

Power Shopper Quick Guide

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

Access

- 1. 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 <u>2</u> 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# 6000000021	REQU Mike V	IESTER /illiams	DATE CREATED 02/12/2019	NO. OF LINES	AMOUNT \$5,996.97 USD	8 REMOVE	Â
Ordering these	e laptop	s for new er	mployees				
SUPPLIER	ITEM	DESCRIPT	ION	PRICE	QUANTITY	SUBTOTAL	
hn	©===		ook Revolve 810 G3 Lapto art Number: IM1-LG5444	p \$1,149.00 USD	3	\$3,447.00 USD	
		HP EliteBo STAR Lapt	ok Revolve 810 G3 Tablet (op)	ENERGY			
Lenovo		Legion Y5 Supplier P	20 Laptop art Number: 80WY000NU	\$849.99 S USD	3	\$2,549.97 USD	
		Enter the a portable ga games. Po processors Radeon RX	ntial Gaming Laptop. rena with this slim, lightwei iming PC, that easily plays wered by 7th Gen Intel® Co and up to NVIDIA GTX 100 560 discrete graphics, and udio and optional dual drive	your ore™ 60 or AMD d featuring			
Keyboard						add to cart	
LIST#		IESTER /illiams	DATE CREATED	NO. OF LINES	AMOUNT \$648.80 USD	8 REMOVE	v

What do your need to boy?

Image: Construction of the boy?

Image: Construction of th

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.



CONTINUE SHOPPING	Shared List	Sort by Date	(newest - oldest)	10 \$			
FAVORITES	Q. Search by List Id, List Name or Product Description						
SHARED LISTS ARCHIVE						_	_
	nichole.wh	itaker+shopper2(@vroozi.com 04/15/2	020		ADD TO CART	
RESET RITERS	LIST# 6000000067	REQUESTER Frank Island	DATE CREATED 04/16/2020	LINE ITEMS	AMOUNT \$1,799.94USD	O REJECT	2 T
FILTER LISTS BY:							
A REQUESTERS	nichole.whitaker+shopper2@vroozi.com 04/15/2020					ADD TO CART	
	LIST# 6000000066	REQUESTER Frank Island	DATE CREATED 04/16/2020	LINE ITEMS	AMOUNT \$379.99USD	O REJECT	1
Most recent requesters	000000000	PTATIK Island	04/10/2020		43/9.99030		
Prank Island	nichole.wh	itaker+shopper2	@vroozi.com 04/14/2	020		add to cart	
Nichole Whitaker	LISTA	REQUESTER	DATE CREATED	LINE ITEMS	AMOUNT		
A DATE CREATED:	600000063	Frank Island	04/15/2020	2	\$251.94USD	O REJECT	
Oldest (04/07/2020)						Page 1 of 1	

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.

4 ITEMS	IN YOUR CART				
SUPPL	IER ITEM	DESCRIPTION	PRICE	QUANTITY	UBTOTAL
		Inspiron 11 3000 Series 2-in-1			
Office S In		Supplier Part Number: 2485229 Two essential devices. One perfect package. With the performance of a laptop and versatility of a more	\$379.99 UST	1	\$379.99 USE
	-	La-Z-Boy Bradley Leather Executive Office Chair			
STAP	- *	Supplier Part Number: 1677790 This La-Z-Boy Bradley executive chair looks great and adds comfort to your office Boost the style more	\$299.99 USD	6	\$1,799.94 USC
		Keurig K425 Coffee Maker			L
STAP	1 au	Supplier Part Number: 1990388 A premium coffee maker featuring revolutionary Keurig 2.0 Brewing Technology The Keurig K475 Coffe more	\$139.99 USE	1	\$139.99 USE



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

fotal Items 1-4 of 4		Page	l of 1
SREMOVE		ORDER SUMMARY	
		Item Subtotal: \$2,431.	87 USE
		TOTAL: \$2,431.87	USD
		CHECKOUT NOW	
		CHECKOUT NOW	
Move Selected Items to:	Favorites	Move Item(s)	

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:

Are you sure you	want to reject this shared list?	×
Rejection Notes:	Please change the quantity to 2 for each line item.	
		li
* Required Field	YES	No

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)



VROZ	What do you need to	buy? v Q		Account	Cart
E CATEGORIES V				Hel	Ip Not in a Cat
smartOCI > Shopping Cart	_				
CONTINUE SHOPPING	Shopping Cart				
Jump to	1 ITEMS IN YOUR CAR	IT			
SHARED LISTS	SUPPLIER ITEM	DESCRIPTION	PRICE	QUANTITY	SUBTOTAL
🚖 FAVORITES		Sauder(R) Heritage Hill Computer Credenza, Classic	\$229.49		\$458.98
	Office Depot	Cherry Supplier Part Number: 415460	USD	2.0	USD

COMPARE **I**TEMS

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)

smartOCI > Compare				< Back to Search Results
COMPARE PRODUCTS				
Products	*	×		
	* • New Inspiron 14R Tou	* Dell Inspiron i5559	* Inspiron 15 5000 Ser	
	USD \$649.99 * Qtyr 1 Add to Cart	STAPLES Mala More Report	Office Supply Inc	
DETAILS	3	\$499.99 • Qty: 1 • Add to Cart	Add to Cart	
Rating	Not Yet rated	Not Yet rated	Not Yet rated	
Supplier		STAPLES	Office Supply Inc	
Supplier Part Number	85 QAGF257O	2148359	2609033	
Manufacturer Part Number	85 QAGF257O	15559-1350SLV	DA-S-SOL-1-J	
Category Code	43659821	44120000	43231513	
Lead Time	14			
Description	Smart performance in a slimmer new design The new Inspiron 14R with 6-cell battery features 3rd Gen Intel® Core™ processors in a sleek design that's 8% thinner than the 2011 model. So you de all the	Inspiron laptops are easy to use, easy to own and keep you connected to the things that matter to you. They are designed to deliver exceptional value for today's consumers looking to get more out of the irrespective	Entertainment is always nearby with this sleek, lightweight and alfordable 15.6° laptop featuring a vivid HD display or optional Full HD touch screen!!	