

# Express Shopper Quick Guide

The Express Shopper creates shopping lists within *Vroozi Purchase* that are then sent over to Power Shopper for review in *Vroozi Catalog*. As a final step, any Shopper lists that convert to a cart by the Power Shopper will be sent to your system's external system for PO conversion.

#### Homepage

	tegories 👻 🔍 Catalog S	Search				
<del>6</del> 5	1 Rece	ntly Viewed		2	Recently Shared Cart	s 3
~	Verbatim® Store 'N' Go 3 USB 3.0 Drive, 8GB, E ck/ \$6.00 USD	Bla	HUSKY 16 oz. Fiberglass Claw Hammer 89.97 USD	600000186	\$137.36 USD View more	Pending
			4 Catalog C	Compliance		
* Del	L ×		* Office DEPOT OfficeMax	spark		
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- 1. Displays the most recently reviewed catalog items.
- 2. Displays a Shopper's <u>5</u> most recent carts. Each row displays one cart detailing the cart number, the amount and status. (see statuses' below) Click view more to view the repository of all carts you have submitted.
- 3. View your saved lists and/or create a 'new list.'
- 4. View catalogs and begin adding them to a list.
  - Click the star in the top left corner of each supplier card to pin it to the top of your Catalog list.



5. View the entire repository of shared lists. Use the search bar to search for a specific list. You can search by number, supplier or keyword.

STATUS
Pending

#### **BUILD A LIST**

You may build a shopping list from pre-configured products and services or forms from contracted and approved suppliers. The products are organized and defined by the



catalogs displayed on the shopper's homepage. Once a catalogis selected users can begin viewing and adding items to their list.

Select a catalog card to open and view a specific catalog.



From the catalog view, you can do the following:

- 1. Click an item name to view product specifications
- 2. Refine the search criteria
- 3. Add the item to their cart
- 4. Add the item to a new or existing list template.

Once you have added items to your list, click the Cart icon in the top corner of your screen to display your cart items. Here you can update quantity and delete items from your list.

#### SEND LISTS TO POWER SHOPPERS

Once the list is ready for review, you are just a few clicks away from sending to a specified Power Shopper.

- 1. Complete all required details and update line items if needed.
- 2. Select 'Submit'.

Purchase Request 1000001817										Draft
Request Name *	Shipping Address *		Suppler			Approval	Group			
Prank Island 1000001817	Wread Headquarters	8	Office Supply Inc.			0/51 -1	Operations			
Repetter * Frank Island	Allevidae Na Insol Venkavanna Karlan Insol Venkavanna Karlan Insol Venkavanna Karlan Insol Venkavanna Insol Venkava		Reason for Request							
/ Description		Supplier	Part No.	Category	Del. Date	Qey	UeM	Unit Price	Tetel 🗇	Action
1 Inspiron 15 5000 Series Laptop Available with Touch Screen		Office Supply Inc	2609033	48100080	07/19/2023		EA	\$598.00	\$599.00	80 9
								Subpring Charges (USD) Tax (USD)		90.00 90.00
and the latter lines			Francisco Marine					Tatal (USD)		\$599.00
Nhile a colu.			Poly a cole.							
	Delete		we little		tubrrit O					

**3.** After clicking 'Submit' and the Requisition is <u>finalized</u>, Shoppers are prompted to select from the applicable list of Power Shoppers.

Power	Shoppers *	
Powe	r Shoppers	
Nic	nole Whitaker	
Nau	fil PowerShopper	
	Cancel	Submit Request



Once a list has been Sent to a Power Shopper it remains in Pending status until either of the following:

- **Pending** = The list has **not** yet been added to a cart
- **Approved:** List has been added to the Power Shopper's cart
- **Rejected:** List has been deleted by the Power Shopper

### SAVE A LIST

Lists for products frequently requested together can be prepared and saved to use as often as needed. You may create as many lists as you like.

Click the star next to any item to add that item to the default 'Favorites' list or create a 'new list'.



If 'new list' is selected, you can customize the list name and/or add the list item to your cart.

Lists - Fivorites - My List Create list	My List	Edit List Name		
				SUPPLIER SUBTOTAL \$899.00 USD
			New Alemane 13 Gamling Laptop Segue her tracket 20123 Mandauen Machine KUSTEL (MIT NUMERS Engineers for high-performance gamling anywhere, the Alemane 13 combines an incr d.	\$899.00 USD x 1 = \$899.00 USD <sup>×</sup> * This item has a minimum order quantity of 1 edbly mobile
				Hard Drive : 50508 Memory : 508 M CPU Speed : Dual
				Total Items: 1 Subtotal: \$899.00 USD
		Delete selected Items		Move items to Cart

## **R**ejected List

Power Shoppers may reject a list that has been shared by you. In this case the list will be sent back to you for review. List rejection will trigger an email notification to you. The email will include any notes submitted explaining the reason for rejection. Click 'View Rejected Cart' to navigate directly to the rejected list.



µa.notify@gmail.com hole.whitaker+shopper ≠		Line					
	VRO	ΟZ	8				
	nichole.whitaker re	nichole.whitaker+shopper@vroozl.com 03/25/2020 has been rejected by Nichole Whitaker.					
	Created Date	Created Date			Power Shopper Nichole Whitaker		
	List ID 600000011	List ID 600000011		List Name nichole.whitaker+shoppen@vroozi.com 03/25/2020			
	Number of items	Number of items		Notes Please change the quantity to 2 for each line item.			
	Items				Showing 2 of 2		
	DESCRIPTION	SUPPLIER	PART NO	QTY	UNIT PRICE		
	INTERMATIC Timer, 24 Hour	Grainger	2E+22	3	\$80.15		
	GRUNDFOS Pump, Circulator	Grainger	2P310	3	\$149.15		
			TOTAL		\$687.9000		

Once accessed within *Vroozi Purchase* you can view the rejection message within List view. Here you can also change quantities, remove items and then Resubmit List'.

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

Lists - Parocites Rejected lists - nichole whitaker shopper()wroazi com 03/25/2020 Create list	nichole.whitaker+shopper@vroozi.com 03/25/2020	n Rejection Message	
	Delete list Select all		
	GRAINGER		SUPPLIER SUBTOTAL \$687.90 USD
	c 6	GRUNDFOS Pump, Chrodates 1/28bp Baylar Par Hanker (1713) Mandatean hanher (1714) Circulator Pump, Closed Loop, 1/24 HP 1 Phase, Voltage 115, 0.74 Amps, Inlet/Outlet Flanged, Hoss.	\$149.15 USD x s = \$447.45 USD * This item has a minimum order quantity of 1
	•	INTERNATIC Times 24 Hour, Epst Baglier Per Nender 1522 Maanstere Inshinist 118 Enclosed Indoor 24 Hour Times Contact Form DPST, Normally Open, Timer Input Voltage 120 Volta, M.	\$80.15 USD x s = \$240.45 USD * This item has a minimum order quantity of 1
			Total Items: 6 Subtotal: \$687.90 USD
	Delete selected items	Nichole Whitaker - nichole.whitaker+power@vroozi.com	Resubmit List ····

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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.