whether they are catalog items, or free text items; will be sent into BuyRoute. Where a Buyer with access to the appropriate Buyer Group, will be able to see the items on their "Ready for Sourcing" screen upon logging into the system. From here, Buyers can review the items and add them to a PO.

## CREATE ORDER

Buyers can bypass PR workflow and create a rush PO via Buy Route.

**NOTE: Only users assigned to the 'Buyer' role will be able to create these types of direct purchase orders.**

### Step 1:

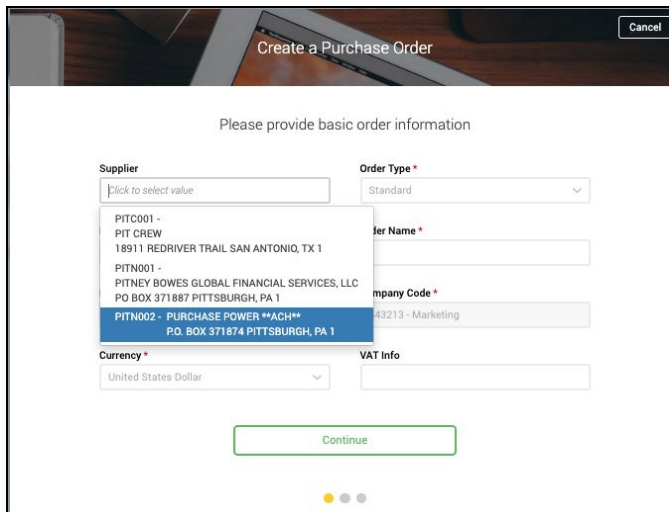
- Login to Vrooz using your buyer role credentials.

### Step 2:

- From the navigation panel on the left side of the screen, select the 'Create Order' option.

### Step 3:

- The 'Create Purchase Order' window will appear.



- Fill in the required information fields:
  - Supplier Name
  - Order Type
  - Payment Terms
  - Order Name
  - FOB Terms (Optional)
  - Company Code
  - Currency

**Step 4:**

- Click the green 'Continue' button to proceed with the order.

**Create a Purchase Order**  
Supplier: SIGNS ALL SIGNS

Please provide basic order information

<b>Supplier</b> SIGN004 - SIGNS ALL SIGNS	<b>Order Type *</b> Standard
<b>Payment Terms *</b> Net 60 Days	<b>Order Name *</b> Billboard
<b>FOB Terms</b>	<b>Company Code *</b> 543213 - Marketing
<b>Currency *</b> United States Dollar	<b>VAT Info</b>

**Continue** ➤

**Step 5:**

- Click the blue 'Add Item' button to add line items to the order.

**Create a Purchase Order**  
Supplier: PRECISION AUTO BODY & PAINT, INC.

Let's add some items to your order

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total Price
No current line items.								

**Add Item**

**Total (USD)** \$0.00

**Back** **Continue**

**Step 6:**

- Fill in the required line item fields, same as you would to submit a free text or non-catalog purchase request.
  1. Type (select product or service)
  2. Category (use the drop down menu or search to select the category which best classifies the line item)
  3. Description
  4. Unit price (cost)
  5. Currency (defaults to USD)
  6. Quantity
  7. UoM (unit of measure)
  8. Supplier
  9. Service Period or Delivery Date depending on 'Type' selected.

**Add Line Item**

☐ Show Optional Fields

**General Information**

Type	Product	required
Category	43190000 - Communications Devices	required
Description	Billboard on Highway 1	required
Unit Price	\$15,000.00	required
Currency	USD	required
Quantity	1	required
UoM	EA - EA	required
Supplier	SIGN004 - SIGNS ALL SIGNS	
Buyer Group	General	
Delivery Date	08/24/2019	required

### **Step 7:**

- Enter the appropriate accounting information for the line item.

### **Step 8:**

- Enter the company information for the Purchasing Organization and Plant fields. Select the correct tax option from the drop down menu (i.e. taxable, tax exempt, etc.)

***NOTE: Requirements will vary based on your organization's configurations.***

Plant: A123 - Marketing required

**Shipping**

Shipping Charges: \$0.00 required

**Taxes**

Vertex Tax Code: DC020000 - Custom Computer Software - physical media

Tax Code: TX01 - Tax required

Cancel Save Item

- Click the green 'Save Item' button to save the line item to the purchase order.

### **Step 9:**

- Repeat steps 5-8 as needed until all line items have been added to the purchase order. Click the green 'Continue' button to proceed once all line items have been added.

Cancel

Create a Purchase Order  
Supplier: SIGNS ALL SIGNS

Let's add some items to your order

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total Price
1	Billboard on Highway 1	43190000		08/24/2019	1	EA	\$15,000.00	\$15,000.00 ✕

Add item

Total (USD) \$15,000.00

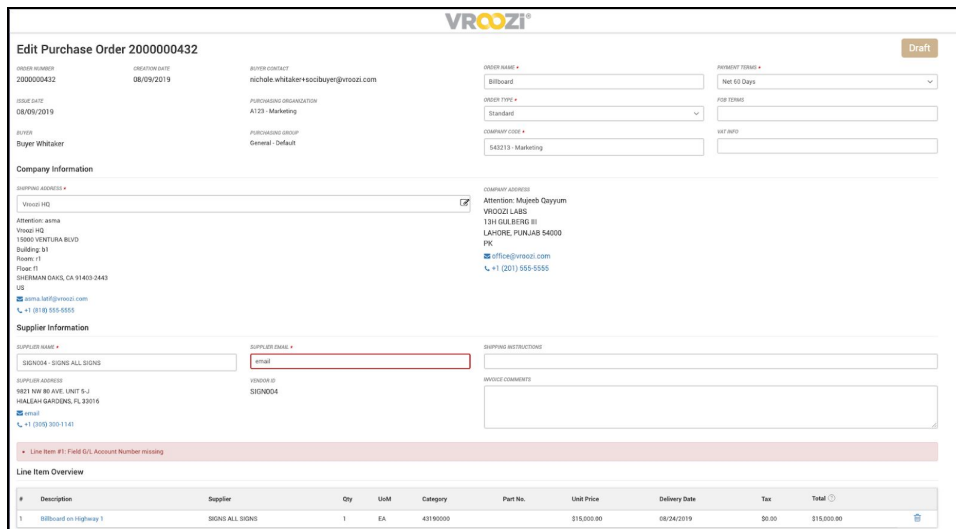
Back Continue »

### **Step 10:**

- Click the shipping address field and select the appropriate address from the dropdown menu. Add any internal comments regarding the purchase order and any notes or instructions for the supplier into the appropriate fields.

## Step 11:

- Click the green 'Finish' button to create a draft of your purchase order. Review and verify all information entered into the purchase order is accurate. Add any shipping instructions if necessary.



**Edit Purchase Order 200000432**

ORDER NUMBER: 200000432 | CREATION DATE: 08/09/2019 | BUYER CONTACT: michale.whitaker@vroozzi.com | ORDER NAME: Billboard | PAYMENT TERMS: Net 60 Days

ISSUE DATE: 08/09/2019 | PURCHASING ORGANIZATION: AT23 - Marketing | ORDER TYPE: Standard | POB TERMS: | COMPANY CODE: 543213 - Marketing | VET INFO:

**Company Information**

COMPANY ADDRESS: VROOZI LABS, 1311 10th Street, Suite 100, LA JOLLA, CA 92037 | ATTENTION: Muneb Gazyum | PHONE: +1 (619) 555-5555 | EMAIL: office@vroozzi.com

**Supplier Information**

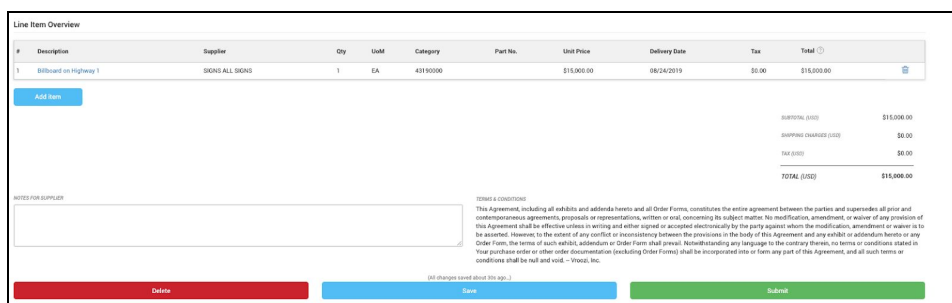
SUPPLIER NAME: SIGNS ALL SIGNS | SUPPLIER EMAIL: email | SUPPLIER ADDRESS: 5821 NW 80 AVE, UNIT 5-J, HALLAND HILLS, FL 33016 | PHONE: +1 (352) 303-1141

**Line Item Overview**

#	Description	Supplier	Qty	Unit	Category	Part No.	Unit Price	Delivery Date	Tax	Total
1	Billboard on Highway 1	SIGNS ALL SIGNS	1	EA	43190000		\$15,000.00	08/24/2019	\$0.00	\$15,000.00

## Step 12:

- Click the green 'Submit' button to send the Purchase Order to the supplier.



**Line Item Overview**

#	Description	Supplier	Qty	Unit	Category	Part No.	Unit Price	Delivery Date	Tax	Total
1	Billboard on Highway 1	SIGNS ALL SIGNS	1	EA	43190000		\$15,000.00	08/24/2019	\$0.00	\$15,000.00

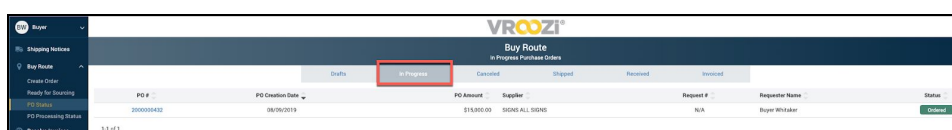
**Summary:**

SUBTOTAL (USD)	\$15,000.00
SHIPPING CHARGES (USD)	\$0.00
TAX (USD)	\$0.00
<b>TOTAL (USD)</b>	<b>\$15,000.00</b>

**Buttons:** Delete, Save, Submit

## Step 13:

- The Order can then be found in 'PO Status' under 'In Progress'. This status will remain until the Supplier confirms shipment of the item(s).



**Buy Route**

PO #	PO Creation Date	PO Amount	Supplier	Request #	Requester Name	Status
200000432	08/09/2019	\$15,000.00	SIGNS ALL SIGNS	N/A	Buyer Whitaker	In Progress

## READY FOR SOURCING

Displays all Requests which have been financially approved and are awaiting to be converted into a PO which is then submitted to a supplier.

## CONVERTING A PR INTO A PO:

These are the steps the Buyers will take to move a request line item into a Purchase Order:

**Purchase Request Submitted:** The Buyer receives an email notification each time a Purchase Request has been Approved and is now awaiting Sourcing. The Buyer can view the Purchase Request via the 'View Purchase Request' option.

### Search for a Request

1. In the Search bar enter the associated keywords or request number.
2. Select a specific Request by clicking the box to the left of the row.
3. Click 'Prepare PO' to move forward with the process.

The screenshot displays the Vroozi Sourcing interface. On the left, the 'Ready for sourcing' panel shows a list of 10 items with checkboxes. On the right, the 'Selected for sourcing' panel shows 1 item selected. A 'Prepare PO' button is visible at the bottom right.

Request #	Line #	Date	Description	Req Qty	Qty
100000000	1	01/01/2020	PH-1-100000000	1	1
100000000	1	01/01/2020	PH-1-100000000	1	1
100000000	2	01/01/2020	PH-2-100000000	1	1
100000000	2	01/01/2020	PH-2-100000000	1	1
100000000	1	01/01/2020	PH-1-100000000	1	1
100000000	2	01/01/2020	PH-2-100000000	1	1
100000000	1	01/01/2020	PH-1-100000000	1	1
100000000	2	01/01/2020	PH-2-100000000	1	1
100000000	1	01/01/2020	PH-1-100000000	1	1
100000000	1	01/01/2020	PH-1-100000000	1	1

1-10 of 10

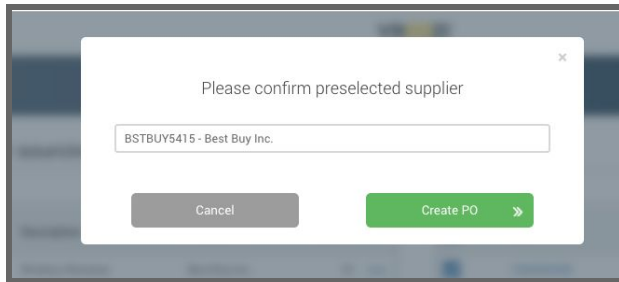
1 2 3 4 5 6 7 8 9 10

11 of 11

Prepare PO

4. Confirm preselected supplier





- Request will move from 'Ready for sourcing' list to the 'Selected for sourcing' list on the right side of the field.

**5. Confirm all Order details are correct, paying particular attention to the Payment Terms and Shipping Address.**

**Edit Purchase Order 2000004109** Draft

ORDER NUMBER 2000004109	CREATION DATE 09/11/2018	BUYER CONTACT	ORDER NAME 2000004109	4. PAYMENT TERMS 0.50% Disc 30 Days, Net 45
ISSUE DATE 09/11/2018	PURCHASING ORGANIZATION Post_L1803 - Post Hottix Purchasing Organ	LOCATION	ORDER TYPE Standard	FOB TERMS
BUYER	PURCHASING GROUP N/A		COMPANY CODE 8,3110 - 8,3110	VAT INFO

**Company Information**

SHIPPING ADDRESS Test address	COMPANY ADDRESS Attention: S,3110 S,3110 S,3110 mmalam road Lahore, punjab 54000 PK
Test address 15000 Ventura Blvd SHERMAN OAKS, CA 91403-2443 US	
✉ edeusch@gmail.com ☎ +1 (310) 423-4234	✉ notifyvroozi@gmail.com ☎ +1 (200) 900-0000

**Supplier Information**

SUPPLIER NAME hh123 - #HHHHHHHHHH	SUPPLIER EMAIL notifyvroozi@gmail.com	SHIPPING INSTRUCTIONS
SUPPLIER ADDRESS جسٹس لاہ، پنجاب ۵۴۰۰۰ Pakistan	VENDOR ID hh123	INVOICE COMMENTS
✉ notifyvroozi@gmail.com ☎ +1 (200) 900-0000		

**Line Item Overview**

#	Description	Supplier	Qty	UoM	Category	Part No.	Unit Price	Delivery Date	Total Price
1	test	#HHHHHHHHHH	1	EA	GAR		\$5,454.00	05/11/2018	\$5,454.00

5. Add Item

SUBTOTAL (USD) \$5,454.00

- Edit or Remove Line Item and/or add 'Add Item'.
- Click 'Submit' to send request to the Supplier

Delete Save Submit

## PO STATUS

Use the Tabs at the top of the Buy Route screen to view POs in various statuses of the procurement process.

- Drafts: Not yet submitted to supplier
- InProgress: PO Data enroute to supplier
- Ordered: Supplier has PO and is process
- Cancelled: PO cancelled by internal user
- Received: Supplier has sent the items and internal user has verified receipt and provided a Goods Receipt.
- Invoiced: Invoice processed.

Buy Route					
Draft Purchase Orders					
<a href="#">Drafts</a> <a href="#">InProgress</a> <a href="#">Ordered</a> <a href="#">Canceled</a> <a href="#">Received</a> <a href="#">Invoiced</a>					
PO #	Creation Date	Amount	Supplier	Request #	Requester Name
<a href="#">2000004109</a>	09/11/2018	\$5,454.00	#HHHHHHHHHH	<a href="#">1000006403</a>	Notify Vrooz
<a href="#">2000004108</a>	09/11/2018	\$100.00	#H11-Ttttttt	<a href="#">1000007474</a>	Notify Vrooz
<a href="#">2000004093</a>	09/07/2018	\$1,250.00	S_2410	<a href="#">1000007411</a>	azmaar jamil
<a href="#">2000004090</a>	09/07/2018	\$1,999.00	1st choice	<a href="#">1000007444</a>	Abdullah Buyer
<a href="#">2000004052</a>	08/27/2018	\$100.00	#H12	<a href="#">1000007288</a>	Abdullah Buyer
<a href="#">2000004002</a>	08/13/2018	\$35.00	M-Supplier-Email	<a href="#">1000007257</a>	buyer user
<a href="#">2000003937</a>	07/09/2018	\$64.00	M-Supplier-Email	<a href="#">1000007146</a>	buyer user
<a href="#">2000003934</a>	07/06/2018	\$31.00	June_Supplier	<a href="#">1000007139</a>	buyer user
<a href="#">2000003933</a>	07/06/2018	\$100.00	June_Supplier	<a href="#">1000007138</a>	Buyer User
<a href="#">2000003932</a>	07/06/2018	\$400.00	Post_0604Supplier	<a href="#">1000007104</a>	buyer user

## PO PROCESSING STATUS

Repository for any Purchase Orders that have failed in the order process. You can click the number to view and review what changes need to be made. The Vrooz support team is notified if a PO fails and will reach out with details.

Purchase Order Processing					
MATERIALS MANAGEMENT					
Search for PO Number, Supplier name, Item or Location					
PO #	PO #	Supplier	Message Log	Status	Action
2000003932	2000003932	Material	...	Processing	...
2000003933	2000003933	Material	...	Processing	...

## BUY ROUTE NOTIFICATIONS

### Buyers:

Will receive email notification when a PR requires Buy Route review. Selecting 'View Purchase Request' will navigate the Buyer to the specific PR within Vroozi.

Purchase Request **1000000233**  
is ready for sourcing

---

04/08/19 <small>REQUESTED DELIVERY</small>	1 <small>ITEMS</small>	\$1,099.00 <small>TOTAL</small>
---	---------------------------	------------------------------------

---

View Purchase Request

### Requesters:

Will receive email notification as the PR progresses through the Buy Route flow:

1. The Requisition review is complete
2. The PR has converted to a Purchase Order. (shown below)
  - Select View Purchase Order to see if any changes have been made.


Purchase Order **2000000088** was  
generated and sent to **B & H PHOTO -  
VIDEO, INC.**

---

04/08/19 <small>DELIVERY DATE</small>	1 <small>ITEMS</small>	\$1,099.00 <small>TOTAL</small>
--	---------------------------	------------------------------------

---

View Purchase Order



3. The PO has been submitted to the Supplier.

Your Purchase Order has been  
submitted to **B & H PHOTO - VIDEO,  
INC.**

04/08/19  
DELIVERY DATE

1  
ITEMS

\$1,099.00  
TOTAL

[View Purchase Order](#)