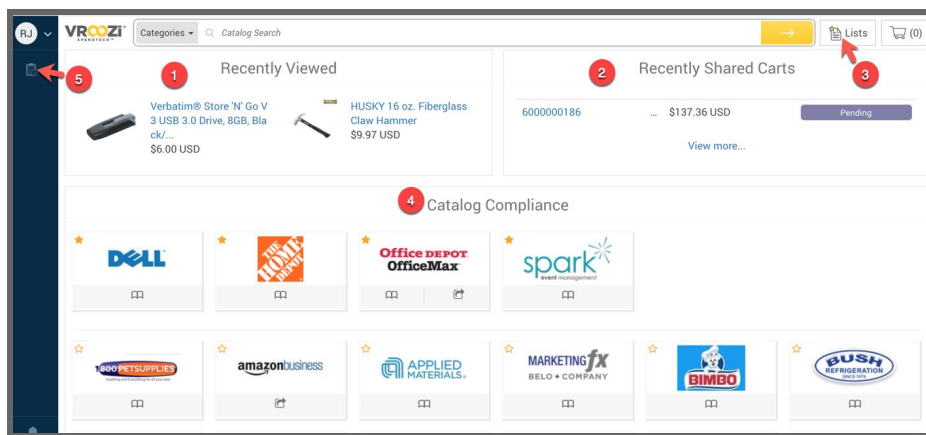


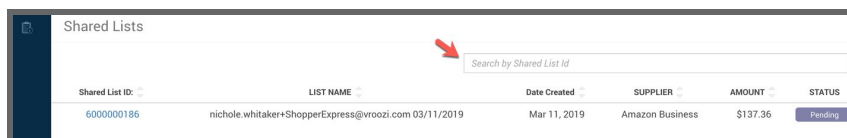
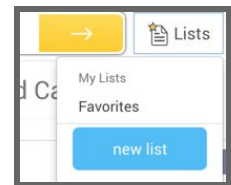
Express Shopper Quick Guide

The Express Shopper creates shopping lists within *Vroozzi Purchase* that are then sent over to Power Shopper for review in *Vroozzi 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



1. Displays the most recently reviewed catalog items.
2. Displays a Shopper's **5** 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.

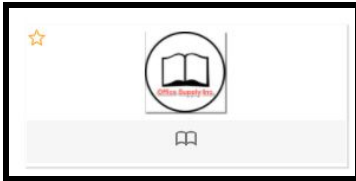


BUILD A LIST

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 catalog is 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'.

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

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

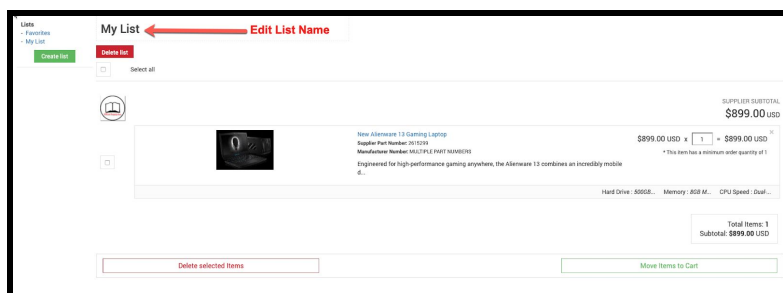
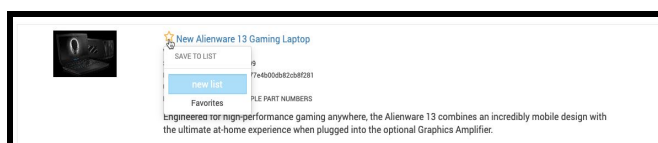
- **Pending** = The list has **not** yet been added to a cart
- **Approved:** List has been added to the Power Shopper's cart
- **Rejected:** List has been deleted by the Power Shopper

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.

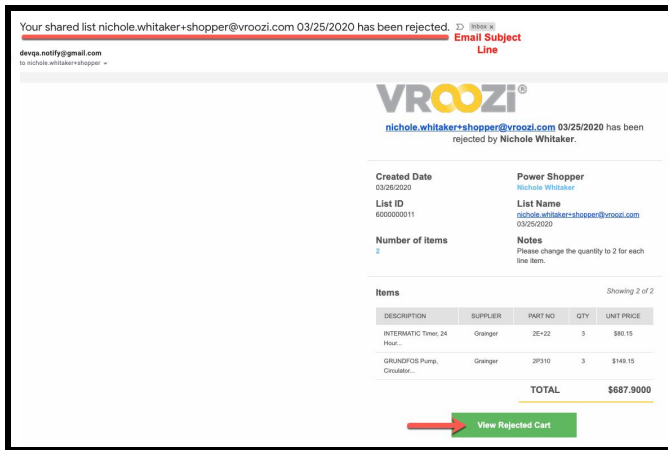
Click the star next to any item to add that item to the default 'Favorites' list or create a 'new list'.

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



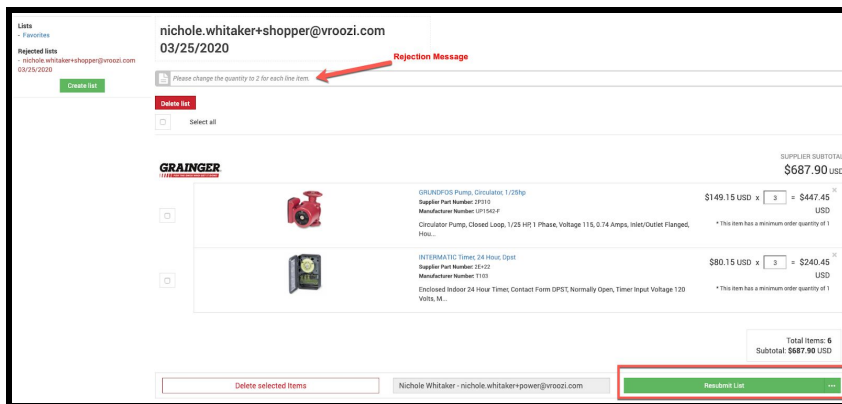
REJECTED LIST

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.



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.



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.