November 2020
Vroozi Release Notes

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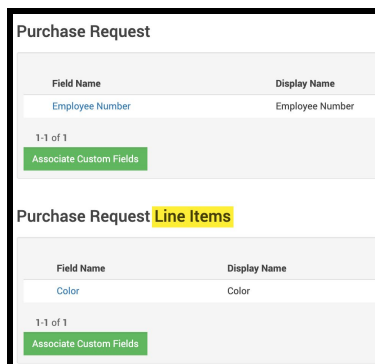
Indicates a User Interface enhancement

Vroozi Purchase (Administrators)

CUSTOM FIELD ASSIGNMENT BY DOCUMENT TYPE AT THE LINE ITEM LEVEL

Vroozi now provides you with additional flexibility to define specific Line Item Custom Fields down to the document type. In addition to the assignment of a Custom Field at the catalog level, or the document header level, Custom Fields can now be set against the line items of a specific document type. This means you can now create specific line item custom fields for your Goods Receipt and/or your Purchase Orders.

Configuration

From the admin panel, the line item assignment can be found in the individual configuration of a custom field *(shown on right)* and directly under the custom field lists for each document.
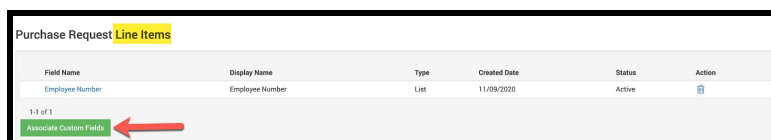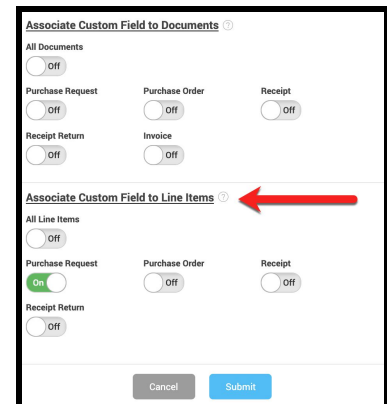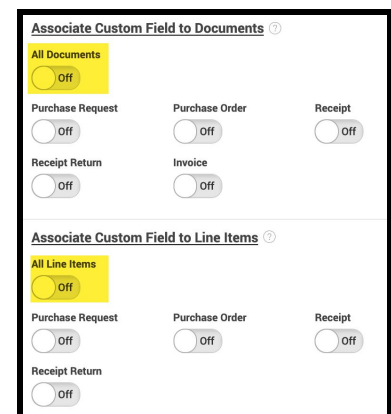
All existing custom field functionality including the assignment of requirements against particular categories and/or suppliers can be applied to the new line item configuration.

In support of the new line item configurations, the 'All Documents' toggle has been added to the document level requirements. Similarly, the Line item configuration includes the toggle 'All Line Items'. (right)
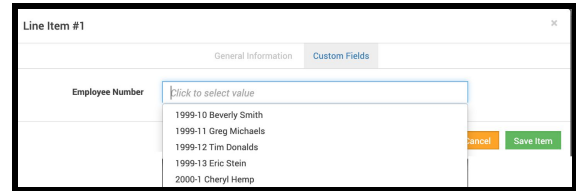
Existing Custom Fields can also be selected and added from the Document Type Line Item view. Simply, check the box next to a custom field to associate to the document line item.

Workflow

Once added, the Custom Field will appear in the 'Custom Fields' tab of the appropriate line item for the assigned document type. (PO, GR, etc)

If the custom field is required and no default value is set, the custom field will behave like a header level custom field prohibiting field with a warning above the line item noting that the custom field is missing. Requesters/Buyers will select to edit the line item, select the Custom Fields tab and complete the line item custom field for the particular document.
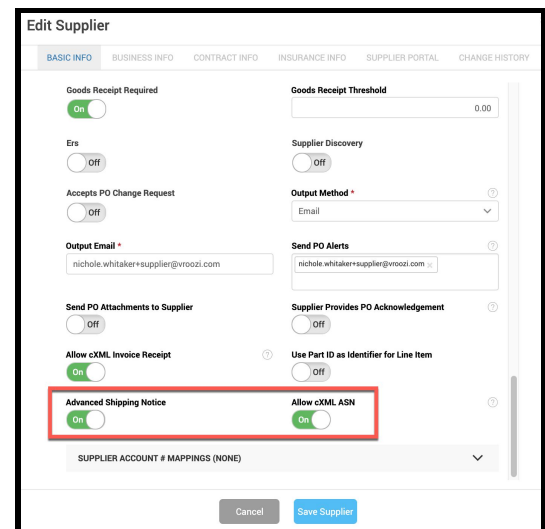
ADVANCED SHIPPING NOTICES SENT VIA cXML

Vroozi can now support the receipt of supplier sent Advanced Shipping Notices (ASNs) via cXML transmission. An ASN is a supplier initiated document created against a PO that notifies the recipient of the anticipated shipment and delivery dates for the items contained in the PO. It often also includes carrier and tracking information.
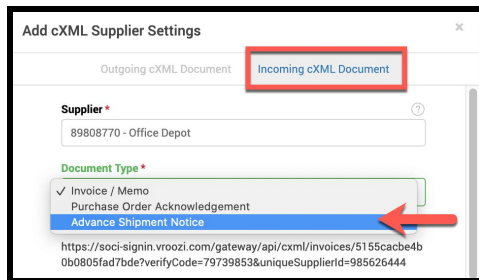
Configuration

Customer organizations ready to move forward with cXML Advanced Shipping Notices must request ASNs be turned on for their account. You can do so by creating a ticket with the support team via the *Vroozi HelpDesk* webform.

Once enabled on the backend by our technical team, administrators will have two (2) steps to complete.

> Access the *Basic Info* tab of the supplier's record. At the bottom of this tab, locate the 'Advanced Shipping Notice' toggle.

> - Once toggled **on**, an additional toggle; 'Allow cXML ASN' toggle will appear. Both ASN toggles must be turned on. (next page) Both toggles will default to 'Off'.

2. Define the cXML ASN configurations in the *Documents -> cXML Setup* category of the navigation panel.

- Configured ASN credentials can be accessed, viewed or deleted from the cXML Supplier Configurations view.
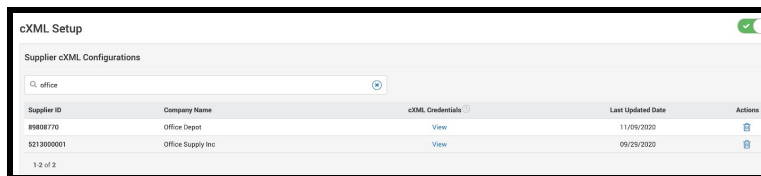

Workflow

After configuration, Requesters/Buyers will be able to view Advance Shipping Notice documents received from suppliers via cXML under their newly added 'Shipping Notices' category within their navigation panel. This category is only visible in the Requester navigation panel <u>if</u> cXML ASNs have been enabled for their organization.

Requesters/Buyers will also receive an email notification when a new ASN is sent by a supplier.

From the ASN view Requesters may choose to create a Goods Receipt for the related PO. This can be achieved by selecting the receipt icon in the bottom right hand corner. (shown on right) From here, the Goods Receipt draft and steps to completion will be the same as if created from the 'PO View' or the 'Receipts' category.
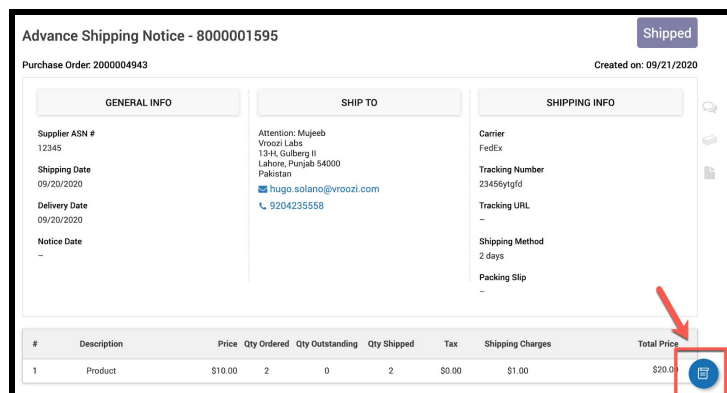
> **Note:** *A Supplier may also now cancel the ASN via cXML. Cancellation of theASN is allowed under the following conditions:*
>
> - *An ASN has already been received by the Requester*
> - *An ASN can only be cancelled while the PO is still in 'Shipped' status. Once the status changes to Received, cancellation is no longer possible*

INCREASED POCR PERMISSIONS FOR 'SHIP TO ADDRESS' AT THE LINE ITEM

A POCR permission has been added to allow user reassignment of the shipping address at the line item level. Previously this could only be done on the PO header.

Configuration

From the POCR settings (*Documents -> Settings*) the 'Change Shipping Info' toggle appears in the line item permission section.

Workflow

Once a Requester requests a 'Change Order' from the PO view and opens an applicable line item they will have access to any administrator created addresses.

If enabled at the administrative level, Requesters may also select from any addresses they've personally created in their 'My Data'. These addresses will be housed under the 'My Addresses' label. *(shown on right)*

Once selected and saved, like all POCR changes, the change of address information is captured in the Purchase Order History via the right nav panel. *(next page)*

The 'Apply to All' feature *(shown on right)* under the item description view, allows Requesters to choose multiple line items for a single address change.

Requesters may then select a new address or select a 'Account Preset' previously created. *(next page)*

Supplier Portal Workflows

Suppliers accessing the *Vroozi Supplier Portal* will see the change request called out on the PO view just as they would other line item changes.

Like the Requester/Buyer, Supplier Portal users will also see the specific details of the change in the Right Action panel via 'Purchase Order History'.

Vroozi Purchase (All)

EMAIL NOTIFICATION ON CANCELLED cXML AND SUPPLIER PORTAL POs

Vroozi has enhanced the flow of communication with your cXML and Supplier Portal suppliers when a PO is cancelled in the system. Now, when a PO is cancelled by your organization, the corresponding cXML supplier will receive an electronic cXML cancellation transmission.

Similarly Supplier Portal users will receive an email notification. This accompanies existing functionality for Portal users wherein a cancelled PO is documented in the 'Activity' stream (shown on right) as well as on the actual PO. The email serves as an additional notification to ensure cancellation is properly reviewed at the supplier level.
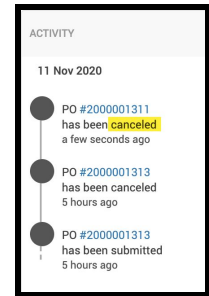
> **Note:** *Suppliers whose output method is 'email' have already been receiving cancellation emails. Similarly, all internal stakeholders (Requester/Buyer) will continue to receive email confirmation of their PO cancellation.*

Configurations

In order to enable this communication, several settings must be configured:

1. The global 'PO cancel' toggle found in *Documents -> Settings -> Purchase Orders* must be turned on.

2. From the Supplier's record on the 'Basic Info' tab, the 'PO Output method' must be selected as 'cXML' or Supplier Portal.
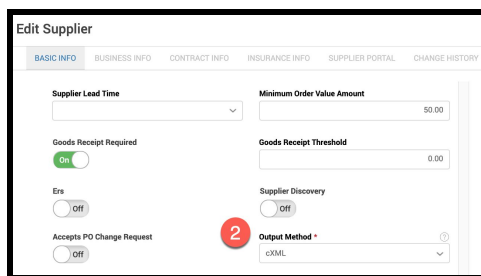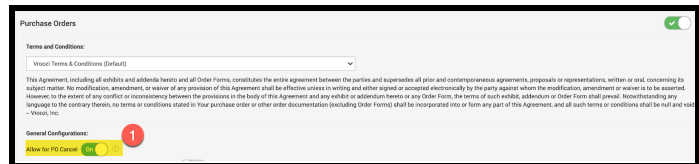
3. For cXML suppliers an additional feature on their supplier record must be toggle on; 'Accepts PO Change Request'.
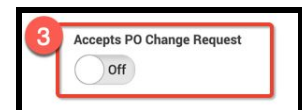
4. Still from the Supplier Record, regardless of whether the customer's output method is cXML Supplier Portal, the appropriate supplier contact email addresses must be added to the 'Send PO Alerts' field. Example below shows cXML Output Method with 'Alerts' emails.

Workflow

When a Requester cancels a Purchase Order from the 'PO View', a notification is sent to the following people:

- The Supplier Representatives

- The Requester

- The Buyer if available on the PO; if no buyer, only includes the Requester.

The image below shows a PO cancellation email as seen by the Requester, Buyer and supplier contact(s).

Vroozi Purchase (Requester & Buyer)

CREATE A GOODS RETURN AGAINST AN 'INVOICED' PO

Vroozi will now support the complexity of reinvoicing (rebilling) processes with your suppliers. Users will have the ability to create a Goods Return for an item which has already been *'Invoiced'* in the system in order to initiate the re invoicing process. Previously the option to return items was removed from the Goods Receipt view once the associated PO was in 'Invoiced' status.
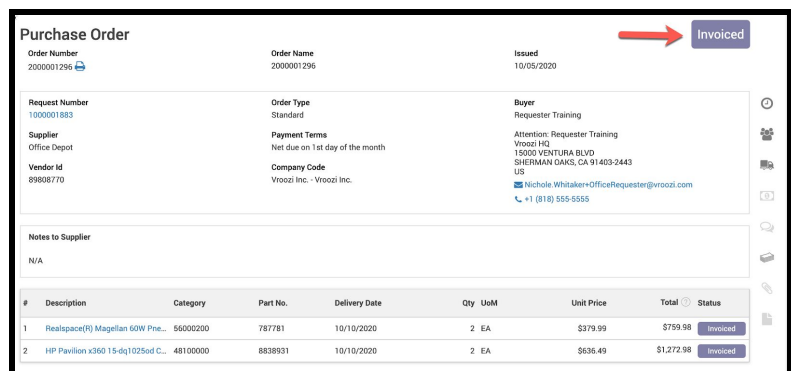
(See the [Vroozi Invoice (Administrator)](#) section for configuration details)

Workflow

When a PO is allowed to be reopened post invoicing by Requesters/Buyers the Goods Receipt status will either be, *'Confirmed', 'Shipped' or 'Ordered'. The change of status from 'Invoiced' back to one of these* statuses opens the PO for returns and then if necessary receiving. When a Goods Return is created for the item(s), the PO and Goods Receipt statuses will change back to the status they retained prior to the Goods Return creation; *'Confirmed', 'Shipped' or 'Ordered'.*

In the example on the next page, the PO and Goods Receipt status changed back to 'Confirmed' once the return was documented in the system.

The change in PO status allows your Accounts Payable team to create an Invoice against the PO in the event the supplier sends an updated invoice per their return/exchange process.

When or if the returned/replaced, PO items are again received, the Requester/Buyer has the ability to again confirm receipt of goods for the items in 'Ordered' status. As shown on the previous page, the PO view will again display the options to 'Create Receipt' or 'Close for Receiving'. Requesters should select 'Close for receiving' if the items returned post invoice will never be replaced by the supplier.
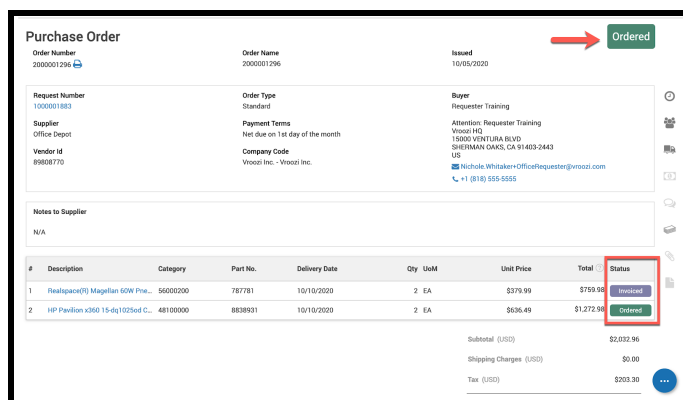
#	Description	Category	Part No.	Delivery Date	Qty	UoM	Unit Price	Total	Status
1	Realspace(R) Magellan 60W Pne...	56000200	787781	10/10/2020	2	EA	$379.99	$759.98	Invoiced
2	HP Pavilion x360 15-dq1025od C...	48100000	8838931	10/10/2020	2	EA	$636.49	$1,272.98	Ordered

Subtotal (USD) $2,032.96
Shipping Charges (USD)
Tax (USD)
Total (USD) $2,236.26

Close for receiving   Create Receipt   Change Order

Supplier Portal Workflows

The functionality described above also applies to customer organizations using the *Vroozi Supplier Portal*. The only differences apply to the statuses that a PO may return to when an Invoiced' PO is opened back up for receiving. Since the complexity of the supplier portal allows for increased communication on PO status, in addition to 'Ordered' the PO may return to several other statuses.

- If the line-item was *shipped* by the Supplier to the Requester, the line-item transitions to 'Shipped' status.

- If the line-item was *not shipped* by the Supplier but it was *confirmed or partially confirmed*, the line-item transitions to 'Confirmed' or 'Partially Confirmed' status, respectively.

NOTES TO SUPPLIER ON A POCR

When making a change to a PO via a POCR users will now have the ability to communicate additional details with the supplier via a new "Notes to Supplier' field. Use of this feature does not require any configuration as it is now a standard field in the POCR document header; found directly

	#	Description	Supplier	Qty	UoM	Category	Part No.	Unit Price	Delivery Date	Total	Status	Action
☐	1	Inspiron 11 3000 Se...	Office Supply Inc	1	EA	48100000	2485229	$379.99	11/24/2020	$379.99	Ordered	
☐	2	Inspiron 11 3000 Se...	Office Supply Inc	1	EA	48100000	2485229	$379.99	11/24/2020	$379.99	Ordered	

Add Line Item   Add Attachment   Apply to All

Total Amount Added $0.00 USD

Notes for Approver   Reason for Request

Notes to Supplier
Please Note that the shipping address for line item #2 has been changed from a California to a Texas location. Thank you!

Cancel   Submit

below the 'Approver Notes' field. *(shown on previous page)*

'Notes to Supplier' will be included in the POCR email notification sent to the supplier. With the intended audience now in receipt of the message, 'Notes to Supplier' is renamed to 'Notes from Buyer.'

The 'Notes from Buyer' will also be visible on the PDF copy of the PO which is attached to every emailed PO notification.

For customer organizations also leveraging the *Vroozi Supplier Portal,* their suppliers will see the POCR 'Notes from Buyer' on from their homepage under 'Tasks'. *(shown below)*

Suppliers will also see the message from the PO view.

Vroozi Invoice (Administrator)

INTRODUCTION OF REINVOICING SETTINGS

To enable the re invoicing process in your system, new settings in the administrator panel will allow POs that have already been invoiced to be re-opened when a Credit Memo is created against that PO.

The most frequent use case is a supplier who as part of the *return to replacement* process, re-bills for the applicable items. Without these configurations, pre-deployment of this new functionality, when the credit was applied and a second supplier invoice was sent, that second invoice from the rebilled items or services, could not be reflected in Vroozi. Instead requiring that the invoice directly post to each customer's financial system or the invoice was treated as Non-PO based invoice.

Configuration

Access the 'Memo Reinvoicing Settings' from *Accounts Payable -> Settings -> Preferences*.

1. Within this field, checking the box next to each setting adds that option to the AP Processor view on the Memo draft.
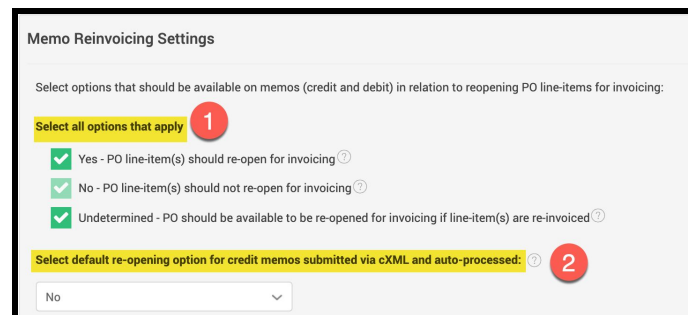
   ✅ **Yes:** Creation of the emoe reopens the PO for rebilling.

   ✅ **No:** The Invoice will work as it previously had and the invoice once posted cannot be reopened. This is a default setting selection cannot be toggled off because it's default.

   Memo Reinvoicing Settings

   Select options that should be available on memos (credit and debit) in relation to reopening PO line-items for invoicing:

   Select all options that apply ①

   ☑ Yes - PO line-item(s) should re-open for invoicing ⑦
   ☑ No - PO line-item(s) should not re-open for invoicing ⑦
   ☑ Undetermined - PO should be available to be re-opened for invoicing if line-item(s) are re-invoiced ⑦

   Select default re-opening option for credit memos submitted via cXML and auto-processed: ⑦ ②

   [No ⌄]

   ✅ **Undetermined:** Selection by the AP Processor will not immediately open the PO. Instead it will keep the reopening the PO a *possibility* after the invoice has been posted. This is best when an AP Processor processing the memo is uncertain if a PO will be reinvoiced in the future.

2. **Select default reopening option for credit memos submitted via cXML and auto-processed.**
   - Simply select *yes* or *no* based on how often your organization will use this feature.

View on Memo draft when **all** settings are selected:

For customer organizations who choose not to use the Rebilling process, administrators should leave the 'Memo Reinvoicing Settings' at default. (shown below)

Default settings as they appear on the Memo draft:

Workflow

Once a credit memo is created and linked to a PO or Invoice, the settings for re-opening can be viewed directly below the linked documents. Example below is an example of a buying organization that via the configurations has elected not to use the re-opening of the invoice tool.

In the scenario below demonstrates how the re-opening of a PO has been allowed. The Supplier's Invoice for the re-billed item can be referenced back to the PO. The invoice can then be keyed in as normal. Previously invoiced items can still be viewed by selecting 'Show invoiced items' above the line items in the right corner.

Supplier Portal Workflow

Suppliers in the *Vroozi Supplier Portal* the 'Flip to Invoice' option will not be available on POs opened back up for rebilling. Instead they need to select 'Create Invoice' and link to the PO. Once this has been done, the Invoice line items will only display the items reflected in the Credit Memo.

Above the line item description an 'Acknowledgement of Changes' message indicates that items from the linked PO have previously been Invoiced. To proceed forward, the supplier user must select 'Acknowledge Change'.

To view specific details of the proceeding invoice, users can click the carrot below the Acknowledgement button. *(next page)*

Once 'Acknowledge Changes' is selected, the warning message will disappear. The invoiced items can still be viewed by selecting 'Show invoiced items'. *(shown below)* The invoice line items should then be edited to reflect only the re-billed items.

Vroozi Invoice (AP Processor)

INTRODUCTION OF 'COPY' FEATURE AT THE INVOICE LINE ITEM

To improve the speed of manually indexing a Non-PO invoice, the 'Copy Line Item' feature has now been added to the Invoice draft. Similar to the existing 'Copy' functionality at the Requisition level, AP users can copy an existing line item on an Invoice.

As a user who is able to edit Invoice, Memo or Payment Request, Vroozi is now able to copy existing item(s) so that if you enter similar items more quickly. This will copy the items DNA data but it will not associate it to any existing Purchase Order.

1. Click the 'Copy' icon.

2. When selected, the system will prompt review of the duplicated line item. From here edits can be made. *(next page)*

3. Once the new line item is saved to the Invoice 'Draft' it will be displayed under the Non-PO header. If a new line item is added to a *PO based invoice* Processors will receive a warning that must be cleared before indexing can be complete.

The Invoice total will update to include the value of the newly added items.

Bug Fixes

✓ The PR Bulk Upload file will no longer pick up the same price for any 'Price Editable' items in the Requisition with the same item_id, instead the appropriate price will again be recognized for each item during the upload.

✓ The Supplier record is now appropriately being 'Activated' or 'Deactivated' on the screen when that designation is selected by an administrator *without* having to refresh your page.