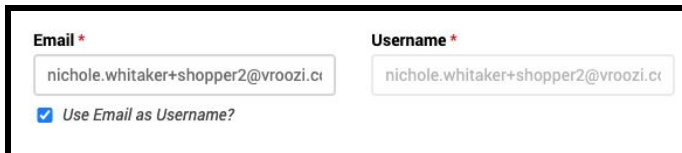


Purchase Express - Practice Workflow

Follow the outlined steps to gain better knowledge of the Purchase Express workflow.

1. Create a Power Shopper Login to *Vroozzi Purchase* and navigate to the 'Users' subcategory. Create a Power Shopper.

- You will use your email for practice user accounts. To create multiple user logins, use your email with "+shopper" or "+powershopper" inserted after your email name but before @. For example: Spiderman+powershopper@vroozzi.com
- For ease of use elect to 'Use email (address) as Username'.



- If you get stuck, reference the Purchase Express Administrator Guide.

2. Create a Shopper Follow the process defined in the Administrator guide to create a Power Shopper.

- Add the shopper to the same Content Group as the one selected for your Power Shopper.

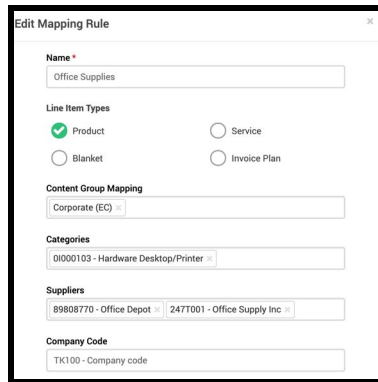


3. Test your new user logins: Creation of each user will trigger a registration notification to your email account. One at a time, access each email and follow the prompts to create your user account.

- SSO will not be applicable for testing.
- If you did not receive the email notifications for either user, go back to the user record to confirm the +shopper or +powershopper was inserted between your regular email and the @url. See the administrator guide for additional information.

4. Create a Mapping Rule Navigate to the Company category where the Power Shoppers subcategory is housed. Create a Mapping Rule titled "Testing" that will trigger assignment.

- Assign this Mapping rule to the Power Shopper you created in step 1.



Edit Mapping Rule

Name *
Office Supplies

Line Item Types
☒ Product
☐ Service
☐ Blanket
☐ Invoice Plan

Content Group Mapping
Corporate (EC)

Categories
01000103 - Hardware Desktop/Printer

Suppliers
89808770 - Office Depot 2477001 - Office Supply Inc

Company Code
TK100 - Company code

- Select a category or supplier that applies to catalogs your users created in Steps 1 and 2 will have access to in their Content Group.
- 4. Shop!** Login using your *Shopper* credentials and select at least 2 items to add to your List. Complete your list and assign to the Power Shopper created in Step 2.
- If you get stuck, reference the Shopper Guide
 - If the Power Shopper you created in step 1 does not appear in the drop down, go back to the Administrator login and review your Mapping Rule.
- 5. Convert List to Cart** Login using your *Power Shopper* credentials. (Created in Step 1) Reject one item from the Shopper's list and accept the remaining items. Convert the accepted items to a Cart and select Checkout Now.
- Since SOCI is not connected to your external system, once 'Checkout now' is selected the testing of this workflow will be complete.
 - If you get stuck, reference the Power Shopper Guide.