

The Supplier Portal

The Supplier Portal is a Cloud-based portal solution with ***self-service capabilities and point and click interface***, creating fluent process flows and communication between buying organizations and their suppliers.

Buying organization users can submit POs, send specific PO communication, submit change requests, receive advanced shipping notices and invoices.

Supplier users can confirm, reject, dispute, ship and invoice purchase orders for their Vroozi clients. Includes a repository for POs and invoices.

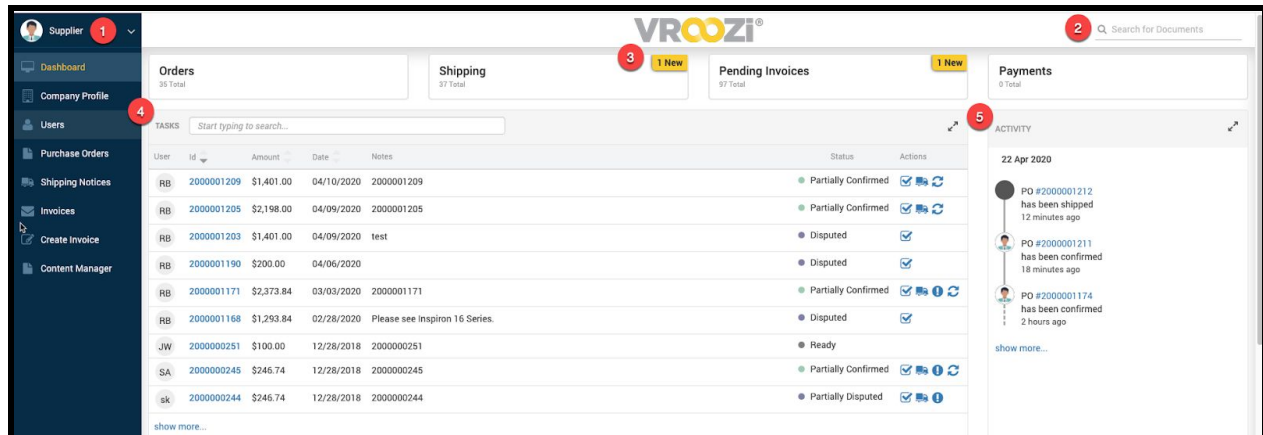
Users should also see the [Supplier's Guide to the Supplier Portal](#) for more specific details on workflows within the Portal

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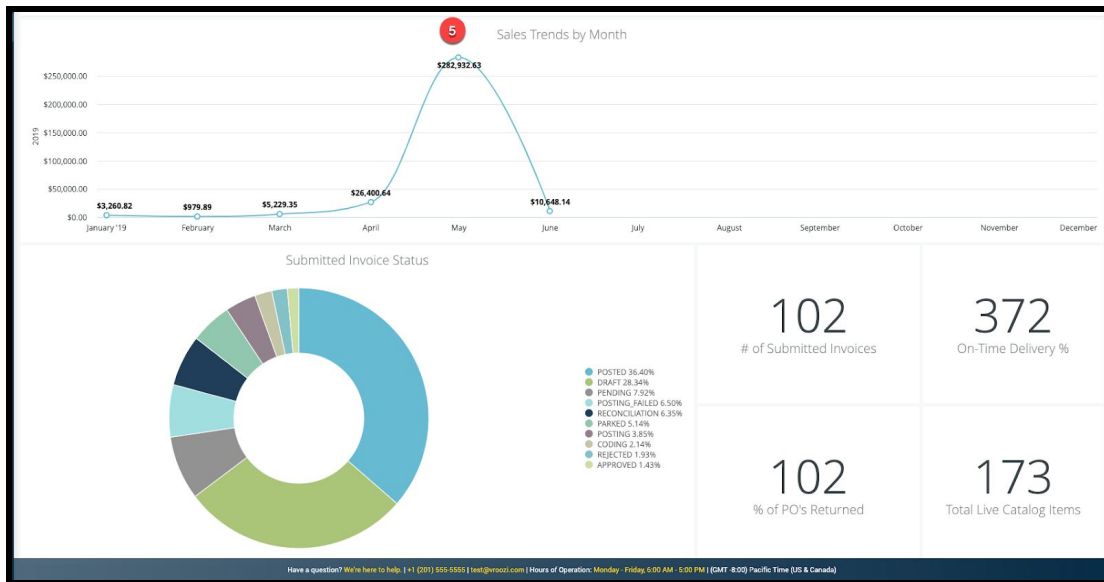
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The Supplier's Portal Homepage



- 1. Navigation Panel** - Navigation categories allow users to quickly access documents by type. Profile may be updated via downward arrow next to username.
- 2. Universal Search Bar** – Once selected, portal users can search across all transactional documents entering their own key words or select by preset search categories including but not limited to, 'Buyer, Shipping Carrier and Created Date'. If a preset search category is selected, further search criteria tailored to that field will populate.
- 3. Document Count** – Organized by category (Pending Invoices, Payments & Returns) a count of documents that have come in over the trailing 24 hours. Click the document card to view.
- 4. Tasks** – Easy access to view or take action on all incoming documents (RFQ's, PO's, Invoices).
- 5. Activity** – Allows a user to see the latest activity (status changes, notes and messages) on all open RFQ/PO/Invoice.

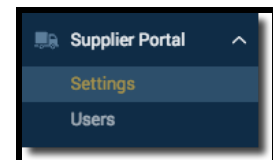


6. Sales Trends – View trends by a specific time frame.

Supplier Portal Configuration

Customize the look and feel of your Supplier Portal through the creation of your own vanity URL, branding, customized Terms & Conditions and specific supplier requirements and communication.

From the Master Administrator navigation panel select Supplier Portal → Settings.



BRANDING & LOGO

1. Customize your login page URL.
2. Select the 'Image Settings' for your supplier invitation
 - **Login Page** - background image
 - Optimal resolution 300x250 (Format supported jpg, png, jpeg)
 - **Favicon** - image displayed on browser tab
 - Optimal resolution 225x225 (Format supported jpg, png, jpeg)
 - **Company Logo**
 - Optimal resolution 1920x1064 (Format supported jpg, png, jpeg)


Supplier Portal Settings

URL Settings ⓘ
Customize your Supplier Portal URL.

Login Page URL Pattern
 <https://devqa6-go.vroozi.com/#/login?org=880852895&view=supplier>


Image Settings
Customize the look & feel of your Supplier Portal

Login Page




[Replace Image](#)

Favicon



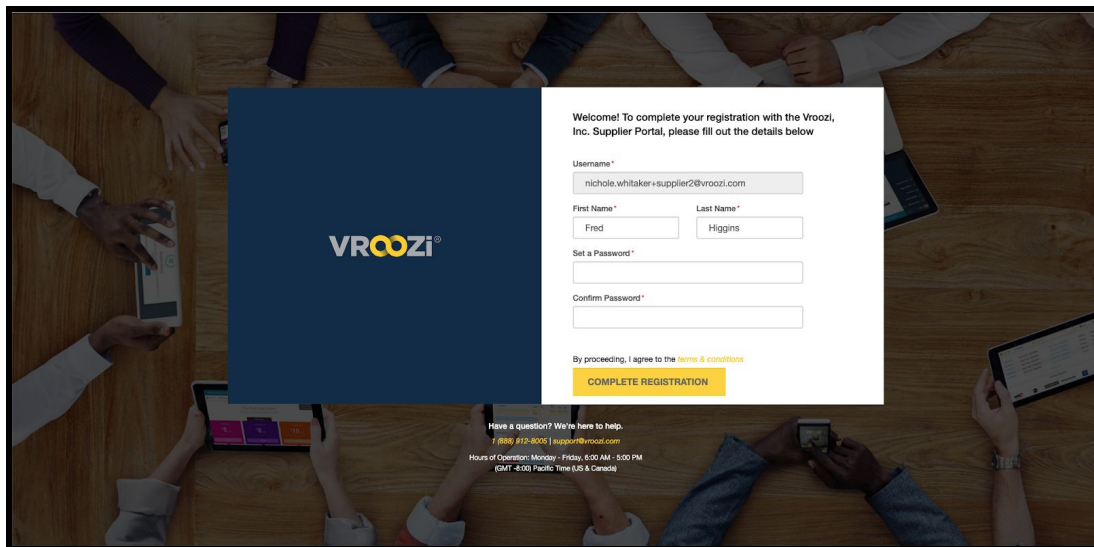
[Replace Image](#)

Company Logo



[Replace Image](#)

Finished result:



SUPPLIER INVITATION MESSAGE

- Customize your supplier invitation by editing or removing the provided template.

Supplier Invitation Configuration

Invitation Type *

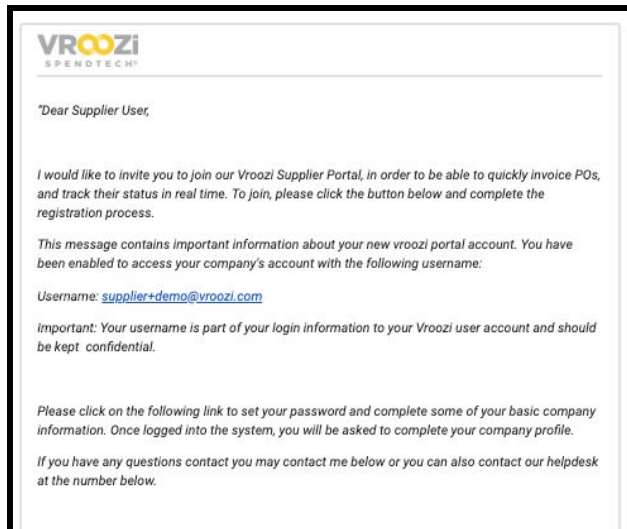
Email Subject *

Email Message

body p em

[Reset](#) [Save](#)

Sample email invitation:



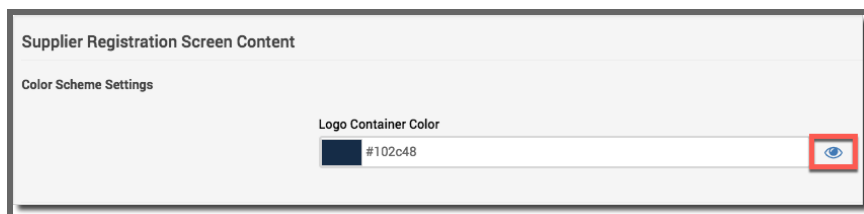
SET GLOBAL 'SUPPLIER PORTAL RULES'

- Select supplier communication requirements. Toggling on requires the supplier team member to provide a reason before rejection or dispute can be sent.



Supplier Registration Screen Content update

- Set logo background color
- Click the eye icon to preview logo changes & supplier contact updates



Preview screen:

Welcome! To complete your registration with the Vroozzi, Inc. Supplier Portal, please fill out the details below

Username*

First Name* Last Name*

Set a Password*

Confirm Password*

By proceeding, I agree to the [terms & conditions](#)

COMPLETE REGISTRATION

1. Create or update Terms & Conditions

Terms & Conditions 1

This Agreement, including all exhibits and addenda hereto and all Order Forms, constitutes the entire agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and either signed or accepted electronically by the party against whom the modification, amendment or waiver is to be asserted. In the event of any conflict or inconsistency between the provisions in the body of this Agreement and any exhibit or addendum thereto or any Order Form, the terms of such exhibit, addendum or Order Form shall prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in your purchase order or other order documentation (excluding Order Forms) shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void.

Reset Save

Support Contact 2

Email: support@vroozzi.com

Phone: (201) 455-0000

Business Hours: From: Monday To: Friday From: 9:00 AM To: 5:00 PM (GMT-8:00 Pacific Time (US & Canada))

Reset Save

2. Supplier Contact (optional)

- Include your internal support contact information. This will appear on the invitation login page. This information will not replace the Vroozzi Support team information that appears at the bottom of the Supplier Portal screen.

Welcome! To complete your registration with the Vroozzi, Inc. Supplier Portal, please fill out the details below

Username*

First Name* Last Name*

Set a Password*

Confirm Password*

By proceeding, I agree to the [terms & conditions](#)

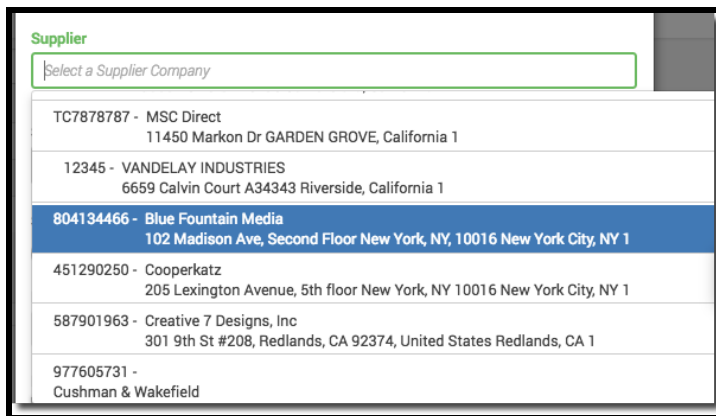
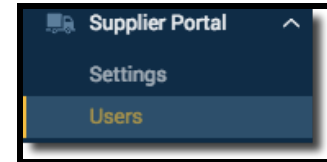
COMPLETE REGISTRATION

Have a question? We're here to help.
Ring #1-800-455-0000 support@vroozzi.com
Hours of Operation: Monday - Friday 9:00 AM - 5:00 PM (GMT-8:00 Pacific Time (US & Canada))

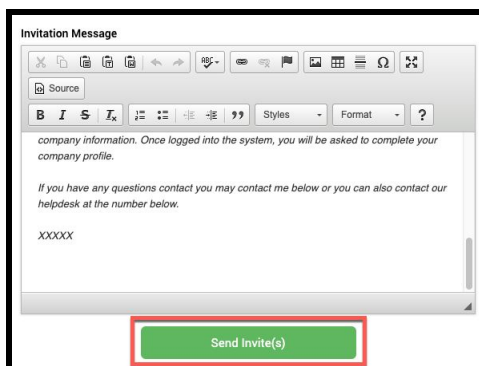
Invite a Supplier to the Portal

FROM THE PORTAL CONFIGURATIONS

1. Navigate to the Supplier Users view within *Supplier Portal* → *Users*.
2. Select 'Invite a new user'
3. Select the supplier



4. Complete all details & select the user role (defined below)
5. Customize the Invitation email and select 'Send Invite(s)'



6. Supplier user's record will now be listed in the Supplier Tab of their supplier record and under Supplier Portal → Users.
 - Once a supplier user is invited, their user record is not editable. If edits are required, you must remove the user and create a new account.

Supplier Users						
Type at least 2 characters to search						
	Email	First Name	Last Login	Created Date	Status	Actions
<input type="checkbox"/>	nichole.whitaker+supplier@vroozi.com	Admin	07/09/2019	12/04/2018	Active	
First Name	Last Name	Roles	Supplier	Email		
Admin	Administrator	Administrator, Content Manager, Order Processor	Office Supply Inc	nichole.whitaker+supplier@vroozi.com		
Address	City	State	Zip	Country		
N/A	N/A	N/A	N/A	N/A		
Phone	Fax	Created Date	Last Login	Status		
N/A	N/A	12/04/2018	07/09/2019	Active		

FROM THE SUPPLIER RECORD

Supplier Portal user creation and invitations can also be managed from the Supplier's existing record in Master Data.

Edit Supplier

BASIC INFO BUSINESS INFO CONTRACT INFO INSURANCE INFO **SUPPLIER PORTAL** CHANGE HISTORY

Allow Access to Supplier Portal ☒ On

Allow Suppliers to Invite Additional Users ☒ On

Send Invite to → +

Invitation Subject

Invitation Message

Dear XXX,

I would like to invite you to join our Vroozi Supplier Portal, in order to be able to quickly invoice POs, and track their status in real time. To join, please click the button below and complete the registration process.

This message contains important information about your new AB Bev portal account.

You have been enabled to access your company's AB Bev account with the following username:

Username: [xxx@xxx.com](#)

Click 'Send Invite to' and enter the user's contact information. Select the Role. (Shown on next page)

'SUPPLIER USER' ROLES

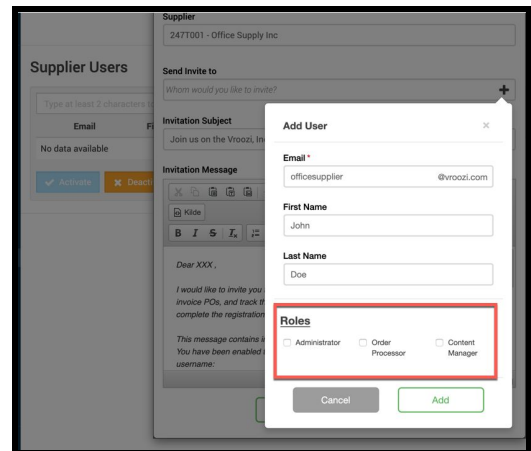
Assign a specific role to each 'Supplier User'

Administrator: The Administrator can create users, edit the company profile, add comments to and create all transactional documents.

Order Processor: The Order Processor can reject and confirm POs, create invoices and ASNs and add comments to transactional documents.

Content Manager: The Content Manager Role now allows the supplier user to manage their Vrooz Catalog content with a single sign on via the Portal. Content Managers can create and update catalogs on the buying organization's behalf. Buying organization approval will still be required before changes go live.

- The Content Manager Portal Navigation Panel will include a link to Vrooz Catalog opening an additional window or tab.



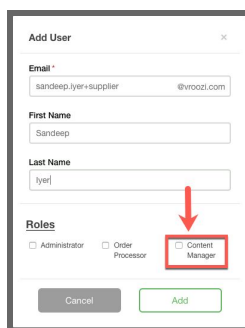
Note: At Portal Go-Live Vrooz does not recommend using the Content Manager role

Adding a Content Manager

Note: There are **2** steps required to set up the Content Manager role. The Supplier contact must be created as a Supplier Portal user in Vrooz Purchase **and** as a supplier user within the Supplier's record in Vrooz Catalog.

Steps:

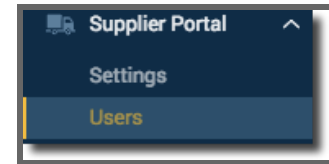
1. In *Vrooz Purchase* via Supplier Portal User creation.



2. In *Vrooz Catalog* via the Supplier's record



User Management



All Portal Users

Here you can manage access and permissions for ALL Portal Users across ALL Supplier Organizations. You can activate, deactivate and invite your supplier users from the 'Supplier Users' table.

Supplier User Table

Type at least 2 characters to search								
	First Name	Last Name	Email	Supplier	Last Login	Created Date	Status	Actions
<input type="checkbox"/>	Admin	user	hira.qamar+adminuser@vroozi.com	Supplier 0145	09/10/2018	09/10/2018	Active	
<input type="checkbox"/>	admin	sup	hira.qamar+admin@vroozi.com	Supplier 0145	09/10/2018	09/10/2018	Active	
<input type="checkbox"/>	user	sup	hira.qamar+user1@vroozi.com	Supplier 0145	09/11/2018	09/10/2018	Active	
<input type="checkbox"/> Activate <input type="checkbox"/> Deactivate <input type="button" value="Invite a new user"/>								

1. Search invitees
2. View invite details of existing invites
3. Remove a user
4. Activate, deactivate a selected user or 'Invite a New User'

Manage Users from Individual Supplier

Within the 'Supplier Portal' tab of each supplier's record, any existing portal users for that supplier are listed. Here they can be deleted, deactivated or activated.

Supplier Users

Type at least 2 characters to search

	Email	First Name	Last Login	Created Date	Status	Actions
<input type="checkbox"/>	nichole.whitaker+supplier3@vroozi.co...	Bill	N/A	04/21/2020	Invited	
<input type="checkbox"/>	nichole.whitaker+supplier2@vroozi.co...	Fred	N/A	07/09/2019	Active	
<input type="checkbox"/>	nichole.whitaker+officesupply@vroozi...	Mark	11/05/2018	11/05/2018	Active	
<input type="checkbox"/>	nichole.whitaker+supplieradmin@vroo...	Nichole	12/02/2019	12/31/2018	Active	
<input type="checkbox"/>	rachel.griffiths+sp@vroozi.com	Rachel	N/A	03/31/2020	Invited	
<input type="checkbox"/>	nichole.whitaker+supplier@vroozi.com	Supplier	04/22/2020	12/04/2018	Active	

Supplier's Portal Configuration

SUPPLIER'S BUSINESS, CONTRACT AND INSURANCE INFO

The Purchasing organizations Admin can update all Business, Contract and Insurance information for each supplier record. This is done through *Master Data -->Suppliers*.

Within the Supplier Portal, the Portal Admin can only update The Business Info. The Contract and Insurance Info appear read only for the Supplier Portal admin.

Edit Supplier

BASIC INFO

BUSINESS INFO

CONTRACT INFO

INSURANCE INFO

SUPPLIER PORTAL

Name *

Vendor Id *

Display Name

External Id

Country *

United States of America

1. **Output Method**

Once an invitation has been sent to the Supplier, Supplier Portal will appear as an Output Method option. The buying organization's administrator must still select Supplier Portal as their preferred method.

Once Supplier Portal is selected as the output method, 2 additional fields populate.

- **Output Email:** The email address should be confirmed with the Supplier.
 - Note: The domain listed for this email address is very important. All users added to the Portal must have a matching URL.
- **Send Alert of PO creation to:** This is different from the output email. The email address could be for specific user email addresses or a department etc. Use a comma after each address to add an additional one.

2. **Advanced Shipping Notification (ASN)**

This feature is enabled once a Supplier is invited to the Portal. (shown above) Enablement allows the supplier to send an Advanced Shipping Notice through the Portal. Once sent from Supplier, the ASN is emailed to the original employee or designated account. The buying organization can use the ASN to create a goods receipt if one is required

AUTO-PROCESSING OF INCOMING SUPPLIER PORTAL INVOICES

Based on Administrator configurations, Auto processing can be applied to Supplier submitted invoices via the Vroozi Supplier Portal. Creation of Invoices will be auto created and processed by the system instantly after the invoice is received in Vroozi.

There are three (3) settings available to the user (shown on next page)

1. Create and Approve Invoices from Supplier Portal without exceptions.
 - Applies to invoices that do not contain exceptions or errors
2. 'That only contain one or more Goods Receipt related exceptions'
3. 'That contain additional exceptions'

- Applies to invoices that contain any other Tolerance related exceptions as defined by each organization. (Line Item Price, Line, Item Quantity, Subtotal, etc.).

Create and approve incoming invoices from Supplier Portal without exceptions ? ☒ On

Submit incoming PO based invoices from Supplier Portal for Exception Handling:

That only contain one or more Goods Receipt related exceptions ? ☐ Off

That contain additional exceptions ? ☐ Off

- Processing configurations are enabled in *Accounts Payable >Settings >Preferences >Automatic Creation and Processing of Invoices*

Supplier Portal End to End Workflow

Buying Organization -> Submits Purchase Order to Supplier for fulfillment.

Supplier -> Receives email notification of the PO.

VRoozi

You have received Purchase Order:
2000000183

11/19/18 REQUESTED DELIVERY	2 ITEMS	\$1,774.86 TOTAL
--------------------------------	------------	---------------------

Company: Vroozi, Inc. Buyer Name: Phil Anderson
Issue Date: 11/15/18 Buyer Email: phil.anderson@vroozi.com
Order Type: standard Version: 1

Having trouble? Contact our [customer support](#).

Powered by **VRoozi**

The Repository of all POs including those in 'Ready' status retrieved under 'Track Purchase Orders'

User	ID	Amount	Date	Notes	Status	Actions
HM	9000002454	\$20,000.00	03/13/2019	This Invoice belongs to PO#2000003704	Rejected	
MH	2000003788	\$60.00	07/09/2019	My Order 1	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>
MH	2000003787	\$50.00	07/09/2019	test	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>
MH	2000003786	\$100.00	07/09/2019	2000003786	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>
HM	2000003785	\$2,000.00	06/28/2019	2000003785	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>
HM	2000003784	\$2,000.00	06/28/2019	2000003784	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>
HM	2000003783	\$1,000.00	06/25/2019	xasax	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>
HM	2000003770	\$5,000.00	06/21/2019	OUT OF STOCK	Disputed	<input checked="" type="checkbox"/> <input type="checkbox"/>
HM	2000003769	\$1,000.00	06/21/2019	2000003769	Ready	<input checked="" type="checkbox"/> <input type="checkbox"/>

In the Portal, the Supplier user can take 3 actions against a PO:

1. **Confirm PO**
 - Supplier Users may *Confirm* all or individual line items in a PO. POs with 'Partially Confirmed' status will convert to 'Confirmed' once *all* line items in a PO have been confirmed. (shown in next workflow)
2. [Dispute the PO](#)
 - Like confirmations, Supplier Users may *Dispute* all or individual line items in a PO. A PO with 1 or more dispute items will have a 'Partially Disputed' status until another action has been taken.
3. [Create an ASN against the PO](#)

CONFIRMED PO

Buying Organization -> Employee receives email notification that their PO has been confirmed. Click 'View Purchase Order' to view acceptance details.

The Employee may view the status of all POs from the PO Status view. As shown below actions taken by suppliers will result in status changes; 'Confirmed', 'Partially Confirmed', 'Disputed', 'Partially Disputed' and 'Shipped'.

VROOZI®

Purchase Order # 2000001185 has been accepted by Office Supply Inc.

03/31/20 1 \$410.39
ISSUE DATE ITEMS TOTAL

[View Purchase Order](#)

Company: Vroozzi, Inc. Purchase Request #: 1000001639
Confirmed On: 03/31/20 Purchase Order #: 2000001185


Supplier: Office Supply Inc
4291 POLARIS AVE. STE#G
LAS VEGAS, NV 89103
E: Nichole.whitaker+supplier@vroozzi.com
P: +1 (702) 646-8871

Supplier User: Supplier Supplier
E: nichole.whitaker+supplier@vroozzi.com
P: -

PO Status					
Review every purchase order by its current status					
Search by PO #, Requester and Supplier Name					
PO #	PO Creation Date	PO Amount	Supplier	Requester Name	Status
2000001184	03/04/2020	\$646.92	Office Supply Inc	Requester Training 1000001630	Confirmed
2000001183	03/04/2020	\$646.92	Office Supply Inc	Requester Training 1000001630	Ordered
2000001174	03/18/2020	\$899.84	Office Supply Inc	Requester Training 1000001600	Ordered
2000001173	03/18/2020	\$908.76	Office Supply Inc	Requester Training 1000001600	Ordered
2000001172	03/18/2020	\$2,588.76	Office Supply Inc	Requester Training 1000001595	Partially Confirmed
2000001171	03/03/2020	\$2,373.84	Office Supply Inc	Requester Training 1000001595	Partially Confirmed
2000001170	03/03/2020	\$1,540.76	Office Supply Inc	Requester Training 1000001594	Confirmed
2000001169	03/03/2020	\$1,819.89	STAPLES	Requester Training 1000001594	Ordered
2000001168	02/28/2020	\$1,293.84	Office Supply Inc	Requester Training 1000001589	Disputed
2000001167	02/28/2020	\$646.92	Office Supply Inc	Requester Training 1000001589	Confirmed

DISPUTED PO

Buying Organization -> The Requester/Buyer who submitted the PO will receive an email notification that their PO has been 'Partially Disputed' or 'Disputed' by a Supplier user.



Purchase Order # 2000001168 has been
disputed by Office Supply Inc.

02/28/20 1 \$1,293.84
ISSUE DATE ITEMS TOTAL

[View Purchase Order](#)

Company: Vrooz, Inc. Purchase Request #: 1000001589
Disputed On: 02/28/20 Purchase Order #: 2000001168

Supplier: Office Supply Inc Supplier User: Supplier Supplier
4291 POLARIS AVE, STE#G E: nichole.whitaker+supplier@vrooz.co
LAS VEGAS, NV 89103 P: -
E: Nichole.whitaker+supplier@vrooz.co
M
P: +1 (702) 646-8871

From the email, click 'View Purchase Order' to view disputed items and details in the PO.

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total	Status
1	Inspiron 11 3000 Series 2-in-1 + Dell Bluetooth Speaker	48100000	2462735	04/28/2020	1	EA	\$489.99	\$489.99	Disputed
Reason for Dispute: Out Of Stock Supplier's new recommended Delivery Date: 05/29/2020 Additional Dispute Information: Unfortunately the earliest we believe this item will be in stock is 5/29/2020. The Dell 1500 is comparable if you would like to select that one instead.									
2	New Latitude 14 7000 Series Ultrabook	48100000	2496541	04/28/2020	1	EA	\$999.00	\$999.00	Confirmed

Selecting options from the blue horizontal ellipses, the Requester/Buyer may choose to cancel the PO or create a Purchase Order Change Request. Per POCR settings defined by the buying organization administrator POCR actions such as deleting the item or adding a replacement item may be enabled.

Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total	Status
48100000	2462735	04/28/2020	1	EA	\$489.99	\$489.99	Disputed
We have this item will be in stock is 5/29/2020. The Dell 1500 is comparable if you would like to select that one instead.							
48100000	2496541	04/28/2020	1	EA	\$999.00	\$999.00	Confirmed
Subtotal (USD)						\$7,489.99	
Shipping Charges (USD)						\$0.00	
Tax (USD)						\$0.00	

If 'Cancel Purchase Order' is selected, users will be prompted to confirm cancellation.

Purchase Order
Order Number: 2000005929

Request Number: N/A
Supplier: AmaraSP
Vendor Id: 345678976543

Are you sure?
Purchase Order will be canceled

Cancel Yes, cancel Purchase Order

Company Logo

Issued: 02/23/2019

Buyer: buyer22.sharpel
Attention: Ali Zaid
15990 VENTURA BLVD
SHERMAN OAKS, CA 91403-3216
US

Disputed

If 'Change Order' is selected, the employee will have the ability to change the quantity or line item details. See [POCR](#) portion of the guide.

ADVANCED SHIPPING NOTICE (ASN)

Supplier -> From the PO the Supplier user generates a Shipping Notice against a Purchase Order. The shipping notice may include all or a portion of the PO.

Buying Organization -> Upon Shipping Notice submission, the Requester/Buyer receives email notification of the ASN.

1. The email notification will include the
2. Date of Shipment
3. Quantity of items shipped
4. Anticipated delivery date,
5. PO number
6. Carrier details

Requester/Buyer may

Advance Shipping Notice - 8000000114
Purchase Order: 2000001213 Created on: 04/10/2020

GENERAL INFO		SHIP TO	SHIPPING INFO
Supplier ASN # 9080980843	Shipping Date 04/13/2020	Delivery Date 04/19/2020	Attention: Nicole Tester Wmsd HQ 15900 VENTURA BLVD SHERMAN OAKS, CA 91403-2443 US Nichole Whitaker-OfficeRequester@vroozzi.com +1 (818) 555-5555
		Carrier UPS	Tracking Number 8088888888
		Tracking URL ups.com/tracking	Shipping Method Ground
		Packing Slip ~	

#	Description	Price	Qty Ordered	Qty Outstanding	Qty Shipped	Shipping Charges	Total Price
1	Dell Precision M4800 Mobile Workstation	\$1,299.00	1	0	1	\$0.00	\$1,299.00
Subtotal (USD)							\$1,299.00
Shipping Charges (USD)							\$0.00
Total (USD)							\$1,299.00


create a Goods Receipt for the Purchase Order through the ASN by selecting the ellipsis button. (shown next page) Goods Receipt may also be created from the PO details or PO Status views.

Advance Shipping Notice - 8000000114 Shipped

Purchase Order: 2000001213 Created on: 04/10/2020

GENERAL INFO		SHIP TO	SHIPPING INFO
Supplier ASN # 9080980843	Attention: Nicole Tester Vrooz HQ 15000 VENTURA BLVD SHERMAN OAKS, CA 91403-2443 US	Carrier UPS	Tracking Number 60984kds
Shipping Date 04/13/2020	Nicole.Whitaker@vrooz.com +1 (818) 555-5555	Tracking URL ups.com/tracking	Shipping Method Ground
Delivery Date 04/19/2020		Packing Slip -	

#	Description	Price	Qty Ordered	Qty Outstanding	Qty Shipped	Tax	Shipping Charges	Total Price
1	Dell Precision M4800 Mobile Workstation	\$1,299.00	1	0	1	\$0.00	\$0.00	\$1,299.00
Subtotal (USD)								\$1,299.00
Shipping Charges (USD)								\$0.00



INVOICE

The Supplier Portal allows the supplier user to generate Invoices.

Supplier -> Supplier generates an Invoice directly through a Confirmed Purchase Order **or** the associated Advance Shipping Notices. (Flip to Invoice)

Purchase Order Shipped

Order Number: 2000003771 Version: 1 Order Name: 2000003771 Issued: 06/21/2019

Order Type	Buyer
Standard	Husam Mustafa's Buyer

Payment Terms: home30 (my copy 1)
payment terms: mustafa husam
lahore, purjash 64600
PK
husam.mustafa@vrooz.com
+92 320 0410345

#	Description	Category	Part No.	Qty	Unit	Unit Price	Total
1	adobeccds	13000000		3	EA	\$1,000.00	\$3,000.00

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

Flip PO to Invoice

The line item details and payment terms will carry over from the PO. The following Invoice fields must be completed by the supplier:

- Invoice #
- Invoice Date

*Payment Due date will calculate based on Payment terms.

- Invoices status classifications are *Draft, Pending, Paid, Partially Paid, or Rejected*.
- Non-PO based invoices can also be created via the 'Create Invoice' category in the user's navigation panel. The invoice appearance will be the same as a PO based invoice generated from the Supplier Portal.

Buying Organization -> Invoice is sent to the designated Vroozzi Hopper where it can be accessed by applicable AP employees.

- The *Subject* will identify *Supplier Portal* as the Invoice Source. (shown below)

Based on [auto-approval rules](#) configured at the administrative level Portal Invoices within defined tolerances may bypass the inbox and automatically post.

Invoice Notifications

Accounts Payable Managers will receive notifications for invoices submitted via the Supplier Portal by a Supplier user. The notification will appear in blue in the bottom left corner of the platform screen.

The screenshot shows the VROOZI AP Manager Dashboard. On the left, a sidebar lists navigation options: Home, Dashboards, AP Manager (selected), Create, Invoice, Memo, Approve, and Track Invoices. The main dashboard area displays four key metrics: 499 Total Draft Invoices, 98 Total Invoices in Exception, 56 Total Posting Invoices, and No Results Posted in the Past 24 Hours. Below these, it shows 74 Invoices and 7 Open PO's. A blue notification box in the bottom left corner states: "A new invoice has been received from husnain mustafa admin. Invoice: #9000015939". On the right, there are tabs for Invoice Data, PO Data, Invoice Creation, and Open PO Data. A table titled "PO Received - Not Voucher Report" is visible, showing columns for Company Code, Order number, Created date, Vendor id, Company name, Item Po Line Number, and GL Account with Description.

PURCHASE ORDER CHANGE REQUESTS (POCR) IN THE PORTAL

Changes made to Purchase Orders at the PO level are received by Suppliers in the Portal.

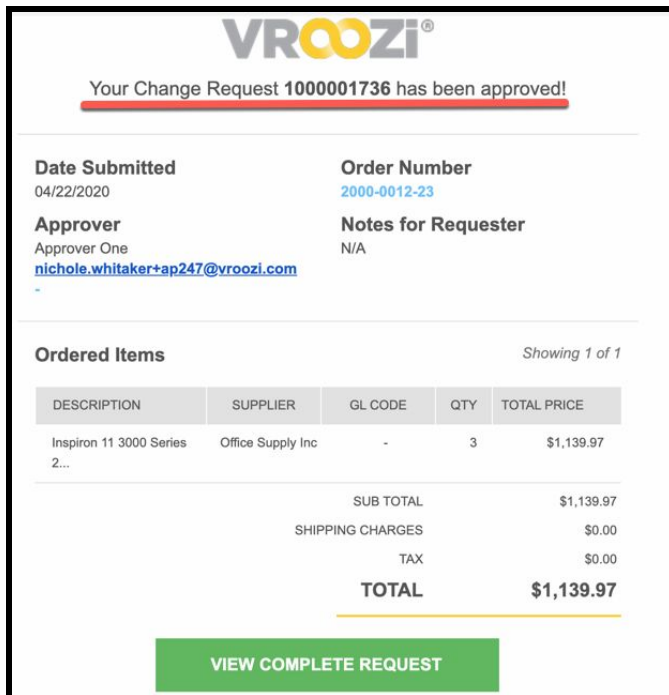
Supplier -> Purchase Orders with changes will be sent to the 'Tasks' field of the Supplier Portal dashboard. Their status will change back to 'Ready'. Once opened, the Purchase Order will display the version number, change message with affected line items highlighted.

The screenshot shows the VROOZI Purchase Order details page for Order Number 2000001223. The status is 'Ready', indicated by a red box. The page displays order information, including Order Type (Standard), Buyer (Rameez Buyer), and Payment Terms (Net 1 Day 2). A table of line items is shown, with the first item highlighted in yellow. Below the table, there are buttons for 'Dispute Item(s)' and 'Confirm Item(s)', with a red arrow pointing to the 'Confirm Item(s)' button. The total amount is \$1,139.97.

(See Supplier's Guide for specifics)

Suppliers will be asked to confirm/dispute the changes and complete the relevant workflow details.

Buying Organization -> Requesters/Buyers will receive an email notification when a submitted POCR has been *approved* (Confirmed) or if the updated items have been *disputed* by the supplier,



VROOzi®

Your Change Request 1000001736 has been approved!

Date Submitted
04/22/2020

Order Number
2000-0012-23

Approver
Approver One
nichole.whitaker+ap247@vroozi.com

Notes for Requester
N/A

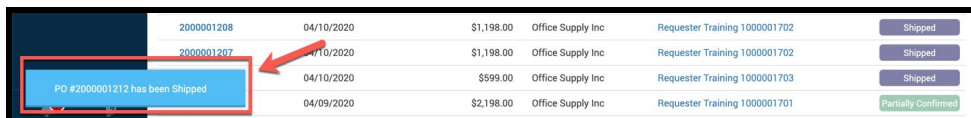
Ordered Items Showing 1 of 1

DESCRIPTION	SUPPLIER	GL CODE	QTY	TOTAL PRICE
Inspiron 11 3000 Series 2...	Office Supply Inc	-	3	\$1,139.97
SUB TOTAL				\$1,139.97
SHIPPING CHARGES				\$0.00
TAX				\$0.00
TOTAL				\$1,139.97

[VIEW COMPLETE REQUEST](#)

PUSH NOTIFICATIONS

Vroozi Purchase users who are logged in at the time a change is made to a document they are linked to will receive push notifications with the document number and change. Notifications will appear in the bottom left corner of the screen. (as shown below) Users may click the notification to open the affected document.



A red box highlights a notification: "PO #2000001212 has been Shipped". A red arrow points from this notification to the first row of the table below.

2000001208	04/10/2020	\$1,198.00	Office Supply Inc	Requester Training 1000001702	Shipped
2000001207	04/10/2020	\$1,198.00	Office Supply Inc	Requester Training 1000001702	Shipped
	04/10/2020	\$599.00	Office Supply Inc	Requester Training 1000001703	Shipped
	04/09/2020	\$2,198.00	Office Supply Inc	Requester Training 1000001701	Partially Confirmed