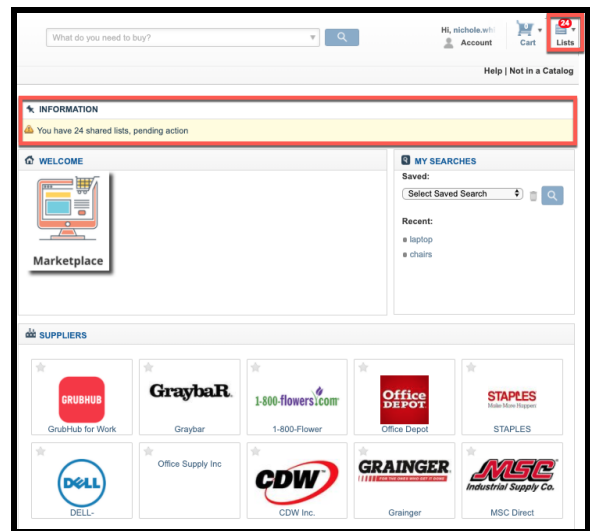


Power Shopper Quick Guide

Responsible for converting shopping lists to carts that will then be sent to an external system outside of Vroozi.

ACCESS

- Power shoppers should access Vroozi each time you receive email notification that a new Shopper list requires their review. Access to Vroozi will occur through external ERP.
- Upon connecting to Vroozi Catalog, you may access the lists shared via **2** locations on your homepage.
 - 'Information' bar** - Located in the center of the login page this will indicate the number of lists shared.
 - Lists' icon** - Located next to the shopping cart icon, the number of shared lists awaiting review will also populate.



Once selected, you can view the repository of lists. Click the arrow to the right of each list to view specific item details. (shown next page)

Laptop						ADD TO CART
LIST#	REQUESTER	DATE CREATED	NO. OF LINES	AMOUNT		REMOVE
6000000021	Mike Williams	02/12/2019	2	\$5,996.97 USD		↑
Ordering these laptops for new employees						
SUPPLIER	ITEM	DESCRIPTION	PRICE	QUANTITY	SUBTOTAL	
		HP EliteBook Revolve 810 G3 Laptop Supplier Part Number: IM1-LG5444 HP EliteBook Revolve 810 G3 Tablet (ENERGY STAR Laptop)	\$1,149.00 USD	3	\$3,447.00 USD	
		Legion Y520 Laptop Supplier Part Number: 80WY000NUS 15.6" Essential Gaming Laptop. Enter the arena with this slim, lightweight, portable gaming PC, that easily plays your games. Powered by 7th Gen Intel® Core™ processors and up to NVIDIA GTX 1050 or AMD Radeon RX 560 discrete graphics, and featuring premium audio and optional dual drive storage more...	\$849.99 USD	3	\$2,549.97 USD	
Keyboard						ADD TO CART
LIST#	REQUESTER	DATE CREATED	NO. OF LINES	AMOUNT		REMOVE
6000000020	Mike Williams	02/12/2019	2	\$648.80 USD		

Note: Lists items cannot be edited from this page but can be edited once added to a cart.

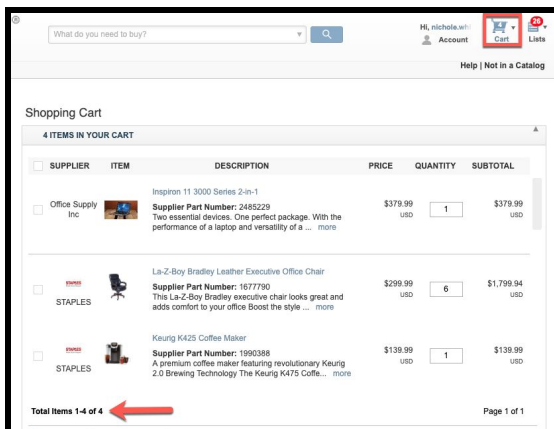
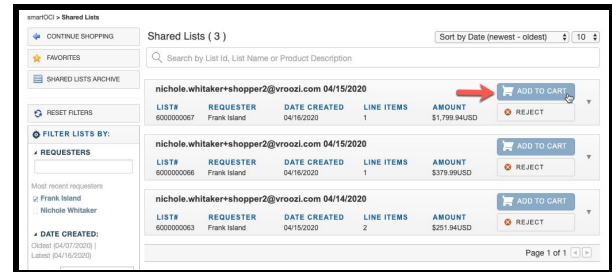
Use the 'Filter Lists By' options to search for lists by specific employee, date, line item quantity or amount.

CONVERT LIST TO CART

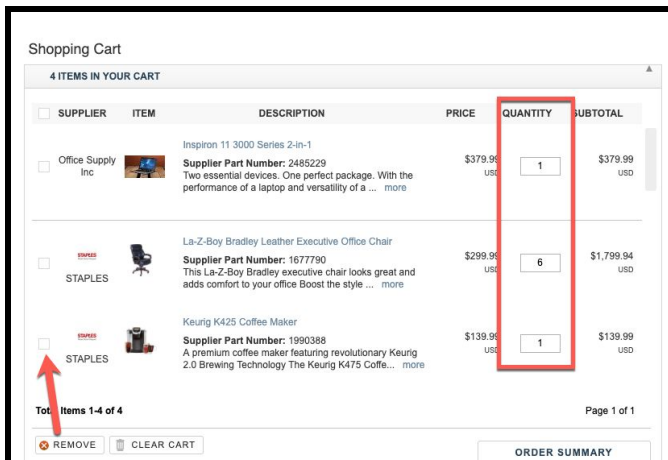
Once read to convert a list to cart, select 'Add to Cart'.

You can add as many lists as you choose to a cart before selecting to "Checkout Now". Example below shows 1 list already in the cart with another to be added.

Note: The quantity displayed on the cart icon indicates the total number of line items across all carts. The example below shows a cart with 4 total line items created from 3 lists.



Once a list(s) has been converted to a cart, you may edit the list items and quantities (shown next page) before sending that cart to your external system. However, you may not add items to the list. If wishing to do this, you should either reject the cart and advise the user to add the appropriate items or create a new cart yourself and confirm this in the cart rejection note back to the Shopper Express employee.



Multiple lists can be added to one cart. At which point, they will be grouped by supplier and not by individual list. The Shopper Express user is NOT notified of any of the described changes at this stage.

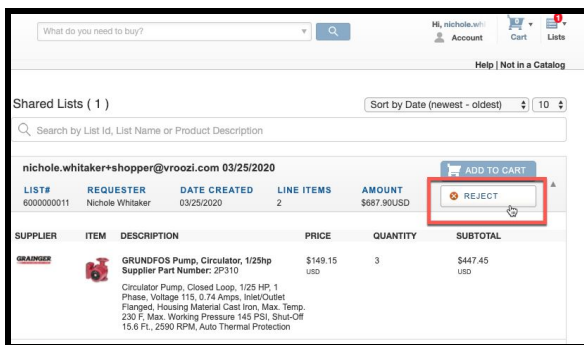
Checkout Cart: Select 'Checkout Now' to send the cart to your SRM or ERP. (shown below)



SHARED LIST REJECTION WORKFLOW

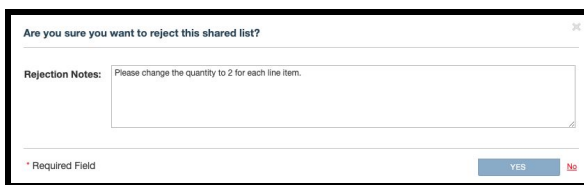
If a list is incorrect and requires further review, you may choose to return a shared list back to the Shopper Express user.

Rejection selection on the Shared List view:



When rejecting a list, it is best to provide notes detailing why the list has been rejected and the appropriate steps required for approval.

Rejection Note field:

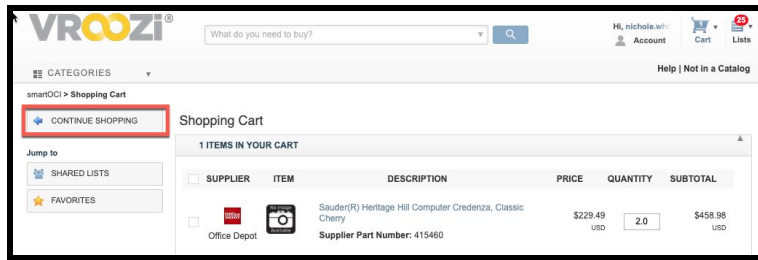


Rejection will trigger an email notification to the Shopper Express user including any notes submitted during rejection.

ADD ITEMS TO CART OR LIST

Use the search bar or search directly within the supplier catalog listed under 'Suppliers' to add items to the new cart created by you.

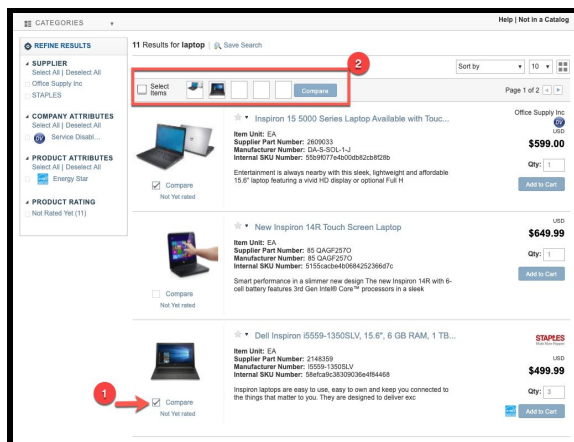
From the cart view, add items to a cart converted from an employee list by clicking 'Continue Shopping'. (shown on next page)



COMPARE ITEMS

Like items appearing in a search result can be compared.

1. Check the box next to each item.
2. When ready select 'Compare'



3. At the Comparison view, add selected items to cart or select 'Back to Search Results'. (shown on next page)

