

April 3, 2020

# Vroozzi March-April 2020 Release Notes

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Indicates a User Interface enhancement



Indicates an enhancement added since March Release Brief publication

# Vrooz Purchase (Administrator)

## CUSTOM FIELDS

Custom Field Types *Fixed* and *List* have been added to the *Custom Field* configurations. Fixed and List types will join the existing list types, 'Input Field (Large)', 'Input Field (Small)' and 'Input Field (Medium)'.

The screenshot shows a 'Create a Custom Field' window. It has two input fields: 'Field Name' and 'Display Name'. Below these is a dropdown menu for selecting a field type. The dropdown is open, showing the following options: 'Fixed', 'Input Field (Large)', 'Input Field (Small)' (which has a checkmark next to it), 'Input Field (Medium)', and 'List'. Two red arrows are drawn on the image: one points to 'Fixed' and the other points to 'List'.

If selected as the Custom Field type, both List and Fixed values will be viewable on the Requisition, Purchase Order, Goods Receipt and Goods Return. Only the List value selected from the drop-down menu at the Requisition level will be visible on the sequential documents.

'Flag' type custom fields are currently not available in Vrooz Purchase but may still be configured at the administrative level in *smartOCI*.

### Create a List Custom Field

The screenshot shows a 'Type' dropdown menu. The word 'List' is selected and displayed in the dropdown box. There is a blue arrow button to the right of the dropdown.

Once 'List' is selected, administrators will be prompted to create a list option by selecting 'Add a New Option'.

#	Value *	Price Modifier	Dynamic Part Number
1	Standard	0	
2	Expedited	20	
3	Overnight	50	

Add a New Option

Cancel Submit

**Note:**

Line item custom fields are currently not visible on the Invoice document.

## Vroozi Purchase (Requester, Buyer)

### ENHANCEMENT “APPLY ALL” PRESETS ON THE PR



The ability to scroll through on preset selections on the “Apply All” modal has been restored. Users can now scroll through the list of preset options. In order to preserve the performance advantage of the type-ahead field, as the user scrolls through the list, the database incrementally loads values to the list. The user is still able to use the standard type-ahead field functionality as well.

## Vroozzi Invoice (AP Processors)

### INVOICE DISCOUNT FIELD ADDED TO LINE ITEM AND HEADER LEVEL



The ability to apply discounts on a Vroozzi invoice will be available via a new calculation at the line item or summary level.

Discounts at the line item level can be set by 'Value'. (ex: \$5.00) In this instance, any line item discounts will carry over to and be seen at the summary level.

Discounts at the Invoice summary can be calculated by either 'Value' or 'Percentage'. Once the type of Discount is selected, the appropriate discount amount will populate in the field directly below the type selection. (shown on right)

Example below displays a summary level 'Percentage' discount with the 'Calc. Discount' auto calculation.

Subtotal (USD)	\$978.99
Discount (USD)	Value \$25.00
Calc. Discount (USD)	\$25.00
Shipping Charges (USD)	\$0.00
Supplier Tax (USD)	\$0.00 (Estimated Tax: \$0.00)
Tax (USD)	\$0.00
Use Tax (USD)	\$0.00
Invoice Total (USD)*	\$978.99
Invoice Total With Use Tax (USD)	\$953.99

Subtotal (USD)	\$978.99
Discount	Percentage 10%
Calc. Discount (USD)	\$97.90
Shipping Charges (USD)	\$0.00
Supplier Tax (USD)	\$0.00 (Estimated Tax: \$0.00)
Tax (USD)	\$0.00
Use Tax (USD)	\$0.00
Invoice Total (USD)*	\$978.99
Invoice Total With Use Tax (USD)	\$881.09

### DISCOUNT DISTRIBUTION CALCULATOR INTRODUCED



In correlation with the above enhancement, AP Processors may also distribute discounts applied at the Invoice summary back to the individual line item(s) based on the Distribution Type selected at the summary.

Distribution type can be selected at the Invoice level by clicking the calculator icon in the 'Calc. Discount' field. Distributions can be selected as follows; *Proportional to*

*Subtotal, Equal in all line items, Quantity based, First line item, or No Distribution.* (shown on right)

The appropriate discount amount will then populate in the selected line item(s). Processors can click into each line item to view the values applied by the 'Calc. Discount' distribution.

Unless a preset is defined in the Administrator panel (shown below), the distribution selection defaults to 'Do Not Distribute'. A distribution selection at the summary will override the administrator preset defined at *Accounts*

*Payable->Settings->Preferences->Supplier Tax/Tax, Shipping and Discount Distribution.*

## DISCOUNT FIELD MAPPING ADDED TO cXML INVOICING

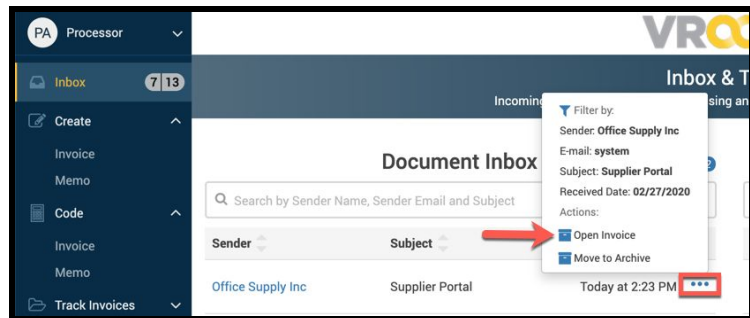
In support of the Discount application on a Vroozzi invoice, incoming supplier cXML invoices with discounts can now be consumed and mapped by Vroozzi. This enables Vroozzi Invoices once retrieved from the *Hopper* to map to and display any discounts present on the supplier cXML invoice.

## TAKE DIRECT ACTION FROM THE HOPPER

AP users can now take actions on documents directly from the Hopper (Document Inbox and Archive). If desired, this will bypass the need to preview the document from the 'Document Preview' page.

Instead AP Processors can click the ellipsis located to the right of the date and time stamp for each document.

From the ellipses, once 'Open Invoice' is selected, the invoice 'draft' screen will appear, and the invoice can be created.



Processors may still preview the document via 'Document Preview' by clicking the hyperlinked 'Sender' on each document.

## ABILITY TO ACCESS BUYER AND REQUESTER



Invoices will now display the Buyer and original PO Requester in the Invoice Destination assignment and the PO details at the PO link

*View of PO & Buyer details displayed at the User assignment:*

*View of Requester and Buyer information now accessible at the linked PO list:*

**Invoice 9000000565** Created on 03/24/2020

**Purchase Order Link(s)**  
Below is a list of POs linked to this invoice. Search by PO #

PO #	Requester   Buyer	PO Total
2000001176	Rameez Buyer (Buyer) Rachel Griffiths (Requester) + 1 more	\$80.99

This functionality is compatible with BuyRoute enablement.

## Vrooz Supplier Portal (Supplier Users)

### PARTIAL DISPUTE AND CONFIRMATION INTRODUCED

Supplier users can now *Confirm* or *Dispute* individual items on a Requester/Buyer's Purchase Order. Like the wholesale Confirmation/Dispute feature these line item actions can be performed from the 'PO Detail' screen, 'PO Status' screen and Dashboard 'Tasks' section.



**Reason for disputing the items of PO #2000001171**

#	Description	Part No.	Delivery Date	Qty	Unit Price	Reason for Dispute *	Status	Actions
1	Dell Precision 14800 Mobile Workstation		03/08/2020	1	\$1,299.00	Please select any...	Ready	
2	New Alienware 13 Gaming Laptop		03/08/2020	1	\$899.00	Please select any...	Ready	

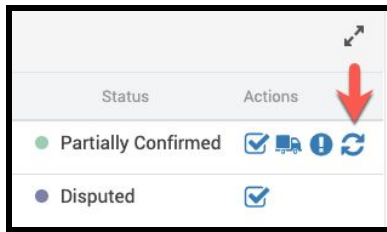
**Message**  
Please provide additional detail for dispute

Individual line item Confirmations/Dispute will introduce 2 new potential Purchase Order statuses; 'Partially Confirmed' and 'Partially Disputed'. (Partially Confirmed, shown below)

TASKS <input type="text" value="Start typing to search..."/>						
User	ID	Amount	Date	Notes	Status	Actions
RB	2000001171	\$2,373.84	03/03/2020	2000001171	Partially Confirmed	
RB	2000001168	\$1,293.84	02/28/2020	Please see Inspiron 16 Series.	Disputed	

'Partially Confirmed' POs can be invoiced directly from the 'Tasks' view by clicking the rotating arrow icon. (shown below)





The Invoice draft will only display the confirmed item(s).

**Invoice 9000000561** Created on 03/03/2020

**Purchase Order Link(s)**  
Below is a list of POs linked to this invoice. Search by PO # to add a new PO

**Linked Purchase Order(s)**

PO #	Requester	PO Total
2000001171	Requester Training	\$2,373.84

**Invoice Overview**  
Enter the Payment Information for this Invoice

**Supplier Invoice # \***

**Invoice Date \***

**Payment Terms \***

**Payment Due Date \***

**Notes to AP**

**Invoice Items & Totals**  
Enter the invoice item details and totals from your Invoice

**Currency \***

**PO # 2000001171**

#	Description	Price	Qty	Tax	Total	Actions
1	Dell Precision M4800 Mobile Workstation	\$1,299.00	1	\$0.00	\$1,299.00	<input type="checkbox"/> <input type="pencil"/> <input type="trash"/>
					Subtotal (USD)	\$1,299.00
					Shipping Charges (USD)	\$0.00
					Tax (USD)	\$0.00
					<b>Total (USD)</b>	<b>\$1,299.00</b>

[Delete Item\(s\)](#)

## Dispute a PO

From the 'Tasks' view, once the Dispute Order icon is selected, the Dispute Order screen will prompt the Supplier user to select 'Reason for Dispute' next to that line item.

Based on the 'Reason for Dispute' selected, users will be prompted to update other fields in the line item. In the example (shown right) if 'Out of Stock' or 'Delivery Date Extension' is

**Reason for disputing the items of PO #2000001171**

#	Description	Part No.	Delivery Date *	Qty	Unit Price	Reason for Dispute *	Status	Actions
1	Dell Precision M4800 Mobile Workstation		03/08/2020	1	\$1,299.00	<input checked="" type="checkbox"/> Out Of Stock <input checked="" type="checkbox"/> <b>Delivery Date Extension</b> <input type="checkbox"/> Incorrect Payment Terms <input type="checkbox"/> Item Discontinued <input type="checkbox"/> Item Specification Is Not Valid <input type="checkbox"/> Price Rectification <input type="checkbox"/> Quantity Update <input type="checkbox"/> Others		<input type="checkbox"/> <input type="pencil"/>
2	New Alienware 13 Gaming Laptop		03/08/2020	1	\$899.00			<input type="checkbox"/> <input type="pencil"/>

**Message**  
Please provide additional detail for dispute



selected, the Delivery Date field will become editable and then must be updated before the Dispute can be submitted.

## **PURCHASE ORDER CHANGE REQUESTS (POCR) Now VIEWABLE**

Changes from a buying organization's Purchase Order Change Request (POCR) are now reflected on Purchase Orders and all subsequent documents; PO Details, ASN and Invoice.

Purchase Orders with changes will be sent to the 'Tasks' field of the Supplier Portal dashboard. Once opened, the Purchase Order will display the following:

The screenshot displays the 'Purchase Order' page in the Vroozzi Supplier Portal. The page is titled 'Purchase Order' and shows a 'Ready' status. The order number is 2000001170, and it was issued on 03/03/2020. The order type is 'Standard', and the buyer is 'Rameez Buyer'. The payment terms are 'Net 1 Day 2'. The company code is '---'. The order details include the buyer's attention to 'Nicwhit Tester' at 'Vroozzi HQ', '15000 VENTURA BLVD', 'SHERMAN OAKS, CA 91403-2443', 'US', and contact information for 'Nichole Whitaker' at 'OfficeRequester@vroozzi.com' and '+1 (818) 555-5555'. A yellow banner indicates 'Item 1 has been updated.' Below this is a table of line items. The table has columns for '#', 'Description', 'Category', 'Part No.', 'Delivery Date', 'Qty', 'UoM', 'Unit Price', and 'Total'. The first line item is '1 Inspiron 15 5000 Series Laptop Available with Touch Screen', with category '43231513', part number '2609033', delivery date '03/08/2020', quantity '3', unit of measure 'EA', unit price '\$599.00', and total '\$1,797.00'. Below the table are buttons for 'Dispute Item(s)' and 'Confirm Item(s)'. At the bottom right, there is a blue ellipsis menu. The page also shows a sidebar with navigation links: Supplier, Dashboard, Company Profile, Users, Purchase Orders, Shipping Notices, Invoices, Create Invoice, and Content Manager.

- 1. Version Number:** The Version number will display as "2". Providing confirmation of the new PO. with the change request will display as Version 2.
- 2. Change Message:** The line items affected by the change will be called out above the line item summary.
- 3. Line Items:** If applicable, the line items called out in the Change message
- 4. 'Confirm' or 'Dispute':** Individually or collectively confirm or dispute changes by clicking the box next to each changed item or Click the box next to the changed items to either Confirm or 'Dispute' the changes.
- 5. 'Confirm', 'Dispute' or 'Create an ASN':** Click the blue ellipses to prompt the appropriate, Dispute the Confirm, Dispute or Create ASN draft screens.

Item 1 has been updated.

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total
1	Inspiron 15 5000 Series Laptop Available with Touch Screen	43231513	2609033	03/08/2020	3	EA	\$599.00	\$1,797.00

Dispute Item(s) Confirm Item(s)

Subtotal (USD) \$1,797.00  
Shipping Charges (USD)  
Total (USD) \$1,797.00

Dispute Order Confirm Order Create Shipping Notice

If 'Confirm Order' is selected the Confirmation window will prompt confirmation completion. From the Confirmation or Dispute screens, click the "x" in the right corner to change the response and return to the Purchase Order Change Request screen. (shown below)

Selecting 'Create Shipping Notice' will retrieve the Shipping Notice draft. As previously designed, creation of a Shipping Notice will bypass the need to 'Confirm' or 'Dispute' a PO or POCR.

Are you sure you want to Confirm following items of PO #2000001170?

#	Description	Part No.	Delivery Date	Qty	Unit Price	Status
1	Inspiron 15 5000 Series Laptop Available with Touch Screen		03/08/2020	3	\$599.00	Ready

Confirmation Notes  
Optionally add any notes for the Buyer ...

Cancel Confirm

Changed Purchase Orders will trigger an email to the supplier users notifying them of the changes. (shown below)

**VROOzi®**

You have received an update to Purchase Order: **2000001184**

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<b>03/29/2020</b> REQUESTED DELIVERY	<b>1</b> ITEMS	<b>\$646.92</b> TOTAL
---	-------------------	--------------------------

---

Company : Vrooz, Inc. Issue Date : 03/25/2020 Order Type : Standard	Buyer Name : Rameez Buyer Buyer Phone : - Buyer Email : <a href="mailto:rameez.dar+buyer@vrooz.com">rameez.dar+buyer@vrooz.com</a> Version : 2
---	---

[View Purchase Order](#)



## PO CUSTOM FIELDS NOW REPRESENTED

Custom fields at both header and line item level will now carry over from the buying organization's PO to the Supplier Portal for users within the Portal to view.

*Custom Field as seen on the buying organization PO:*

Purchase Order

Ordered

Order Number

2000001183

Order Name

2000001183

Issued

03/24/2020

Request Number

1000001630

Order Type

Standard

Buyer

Rameez Buyer

Supplier

Office Supply Inc

Payment Terms

Net 1 Day 2

Attention: Nicwhit Tester

Vrooz HQ

15000 VENTURA BLVD

SHERMAN OAKS, CA 91403-2443

US

Nichole.Whitaker+OfficeRequester@vrooz.com

+1 (818) 555-5555

Vendor Id

2477001

Company Code

Vrooz Inc. - Vrooz Inc.

Custom Fields

Supplier Contact

rebecca.smith@officesupplyinc.com

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total	Status
1	Inspiron 15 5000 Series Laptop Available with Touch Screen	43231513	2609033	03/29/2020	1	EA	\$599.00	\$599.00	Ordered

*Custom Field as seen on the buying organization PO:*

Purchase Order

Ready

Order Number

2000001183

Order Name

2000001183

Issued

03/24/2020

Order Type

Standard

Buyer

Rameez Buyer

Payment Terms

Net 1 Day 2

Attention: Nicwhit Tester

Vrooz HQ

15000 VENTURA BLVD

SHERMAN OAKS, CA 91403-2443

US

Nichole.Whitaker+OfficeRequester@vrooz.com

+1 (818) 555-5555

Company Code

-

Custom Fields

Supplier Contact

rebecca.smith@officesupplyinc.com

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total	Status
1	Inspiron 15 5000 Series Laptop Available with Touch Sc...	43231513	2609033	03/29/2020	1	EA	\$599.00	\$599.00	Ready

Dispute Item(s)

Confirm Item(s)

Subtotal (USD)

\$599.00

Similarly, any change occurring on a custom field through POCR will also be captured and highlighted on the Purchase Order in the Supplier Portal.

*PO Details screen:*

**Purchase Order** Confirmed

Order Number: 2000001184 Version: 2 Order Name: 2000001184 Issued: 03/24/2020

**Order Type:** Standard  
**Payment Terms:** Net 1 Day 2  
**Company Code:** -

**Buyer:** Rameez Buyer  
 Attention: Nicwhit Tester  
 Vroozi HQ  
 15000 VENTURA BLVD  
 SHERMAN OAKS, CA 91403-2443  
 US  
 ✉ Nichole.Whitaker+OfficeRequester@vroozi.com  
 ☎ +1 (818) 555-5555

**Custom Fields**  
 Buyer Code: 98085

✉ \* The value in Buyer Code was updated. [Click here to view details.](#)

#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total	Status
1	Inspiron 15 5000 Series Laptop Available with Touch Screen	43231513	2609033	03/29/2020	1	EA	\$599.00	\$599.00	Confirmed

## POCR CHANGE REPORT NOW AVAILABLE



If a POCR occurs on a Purchase Order, a change report will be generated and can be downloaded or printed by clicking 'Print' on PO Detail page. To support review of changes, the PO change report will also be emailed to vendors.

*Print Icon to download or print report:*

**Purchase Order** Confirmed

Order Number: 2000001184 Version: 2 Order Name: 2000001184 Issued: 03/24/2020

**Order Type:** Standard  
**Payment Terms:** Net 1 Day 2  
**Company Code:** -

**Buyer:** Rameez Buyer  
 Attention: Nicwhit Tester  
 Vroozi HQ  
 15000 VENTURA BLVD  
 SHERMAN OAKS, CA 91403-2443  
 US  
 ✉ Nichole.Whitaker+OfficeRequester@vroozi.com  
 ☎ +1 (818) 555-5555

**Custom Fields**  
 Buyer Code: 98085

✉ \* The value in Buyer Code was updated. [Click here to view details.](#)

The Change Report will be included at the end of the PO.

**Terms and Conditions**

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. However, to the extent of any conflict or inconsistency between the provisions in the body of this Agreement and any exhibit or addendum hereto 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 (including Order Forms) shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void. -- Vrooz, Inc.

Vrooz, Inc.

03/24/2020

**Purchase Order Change Report**

Supplier Name	PO #	PO Version
Office Supply Inc.	2000001184	2

**General Changes**

1. The value in Buyer Code was changed from 98083 to 98085

Page 2 of 2

**Last page of PO**

## PURCHASE ORDER VERSION UPDATES



In support of the previous enhancement, Purchase Order versions will be updated if *any* field on a Purchase Order gets updated through PO CR. These changes and new version numbers will be visible on a Purchase Orders on the PO Details and PO Status screens in Supplier Portal.

*PO Status screen:*

**Track Purchase Orders**  
Access POs created by all users

Search by PO # or Buyer Name

PO #	Version	Issue Date	Buyer	Status
2000001184	2	03/25/2020	RB Rameez Buyer	Confirmed
2000001183	1	03/25/2020	RB Rameez Buyer	Ready
2000001178	1	03/13/2020	Buyer One	Ready
2000001177	1	03/13/2020	Buyer One	Received
2000001174	2	03/11/2020	RB Rameez Buyer	Ready
2000001173	1	03/10/2020	RB Rameez Buyer	Ready
2000001172	2	03/11/2020	RB Rameez Buyer	Partially Confirmed
2000001171	1	03/09/2020	RB Rameez Buyer	Partially Confirmed
2000001170	2	03/03/2020	RB Rameez Buyer	Confirmed
2000001168	1	02/28/2020	RB Rameez Buyer	Disputed

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First 1 2 3 4 5 Last

# Shopper Express (Administrator)

## POWER SHOPPER USER MANAGEMENT



Power Shopper user records may be created in Vroozzi Purchase *ahead of* the Power Shopper accessing *Vroozzi Catalog* via their external system. If a Power Shopper accesses *Vroozzi Catalog* *before this record has been created* in Vroozzi Purchase, Administrators will again receive email notification that a new user has registered and be asked to complete any missing data in that user's record.

The following outlines the process of creating a new Power Shopper record for a shopper that has not yet accessed the Vroozzi Platform.

1. Select the 'Create a New User' button.
2. Complete the required 'Basic Information'
3. Select *Employee* and check the *Power Shopper* permission box.

**Role** (select at least one)

☐ Vroozzi Admin

^ **Vroozzi Purchase**

☐ Approver

☐ Allow Coding of PR/PO

☐ Central Receiver

☒ Employee

☐ Allow Bulk Line Item Uplo...

☐ Restrict Coding of PR/PO

☒ Power Shopper ?



Creation of a Power Shopper will not trigger an email notification to the Power Shopper since he/she will never access *Vroozzi Purchase*.

### Update a Power Shopper Record

Any updates in *Vroozzi Purchase* to an existing Power Shopper record previously created in *smartOCI* will trigger the administrator to 'Send Confirmation'.

**Document Defaults** ⓘ

<b>Shipping Address</b> <input type="text" value="Corporate HQ"/>  Corporate HQ 1234 Main Street Building: HQ Falls Church, VA 22042 US bugs@ngc.com +1 (703) 222-5555	<b>Currency</b> <input type="text" value="USD"/>  <b>Cost Center</b> <input type="text" value="Click to select value"/>	<b>Company Code</b> <input type="text" value="287 - Northrop Grumman Aviation"/>  <b>Plant</b> <input type="text" value="99757 - Enterprise Shared Services"/>
---	---	--

Selecting 'Send Confirmation' will save the updates and send the updated information to the external ERP.

See [User Roles Directory](#) for further details on role permissions.

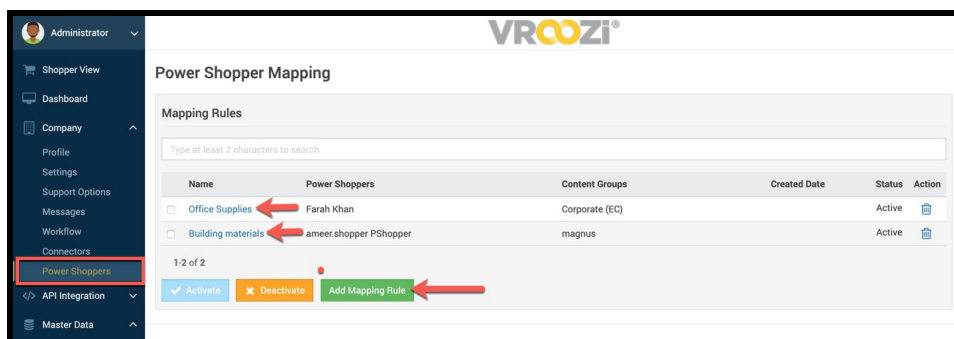
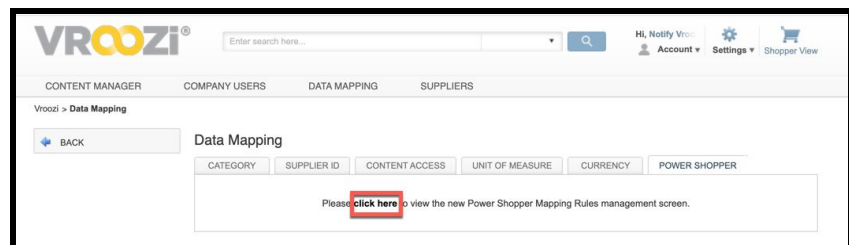
## POWER SHOPPER MAPPING RULES MANAGEMENT

Improvements have been introduced to both the access and configuration of Power Shopper Rules.



smartOCI Master Administrators upon navigating to *smartOCI->Data Mapping->Power Shoppers* will find a link directing them to the *Vroozi Purchase Administrative Panel*.

Once the hyperlinked 'click here' is selected (shown above), users will be routed to the Power Shopper Mapping screen in *Vroozi Purchase*. Power Shopper configurations can also be accessed directly within *Vroozi Purchase* by accessing *Company ->Power Shoppers->Power Shopper Mapping*.

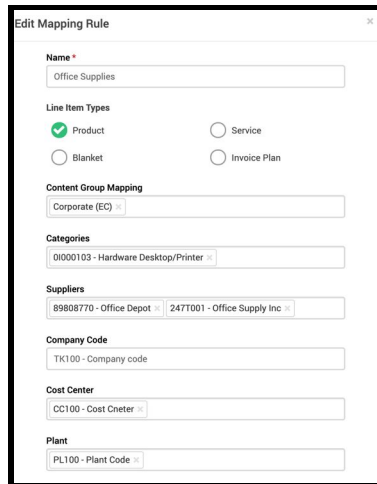


Power Shopper Rules can be defined by the following:

- **Line Item Type**
- The **Content Group** associated to the Shopper Express user, or the Employee
- The **Company Code** associated to the Shopper Express user, or the Requisition Line Item
- The **Cost Center** associated to the Shopper Express user, or the Requisition Line Item



- The **Plant Code** associated to the Shopper Express user, or the Requisition Line Item



- The **Category(s)** code associated to the line item
- The **Supplier(s)** associated to the line item
- The total line item **Amount**
- The **Currency** associated to the line item
- The **Power Shopper**
  - A single Power Shopper can be associated with multiple mapping rules.

## POWER SHOPPER MAPPING ON SHOPPING CART



In addition to enabling *Shopper Express* users to share their cart with a Power Shopper, new rules can be used to allow Employees to submit their Requisition to an external system and assign to a Power Shopper in that system. For a *Shopper Express* Shopper, when they're sharing their shopping cart with a Power Shopper, the list of Power Shoppers they can pick from is going to be based on which mapping rules are applicable to their current cart.

The rules are evaluated against every single line item in their cart as well *and* against the default preferences of the Shopper Express user creating the cart. The Vrooz system will compare the Content Group, Company Code, Cost Center, and Plant code criterion from the rules to the Shopper Express user creating the cart. Based on which rules are applicable to the cart, the system allows the Shopper Express user to select a Power Shopper to share the cart with.

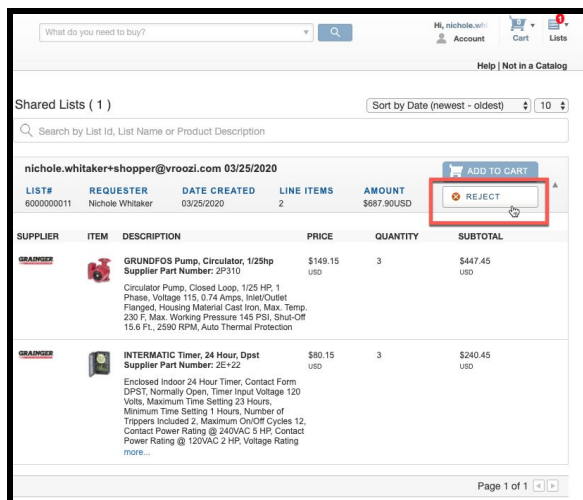
# Purchase Express (Shopper Express & Power Shopper)



## SHARED CART REJECTION WORKFLOW

Power Shoppers are now able to return a shared cart back to the Shopper Express user when rejecting it. When rejecting a list, they may also provide notes with details about why the list has been rejected and the appropriate steps required for approval.

*Rejection selection on the Shared List view:*



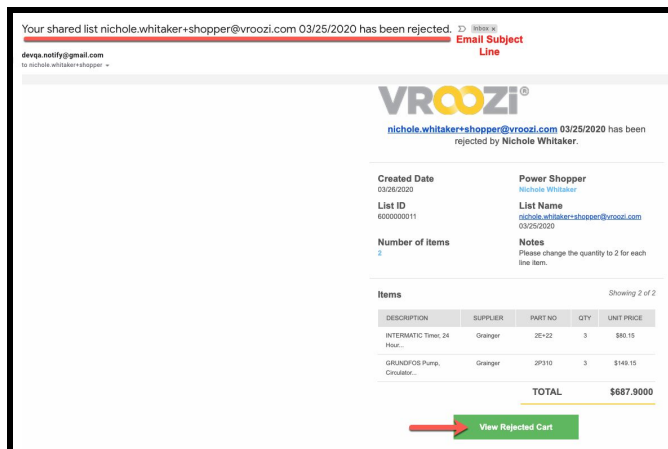
*Rejection Note field:*

Are you sure you want to reject this shared list?

Rejection Notes:
Please change the quantity to 2 for each line item.

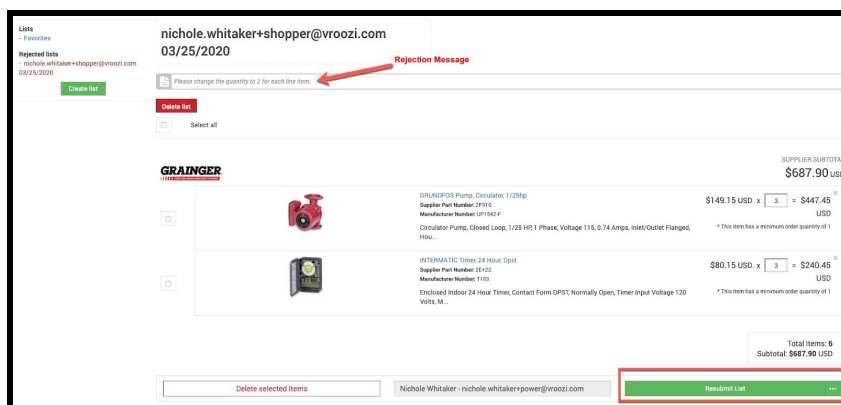
\* Required Field
YES
No

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



Users can click 'View Rejected Cart' to navigate directly to the rejected list by clicking the action button included in the email.

Shopper Express Users can view the rejection message within List view. From here, quantities can be edited, items can be removed. 'Resubmit List'.



If additional items need to be added to the current 'Rejected' List, click the horizontal ellipsis (shown above) next to 'Resubmit List' to add the items to a new cart.

The updated list can then be resubmitted back to the Power Shopper that originally rejected it or a new Power Shopper as available in the Power Shopping selection mapping.

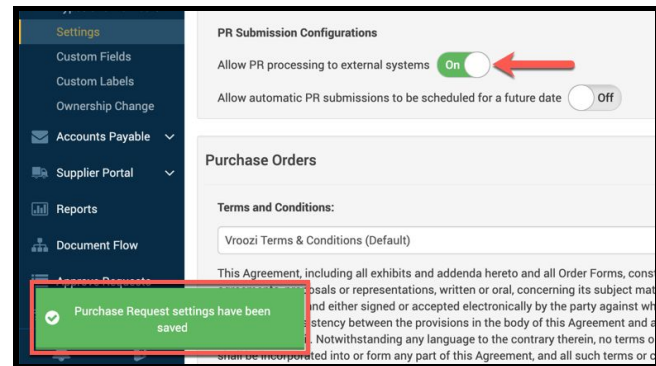
## Shopper Express Plus (Administrator)

**Note:** Shopper Express Plus indicates an additional capability within the Vrooz Shopper Express module allowing buying organizations to create Requisitions in Vrooz and send them to an external system for conversion to a Purchase Order.

### DISABLE PURCHASE REQUEST FUNCTIONALITY



In support of customers who wish to process PRs in an external system, outside of Vrooz, a new configuration has been added to turn off PR functionality. Found in Documents->Settings->Purchase Requisitions if enabled requisition creation will occur within Vrooz, then once submitted the Requisition will be sent to a designated external system for review and conversion to a Purchase Order.

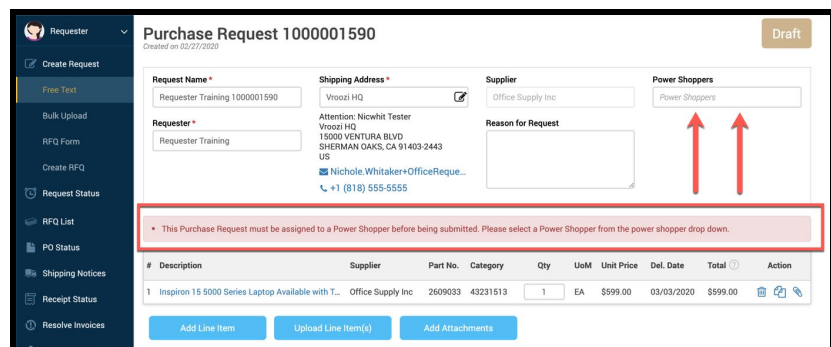


Enablement will require the connection of backend API configurations by the Vrooz team.

## Shopper Express Plus (Employee)

### POWER SHOPPER ASSIGNMENT ON A REQUISITION

Based on any Power Shopper rules triggered on a Requisition draft, Shoppers will be directed to select a Power Shopper to share their Requisition with before they can submit.



#	Description	Supplier	Part No.	Category	Qty	UoM	Unit Price	Del. Date	Total	Action
1	Inspiron 15 5000 Series Laptop Available with T...	Office Supply Inc	2609033	43231513	1	EA	\$599.00	03/03/2020	\$599.00	

The selection will be a drop-down menu with listed Power Shoppers. The selection of Power Shoppers will be based on any rules triggered by each Requisition line item as well as the Shopper's default preferences.

**Note:**

- Only companies using the Purchase Express module will have access to this functionality.

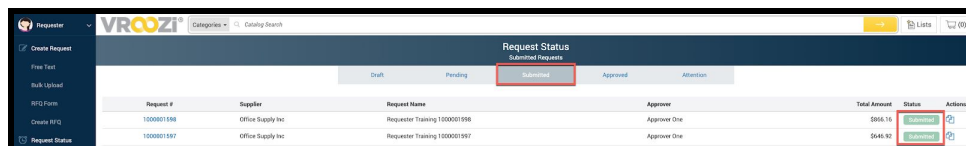
## ENHANCEMENTS TO POWER SHOPPER MAPPING ON A REQUISITION





In support of the above enhancement, the selection of Power Shoppers on the Requisition drop down menu (shown in previous enhancement) will first retrieve all Power Shoppers in the same Content Group assigned on the Employee's record. All other parameters in the rules are compared to the individual line items in the Requisition.

## NEW 'SUBMITTED' STATUS



To support tracking of requisitions outside of Vrooz, Employees a new status 'Submitted' has been added to identify these requisitions that are waiting approval and/or conversion to a Purchase Order in an external system. Once converted to a Purchase Order the requisitions will move to the 'Approved' tab.



Request #	Supplier	Request Name	Approver	Total Amount	Status	Actions
1000001586	Office Supply Inc.	Requester Training 1000001586	Approver One	\$856.15	Submitted	 
1000001587	Office Supply Inc.	Requester Training 1000001587	Approver One	\$648.92	Submitted	 

In order for this status to be activated, the 'Allow PR processing to external systems' must be toggled to on. (As shown in previous enhancement)

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## Resolutions

### **PURCHASE**

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- Issue blocking exception handlers from the 'Create Receipt' view for 'Missing Service Receipt' exceptions has been resolved.

### **INVOICE**

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- Issue creating inaccuracies with invoice amounts when the Administrator Accounts Payable "View/Post memos as negative numbers" was turned 'on' has been resolved.
- Exceptions Handlers will now again have the ability to *correctly* view and access invoices submitted to them for Exception Handling in their 'Resolve Invoices' page. This fixes an issue that was causing invoices to not appear in the 'Resolve Invoices' page.
- A resolution has been provided allowing users to again clear Exceptions and Alerts that they were originally assigned to clear.
- An issue causing incorrect rounding of the decimal value quantities prompting Line Item Quantity Exceptions and Alerts when it was not appropriate has been resolved. Additionally this will no longer cause invoices to be sent for Exception Handling without the ability to process further.