Purchase Administrator Guide

Comprehensive Guide to the Master Administrator role In *Vroozi Purchase*.

Table of Contents:

Homepage Anatomy **6**
- Navigation Panel 6
- Dashboard Analytics 7

Shopper view **7**

Company **8**
- Profile 8
- Settings 8
  - Subscription settings 8
  - User Timeout settings 9
  - Help 9
  - SKU Number 9
- Messages 9
  - Welcome Message 10
- Workflow 10
  - Request Approval Workflow 10
  - Out of Office 10
  - Sourcing Workflow 11

Sourcing Rules 11
Exempt Suppliers 12
Decision Codes 12
Connectors 13
Avalara 13
QuickBooks 13
Vertex 13
CSV Connector 15
Xero 16
ERP Adapter **18**
SSO 18
Replication 18
Settings - Workflow Activation 19
API Integration **19**
Master Data **20**
Users 20
User Search and Filter 20
Edit/Deactivate/Activate Users 20
Create a User 21
Requester Role Permissions 23
Line Item Bulk Upload 23
Restrict coding of PR/PO 23
Submit Request Forms 24
Submit RFQs to Suppliers 24
Addresses 24
Address Types 24
Allow User Created Addresses 25
Organization 26
Organization Search 26
Create Organization Codes & segments 26
Company Code 26
Purchasing Organization 27
Plant 27

Accounting Segments 27
    Enable Types 27
    Accounting Search 28
    Create Accounting Segments 28
    Activate & Deactivate Records 28
    GL Accounts 28
    Customers 28
        Customer Code Creation 29
    Cost Center 29
        Cost Center Creation 29
    WBS Elements 30
        WBS Element Creation 30
    Internal Orders 30
    Classes 30
        Class Creation 30
    Location 31
        Location Creation 31
    Location Type 31
    Project 32
    Profit Centers 32
Taxes 33
    Create Tax Codes 34
Payment Terms 36
Categories 36
Units of Measure 36
Currencies 37
    Add Currency 37
    Currency Exchange Rate Functionality 38
    Decimal Place Logic 38
Suppliers 38
    Create New Supplier 39
        Configurations 40
    Output Method 41

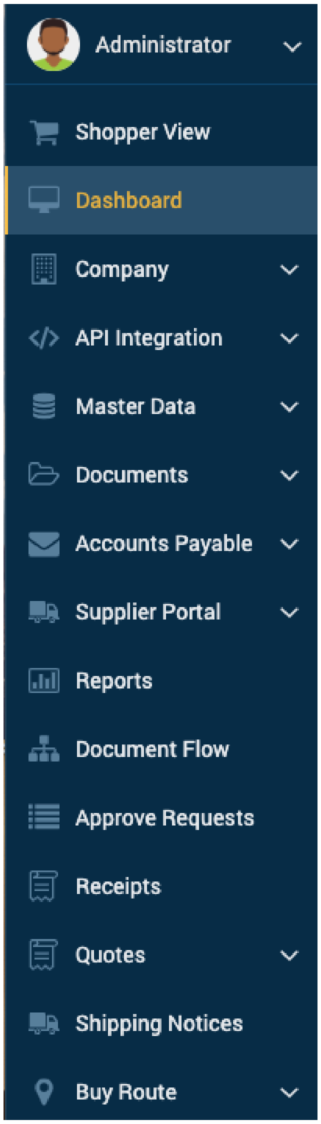
Activate/ Deactivate Supplier 42
Supplier Bulk Upload Utility 42
Buyer Data 43
Create Buyer Group 43
Buyer Group Outcomes 44
Documents 45
Types and Numbers 45
Settings 46
Purchase Requests 46
Item Long Descriptions for Catalog Items 46
Allow Attachments 46
Require Attachments for non catalog items 46
Allow PR Processing to external system 46
Allow automatic PR submissions to be scheduled for a future date 46
Purchase Orders 47
Terms & Conditions 47
Allow for PO cancel 47
Allow Purchase Orders to be generated by Company Code 48
Disable PO Functionality 48
Purchase Order Change Request (POCR) 49
Custom Field Permission 51
Line Item Quantity Changes 51
Edit Price 52
Approval Workflows 52
Supplier Portal Workflows 53
Line Item Configuration 54
Supplier Line Item Configuration 54
Goods Receipt Configuration 55
Budget 55
cXML Setup 56
Enable cXML Suppliers 56
Incoming cXML Documents 56
Outgoing cXML Documents 58

Downloadable cXML Templates 59
Custom Fields 59
Custom Field List Default 60
Bulk Upload 61
Ownership change 61
PR Rejection Configuration 62
Custom Labels 62
Accounts Payable **63**
Settings 63
Email Set Up 63
Dashboard 64
Exception Handling 65
Preferences 65
Supplier Portal **65**
Troubleshooting **65**
PO Failures 65
Track Failed POs 66

Homepage Anatomy

The homepage of the Administration page is easy to navigate. Select the Categories listed in the left sidebar to utilize the various Vroozi Purchase functions. (From top to bottom)

Navigation Panel



1. **Profile:** The top left corner typically displays a user's First Name or Initials. The drop-down menu here reveals Profile, My Data (address), as well as the Logout icon.
2. **Shopper View:** View the Shopper's(Requester's) experience when using the Vroozi Purchase.
3. **Dashboard:** Your home screen upon login. Create customized reporting based on your specific date.
4. **Company:** Through the company settings tab the Admin can change assorted settings, messages and workflow.
5. **ERP Adapter:** Customize your ERP applications enhance the automated services available through Vroozi.
6. **Master Data:** Where all the master data is held: Users, Addressees, Organization, Accounting, Taxes, UOM (Unit of Measure), Currencies, Suppliers, Buyer Data and Catalog Content.
7. **Documents:** Types and Numbers, Settings and Custom Fields.
8. **Accounts Payable:** Create, Track, Post Invoices. Create Workflows, Approval groups and other accounting preferences.
9. **Supplier Portal:** Customers utilizing the Portal Module can access configurations, preferences and comprehensive list of all supplier portal users.
10. **Reports:** Create reports using data from the previous 60 days.
11. **Document Flow:** Review the history of a specific transaction.
12. **Approve Requests:** View and access requests at all stages of the approval process.
13. **Receipts:** View and access Purchase Orders at all stages of the buying process.

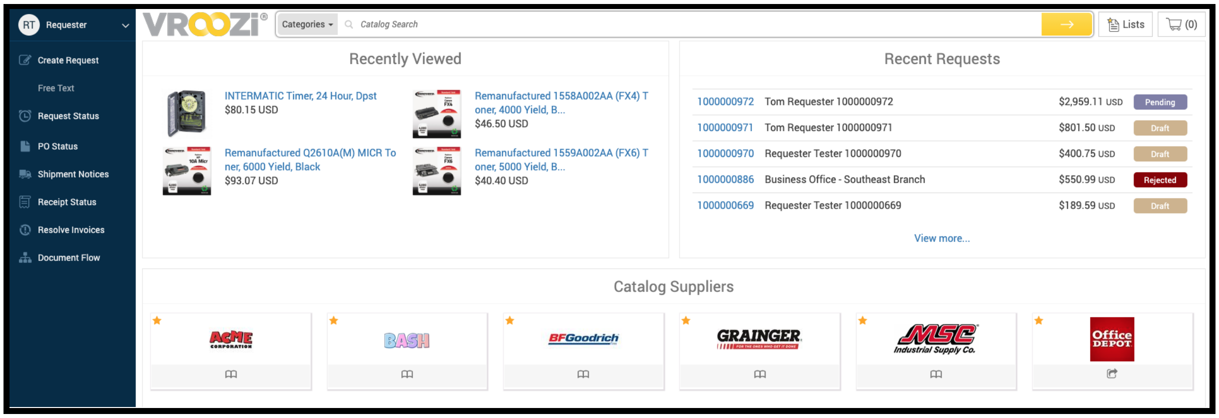
14. **Quotes:** Request quotes from multiple suppliers to leverage the best price and delivery date.
15. **Shipping Notes:** Customers utilizing the Portal module can view shipping notices sent through the Supplier Portal. This category is applicable for all Requesters, Central Receivers, Buyers and Administrators. See [Customer's Guide to the Supplier Portal]() for further details.
16. **Buy Route:** Allows your approved purchase requisitions to go through professional buyers for sourcing with your approved vendor list.

Dashboard Analytics

Please see the Vroozi [Administrator Analytics Guide]() for specific details.

Shopper view

To view what your Requesters will experience, select on the 'Shopper View' button on the sidebar. See [Requester Guide]() for specific details.



Company

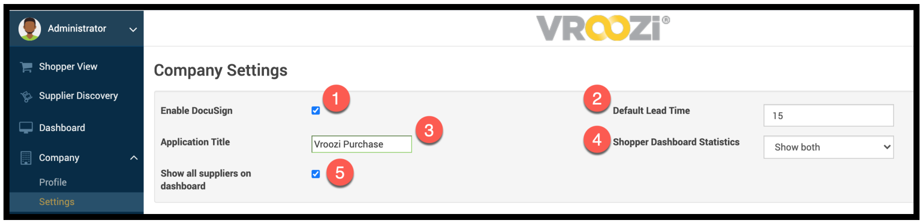
Profile

After logging into the admin page, you will automatically see the Company's Profile. The Company's Profile will auto populate through the Admin Page. Your Vroozi profile will tell you the following: Company Name, Company Username, Company Code and Company Password.

Before starting any work, Admins should verify that all the information is correct on the Company's your Profile page. All the fields should automatically populate.   This is informational and for view purposes only.

Settings

1. **Default Lead Time** The default lead- time will allow you to set a default date for the delivery date. In the following example the Default Lead Time is 30, this means 30 days from when you submit your purchase request the item will be delivered. The Default Lead time for can be set to 30 days.



2. **DocuSign -** To enable DocuSign, check the box adjacent to 'Enable DocuSign'.
3. Modify **Application Title** - We recommend you leave as it is to streamline communication with Vroozi Support.
4. Shopper Dashboard Statistics - Select which data users see on their Dashboard.
5. **Show All Suppliers** - Check the box to enable

Subscription settings

This section describes subscription settings, budget, help, user timeout settings and PO change requests.

- To enable subscription settings, check the box marked in red.

User Timeout settings

To auto log out the user, set the first drop-down box to the appropriate time frame. To allow a logout warning before auto logging the user off set the second drop down to the appropriate time.

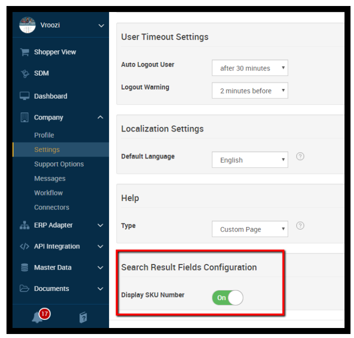
Help

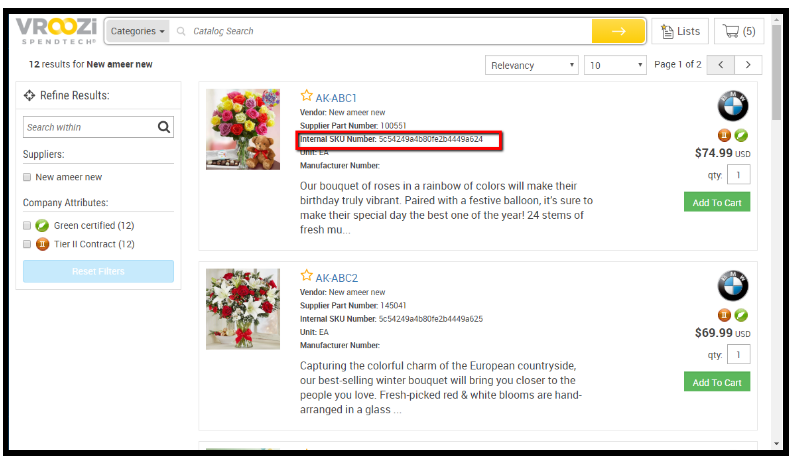
When the Standard Page option is selected, users are directed to Vroozi Helpdesk for support. When Custom Page is enabled you are given options to configure help information specific to your company and users.

SKU Number

SKU number can now be displayed in product search results if SKU flag is turned on in the purchase manager supplier record.

The next page displays search results with the “Internal SKU Number” included.





Messages

The message feature allows the Admin to send messages that will appear on the screen of any employee at any time. These messages will appear when the shopper logs into the Vroozi Purchase Shopper View and are stored in the bottom left hand corner if they need to be stored. They are available here in the Admin side to edit and customize. Error messages are also available to customize in this chapter.

Welcome Message

A Welcome Message may be provided at the entrance to the software, it would be seen at the bottom of the screen. These messages can be sent to all employees in general or can be sent to specific employees depending on the preference of the Admin. The welcome message is to be updated by the Vroozi Purchase Admin based on direction from Sourcing O&I.

Workflow

Request Approval Workflow

Create a general requisition approval process. select if the approval process will be based on Spend Limit or irregardless of limit. Based on approval thresholds set for each Approver, requisitions will go through approval review by a specific number of approvers.

Here you will also designate a 'Fallback Approver' from the list of users with Approver credentials.

Out of Office

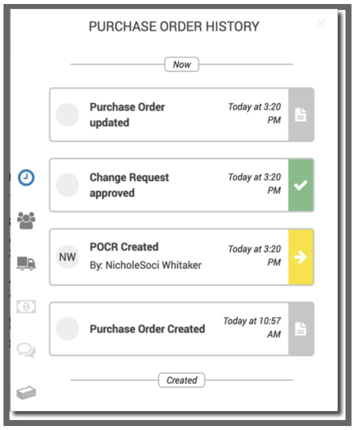
Specify the rules for how approval requests should be forwarded. For example, Administrators can specify the number of days a Purchase Request should be allowed to sit dormant with an approver before the system automatically forwards it to the next approver in the chain. Alternatively, Administrators can specify how many times an Approver should be reminded should be reminded about a pending request before it is forwarded to the next approver. Administrators can also choose to enable "Out of Office" functionality for both Financial and Sourcing approvers in their organization.

1. Select 'Enable Out of Office for Approvers'

2. Select ‘Yes’ to forward the Purchase Request to the next Approver
3. Select criteria for approval forwarding.
    - If ‘Number of Days’ was selected, use the fields below to type the desired number.

Sourcing Workflow

A Sourcing Review is the process of having a Purchase Request go through a special workflow (reviewed by the Sourcing Approver) to ensure the company is receiving the best price on any item being purchased.



Since not all orders need to go through this kind of review; the company's Admin can set rules that would trigger the review of a purchase request or change request. The company's Admin will set these tables depending upon the direction of the Company's Sourcing team. Once the sourcing workflow is activated, all PR's will be checked against the rules set on the tables explained below.

- The rules that determine if a change request is subject to sourcing review or not, are the same as the rules applied to purchase requests. The PO audit trail will capture the details of a change request going through sourcing review. The audit trail can capture when a sourcing reviewer approves, rejects or edits a change request.

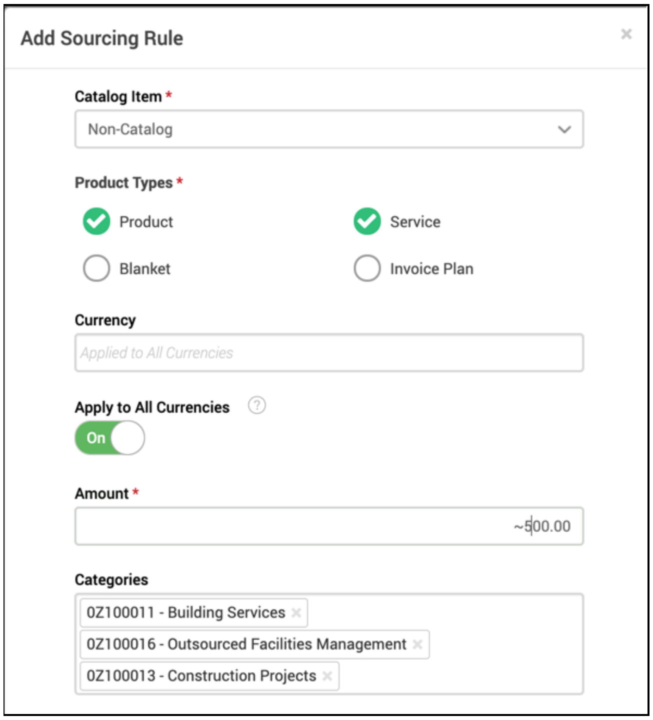
Sourcing Approvers can be given permission to edit Purchase Requisition details including pricing, quantity, Supplier and Approver Notes. Permission to allow these changes is a global setting (shown below)

Sourcing Rules

A Logic Rules Table sets the rules at which the PR is flagged for sourcing review and determines when the special workflow is activated. Through this feature Admins can activate/ deactivate items, search and filter or add a new Sourcing Rule.

See [Sourcing Guide](#) for specific details.

Example Below:



Exempt Suppliers

- A supplier exemption table sets the list of suppliers that are exempt from the rules on the first table. Any purchase request created for these suppliers does not need to go through a sourcing review, even if the purchase request meets the rules set on the first table. Other features to this page include search/ filter, activate/ deactivate or add exempt suppliers.
- To add an exempt supplier, select the 'Add Exempt Supplier' button, and the following screen will appear. Fill out all the required fields and click the 'Save Exempt Supplier' button. Sourcing O&I will provide direction when a supplier needs to be added or removed.

Decision Codes

- A Decision Codes Table sets a list of 'approval' and 'rejection' codes that the Sourcing Approver chooses prior either approving or rejecting the purchase request. These codes will appear on the sourcing approval screen when they review the purchase request.

- To add a new decision code, select the Add Decision Code button and fill out the required fields. Sourcing O&I will provide direction when a decision code needs to be added or removed.

Connectors

Connectors provide you with direct integration access to Vroozi partners.

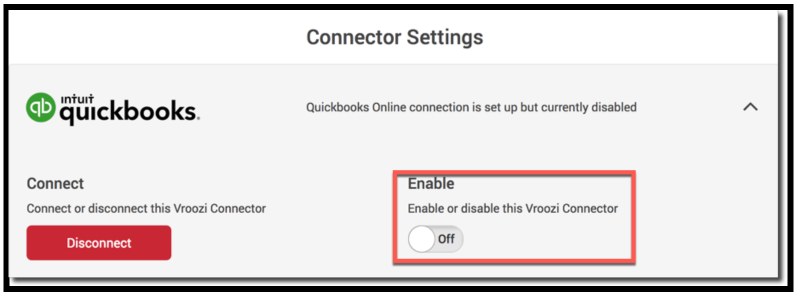
Avalara

Cloud based tax resource that covers Sales, Use, VAT and GST taxes.

QuickBooks

Quickbooks enables invoice to be connected to the purchase manager system and CSV allows the user to upload and send CSV files via a SFTP server.

- To enable the Quickbooks connector move the button in red below to 'On'.

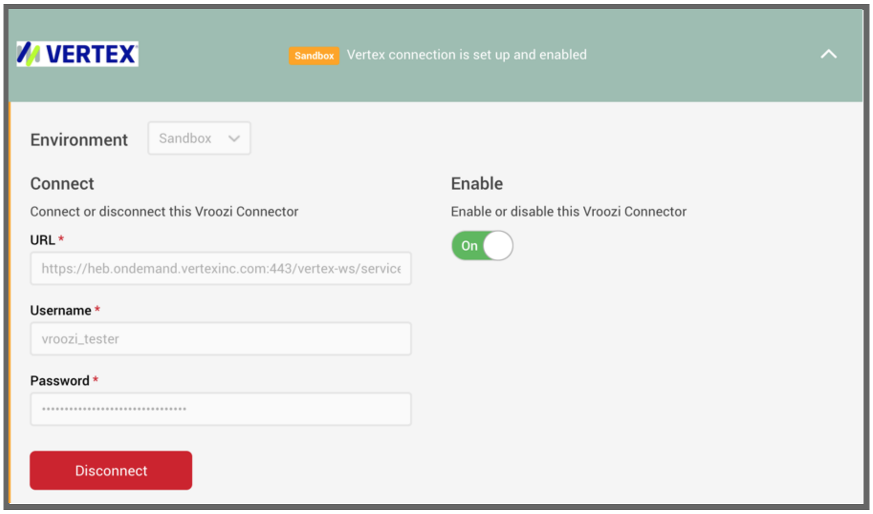


Vertex

Tax Integration and Calculation with Vertex (PR, PO, POCR and Invoice)

Using Vertex buying organizations can calculate Tax from PR to POCR. Line item tax calculation is based on line item category (once added to category template) which is mapped to the Vertex tax codes, plus the ship to zip code and the line item dollar amount

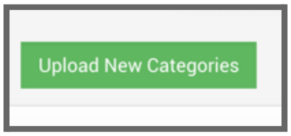
- Streamlines knowledge of requested resources at PuRCHASE Request, Resources Committed at PO and actual expense at Invoice.



There are **3** Steps required for integration set up.

Step 1: Enable Vertex tax integration through *Company → Connectors*

Step 2: Map the purchasing categories with the product tax codes.



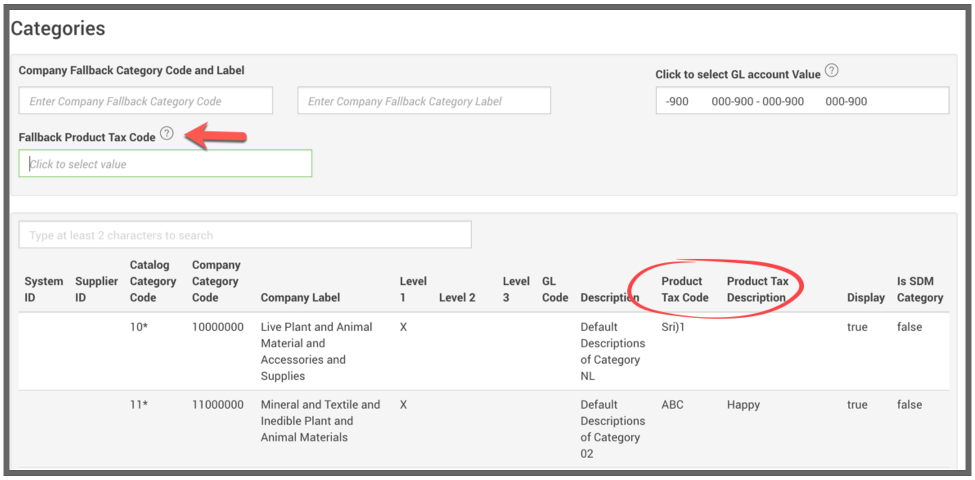
The tax code mapping will be done through your Product Category Mapping table. A new column for Vertex tax code is now available in the Product Category template. The template can be found at https://vroozi.zendesk.com.

- Calculated amount is based on the unit price, address and tax code.

Upload your completed template in *Master Data → Categories*, selecting 'Upload New Categories' in the bottom left corner of the screen.

Step 3: Select the Fallback Category Tax Code.

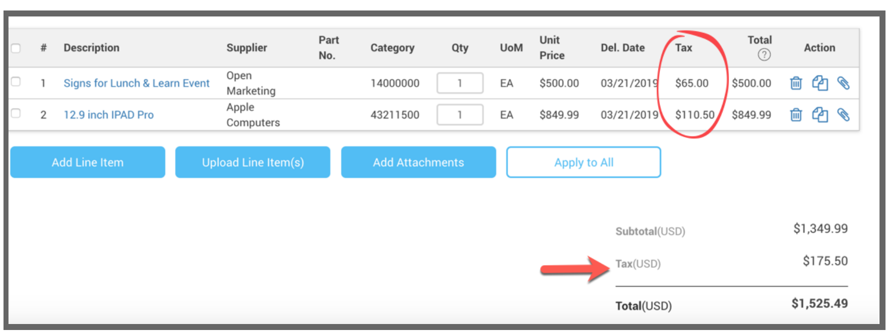
Note: *Product Tax Code and Product Tax Descriptions can be seen in the mapping columns.*



The image below demonstrates a Requester's view at the line item description level.

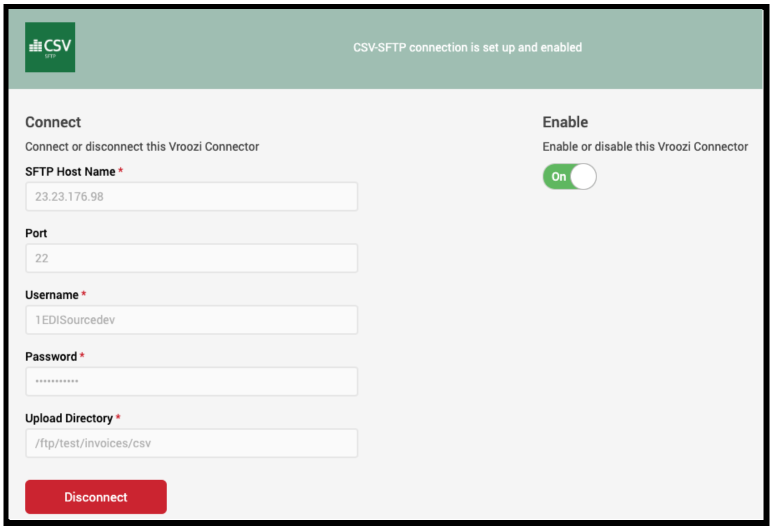
1. Based on the line item category, a Vertex Tax Code has been associated
2. The tax for the line item has been calculated.

Tax calculations displayed on the purchase request.



CSV Connector

If an external connector is not going to be used, aN sFTP/CSV should be set up as your connector.

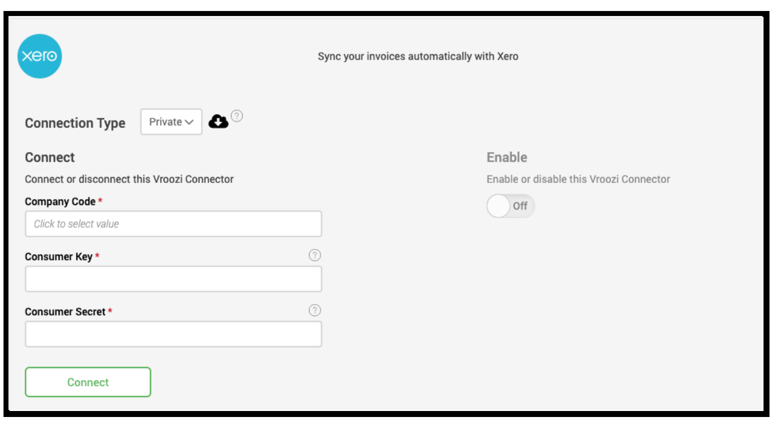


To enable the CSV connector fill out the information on the left and then move the button marked in red below to 'On'.

Xero

One way invoice to bill connection.

All master data is manually entered and replicated to match what already exists in Xero.



Process:

1. Vroozi will pass Vroozi created invoices to Xero Billing.
2. Enablement of the following Xero integration string: *Agents, Projects and Branches*
3. Enablement of Vroozi defined accounting segment: *GL accounts*

4. The configuration of each accounting string in Vroozi must match the Master data that exists within your Xero account.
5. New accounting objects taken for Xero integration may include Business Units split into seperate accounts
6. Once the set is successfully created, each business unit will have a seperate connection.

ERP Adapter

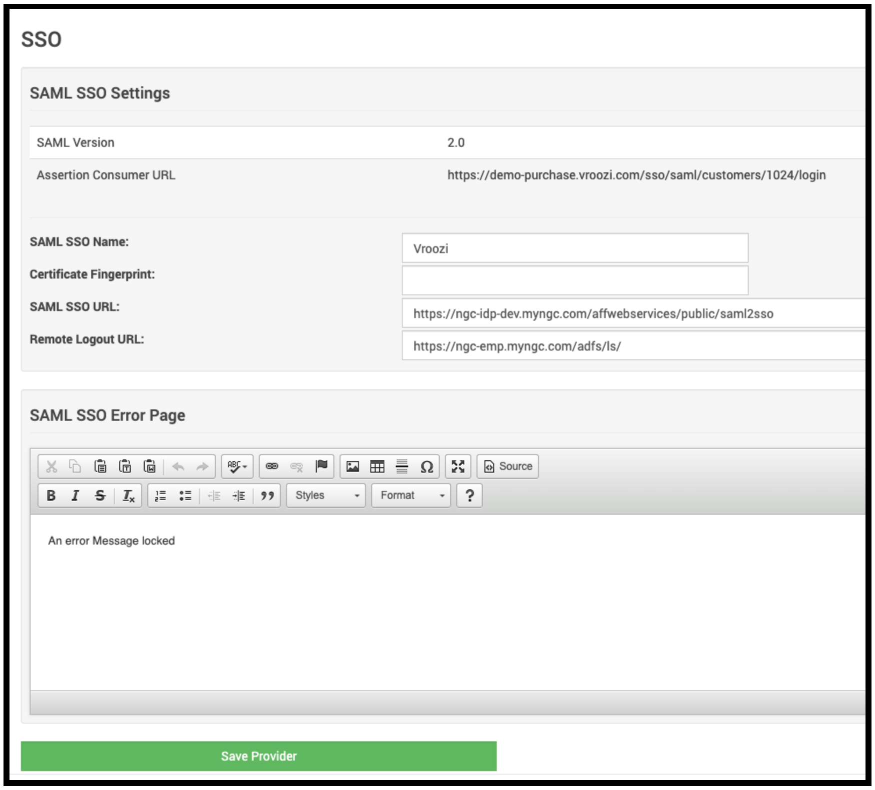
This chapter explains the interaction between a buying organization'ERP (Enterprise resource planning) and Vroozi Purchase, as well as how to edit the different settings related to the ERP. An ERP is a set of applications that automate human resources, finance, supply chain, etc.

SSO

Allow your users to access Vroozi from another system.

Complete all form fields.

- Error Message: A user who doesn't have access to Vroozi Purchase will receive an error message if they try to log into the system. Admins can amend the content of this message in Vroozi Purchase.



Replication

The Document Replication Table is a section where the Admin will determine which documents will be shared between the ERP system and the Vroozi system. You can determine where the master document is always and if it is active or not. This section is for informational purposes only.

Settings - Workflow Activation

- Through this feature you can answer the following question: Do you want the ERP system to determine workflow or do you want Vroozi Admin to determine workflow?
- This is just for reference; no changes should be made. Active would invoke the internal Vroozi Purchase workflow. Inactive would then utilize the external CAM financial workflow

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API Integration

Mechanism which allows buying organizations to transmit master data and transactional data between Vroozi and any external system, using structured electronic data. A new integration will involve resources from the Vroozi Integration team. Please reach out to the Customer Success team to review options and pricing. Connection to an API allows buying companies' IT departments to authenticate into the Vroozi API.

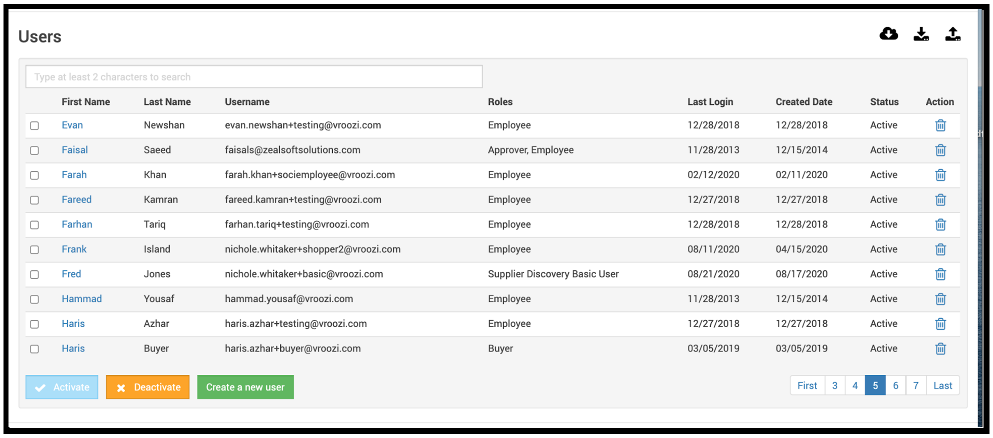
Master Data

Users

User Search and Filter

Through the User tab you can search for a specific user and see their first name, last name, username, roles, last login, created date, status and see if they are currently active.

1. Search by username or role. As you type the list will narrow, eventually yielding one result, for fastest results be as specific as possible.



Users

Type at least 2 characters to search

	First Name	Last Name	Username	Roles	Last Login	Created Date	Status	Action
	Evan	Newshan	evan.newshan+testing@vroozi.com	Employee	12/28/2018	12/28/2018	Active	
	Faisal	Saeed	faisals@zealsoftsolutions.com	Approver, Employee	11/28/2013	12/15/2014	Active	
	Farah	Khan	farah.khan+sociemployee@vroozi.com	Employee	02/12/2020	02/11/2020	Active	
	Fareed	Kamran	fareed.kamran+testing@vroozi.com	Employee	12/27/2018	12/27/2018	Active	
	Farhan	Tariq	farhan.tariq+testing@vroozi.com	Employee	12/28/2018	12/28/2018	Active	
	Frank	Island	nichole.whitaker+shopper2@vroozi.com	Employee	08/11/2020	04/15/2020	Active	
	Fred	Jones	nichole.whitaker+basic@vroozi.com	Supplier Discovery Basic User	08/21/2020	08/17/2020	Active	
	Hammad	Yousaf	hammad.yousaf@vroozi.com	Employee	11/28/2013	12/15/2014	Active	
	Haris	Azhar	haris.azhar+testing@vroozi.com	Employee	12/27/2018	12/27/2018	Active	
	Haris	Buyer	haris.azhar+buyer@vroozi.com	Buyer	03/05/2019	03/05/2019	Active	

Activate Deactivate Create a new user

First 3 4 5 6 7 Last

User Detail

User details include: Email, Username, First Name, Last Name, Default Approver, Spend Limit, and Role. To access these records, do the following-

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Edit/Deactivate/Activate Users

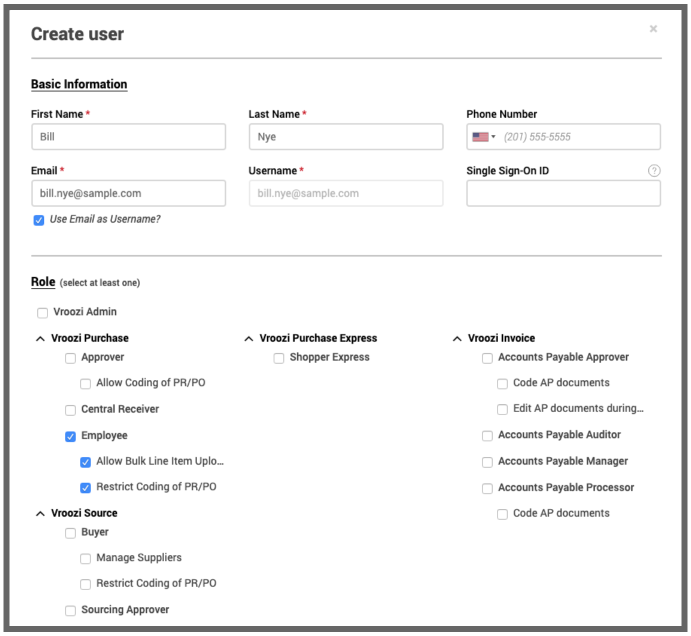
1. Choose a user from the list provided in the User tab. For easy access first search using the search bar to find said person faster.
2. Select a user. The following screen will appear.
    - **To Edit:** Click on the user's first name to edit.
    - **To Activate or Deactivate:** Check the box the left of user name then click Activate or Deactivate
3. Click the Save User button after editing any information.

See Vroozi Roles Directory to view role details and permissions.

Create a User

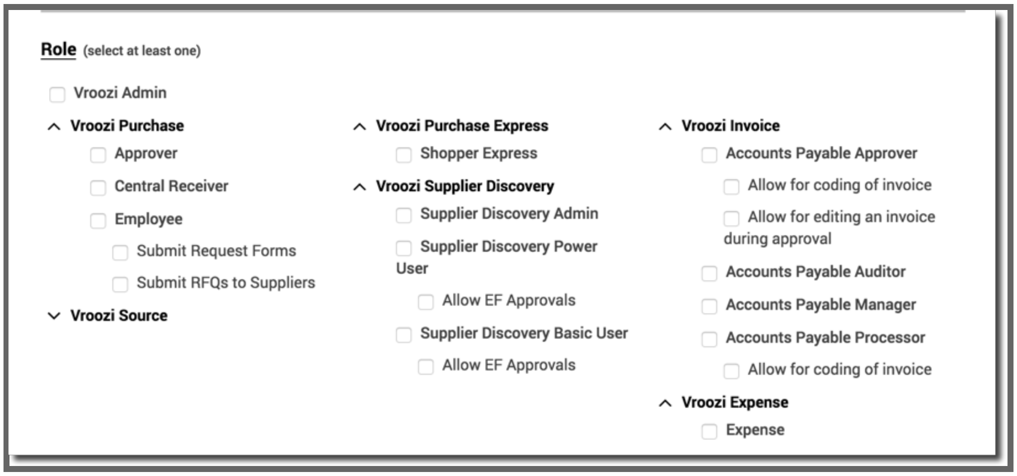
To create a new user, select the ‘Create a New User' button.

1. Fill out all Basic Information.
2. Select User Role

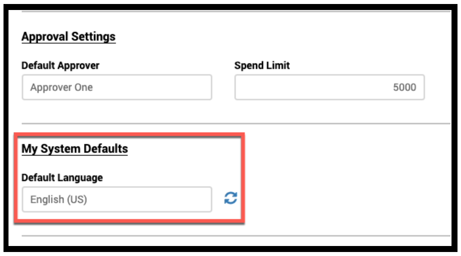


3. For each Role Category, click the downward arrow to view the specific options within that category.

Note: Many roles can be combined. Those which cannot be combined with a specific role will be grayed out once an incompatible role is selected.

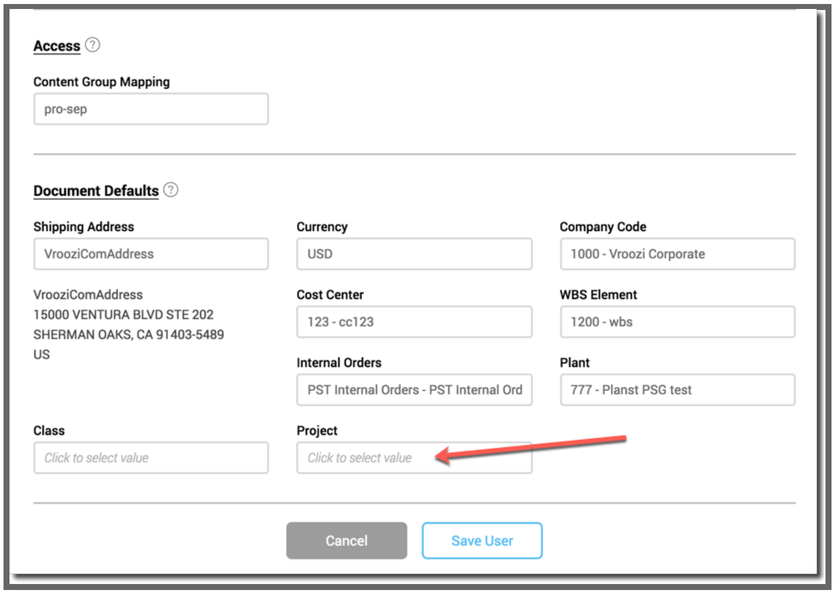


4. Select Default language. *All* transactional documents within Vroozi will display based on the language selected. For example, when the 'Default Language' selected on a user's profile is 'English (US)', then all amounts will have ',' as thousand separator and '.' as the decimal separator – EUR 1000 will be displayed as 1,000.00 although the EUR standard is 1.000,00.



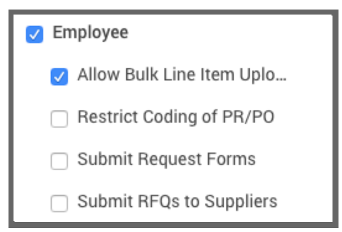
5. **Complete** the remaining fields, indicating the Accounting classifications for the user. Classifications listed are based on the accounting string and addresses configured in your Master Data; 'Addresses', 'Organization' & 'Accounting' set up.

    - As you begin typing in each field, the relevant accounting strings will populate.



6. Once all fields are complete, click the blue ‘Save User’ button.

Requester Role Permissions



Through user permissions, Administrators can enable or disable an ‘Employee’ user’s ability to complete specific functions.

Line Item Bulk Upload

Bulk Upload is set up as a permission in the individual’s user record.

- Check ‘Allow Bulk Line Item Upload’ if you wish for the employee to perform bulk uploads using the auto create functionality.
- If left unchecked, the user will not have permission to perform the action.

Restrict coding of PR/PO

- Check ‘Restrict Coding or PR/PO’ if you do not want to grant an employee the ability to edit shipping addresses or Accounting coding on a PR/PO.
- If left unchecked, the user will have permission to perform the action.

Submit Request Forms

- Check 'Submit Request Forms' to grant an employee the ability to create RFQS. This addition will add "Create RFQs' to the Requester's navigation panel.
- If left unchecked, the user will ***not*** have permission to perform the action.

Submit RFQs to Suppliers

- Check 'Submit RFQs to Suppliers'' to grant an employee the ability to create RFQS.
- If left unchecked, the user will ***not*** have permission to perform the action.

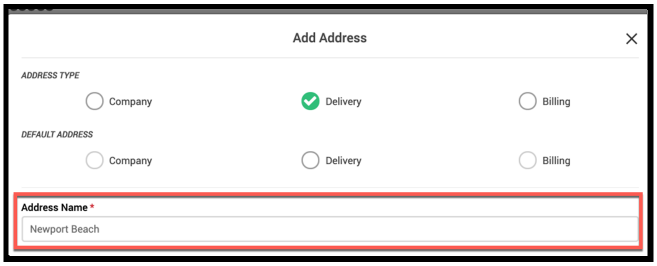
Addresses

Address Types

1. ***Delivery:*** The same as a 'Shipping Addresses' these addresses are assigned to each user at the record level.
2. ***Company:*** A physical entity.
3. ***Billing:*** Location where payment is directed.

Address Rules

1. Multiple addresses may have the same location as long as their names are different.

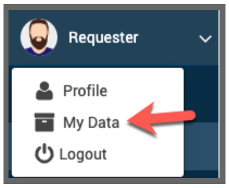


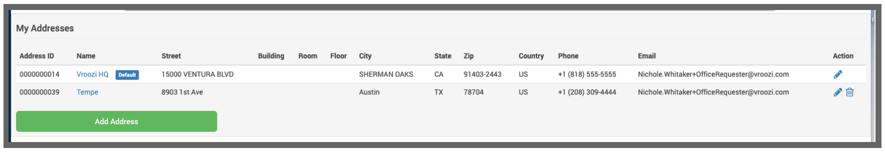
2. One address can be set as any combination of Delivery, Company and Billing.

Allow User Created Addresses

Enablement allows users with requisition editing rights (see user permissions) to create new delivery addresses.

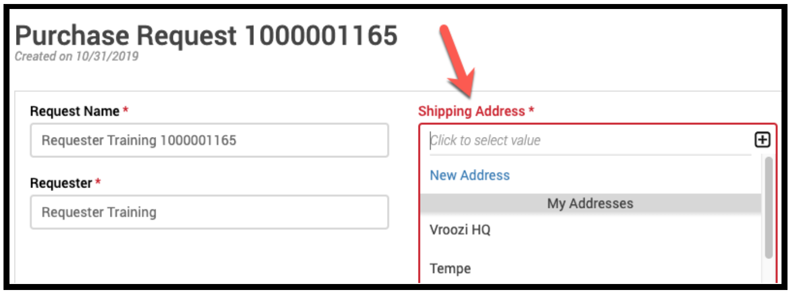
If enabled, the user can create new addresses under *My Data*.





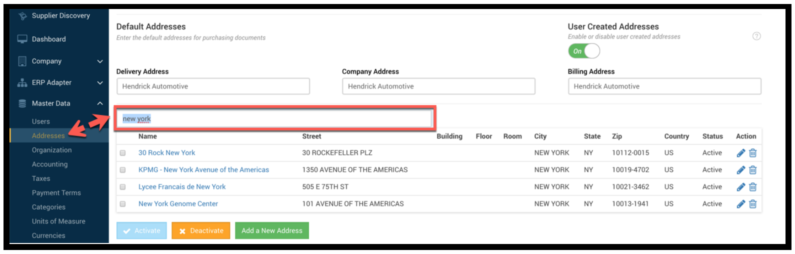
New addresses can also be created from the Requisition draft.

- Users cannot set a self created address as their default address but they can remove the default address and select another addresses at the requisition level.



Address Search and Filter

- To search for any address, use the search field located here in red. Through this feature the Admin can filter and search for addresses quickly and effectively. The results will



filter based on Name, Country, State/Region, City, Street and Zip Code.

Address Details

- To see address details, select one of the addresses listed (marked in red below), either through the search/ filter feature or through a manual search.
- After an address is selected the following screen will appear giving you the option to review or edit the following information: Types, Address Names, Attention To, Country, Street, City Zip, State, Phone or Tax ID. To save your results click on the Save Address button.

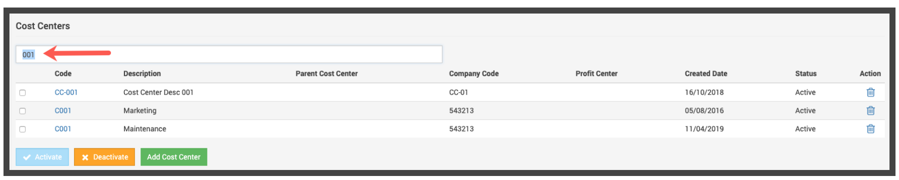
Activate/ Deactivate Addresses

- Addresses cannot be activated or deactivated in Vroozi Purchase.

ORGANIZATION

Organization Search

'Organization' segments using keywords or terms as shown below.



Create Organization Codes & segments

1. For each Organization code/segment select the green 'Add' button
2. Complete the required fields.
   - The required fields will vary based on code/segment type.

Company Code

A company code is a 3-4 letter/ number code that defines a business entity. This is a setting in their profile that the shopper should check first since it will default throughout all the documents and forms through the Vroozi Purchase Requester View. For example: CTL = TRAINING CO CODE.

- Company Codes are assigned a 'Billing' and 'Company Address'

Purchasing Organization

The purchasing organization represents the procuring unit in a legal sense. The way in which you assign purchasing organizations to company codes and plants determines the procurement method.

- An example of a Purchasing Organization is A001- is for Corporate Offices. As of June 2015, A001 is the only Purchasing Organization valid for Vroozi Purchase.
- The purpose of this section is to be able to search and filter, see user details, activate/ deactivate users, and manage the user bulk activity.

Default Purchasing Organization Settings

- To set a default Purchase Organization use the drop-down list marked in red below.

Plant

A plant is a building capable of manufacturing goods of all sizes in large quantities to be sold by a business. Through this feature the Admin can see the different plants and the corresponding number code to the plant.

An example of a Plant Code is VZI.

- Plant is for view purposes only. The plant is derived from the Company Code, which is derived from the account codes used in the PR.

Plant Bulk Upload Utility

- Through the plant bulk upload feature the Admin will have the option to upload Plants in bulk.

Accounting Segments

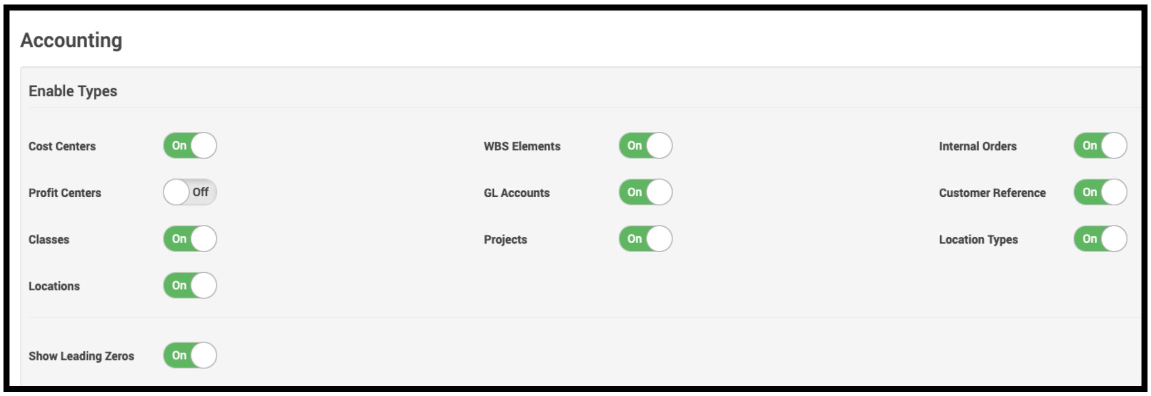
Your account structure helps you categorize your accounting information as you record it. You create an account structure by enabling various accounting segments, creating an accounting string.

A Company Code is used for all Accounting segments listed below.

Enable Types

Click each Accounting classification to activate financial distribution specifications required for a request/purchase. Once activated, classifications are added as part of the Purchase Request, Purchase Order, Goods Receipt, Goods Return and Invoice flows.

A company code must first be created before the Accounting segments below can be set up. Each accounting segment can be set individually as Active or Inactive.



Accounting Search

For all sections within the Accounting Category, use the search bar that begins each section to search for specific classification.

Create Accounting Segments

1. For each category, select the green Add button
2. Complete the required fields.

Activate & Deactivate Records

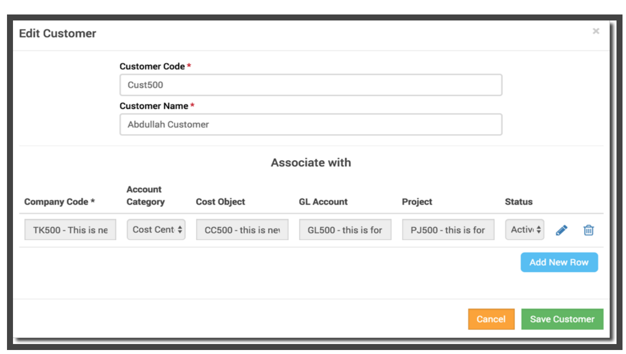
For all sections within the Accounting Category, check the box on the left of the item you are editing. Click either 'Activate' and 'Deactivate'.

GL Accounts

A General Ledger (GL) Account is a unique record summarizing each type of an asset, liability, equity, revenue and expense. This information is needed to prepare financial statements.

Customers

The Customer classification allows you to associate projects to a customer.



Customer Code Creation

When creating or editing a Customer Reference, in addition to your 'Cost Center,' 'WBSE,' and 'Internal Orders,' you can also associate 'Projects' to these customer references. The 'Project' field will reference any combination of a Customer and Project together.

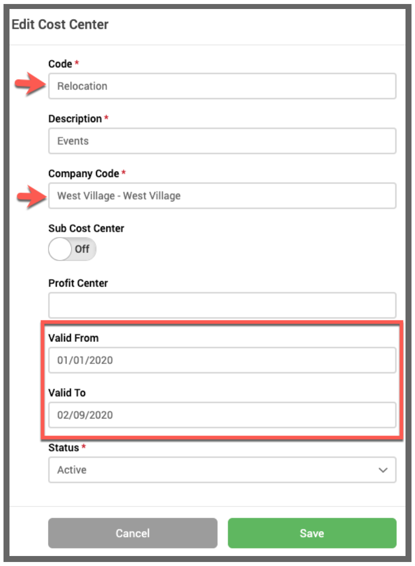
Cost Center

A cost center is part of an organization that does not produce direct profit and adds to the cost of running a company. Assigning a cost center designates which area of the business or event incurred the cost.

An example of a Cost Center is "Marketing, Accounting"

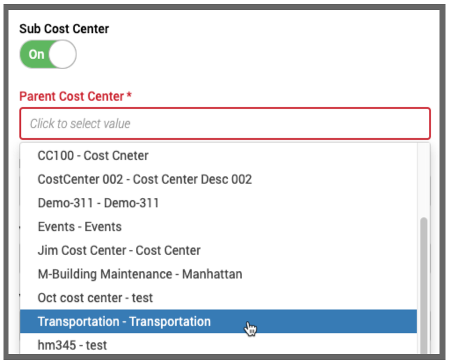
Cost Center Creation

Cost centers may be set for use during a specific period of time.



Sub cost centers may also be set for costs incurred as a sub-division of a larger cost center.

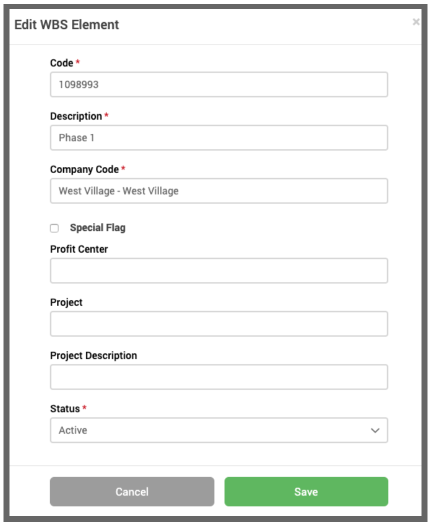
- Example: *Transportation* as the 'Parent Cost Center', *Parking* is the Sub Cost Center.



WBS Elements

A WBS Element is a hierarchical and incremental decomposition of a project into phases, deliverables and work packages. It is a tree structure, which shows a subdivision of effort required to achieve an objective; for example, a program, project, or contract.

There are several different types of WBS elements, and if changed will automatically flow.



WBS Element Creation

- A Profit Center or Project Center may be optionally applied to each WBS element.

Internal Orders

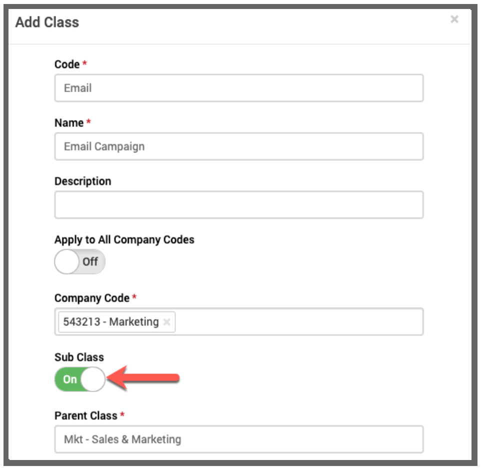
Internal orders are used to monitor overhead costs incurred for a specific event, project or activity.

Classes

Cost Reporting for a specific division, department or other organizational unit.

Class Creation

- If activated 'Sub Class', allows you to house a class within a 'Parent Class'.



- Classes may be activated for a specific period of time.

Location

Enabling this field from the admin panel, will allow your users to select it at the line item level while creating any document.

Location Creation

A Location may be assigned to ‘All Company Codes.’ If selected a ‘Location Type’ must be selected.

If a ‘Location’ is assigned to a user, this location will default at the document line item level, but can also be overwritten at the PR/PO/Invoice level, including split accounting per line item. ‘

- Can be added per line item distribution or using the Apply All Function

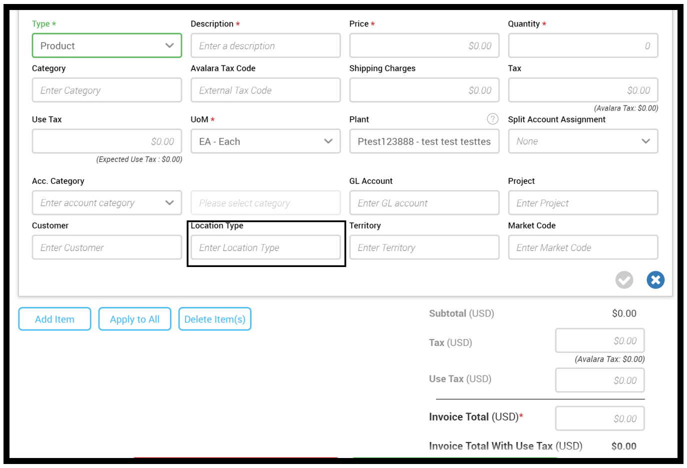
---

Location Type

Location Type will be visible on a PR/PO/POCR if it is set as active at the company code. Location Modal will associate with company code for which the location type has been marked as ‘Yes’ with company code and Location type

If a company code is selected on a PR for which Location type is marked as ‘Yes’. Then the Location type will appear on the PR line item. (shown below)

‘Location Type’ in the Invoice line item.



Project

A system or cost centre to track and report project specific transactions, with project revenues, costs, assets and liabilities identified and allocated to the project.

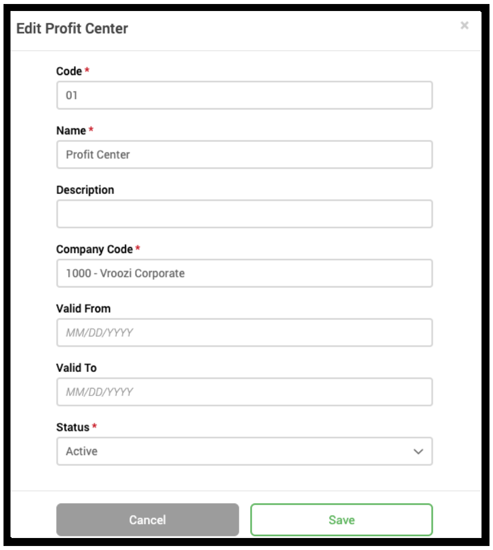
Create Project

1. Select the 'Add Project' and the following screen will appear.
2. Fill out the required fields.
    - If desired, you can select a specific time frame when the Project will be valid.

*Sub projects can be created and tied to a parent project.

Profit Centers

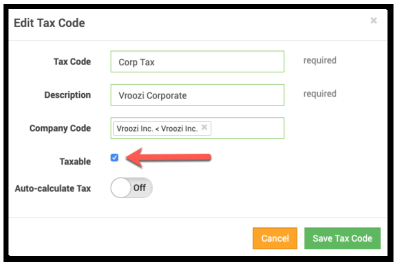
Profit Centers will be associated with a defined company code. Profit Center creation screen below:



Taxes

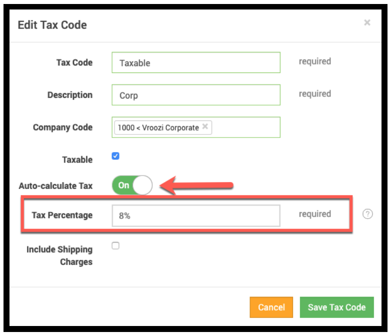
For customers that want to calculate the tax amount for individual line items within Vroozi documents, without having to rely on using an external tax calculation service provider.

Vroozi supports the assignment of fixed tax percentage values, to the individual tax codes defined within your organization's Vroozi tax table. Use the tax table to create unique Tax codes based on Company Code & Tax Percentage.



Two new attributes have been added to the Tax Code record, 'Taxable' and 'Auto-Calculate Tax'. If the 'Taxable' checkbox is checked (shown on right) it implies that the Tax Code is taxable.

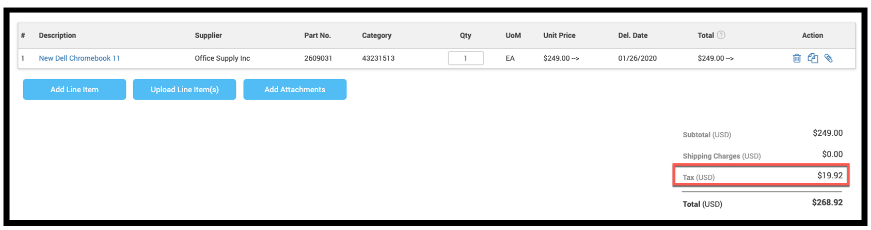
Checking 'Taxable' will prompt the Administrator to determine if the taxes should be Auto-calculated when the tax code is referenced. By default this toggle is set to *Off*.



If the ‘Auto-calculate Tax’ toggle is turned *On*, Administrators are required to enter a tax percentage to be applied. Administrators can also elect to apply tax to shipping charges. (shown on next page)

With ‘Auto-calculate tax’, once the code is saved, any new Requisitions linked to the referenced Tax Code will display taxes according to the code configuration.

Tax Calculation for Code with Auto-calculate enabled:



Auto-Calculate Tax Calculation with Shipping Charges included:

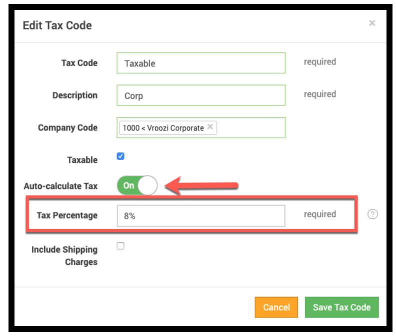
The auto-calculate tax is intended for buying organizations without a current tax connector. Buying organizations with a tax connector (ex: Avalara) will continue to use the tax calculations defined by the outside connector.

Create Tax Codes

Select Code using the arrows to find the appropriate selection

Steps:

1. To create a new Tax Code first select 'Create New Tax Code' at the bottom of your screen.
2. Enter the required fields; Tax Code Name and Description.
3. Select one or multiple Company Codes to connect the Tax Code too.
4. Company Codes are assigned to each Requester and most accounting segments. GL is assigned a tax code in their user record.
5. **2** additional attributes determine how the tax code is applied.
   - **'Taxable':** If the 'Taxable' checkbox is checked (shown below) it implies that the Tax Code is taxable.
   - **Auto-calculate Tax:** Checking 'Taxable' will prompt the Administrator to determine if the taxes should be Auto-calculated when the tax code is referenced. By default this toggle is set to *Off*.
     - If turned *On*, Administrators are required to enter a tax percentage to be applied. Administrators can also elect to apply tax to shipping charges.

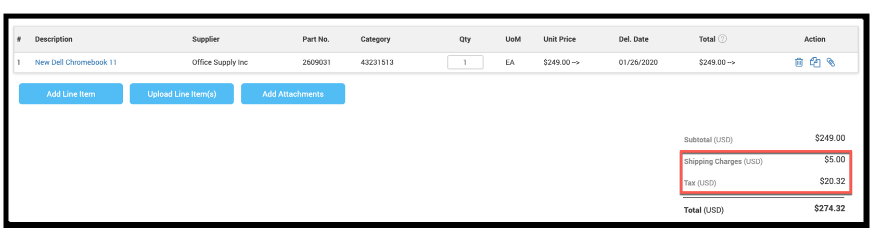


6. Click 'Save Tax Code'.

With 'Auto-calculate tax', once the code is saved, any new Requisitions linked to the referenced Tax Code will display taxes according to the code configuration.

Tax Calculation for Code with Auto-calculate enabled:

Auto-Calculate Tax Calculation with Shipping Charges included:



The auto-calculate tax is intended for buying organizations without a current tax connector. Buying organizations with a tax connector (ex: Avalara) will continue to use the tax calculations defined by the outside connector.

Payment Terms

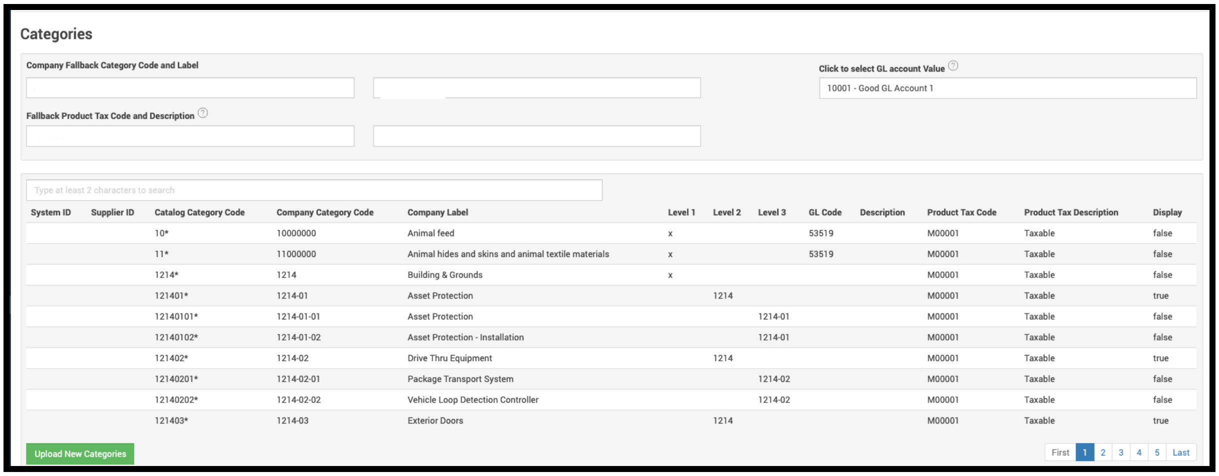
Create a payment term indicating specific number of days or calendar date, discounts and tax calculations (percentages). Each term can then be selected and applied with a PO.

Categories

Categories classify products and services in a way that makes sense for each organization.

Category files can only be uploaded into the Vroozi Purchase module . To download the current Category file, users will need to access Vroozi Catalog.

Using Category Mapping, Vroozi Catalog dynamically maps the supplier-provided category codes, to the categories that your organization uses.



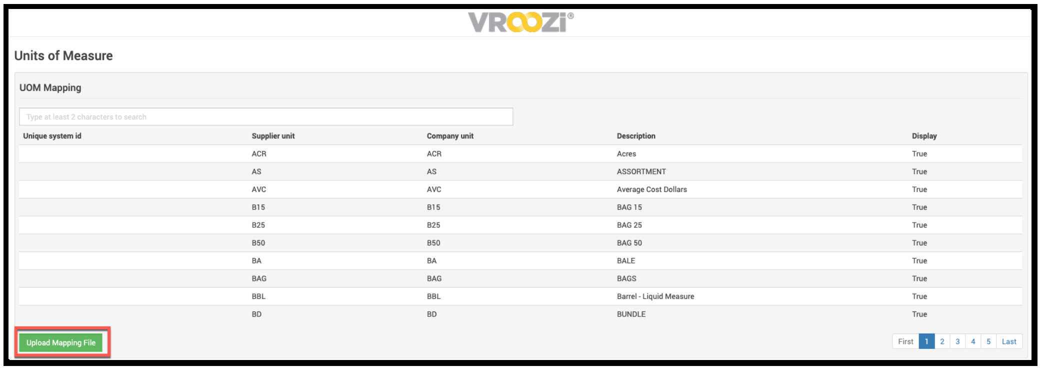
System ID	Supplier ID	Catalog Category Code	Company Category Code	Company Label	Level 1	Level 2	Level 3	GL Code	Description	Product Tax Code	Product Tax Description	Display
		10*	10000000	Animal feed	x			53519		M00001	Taxable	false
		11*	11000000	Animal hides and skins and animal textile materials	x			53519		M00001	Taxable	false
		1214*	1214	Building & Grounds	x					M00001	Taxable	false
		121401*	1214-01	Asset Protection		1214				M00001	Taxable	true
		12140101*	1214-01-01	Asset Protection			1214-01			M00001	Taxable	false
		12140102*	1214-01-02	Asset Protection - Installation			1214-01			M00001	Taxable	false
		121402*	1214-02	Drive Thru Equipment		1214				M00001	Taxable	true
		12140201*	1214-02-01	Package Transport System			1214-02			M00001	Taxable	false
		12140202*	1214-02-02	Vehicle Loop Detection Controller			1214-02			M00001	Taxable	false
		121403*	1214-03	Exterior Doors		1214				M00001	Taxable	true

Units of Measure

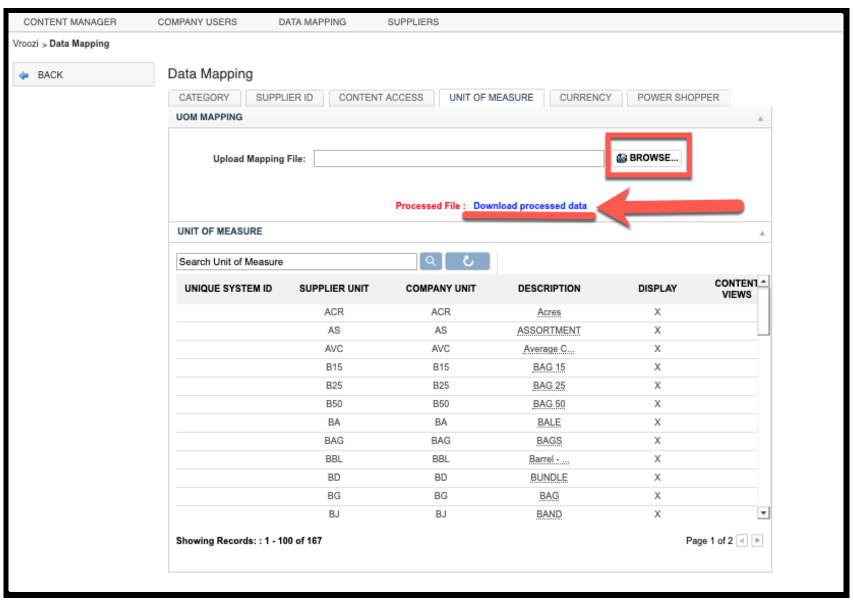
A Unit of Measure or (UoM) is a designation such as EACH that specifies the unit or volume in which the product may be purchased. A Unit of Measure is pre-set for items in the Catalogs.

Buying organizations adding new supplier catalogs will need to review their UOM files to confirm all UOMs are represented.

If a new UOM needs to be added, the template containing the file containing current UOMs should be downloaded from the Vroozi Catalog module and updated. (shown below). UOM files can only be uploaded from the Vroozi Purchase module.



Within the Vroozi Catalog module, UOM files can be uploaded and downloaded. (shown below)



Currencies

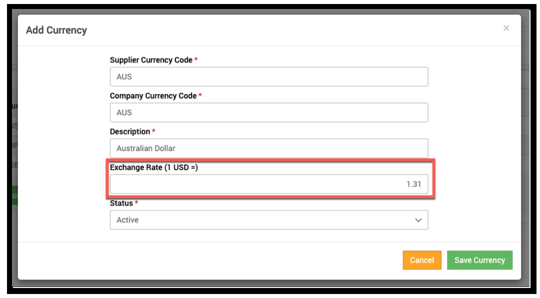
Add Currency

- To create a new currency, select the create new currency button, a screen will appear, fill out the required fields and click Save New Currency.

Currency Exchange Rate Functionality

The Master Data Currency management table allows Administrators to define an exchange rate against all company defined currencies. The exchange rates will be used to determine the correct Sourcing and Financial workflows routing rules. An exchange rate will not be used to make currency conversions visible on your transactional document, and is only used by the underlying routing workflow functions.

- The exchange rate will require manual updates by the Purchase Administrator.
- Configuration can be found under *Master Data>Currency>Add Currency*

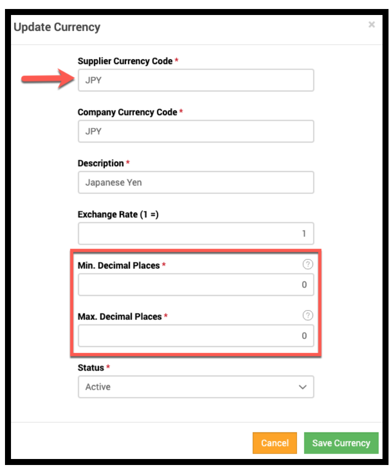


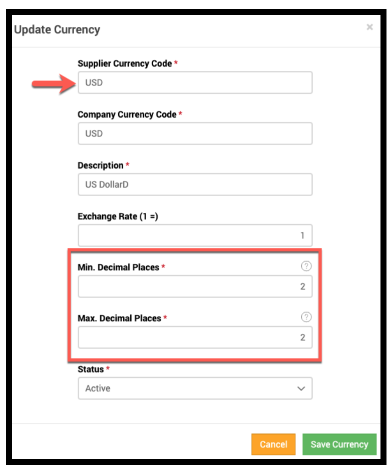
See the [Sourcing Workflow]() section for details on currency conversion.

Decimal Place Logic

Within the Currency record "Min. Decimal Places" and "Max. Decimal Places" dictate the decimal place precision displayed on amount fields pertaining to a specific currency.

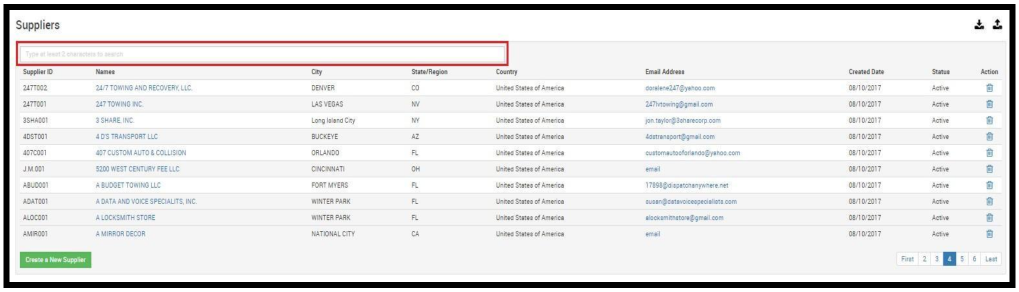
This allows customers to define the decimal place set up based on each currency. For example, a customer could configure 0 decimal places for JPY and 2 decimal places for USD.





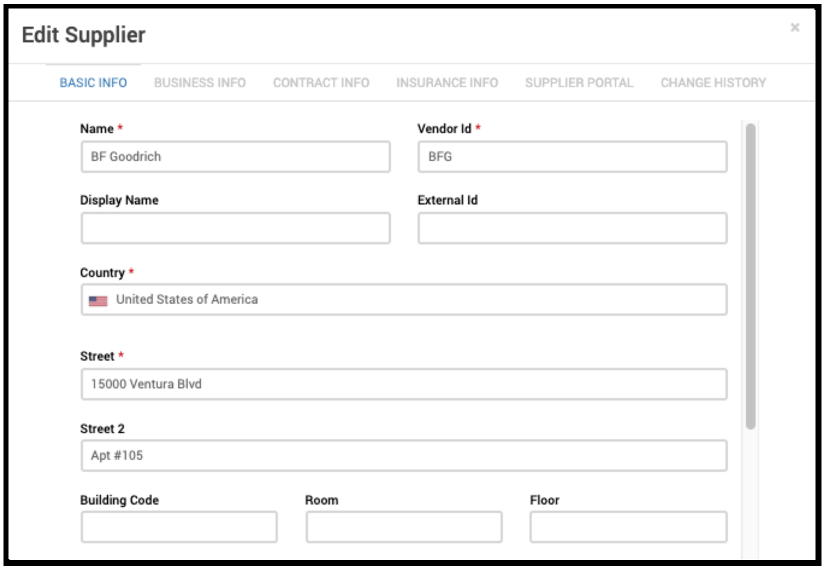
SUPPLIERS

A supplier is the party in the supply chain that makes goods and services available to companies.



Create New Supplier

While suppliers can be created in Vroozi Purchase, if you are going to use the supplier to create a catalog we recommend creating the Supplier in Vroozi Catalog as this is where the catalog can also be created and linked to that supplier. Some supplier information including permissions, output method will then be enriched in the Vroozi Purchase.



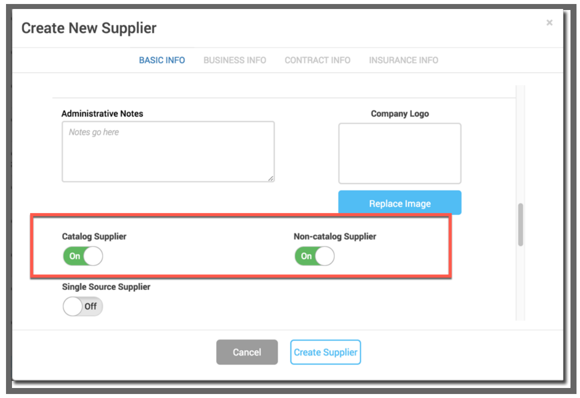
Creating a Supplier in Vroozi Catalog essentially establishes the “Where” your goods or services are coming from. The increased Supplier details found in a Supplier’s Vroozi Purchase record establishes the “How”, as includes specifications regarding the use of Goods Receipts, PO acknowledgements, output and input methods.

To create a new Supplier, select the ‘Create a New Supplier' button. Fill out all required fields.

> ***Note:** There are **5** tabs within the ‘Create New Supplier’ view. Only the ‘Basic Info’ tab has required information fields
>
> ****Note:** *If your organization utilizes the Supplier Portal Module the ‘Supplier Portal’ tab will also be present.*

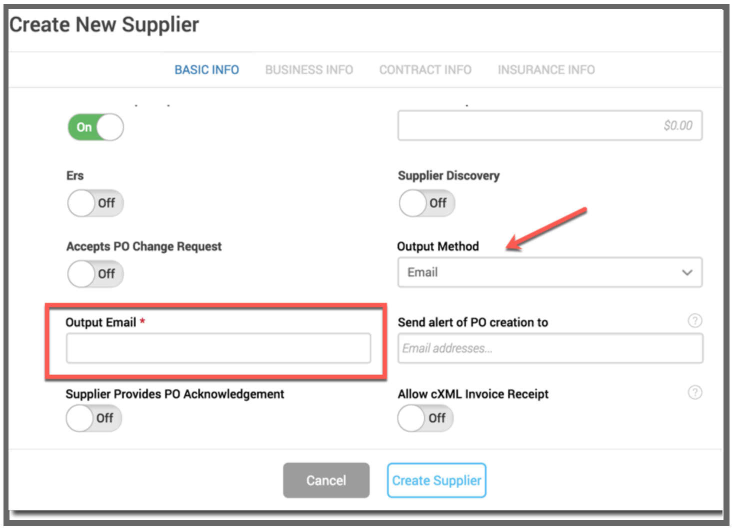
Configurations

- **Include in Supplier Card:** If enabled, Requesters will see a card for the supplier, on their Shopper view dashboard allowing them to recall hosted catalog products associated with the supplier.



- **Disable Browse:** If toggle is on for the supplier Requesters will not be able to use the Supplier's card in their Shopper dashboard to access the supplier's hosted catalog items. They will however continue to have access to these catalog items via category, keyword and product searches.
- **Catalog Supplier:** If the 'Catalog Supplier' flag is turned 'On' for a supplier, the system will only allow Purchase Orders, and Purchase Requests documents to be created from catalog line items. This supplier name will not appear on the 'Recommended Supplier' field when creating a 'Free- Text' line item.
- **Non-Catalog Supplier:** If the 'Non-Catalog Supplier flag is turned 'On' for a supplier, the system will allow the Purchase Orders, and Purchase Request documents to be created from free-text line items. This supplier will not be available to create a catalog against.
- **Catalog & Non-Catalog Supplier:** If both flags are turned 'On', the supplier will be available for both Catalog & Non-Catalog Purchase Request line items.
- **Approval Threshold:** Maximum PO amount for items requested within supplier.
- **Supplier Lead Time:** Set by number of weeks, days or by a specific date. This information is typically set by the supplier.
- **Minimum Order Value Amount:** Set by each supplier.
- **Goods Receipt Thresholds:** Designate Threshold for items.

- **ERS:** (Functionality currently not operational)
- **PO Change Requests:** Allows users to modify POs for this supplier, creating a new version with the same PO number. The agreement to allow changes should be confirmed by each supplier.
- **Supplier Provides PO Acknowledgement:** If toggled on, a non-Supplier Portal Supplier will have the ability to Confirm PO directly from the PO email notification. Once the Supplier does this, the PO status will change from *Ordered* to *Submitted*.

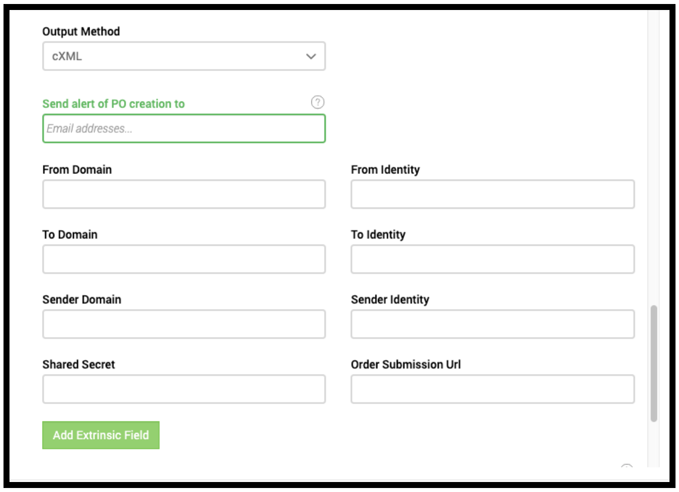


Output Method

Designate how the Supplier will receive the purchase order.

Select Output Method asEmail, Supplier Portal, EDI or cXML. Based on selection, additional information may be required.

1. **Email:** Enter the supplier's output email
2. **Supplier Portal:** Only applicable if your buying organization is utilizing the Vroozi Supplier Portal.
3. **EDI:** no additional information required.
4. **CXML:** If cXML is selected, the following information should be entered:
    - Send alert of PO creation to:
    - Domains and Identity should be entered.



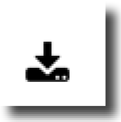
Activate/ Deactivate Supplier

To activate or deactivate a supplier, select one or more suppliers through the checkbox on the left side. Then choose either Activate or Deactivate, the status will reflect the change in the 'Status' Column.

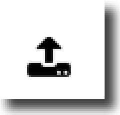
Supplier Bulk Upload Utility

Save time by uploading several or all of your suppliers at one time.

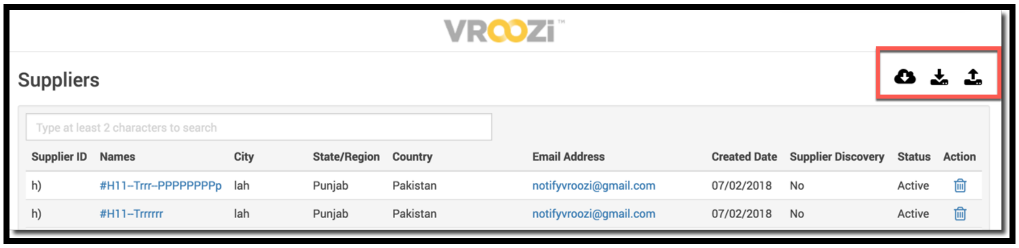
Bulk Upload Template: If desired you can download a Vroozi template which includes fields for all required supplier data.



Export List: Click the Export Icon to view currently uploaded suppliers.

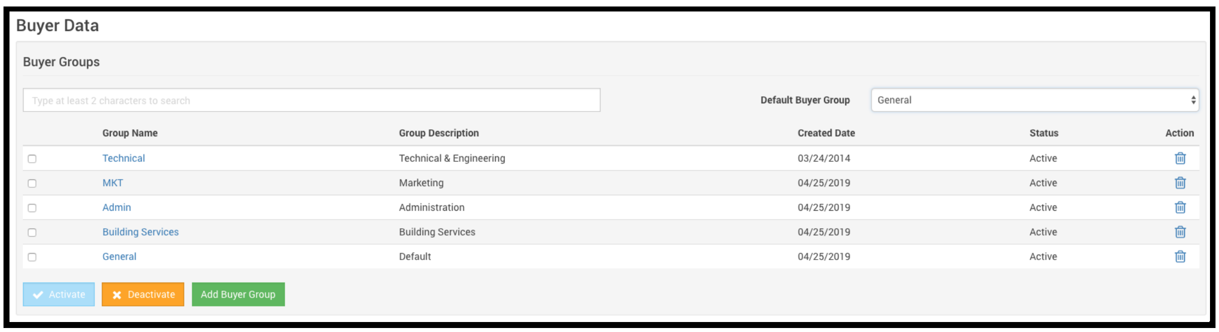


Import List: Once you have a Supplier List created and saved, click the Import Icon to populate in Vroozi.



Buyer Data

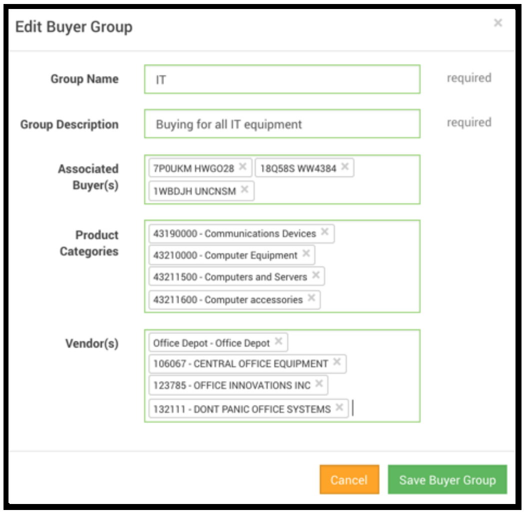
Through the assignment of Buyer Groups, buyers can be assigned at PR creation based on the product categories and vendors.



Create Buyer Group

To create a Buyer group, select the green 'Add Buyer Group' icon. Fill out the information needed, and press Save.

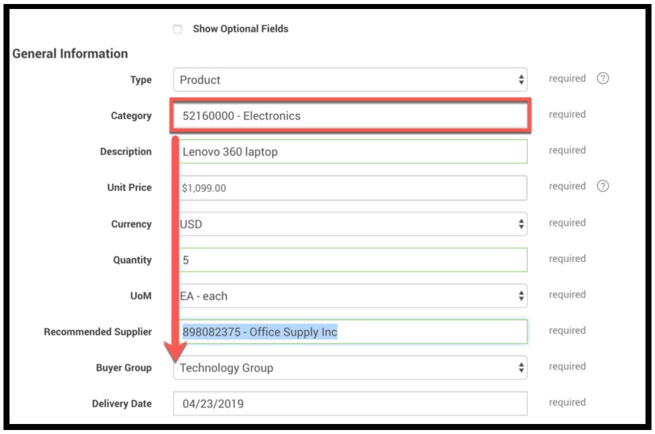
1. Complete Group Name & Description - required
2. Associate to Category, Suppliers and/or Vendors

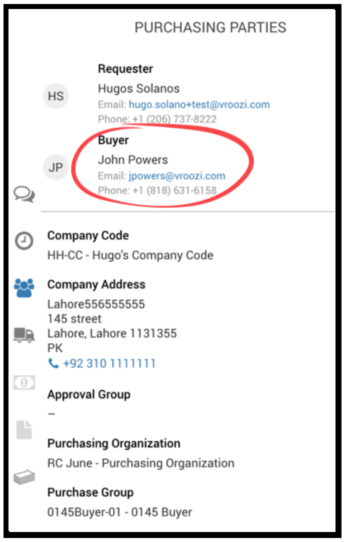


Buyer Group Outcomes

Buyers: Can track created PO's, act on PO's that are stuck in Process, and also create POCR's.

Requesters: Buyer visibility at line item level.





In the example below the Requisition category is selected as *Electronics* which then automatically assigns the document to the technology Group of Buyers.

Buyer information can also be found on the transactional record via 'Related Documents. (below)

Suppliers: Buyer contact information is added to the PO's received by Supplier, enabling suppliers to see all organizational contacts:

- Buyer name and email
- Shipping address & contact
- Billing address & contact information

VROOZI SPENDTECH

ORDERED

Vroozi Validation
145 street
Lahore, Lahore 1131355
PK
P: +92 310 1111111

PURCHASE ORDER: 2000015059

Version 1
Date: 04/25/2019
Issued On: 04/25/2019
Buyer Name: John Powers
Buyer Email: jpowers@vroozi.com

Hugo's Product Consulting Company
22926 Maple Ave,
Torrance, CA 90505
Vendor ID: 77526
P: +1 (818) 631-6259
E: hugo.solano@vroozi.com

FOB Terms: -
Payment Terms: 1.00% Disc in 1 Day, Net due on 2nd day of the next month

SHIP TO
Marriott Addressq
att: Hugo Solano
525 BAY ST
TORONTO, ON M5G 2L2
CA
P +1 (855) 516-1090
E hugo.solano+test@vroozi.com

BILLING
Lahore556555555
145 street
Lahore, Lahore 1131355
PK
P +92 310 1111111

Item#	Description	Part No	Delivery Date	UoM	Qty	Unit Price	Total
1	Fire Extinguisher	-	05/15/19	EA	1	120.00 USD	120.00 USD

SUBTOTAL 120.00 USD

Documents

Types and Numbers

Denotes what the document numbering scheme will be for all document types including Purchase Requests, Purchase Orders, Goods Receipts, Goods Returns, Quick RFQ's, Quick Quotes and Invoices.

Document Number Scheme

- Create new document types and see the status of said documents.

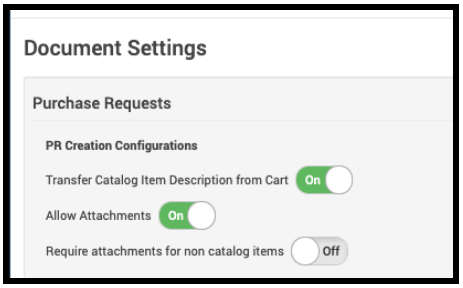
Types and Numbers

Document Numbering Scheme

Document Type	From Number	To Number	Current Number
Purchase Requests	1000000000	1999999999	1000004446
Purchase Orders	2000000000	2999999999	2000002394
Goods Receipt	3000000000	3499999999	3000001239
Goods Return	3500000000	3999999999	3500000087
Quick RFXs	4000000000	4499999999	4000000155
Quick Quotes (Bids)	4500000000	4999999999	4500000108
Invoices	9000000000	9499999999	9000000759
Document Flow	5000000000	5499999999	5000000000
Shared Lists	6000000000	6999999999	6000000189
Payments	9500000000	9999999999	9500000000
Expense Reports	7000000000	7999999999	7000000046
Process Step	1	9999999999	1
Quick RFX Forms	4000000000	4499999999	4000000136
Advanced Shipping Notices	8000000000	8999999999	8000000000

Settings

Purchase Requests



Item Long Descriptions for Catalog Items

Enable catalog 'Long Item Descriptions' to transfer from the catalog to the PR. This company level configuration applies to all catalog items.

Allow Attachments

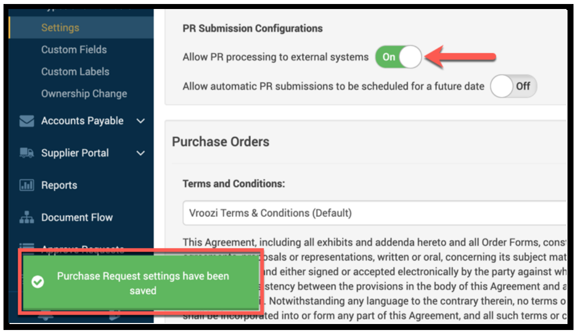
If enabled, attachments included in a Purchase Request will carry over to the Purchase Order.

Require Attachments for non catalog items

If enabled, all Requisition line items with non catalog items will require an attachment. Requisitions without supporting attachments will display an error message noting the requirement and submission of the requisition will be disabled until an attachment is included for each non catalog line item.

Allow PR Processing to external system

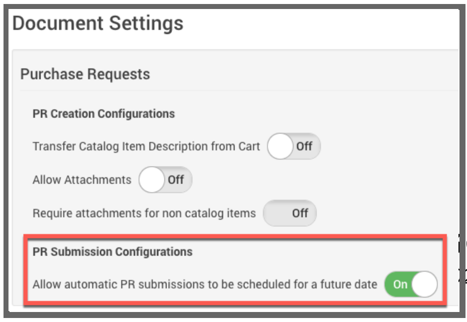
Enablement of this toggle supports the use of an external system for Requisition processing. Requisition creation will occur within Vroozi, then once submitted by the creator, the Requisition will be sent to a designated external system for review and conversion to a Purchase Order.



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

Allow automatic PR submissions to be scheduled for a future date

Employees can be given the ability to schedule the automatic submission of a Purchase Request. This functionality can be enabled by Admins, via the new '*Allow automatic PR submissions to be scheduled for a future date*' setting, under



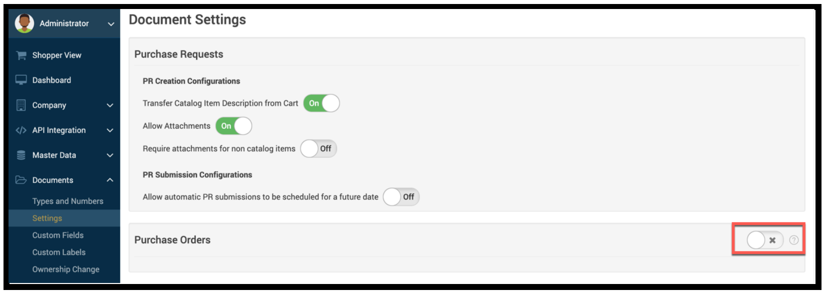
‘Purchase requests’ ***Admin Panel -> Documents -> Settings***

- Submission dates can be set from 24 hours in advance up to several years.

PURCHASE ORDERS

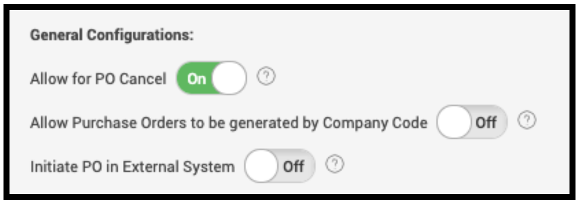
Terms & Conditions

- From the Terms & Conditions field, you can select to omit Terms & Conditions, use Vroozi’s Terms & Conditions or select ‘Custom Terms & Conditions’ to copy and paste or type your own.

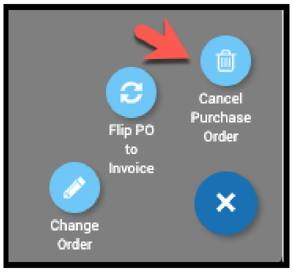


Allow for PO cancel

Enablement will allow Administrators, Buyers and Requesters to cancel a PO.



Cancel PO option as shown from PO Details screen:



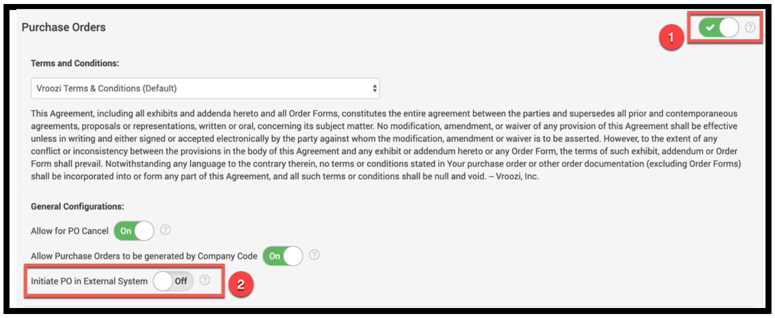
Enablement will only apply to POs with the following status’: Ordered, Confirmed, Partially Confirmed

Allow Purchase Orders to be generated by Company Code

Enablement will create a new PO for each Requisition line item featuring a different Company Code.

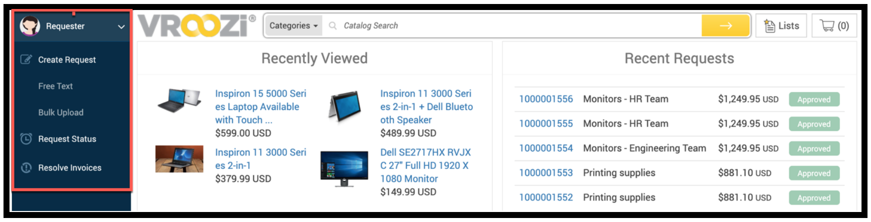
Disable PO Functionality

- Through the use of two configurations, Administrators may choose to alter Purchase Order functionality within the Vroozi platform.

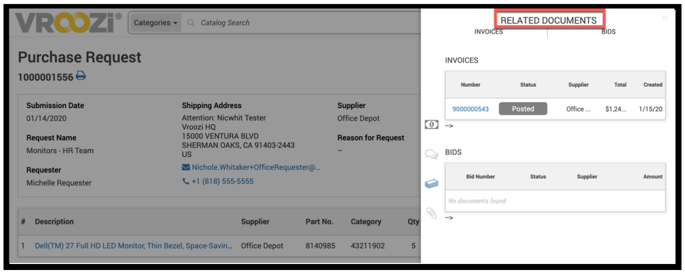


- The first configuration if toggled *off*, will turn Purchase Order functionality completely off. Requisitions can still be created but will not convert to POs within the Vroozi system. (*Toggle #1* shown below) With the disablement of PO functionality. 'PO Status', 'Buy Route' and 'Document Flow' access will be removed from all user's navigation panels.

  Requester Panel with PO functionality disabled:



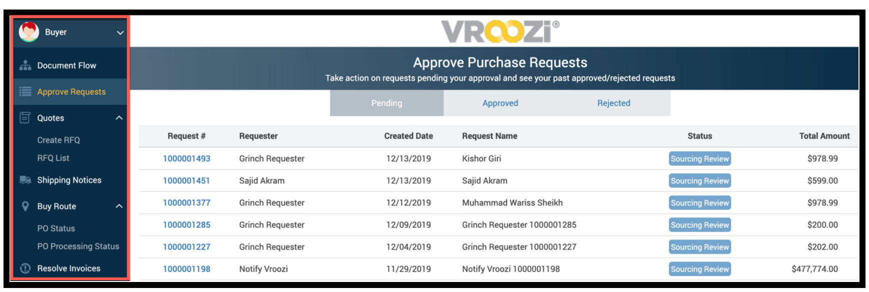
  The Document History will not include PO status:



- If *Toggle #1* is enabled, the buying organization can choose to turn off PO functionality within Vroozi and instead create POs in an external system by enabling 'Initiate PO in External System'. (*next page*) Requisitions created within the Vroozi System will feed into the external system for PO conversion and submission to supplier.

  Configurations as seen in the Administrator Panel: Documents > Settings > Purchase Orders:

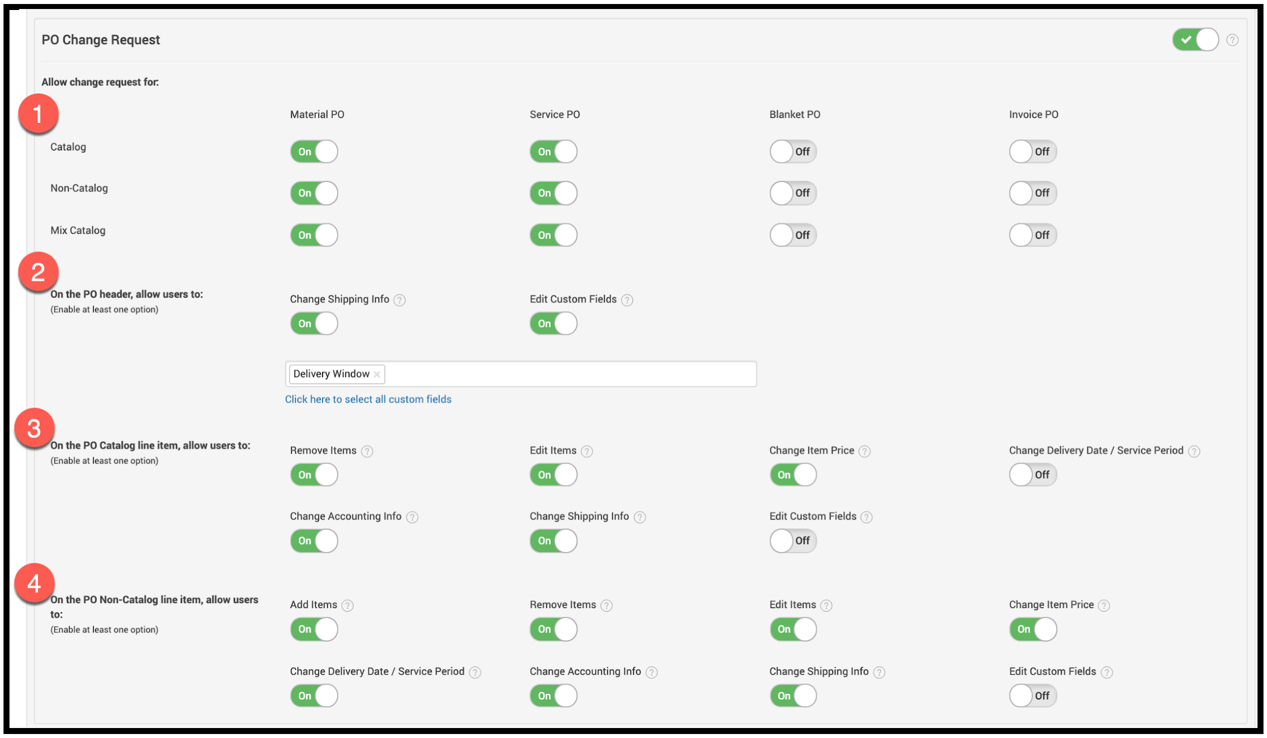
  Enablement of POs through an external system will disable the 'Ready for Sourcing' and 'Create PO' capabilities for Buyers, Sourcing Approvers and Administrators. (shown on previous page)



In order to retain PO visibility within the Vroozi system, a buying organization using an external system for PO creation will need to access the connector through an open Vroozi API. If PO visibility is not required, no connector is needed.

Purchase Order Change Request (POCR)

The POCR functionality allows a range of modifications to be made to an existing Purchase Order after it has been sent to a supplier. POCRs if enabled through this global setting can still be individually disabled at the supplier level via the Supplier Record in the Master Data category.



Once the POCR toggle is enabled, Administrators may identify which particular changes or combinations of changes can be made. POCR permissions can be defined by:

1. ***Product type*** (Service, Material, Blanket, Invoice) & **Catalog type** (Catalog, Non-Catalog, Mixed)

2. ***PO Header level*** permissions:

    ✓ Change Shipping Info
    ✓ Edit Custom Fields

3. ‘On the **PO Catalog line items,** allow users to:’

    ✓ Remove Items
    ✓ Edit Items
    ✓ Change Item Price
    ✓ Change Delivery Date / Service Period
    ✓ Change Accounting Info
    ✓ Change Shipping Info
    ✓ Edit Custom Fields
    ✓ Cancel Line Item
        - This replaces the *delete* line item feature, keeping the cancelled item in the line item view under the “Cancelled” status.

4. ‘On the **PO Non-Catalog line items**, allow users to:’

    - ✓ Remove Items
    - ✓ Add Items
    - ✓ Edit Items
    - ✓ Change Item Price
    - ✓ Change Delivery Date / Service Period
    - ✓ Change Accounting Info
    - ✓ Change Shipping Info
    - ✓ Edit Custom Fields
    - ✓ Cancel line item
        - This replaces the *delete* line item feature, keeping the cancelled item in the line item view under the “Cancelled” status.

When a Requester or Buyer initiates a POCR, the system will check which field level changes are allowed. Any POs open for POCR inherit those permissions.

Custom Field Permission

Custom Field configurations are split by Catalog and Non Catalog views.

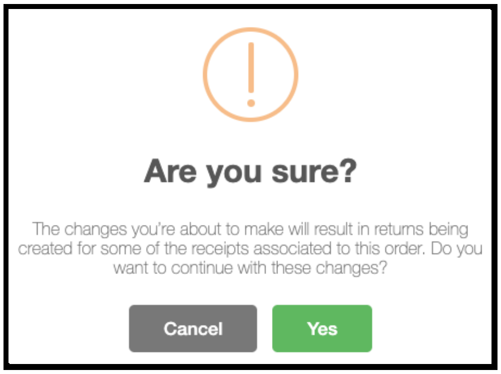
If enabled, the ‘Edit Custom Field’ permission for Catalog and Non Catalog line items give Requester/Buyers the ability to make changes to any line item level custom field specifically defined in the POCR set up.

Line Item Quantity Changes

If a Requester **increases** the order quantity on a PO item (‘Edit Items’ permission allows this) that has already been <u>*partially, or fully received*</u>, the PO will remain open for further receipts until fully received.

If a Requester **increases** the order quantity on a PO item that has already been <u>*partially or fully invoiced,*</u> the system will keep the item open for further invoicing until fully invoiced.

If the user **reduces** the order quantity or removes a line item (‘Remove Items’ permission allows this) on a PO, the system will generate a return for any items received up to that point. In this event, before the POCR is submitted the system



will display a notice confirming with the Requester that a return will be generated as a result of their actions.

If the user is intrinsically changing the nature of the item by reducing order quantity or value (via price edit) beyond what has *already been invoiced but not yet posted*, the system will change that item from a PO item to a non-PO item in the associated invoice.

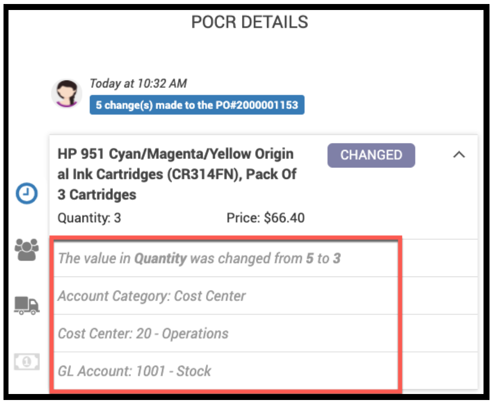
Edit Price

Changes to the price of an item that result in an increase to the line item value or subtotal will re-enter any organizationally defined sourcing/financial approval.

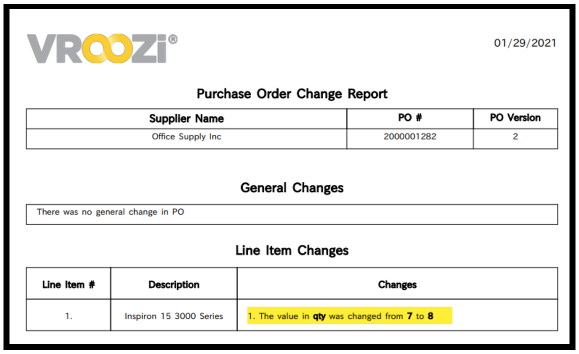
Approval Workflows

Updates submitted via POCR at the header or line item level will re-enter any organizationally defined sourcing/financial approvals. As shown, changes will be identified at the document level.

Within the PO audit trail, the 'Purchase Order History' will display a comparison of the old data vs the new data. (below)



The Supplier PO View (PO PDF) will also highlight the 'General Changes' (header level) and 'Line Item Changes', including the values before and after POCR. (next page)



01/29/2021

Purchase Order Change Report

Supplier Name	PO #	PO Version
Office Supply Inc	2000001282	2

General Changes

There was no general change in PO

Line Item Changes

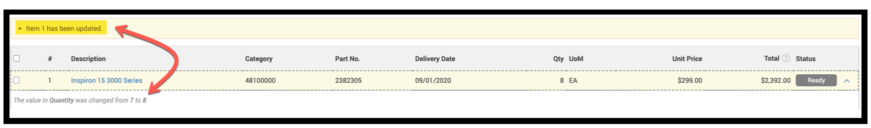
Line Item #	Description	Changes
1.	Inspiron 15 3000 Series	1. The value in **qty** was changed from **7** to **8**

Supplier Portal Workflows

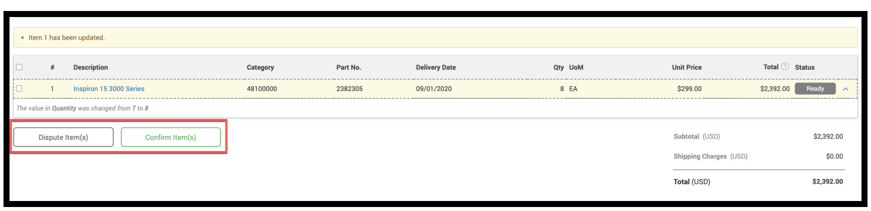
Suppliers accessing the Supplier Portal, will have a similar experience as shown above on the buying organization side.

- On the PO View
- Purchase Order History

PO View:



Items changed that had previously been ‘Confirmed’ or ‘Disputed’ will again go through a Confirm/Dispute review by the supplier.



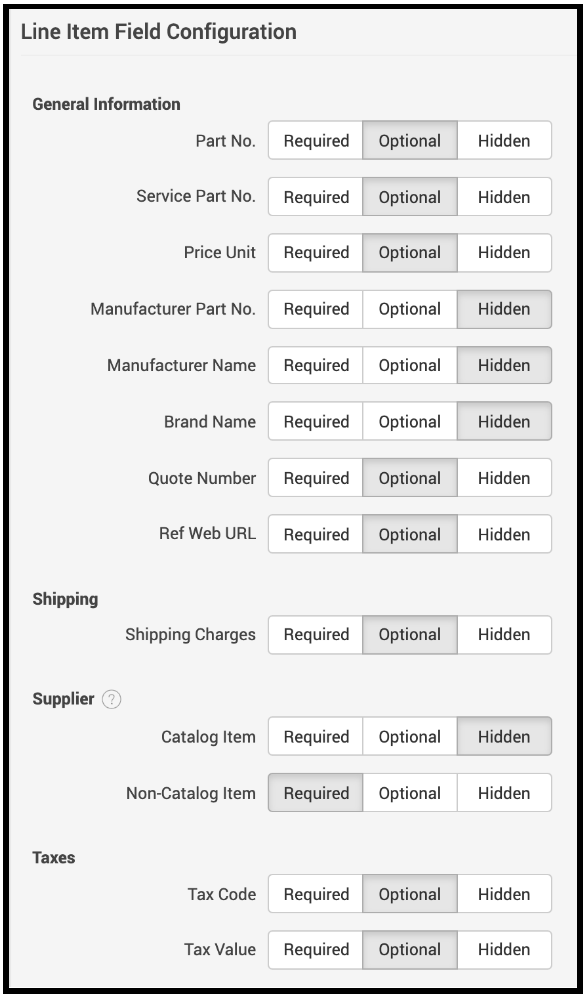
Line Item Configuration

To configure custom line items, select either ‘required, optional or hidden’.

Selecting line item detail as **‘Required’** means that the detail must be filled out for each line item before the transactional document can be submitted. The field will be selected if the color changes from white to a dark gray.

Selecting a line item detail as **‘Optional’** means that the detail will be visible for each line item but it is not required.

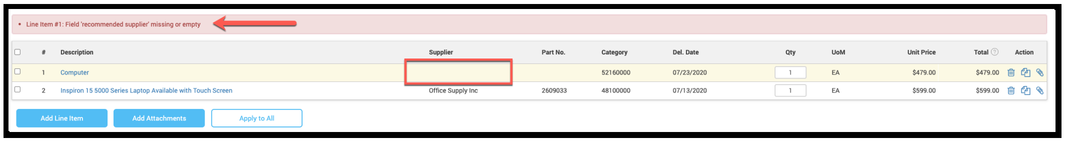
Selecting a line item detail as **‘Hidden’** means that the detail will not be visible on any line item.



Supplier Line Item Configuration

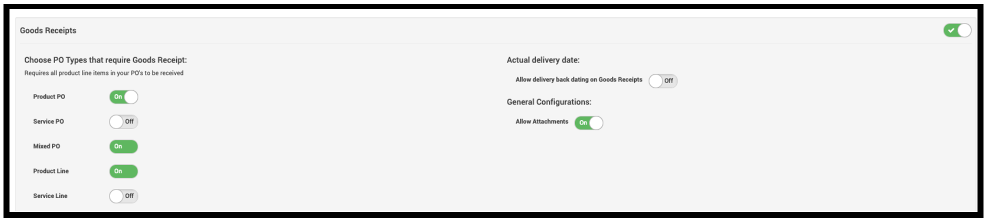
By setting the Supplier field to “Optional” or “Hidden”, the responsibility of selecting a supplier can be removed from the Requester and instead directed to the post Requisition submission workflow via Sourcing Approval or Buy Route. See Sourcing Guides for further details on the strategy behind the removal of the ‘Supplier’ requirement.

Requisition view with missing error message for an item with the Supplier information set to ‘Required’.

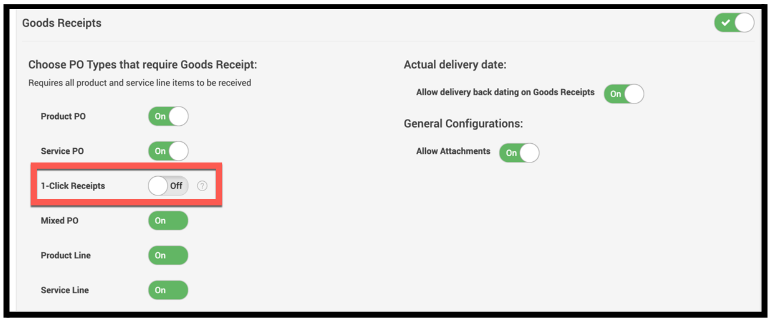


Goods Receipt Configuration

To configure a goods receipt requirement for either a product, service, blanket or invoice plan request move the button from 'off' to 'on'

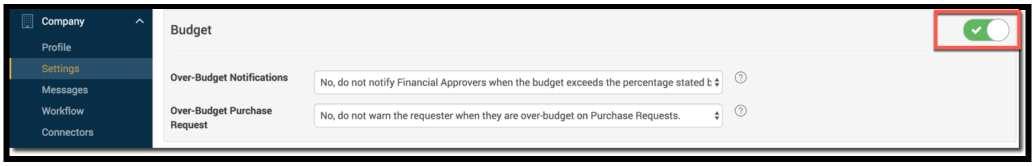


- Also included in the Goods Receipts field is **'1 Click Receipts'** If enabled, recipients of a missing Service receipt email notification will have the ability to generate a 'Service Receipt' with 1 click directly from the exception handling email.



Budget

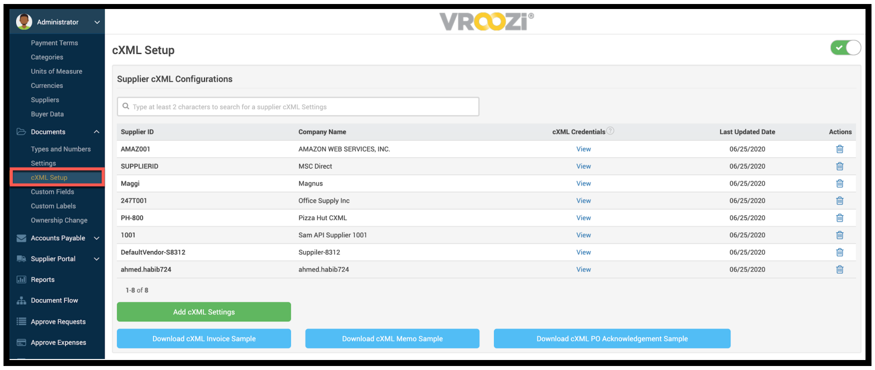
To enable budgeting, select the 'Enable Budgeting' button here.



Select from the drop downs which type of Notifications your users will receive.

cXML Setup

The Vroozi system can recognize and define multiple inbound and outbound cXML transmissions from a single supplier. This functionality enables the Vroozi Supplier team or experienced customers or to set up a supplier's cXML transmissions.

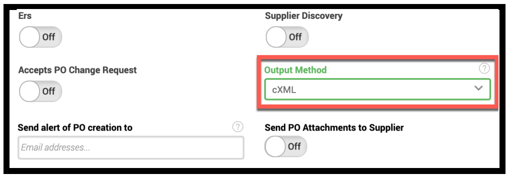


Communication Types supported:

Experienced Content Managers may update or add new credentials for a supplier. Click 'View' (shown on previous page) to edit or view credentials for the supplier listed in that row.

Upon opening existing or new cXML credentials (via 'add cXML Settings') the configurations are organized into 2 tabs; 'Incoming cXML Document' and Outgoing 'cXML Document'. The next 2 sections explain the data contained in these configurations.

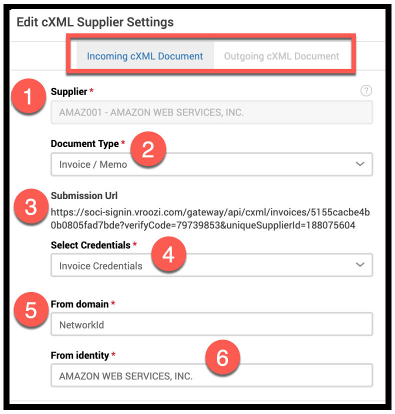
Enable cXML Suppliers



If creating credentials for a new supplier you must select the 'Output Method' on the supplier record as 'cXML'. (shown below)

Master Data -> Suppliers

Incoming cXML Documents



Types of Incoming cXML Documents Vroozi supports:

1. Purchase Order Acknowledgement
2. Purchose Order Confirmation (including disputes)
3. Advanced Shipment Notice

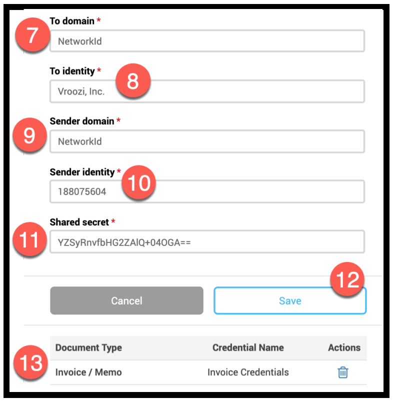
4. Invoice/Memo

Select **Document Type:** Incoming Documents can be selected as either 'Invoice/Memo' or 'Purchase Order Acknowledgement'.

> **NOTE:** In order to effectively configure ASN receipt**,** they must also be enabled on the supplier record.

Complete the following fields:

1. **Supplier:** Confirmation of supplier record selected.
2. **Document Type:** Select type of document being edited or added.
3. **Submission URL:** This field will auto-populate once the user selects the Output method as cXML or turns on the Invoice Receipt toggle.
4. **Select Credentials:** Existing Records will list previously created credentials whereas a new record at point of creation will only have the option to select 'New'.



5. **From Domain:** This information should be requested from and provided by the Supplier
6. **From Identity:** Supplier Provided
7. **To Domain:** This information should be requested from and provided by the Supplier
8. **To Identity:** Vroozi,Inc
9. **Sender Domain:** Auto created for default credentials and can also be user provided or updated
10. **Sender Identity:** Auto created for default credentials can also be user provided
11. **Shared Secret:** Auto created for default credentials can also be user provided
12. Save
13. Any cXML credentials already associated with the Supplier will be viewable below Cancel/Save.

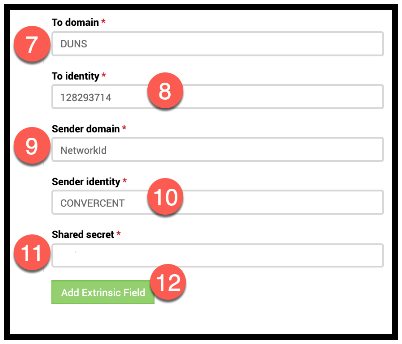
Outgoing cXML Documents

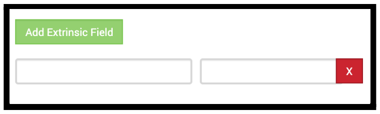
Types of Incoming cXML Documents Vroozi supports:

- Purchase Orders

Complete the following fields:

1. **Supplier:** The supplier will not be editable for an existing record. New records can select a Supplier from your repository of existing suppliers.
2. **Document Type:** Currently only 'Purchase Order' can be selected for this field.
3. **Submission Url:** This information should be requested from and provided by the Supplier.
4. **Select Credentials:** Supplier Provided
5. **From Domain:** Supplier Provided
6. **From Identity:** Supplier Provided
7. **To Domain:** This information should be requested from and provided by the Supplier
8. **To Identity:** Supplier Provided
9. **Sender Domain:** Supplier Provided
10. **Sender Identity:** Supplier Provided
11. **Shared Secret:** Supplier Provided
12. **Add Extrinsic Field:** Information not included in standard cXML transmission. Ex: Custom Fields that are required by the supplier.



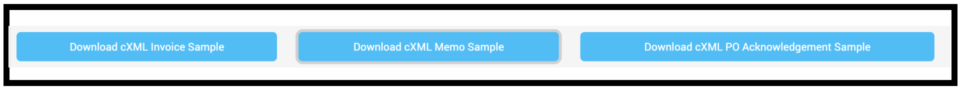


Like the 'Outgoing cXML Documents' tab any pre-existing transmission configurations for the selected supplier will be listed below the Cancel/Save buttons.

Downloadable cXML Templates

Sample cXML transmissions are available for download from the *cXML Setup* sub-category.

Here, you can download sample Invoice, Memo and PO Acknowledgements. Click any of the templates to open the template in a new window or tab. From this view, save the file and share with suppliers as needed.



Partial view of the cXML Memo (credit) Template:

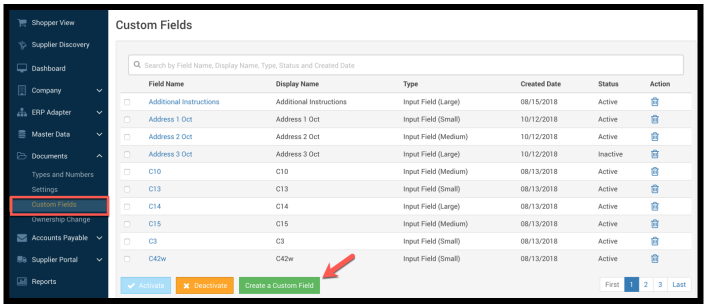

7/13/2020 vroozi-test-cxml.s3.amazonaws.com/sample-memo-cxml.xml

This XML file does not appear to have any style information associated with it. The document tree is shown below.


```xml
<cXML version="1.2.025" payloadID="Sam.2.10001@vroozi.com" timestamp="2019-11-25T02:50:33-05:00">
  <Header>
    <From>
      <Credential domain="NetworkId">
        <Identity>Sam Supplier</Identity>
      </Credential>
    </From>
    <To>
      <Credential domain="NetworkId">
        <Identity>Vroozi Validation</Identity>
      </Credential>
    </To>
    <Sender>
      <Credential domain="NetworkId">
        <Identity>539608769</Identity>
        <SharedSecret>**********</SharedSecret>
      </Credential>
      <UserAgent>Supplier User Agent</UserAgent>
    </Sender>
  </Header>
  <Request deploymentMode="production">
    <InvoiceDetailRequest>
      <InvoiceDetailRequestHeader invoiceID="Sam-100001" invoiceOrigin="supplier"
      purpose="lineLevelCreditMemo" operation="new" invoiceDate="2019-11-25T02:50:33-05:00">
        <InvoiceDetailHeaderIndicator/>
        <InvoiceDetailLineIndicator isTaxInLine="yes" isShippingInLine="yes"/>
        <InvoicePartner>
```

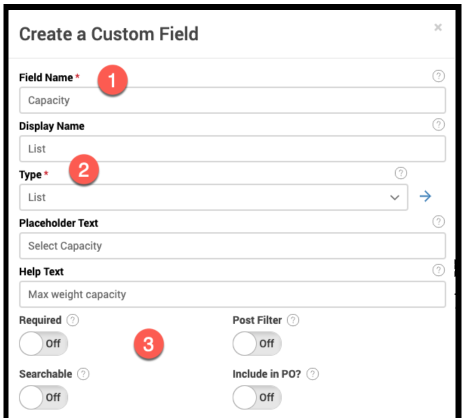

Custom Fields

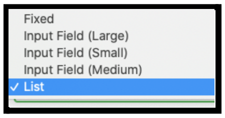
Global Custom Fields can be created and added to Vroozi transactional documents (PR, PO, Invoice, Goods Receipt, Goods Return).



To set up a Custom field the following steps will require review or completion.

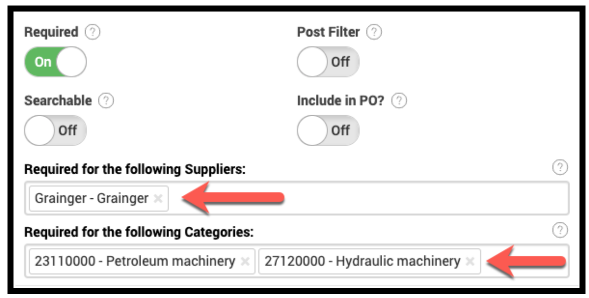
1. Complete the name & type of custom field
2. Select 'Type'





3. Decide when and how the Custom View is seen.

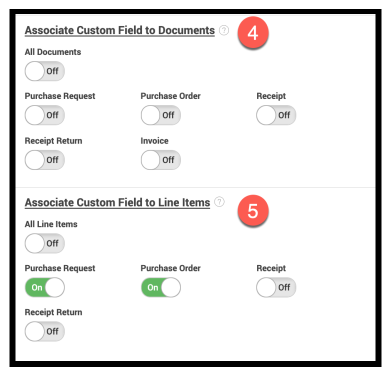
- **'Required':** Set a Requirement for the Custom field based on Supplier or Category(s). Once toggled on, select from existing master data. (shown on next page)
    - A custom field defined as 'Required' for specific categories and/or suppliers, will be visible but not required for all other suppliers and/or categories based on the configurations defined in steps 4 and 5.



    - *Ex: A document level custom field that is required for all Grainger POs will be visible but not required on all other supplier POs..*

4. **'Associate Custom Field to Documents'**: Select which documents you want to apply the custom field requirements/settings to.

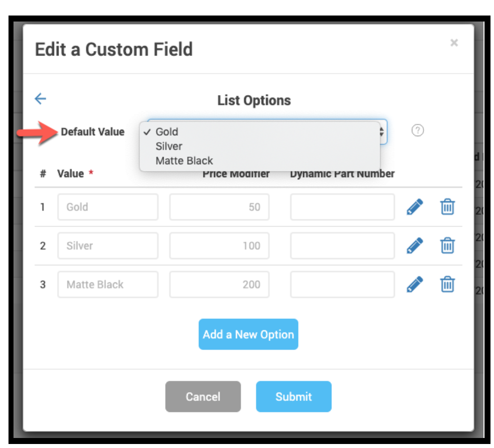
5. **'Associate Custom Field to Line Items'**: Make the custom field visible on *ALL* line items of a specific document type.



Note: You may also select to associate a custom field to all line items or documents enabling 'All Line Items' or 'All Document Types'.

Custom Field *List* Default

If List is selected as a Custom Field Type, Administrators may elect to designate a default List type for that particular custom field.

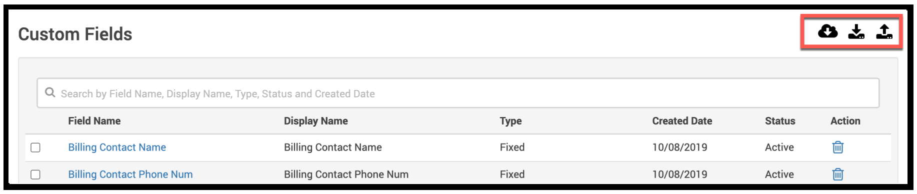


Click the arrow displayed to the right of the Custom Field ‘List’ Type selection.

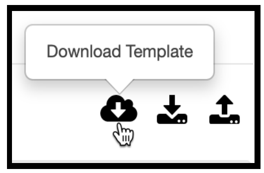
Enter List Values. Once completed select the Default Value at the top of the screen. Once selection has been entered. Click ‘Submit’.

Bulk Upload

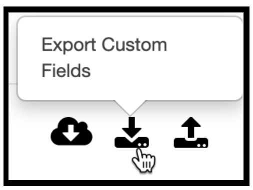
Bulk Custom Field upload/download options are located in the top right corner of the ‘Custom Fields’ view.



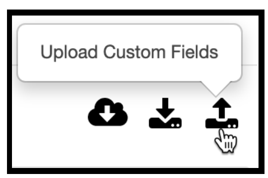
To get started using Custom Fields click the cloud icon and download the Custom Field Template. (shown on right)



Buying Organizations already using custom fields can click the middle downward facing arrow (shown below)to Export their current list of custom fields.



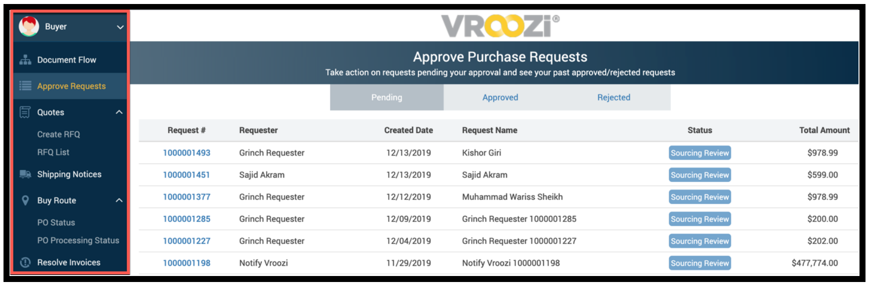
To upload your populated template, select the upward facing arrow (shown on right)



Tip! *An uploaded file will overwrite any existing Custom Field information.*

Ownership change

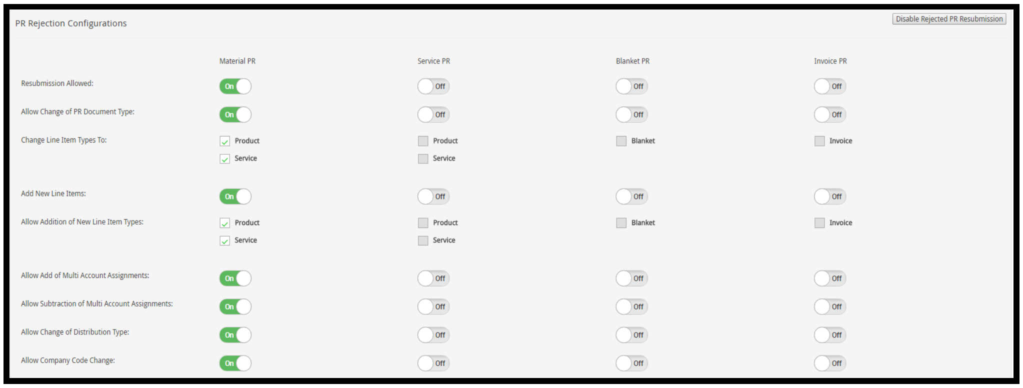
- To initiate an Ownership change put the original owner in the 'From' line and put the person you want to transfer the documents to in the 'To' line. Then select the 'Submit Document Transfer' button.



In order to retain PO visibility within the Vroozi system, a buying organization using an external system for PO creation will need to access the connector through an open Vroozi API. If PO visibility is not required, no connector is needed.

PR Rejection Configuration

To configure a PR Rejection, check the boxes or move the buttons from 'off' to 'on'.

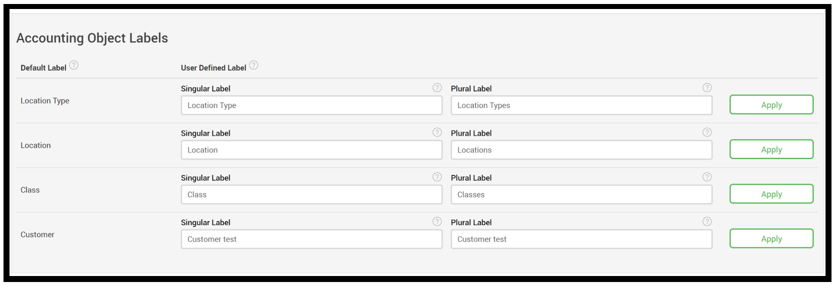


Custom Labels

Documents -> Custom Labels -> Accounting Object Labels.

Administrators can **rename four accounting objects**

1. Location Type
2. Location
3. Class.
4. Customer



Once renamed, these 4 fields will populate throughout the entire Vroozi application.

Accounts Payable

See the 'Vroozi Invoice Configuration Guide' for Invoice specific tasks and processes.

Settings

Applicable for clients using the Vroozi Invoice module. Administrators should work with their internal Accounts Payable leadership to set up the invoicing parameters.

Email Set Up

The Principle email account (AKA: The Hopper) will become the central notification receiver for all Accounts Payable transactions.

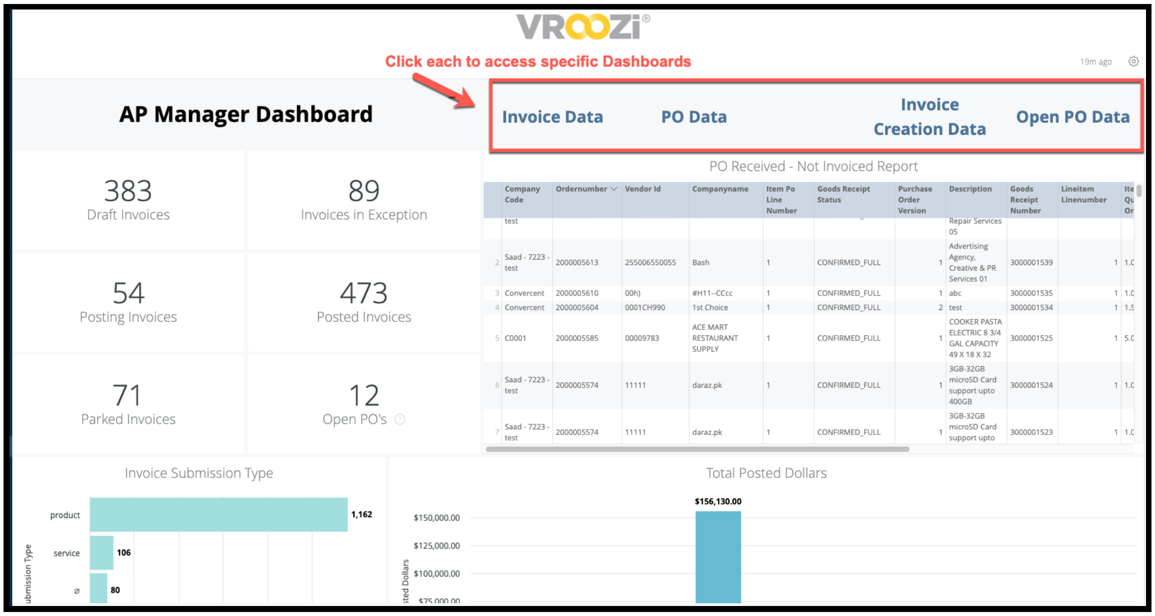
1. Enter email address in the field indicated below. Select 'Submit'
   - **Submit** - Approves via Vroozi that the email is available. 24 hours notice.
   - **Authorize** - Confirms Principle email account setup.

Note: *Typically set during onboarding. See Support for assistance resetting.*

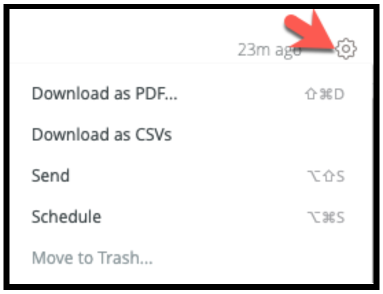
2. Click 'Add an Alias' to add additional notification channels.

Dashboard

Administrators have access to view holistic Accounts Payable data on the invoices being processed. Data will be organized into graphs, reports and KPIs.



As represented in the Administrator Analytics tool, click the gear icon to schedule, send and export reports.



All Please see Vroozi Purchase Analytics Guide for further details of reporting functionality.

Exception Handling

See Invoice Configuration Guide for specific details.

Preferences

See Invoice Configuration Guide for specific details.

Supplier Portal

Not applicable for all clients.

Please reference ‘Client Guide to the Supplier Portal’ for details.

Troubleshooting

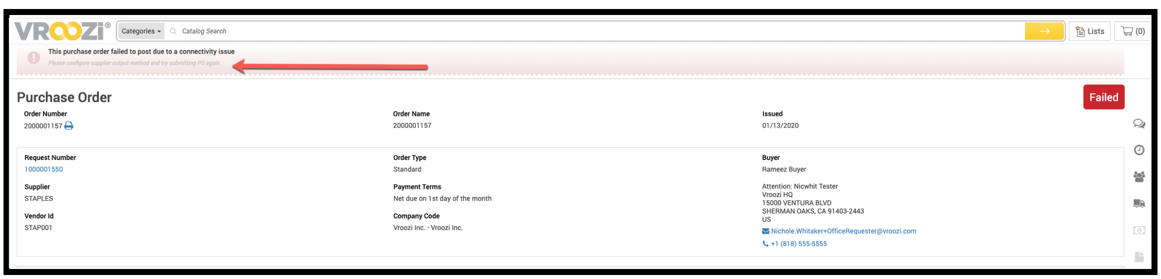
PO Failures

Each time a PO fails the Vroozi system automatically creates a support ticket. Our support team will review the error message and escalate. The escalation will vary based on error type. Requisition originators and Administrators can view ‘Failed’ POs from the ‘PO Status’ view.

If the PO fails based on a connection error:

The Vroozi team will fix the connection and resend the PO to the supplier. No action is required by either the PO Originator or the Vroozi Administrator.

If the PO fails due to missing information in Master data, the supplier record or the PO line items:



The type of error will indicate whether you need to make any changes to your Master Data settings or the supplier's details. Once complete, Administrators should advise the PO Requester to access the original Requisition, create a copy, fix any missing information (if applicable) and then resubmit the new Requisition. Once the Requisition completes any required approvals, it will now successfully convert to a PO.

Track Failed POs

Through 'PO Processing Status' in the Buy Route category of the Administrator panel, administrators can elect to receive PO Status reports on either a *Daily, Twice Daily, Weekly* or *Monthly* basis.

The email recipient for the ‘Subscribe to the PO Transmission Report’ will default to the admin logged in unless edited. (shown below) Only one email can be entered to receive this report.