

# GoProcure Platform User Manual

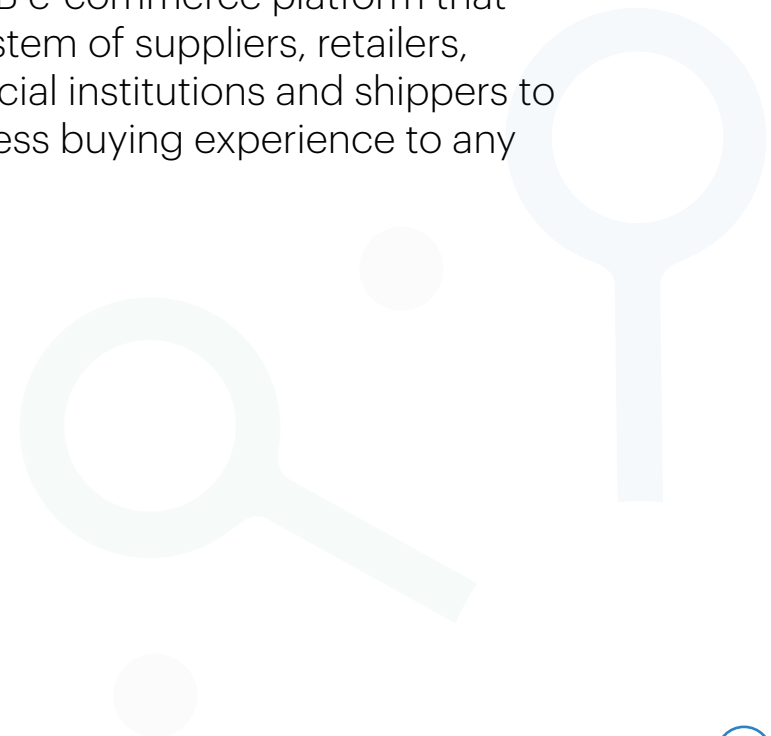
WebApp Handbook





# Who We Are

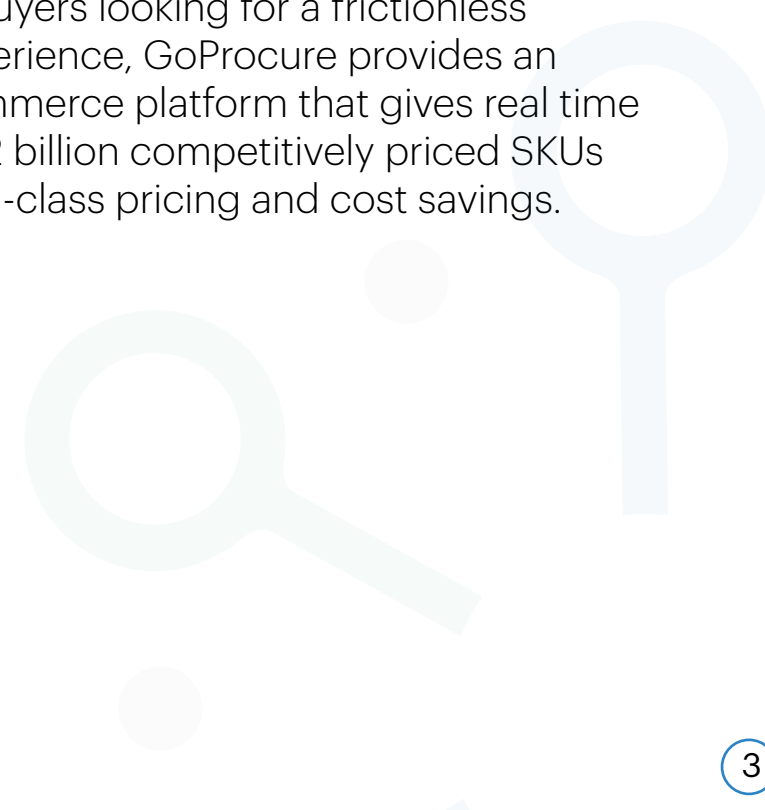
GoProcure is a B2B e-commerce platform that enables an ecosystem of suppliers, retailers, wholesalers, financial institutions and shippers to provide a frictionless buying experience to any enterprise.





# What We Do

For corporate buyers looking for a frictionless purchasing experience, GoProcure provides an extensive e-commerce platform that gives real time access to over 2 billion competitively priced SKUs ensuring best-in-class pricing and cost savings.





# Overview

This guide provides detailed instructions on how to utilize the GoProcure web application. It contains step-by-step instructions on making purchases, managing your account, approving and awarding bids from suppliers, and getting help from the GoProcure team.



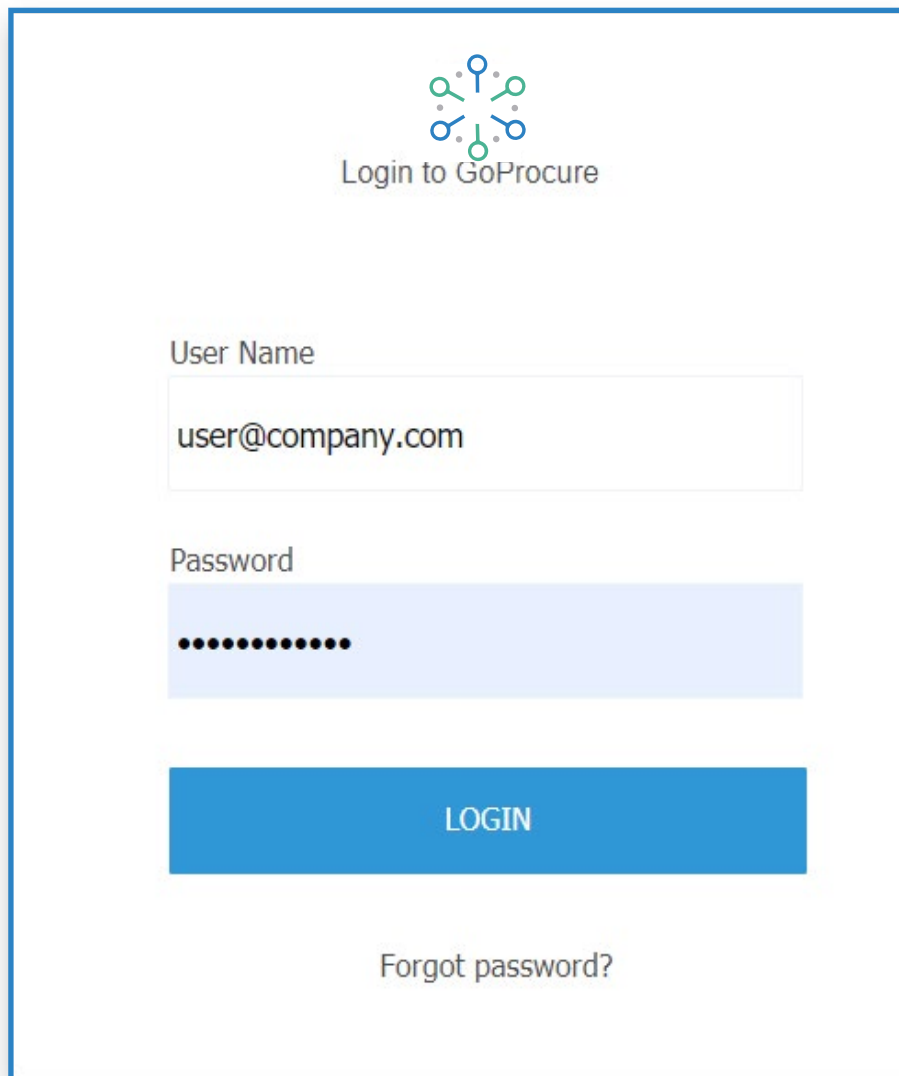
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# Log In

To start, this section will provide instructions on how to log in to the GoProcure web application. This section will also provide an overview of the main GoProcure navigation panel.

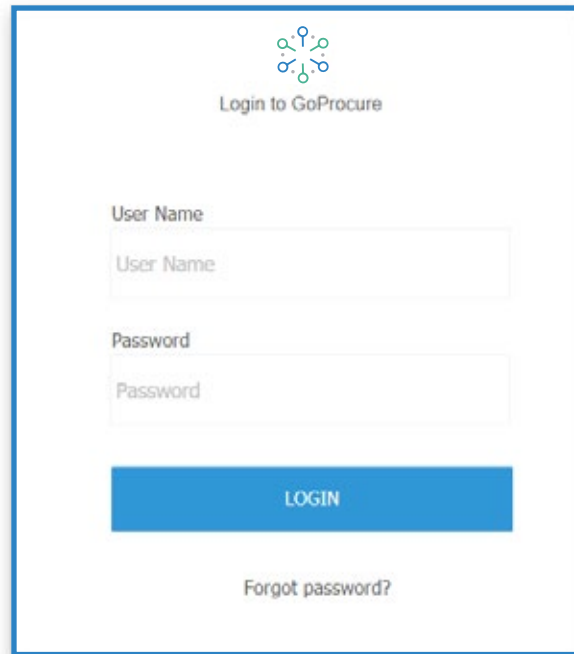


The screenshot shows the GoProcure login interface. At the top center is a logo consisting of six interconnected circles in green and blue, with the text "Login to GoProcure" below it. Below the logo is a "User Name" label followed by a text input field containing "user@company.com". Underneath is a "Password" label followed by a password input field with ten black dots. A large blue "LOGIN" button is positioned below the password field. At the bottom of the form is a link that says "Forgot password?".

## ■ Login to GoProcure

- Navigate to the GoProcure Login Portal at <https://my.goprocure.com>
- Enter User Name and Password
- Click Login

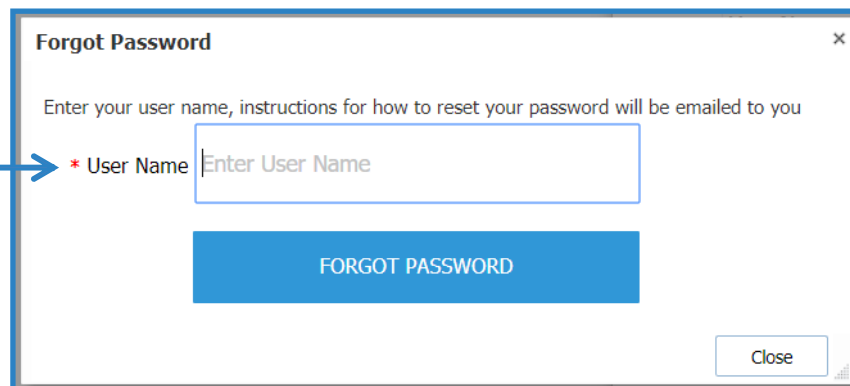




The login page features a logo at the top center with the text "Login to GoProcure" below it. There are two input fields: "User Name" and "Password", each with a placeholder text of the same name. Below these fields is a blue "LOGIN" button. At the bottom of the page is a link that says "Forgot password?".

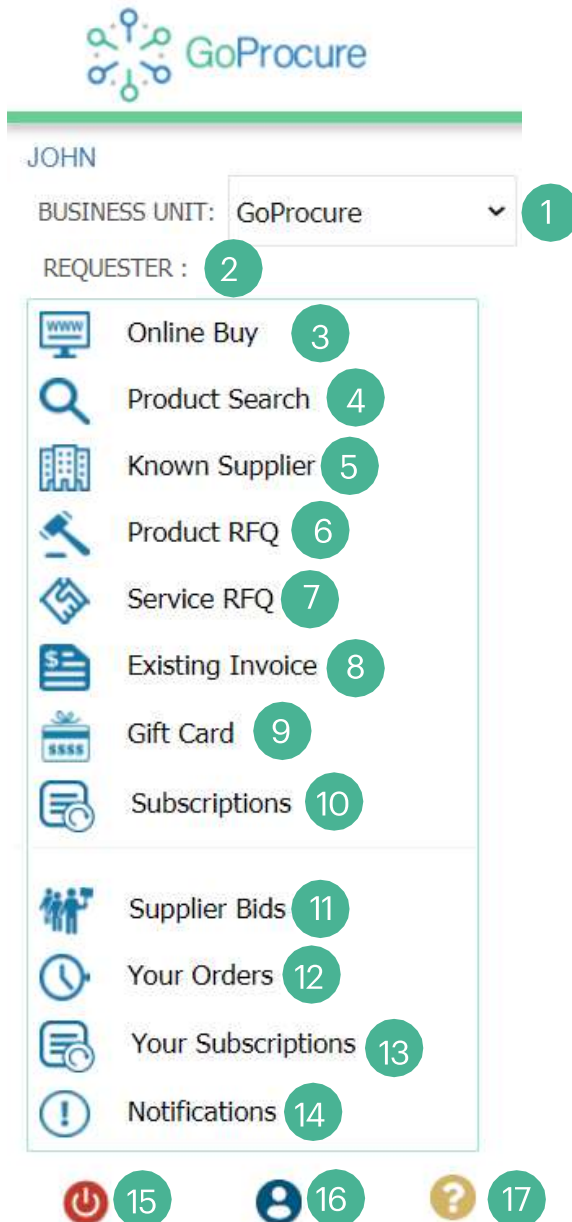
## ■ Forgot Password

- Click "Forgot Password?" on the GoProcure login page
- Enter your username and Click 'Forgot Password'
- You will be sent an Email to your registered email address with instructions on how to reset your GoProcure password



This modal window is titled "Forgot Password" and has a close button (X) in the top right corner. It contains the instruction: "Enter your user name, instructions for how to reset your password will be emailed to you". Below this is a label "\* User Name" followed by an input field with the placeholder text "Enter User Name". A blue button labeled "FORGOT PASSWORD" is positioned below the input field. In the bottom right corner, there is a "Close" button.





## Menu

1. [Business Unit](#) – The business account you will be purchasing from (for single-BU users, there will not be a dropdown)
2. [Requester Name](#) – If you are a designated Gatekeeper, you will have the option to change the name of the requester you are ordering on behalf of
3. [Online Buy](#) – Submit orders using a known URL
4. [Product Search](#) – Search the GoProcure marketplace
5. [Known Supplier](#) – Place order with a known supplier
6. [Product RFQ](#) – Solicit bids for products from suppliers
7. [Service RFQ](#) – Solicit bids for services from suppliers
8. [Existing Invoice](#) – Submit an existing invoice
9. [Gift Card](#) – Submit an order for gift cards
10. [Subscriptions](#) – Submit an order for a product/service subscription
11. [Supplier Bids](#) – View/Accept bids from suppliers
12. [Your Orders](#) – Check the status of your orders
13. [Your Subscriptions](#) – Check the status of your subscriptions
14. [Notifications](#) – Check FYI and Action notifications
15. [Log Out](#) – Log out of the GoProcure app
16. [Manage Account](#) – Make Changes to your GoProcure Profile
17. [Help & Support](#) – Get help from the GoProcure Team



# Online Buy

If you want to buy a specific product that you have found online, use our Online Buy functionality. Simply provide the URL to your desired product, indicate any product attributes/specifications and delivery instructions, and submit your order.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

- Online Buy ←
- Product Search
- Known Supplier
- Product RFQ
- Service RFQ
- Existing Invoice
- Gift Card
- Subscriptions
- Supplier Bids
- Your Orders
- Your Subscriptions
- Notifications



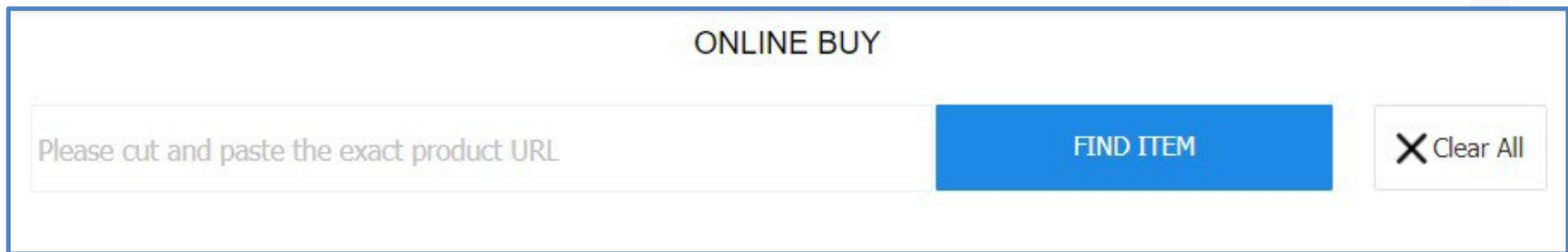
## ■ Submit Orders using a URL

- Click "Online Buy" from the main GoProcure navigation panel

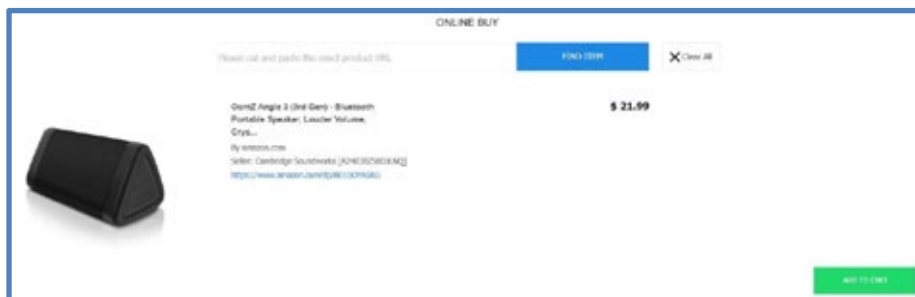


## ■ Submit Orders using a URL

- To submit a new online buy order, start by entering the product URL into the designated field, then click “Find Item”.  
Please be sure that the URL you enter directs to an item - a website URL alone (such as “Amazon.com”) is not sufficient.
- Click “Find Item”.



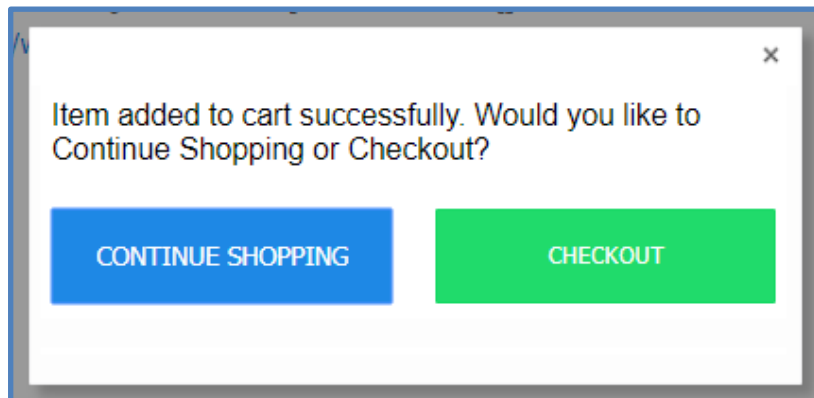
The screenshot shows a web form titled "ONLINE BUY". It contains a text input field with the placeholder text "Please cut and paste the exact product URL". To the right of the input field is a blue button labeled "FIND ITEM". Further to the right is a button with a red 'X' icon and the text "Clear All".



## ■ Submit Orders using a URL

- If the product is found in the GoProcure marketplace, the details will appear based on what was fetched from the supplier website.
- Click “Add to Cart” to proceed with ordering.
- If the product is not found, you will need to manually enter the category, UOM, quantity, and price.
- Click “Add to Cart” to proceed with ordering.





## ■ Submit Orders using a URL

- To add additional orders to your cart, click “Continue Shopping”. Repeat this process (using pages 12-14) until all orders have been added to the cart.
- After adding the final item to your cart, click “Checkout” to move to your cart and place your order.
- Once proceeding to the cart, you will be able to review the details of your items and change quantity, need-by date, accounting segments, approver, or notes as necessary.
- Click “Place Order” to complete your submission.





# Product Search













If you want to search and compare prices for different products, use our Product Search functionality to browse through a marketplace of 1 billion SKUs. Use filters such as keyword, category, brand, etc. to find the exact product and supplier that best suits your needs.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search ←
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids
-  Your Orders
-  Your Subscriptions
-  Notifications



## ■ Search the GoProcure Marketplace

- Click "Product Search" from the main GoProcure navigation panel



**Search by Keyword and/or Supplier**

Search for

in

Sold by

**Search By UPC**

UPC

**Search By MPN**

BRAND

MPN

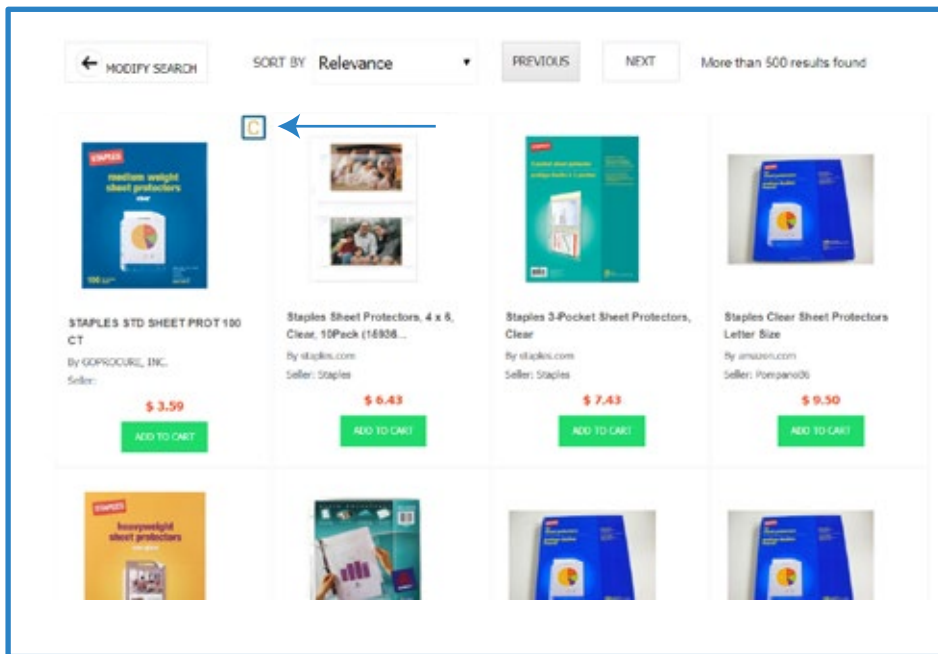
**Search By URL**

URL

## ■ Search the GoProcure Marketplace

- Search the GoProcure Marketplace for an item using:
  - Keyword Search, Category, and/or Supplier
  - (including Contracted suppliers)
  - Universal Product Code
  - Brand & Manufacturer Part Number
  - URL
- Click 'Clear All' to remove all selected search filters
- Click 'Search' to submit once the filters are complete

**Note:** If no category is selected, a pop-up will appear to remind you that you may want to narrow the results to a particular category

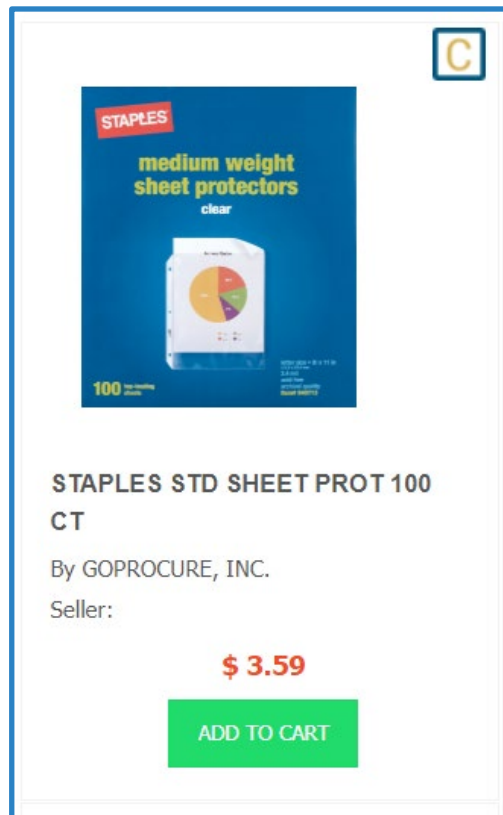


## ■ Search the GoProcure Marketplace

- Search results will be displayed based on the keywords/attributes you have chosen
- To change details of the search Click “Modify Search”  
Search results will automatically be sorted by relevance.
- To alter this search results order, click the “Sort By” dropdown field

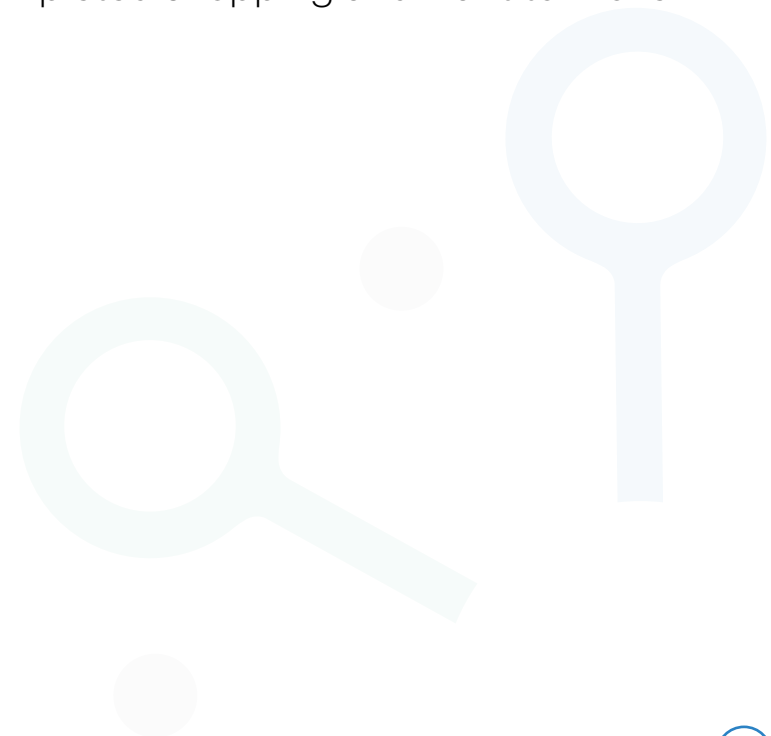
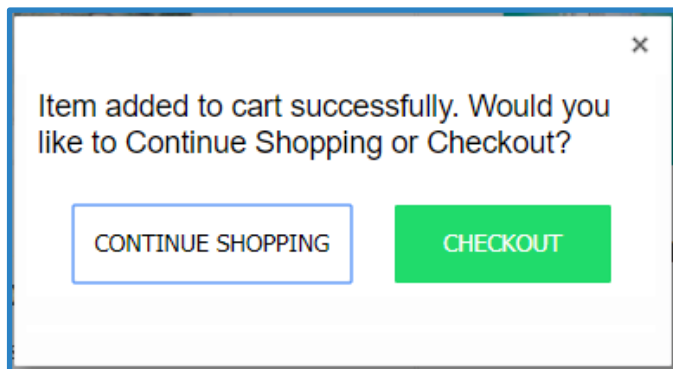
**Note:** items from contracted suppliers will be indicated by a square “C” icon

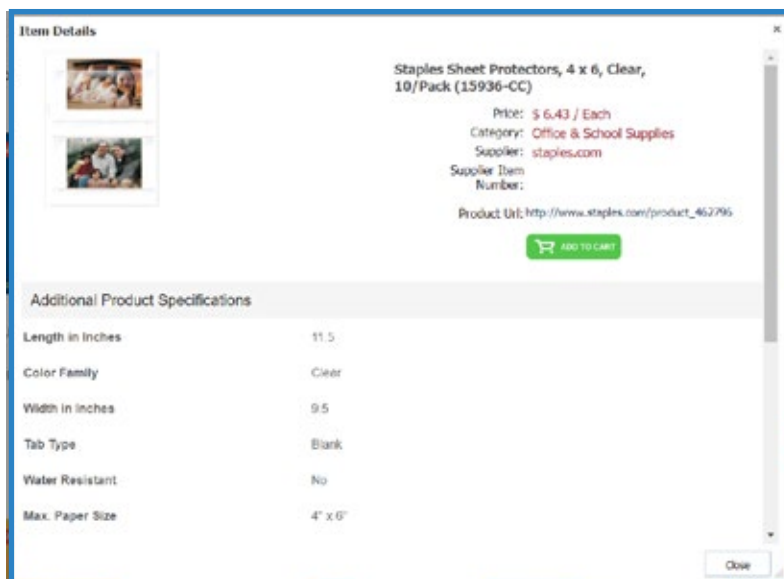
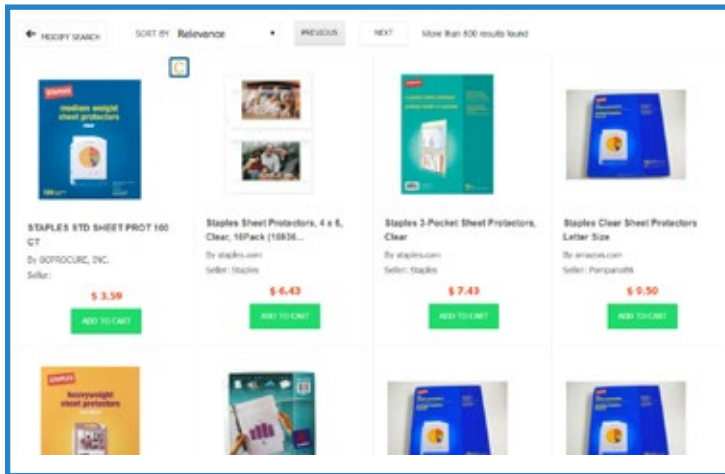




## ■ Add Item to Cart

- Quickly add an item to your cart by clicking the “Add to Cart” button directly from the search results page
- A pop-up will then appear confirming that the item was added to your cart. Click “Continue Shopping” to return to your search results, or click “Checkout” if you have completed shopping and want to move to your cart





## ■ Add Item to Cart

- To view more details about an item before adding it to your cart, click on the item image from the search results page

- A pop-up will appear outlining all details of the item that could be gathered from the vendor

**Note:** Contracted items may not contain as many product details as items located on an online marketplace

- Click "Add to Cart" to add the item to your shopping cart. A pop-up will then appear confirming that the item was added to your cart
- Click "Continue Shopping" to return to your search results, or click "Checkout" if you have completed shopping and want to move to your cart

## ■ Shopping Cart

- All items that you have added will be viewable in the shopping cart
- On this page you can change the quantity and need-by date
- Users must enter mandatory delivery/accounting information in the appropriate fields

CHECKOUT




Please review items in your cart before placing the order

View

BACK

CLEAR CART

Detach

Delete	Image	Title	Quantity	Deliver To Location	Need By Date	Accounting Segments	Supplier	Price / UOM	Amount	REF#	Note to Approver
		Staples Heavy Weight Sheet Protectors, 8.5 x 11	1	GoProcure HQ 3460 Summit Ridge Pk. Duluth GA 30096	09/19/2019 	107.202.10034	staples.com	\$ 16.19 / Each	\$16.19		Note To Approver

\* Approver: JHAMVAR, AMIT

Total Amount: **\$16.19**

PLACE ORDER

## ■ Shopping Cart

- Enter Mandatory Information:

- Item Quantity
- Delivery Location
- Accounting Codes: Click the concatenated accounting value, then change the different segments as necessary.

- You can also enter optional information:

- Need-by date (defaults to one week for order date)
- Reference Number
- Note to Approver

Accounting Codes

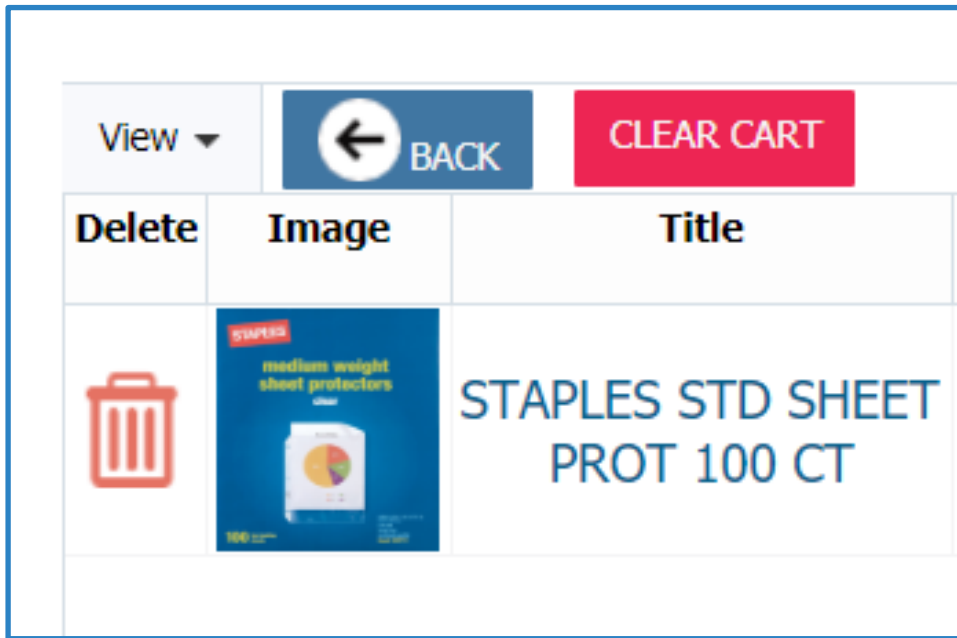
\* Class Code 107:GP Demo

\* Cost Center 202:GP- Administrative

\* GL Account 10034:Miscellaneous

OK

Quantity	Deliver To Location	Need By Date	Accounting Segments	Supplier	Price / UOM	Amount	REF#	Note to Approver
1	GoProcure HQ 3460 Summit Ridge Pk Duluth GA 30096	09/19/2019	107.202.10034	staples.com	\$ 16.19 / Each	\$16.19		Note To Approver



## ■ Shopping Cart

- To delete an item from the shopping cart, click the red trashcan item next to the item to be deleted
- You can also delete all items in the shopping cart by clicking Clear Cart



\* Approver: JHAMVAR, AMIT

Total Amount: **\$16.19**

**PLACE ORDER**

## ■ Shopping Cart

- Your direct supervisor will automatically default as the designated approver
- To change the approver, click on the approver's name and select a different available option from the list
- Double-check all order information, then click "Place Order". A pop-up window will appear to indicate your order number



# Known Supplier













If you know exactly which supplier you would like to purchase a product or service from, use our Known Supplier functionality. Select the supplier of your choice, provide information about what you would like to purchase, and your order will be sent directly to that supplier.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search
-  Known Supplier ←
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids
-  Your Orders
-  Your Subscriptions
-  Notifications



## ■ Place Order with a Known Supplier

- Click “Known Supplier” from the main GoProcure navigation panel



ITEM / SERVICE

\* TITLE Item Title

\* TYPE Select Type ▼

\* CAT Select Category ▼

DESCRIPTION

Provide a detailed description including any specifications for your item. Upload additional documents as attachments below

ITEM Item Number

SUPPLIER

\* NAME Search by supplier and select 🔍

SITE Supplier Site ▼ 🔍

PART Supplier Part Number

ATTACHMENTS FOR SUPPLIERS

ATTACHMENT

Choose File No file chosen

ATTACHMENTS FOR APPROVER

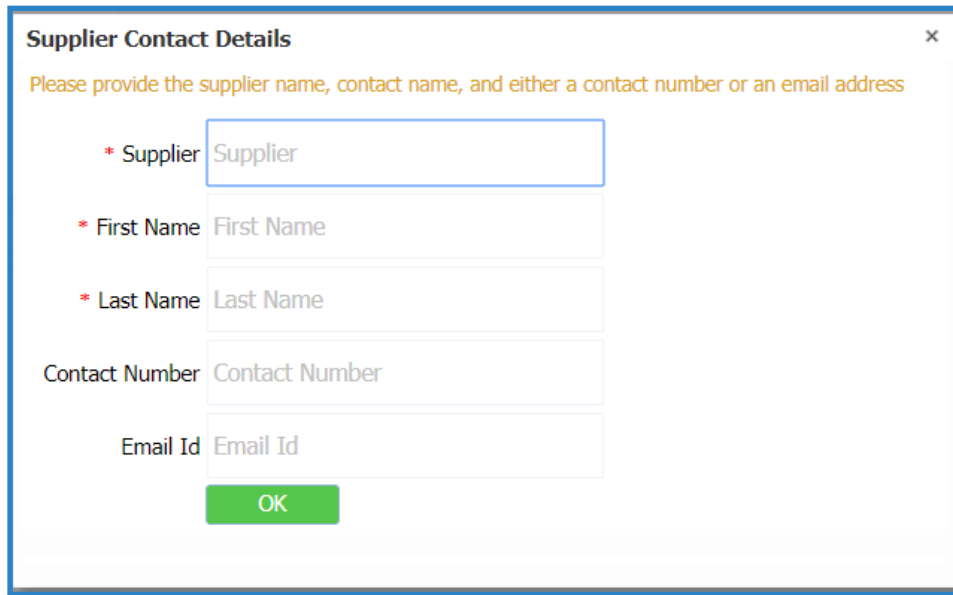
ATTACHMENT

Choose File No file chosen

NEXT

## ■ Place Order with a Known Supplier

- Enter Mandatory Information
  - [Item Title](#) - Name of the desired product/service
  - [Item Type](#) - Select either 'Product' or 'Service'
    - [Category](#) - Select the item category that best matches your chosen product
  - [Description](#) - Provide as detailed of information as you can about the desired item to ensure the correct item is purchased
  - [Supplier Name](#) - Click the search icon to find your desired supplier, or start typing the supplier name in the field to run a dynamic search
    - [Note](#): If the supplier does not exist in the system, please reference the next page for instructions to add them into the supplier network
  - [Supplier Site](#)
- Enter Optional Information
  - [Item Number](#)
  - [Part Number](#)
  - [Attachments for Supplier](#) - This can be a picture of the desired item, a screenshot from the supplier's website about the desired item, or detailed information of product specifications
  - [Attachments for Approver](#)
- Click "Next"



The image shows a web form titled "Supplier Contact Details" with a close button (X) in the top right corner. Below the title is an instruction: "Please provide the supplier name, contact name, and either a contact number or an email address". The form contains five input fields, each with a red asterisk indicating it is mandatory: "Supplier", "First Name", "Last Name", "Contact Number", and "Email Id". Each field has a light blue placeholder text matching its label. At the bottom of the form is a green "OK" button.

## ■ Add New Supplier

- If the supplier you would like to order from is not in the system, simply provide us with a contact from the vendor and we will onboard them into GoProcure and place your order!
- Enter the mandatory information:
  - **Supplier** - Enter the full name of the company
  - **First/Last Name** - Enter the name of an individual from the company who you have been in contact with
  - **Method of contact** - Enter a phone number and/or email address that can be used to reach this individual
- Click "OK", then proceed with your Known Supplier order

## ■ Place Order with a Known Supplier

**ITEM**

- \* UOM: Each
- \* QTY: Quantity
- \* \$/Unit: Price per Unit

**DELIVERY**

- \* BY: 09/19/2019
- AT: GoProcure HQ
- 3460 Summit Ridge Pkwy
- #401
- Duluth GA 30096

**ACCOUNTING**

ACCOUNTING SEGMENTS: 107.202.10034

**ADDITIONAL INFORMATION**

REF#: Internal Ref Number

NOTE TO APPROVER: Note To Approver

Approver: JAMVAR, AMET  
Total Amount: \$0.00  
SUBMIT BACK

**Accounting Codes**

- \* Class Code: 107:GP Demo
- \* Cost Center: 202:GP- Administrative
- \* GL Account: 10034:Miscellaneous

OK

- Enter Mandatory Information:
  - Unit of measure (defaults to 'each')
  - Quantity
  - **Price per Unit:** please enter the maximum that you would be willing to pay in order to ensure approval has been set high enough to account for price fluctuations
  - Delivered-By Date
  - Delivery Location
  - **Accounting Codes:** Click on the concatenated accounting value, then change the different segments as necessary
  - Approver
    - Note:** Your direct supervisor will default as the selected approver. To select a different approver, click on the approver's name and select a different available option from the list.
- You can also enter optional information:
  - Reference number
  - Note to Buyer
  - Note to Approver
- Click Submit. A pop-up box will appear indicating your order number



# Product RFQ

If you want a group of suppliers to competitively bid on a product you are interested in, use our Product RFQ functionality to send out RFQs to suppliers, receive bids, and award a supplier with your order. If you have a supplier in mind, make sure to provide their details so they can be included in the bidding process.





JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

- Online Buy
- Product Search
- Known Supplier
- Product RFQ ←
- Service RFQ
- Existing Invoice
- Gift Card
- Subscriptions
- Supplier Bids
- Your Orders
- Your Subscriptions
- Notifications



## ■ Solicit Bids for Products from Suppliers

- Click “Product RFQ” from the main GoProcure navigation panel

ITEM

\* TITLE

Item Title

\* CAT

Select Category

DESCRIPTION

Provide a detailed description including any specifications for your item. Upload additional documents as attachments below

POTENTIAL SUPPLIER(s)

NAME

Search Supplier

ATTACHMENTS FOR SUPPLIERS

ATTACHMENT

Choose File No file chosen

ATTACHMENTS FOR APPROVER

ATTACHMENT

Choose File No file chosen

NEXT

## ■ Solicit Bids for Products from Suppliers

- Enter mandatory information about the product you are looking to purchase:
  - **Title:** descriptive name of the product
  - **Category:** Select the category that most accurately reflects the type of product you are requesting bids for
  - **Description:** Provide detailed information about the product you are searching for. Do keep in mind that the more detailed your description, the easier it will be for potential suppliers to prepare a quote that matches your needs
- Enter optional information:
  - **Potential suppliers:** If you would like to ensure that a particular supplier is included in the bidding process, specify those suppliers here. If your desired supplier is not available in the system, please reference page 27 of this manual for how to get the supplier added into GoProcure
  - **Attachments for Suppliers**
  - **Attachments for Approver**
- Click 'Next'

## ■ Solicit Bids for Products from Suppliers

- Enter Mandatory Information:

- Unit of Measure (defaults to 'each')
- Quantity
- Price per Unit: Please enter the maximum that you would be willing to pay in order to ensure approval has been set high enough to account for price fluctuations
- Delivery-by Date
- Delivery Location
- Accounting Codes: Click on the concatenated accounting value, then change the different segments as necessary
- Approver
  - Note:** Your direct supervisor will default as the selected approver. To select a different approver, click on the approver's name and select a different available option from the list.

- You can also enter optional information:

- **Baseline Price:** If you have a price in mind that you would like suppliers to aim for or beat, enter that number here
- Reference number
- Note to Buyer
- Note to Approver

- Click Submit. A pop-up box will appear indicating your order number

ITEM

\* UOM: Each

\* QTY: Quantity

BASLINE PRICE: Baseline Price per Unit:

DELIVERY

\* BY: 09/19/2019

\* AT: GoProcure HQ

3460 Summit Ridge Pkwy

#401

Duluth GA 30096

ACCOUNTING

ACCOUNTING SEGMENTS: 107.202.10034

ADDITIONAL INFORMATION

REF#: Internal Ref Number

NOTE TO BUYER: Note To Buyer

NOTE TO APPROVER: Note To Approver

Approver: JHAMNAR, AMIT  
Total Amount: \$0.00

SUBMIT BACK

Accounting Codes

\* Class Code: 107:GP Demo

\* Cost Center: 202:GP- Administrative

\* GL Account: 10034:Miscellaneous

OK



# Service RFQ

Similar to the Product RFQ functionality, you can use the Service RFQ functionality to initiate a bidding process for a service you are interested in. If you have a supplier in mind, make sure to provide their details so they can be included in the bidding process.

Services can be ordered in the following formats:

- One Time with a Fixed Price
- One Time with Time and Material pricing
- Recurring with a Fixed Price
- Recurring with Time and Material pricing



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

- Online Buy
- Product Search
- Known Supplier
- Product RFQ
- Service RFQ ←
- Existing Invoice
- Gift Card
- Subscriptions
- Supplier Bids
- Your Orders
- Your Subscriptions
- Notifications



## ■ Solicit Bids for Services from Suppliers

- Click 'Service RFQ' from the main GoProcure navigation panel

SERVICE

\* TITLE

Service Title

\* CAT

Category

\* DESCRIPTION

Provide a detailed description of the service. Upload additional documents as attachments below

POTENTIAL PREFERENCES

Local

All

NAME

Search Supplier

ATTACHMENTS FOR SUPPLIERS

ATTACHMENT

Choose File No file chosen

ATTACHMENTS FOR APPROVER

ATTACHMENT

Choose File No file chosen

NEXT

## Solicit Bids for Services from Suppliers

- Enter mandatory information about the service you are looking to purchase:
  - Title:** descriptive name of the service
  - Category:** Select the category that most accurately reflects the type of service you are requesting bids for
  - Description:** Provide detailed information about the service you are searching for. Do keep in mind that the more detailed your description, the easier it will be for potential suppliers to prepare a quote that matches your needs
  - Local Suppliers:** The system will default to only request bids from applicable local suppliers. If you would like to submit bids regardless of location, please select “All” instead of “Local”
- Enter optional information:
  - Potential suppliers:** If you would like to ensure that a particular supplier is included in the bidding process, specify those suppliers here. If your desired supplier is not available in the system, please reference page 27 of this manual for how to get the supplier added into GoProcure
  - Attachments for Suppliers**
  - Attachments for Approver**
- Click ‘Next’



**CONTRACT TYPE**

\* TYPE: Type

\* FREQUENCY: Frequency of Service

**DELIVERY**

\* BY: 09/19/2019

\* AT: GoProcure HQ

3460 Summit Ridge Pkwy

#401

Duluth GA 30096

\* Approver: JHAMVAR, AMIT

SUBMIT BACK

**ACCOUNTING**

ACCOUNTING SEGMENTS: 107.202.10034

**ADDITIONAL INFORMATION**

REF# Internal Ref Number

NOTE TO BUYER Note To Buyer

NOTE TO APPROVER Note To Approver

BASLINE PRICE Baseline price per unit

## Solicit Bids for Services from Suppliers

- Enter Mandatory Information:
  - Type: Select 'Fixed Price' or 'Time and Material'
  - Frequency of service
  - Delivery-by Date
  - Delivery Location
  - Accounting Codes: Click on the concatenated accounting value, then change the different segments as necessary
  - Approver
    - Note:** Your direct supervisor will default as the selected approver. To select a different approver, click on the approver's name and select a different available option from the list.
- You can also enter optional information:
  - **Baseline Price:** If you have a price in mind that you would like suppliers to aim for or beat, enter that number here
  - Reference number
  - Note to Buyer
  - Note to Approver
- Click Submit. A pop-up box will appear indicating your order number

**Accounting Codes**

\* Class Code 107:GP Demo

\* Cost Center 202:GP- Administrative

\* GL Account 10034:Miscellaneous

OK





# Existing Invoice

If you already have an invoice from a supplier (electronic or paper), use our Existing Invoice functionality to submit the invoice for payment. Simply input the invoice information, attach the invoice, and your invoice will be sent for processing.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

- Online Buy
- Product Search
- Known Supplier
- Product RFQ
- Service RFQ
- Existing Invoice ←
- Gift Card
- Subscriptions
- Supplier Bids
- Your Orders
- Your Subscriptions
- Notifications



## ■ Submit an Existing Invoice

- Click 'Existing Invoice' on the main GoProcure navigation panel



ITEM

\* TITLE

Item Title

\* TYPE

Select Type

\* CAT

Select Category

DESCRIPTION

Provide a detailed description including any specifications for your item. Upload additional documents as attachments below

ITEM

Item Number

SUPPLIER

\* NAME

Search Supplier

SITE

Supplier Site

PART

Supplier Part Number

ATTACHMENTS

\* ATTACHMENT

Choose File No file chosen

NEXT

## ■ Submit an Existing Invoice

- Enter mandatory information:
  - Title: Title of invoice
  - Type: Select 'Items' or 'Services'
  - Category: Select the category that most accurately reflects this invoice
  - Supplier Name
  - Supplier Site
  - Attachment: Attach a PDF, JPG, or PNG of the invoice
- Enter optional information:
  - Description
  - Item Number
  - Part Number
- Click 'Next'

## ■ Submit an Existing Invoice

- Enter Mandatory Information:
  - Unit of Measure (defaults to 'each')
  - Quantity
  - **Price per Unit**: Please enter the maximum that you would be willing to pay in order to ensure approval has been set high enough to account for price fluctuations
  - Delivery-by Date
  - Delivery Location
  - **Accounting Codes**: Click on the concatenated accounting value, then change the different segments as necessary
  - Approver
    - Note**: Your direct supervisor will default as the selected approver. To select a different approver, click on the approver's name and select a different available option from the list.
- You can also enter optional information
  - Reference number
  - Note to Buyer
  - Note to Approver
  - Tax amount
  - Freight charges
- Click Submit

ITEM

\* UOM: Each

\* QTY: Quantity

\* \$/Unit: Price per Unit

TAX AMOUNT: Tax Amount

FREIGHT CHARGES: Freight Charges

DELIVERY

\* BY: 09/19/2019

\* AT: GoProcure HRQ

3450 Summit Ridge Pkwy

7401

Duluth GA 30095

ACCOUNTING SEGMENTS: 107,202,10034

ADDITIONAL INFORMATION

REF#: Enter Internal Ref Number

NOTE TO BUYER: Note To Buyer

NOTE TO APPROVER: Note To Approver

Approver: JHANNAS, AMIT  
Total Amount: \$8.00

SUBMIT BACK

**Accounting Codes**

\* Class Code 107:GP Demo

\* Cost Center 202:GP- Administrative

\* GL Account 10034:Miscellaneous

OK



# Supplier Bid













Use the Supplier Bids page to view bids submitted by suppliers during the RFQ process. Once you have decided which supplier you would like to do business with, simply award the bid to the supplier from this page.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids ←
-  Your Orders
-  Your Subscriptions
-  Notifications



## ■ View/Accept Bids from Suppliers

- Click 'Supplier Bids' from the main GoProcure navigation panel





**VIEW BIDS**

RFQ Number / Description

<p>ipad mini large</p> <p>RFQ No: 1032100098      Created: 05/24/2017 Status: RFQ - Bids Received      Closing: 05/29/2017</p>	3 BIDS
<p>ipad mini</p> <p>RFQ No: 1032100097      Created: 05/24/2017 Status: RFQ - Bids Received      Closing: 05/29/2017</p>	1 BIDS
<p>Ipad large</p> <p>RFQ No: 1032100096      Created: 05/24/2017 Status: RFQ - Bids Received      Closing: 05/29/2017</p>	6 BIDS
<p>Ipad small</p> <p>RFQ No: 1032100095      Created: 05/24/2017 Status: RFQ - Bids Received      Closing: 05/29/2017</p>	4 BIDS
<p>ipad</p> <p>RFQ No: 1032100094      Created: 05/24/2017 Status: RFQ - Bids Received      Closing: 05/29/2017</p>	2 BIDS
<p>Logitech Wireless Keyboard</p> <p>RFQ No: 1032100089      Created: 05/24/2017 Status: RFQ - Processing      Closing: 05/29/2017</p>	0 BIDS

## ■ View/Accept Bids from Suppliers

- Search for a particular RFQ using the search box. You can search either by RFQ Number or by a description of the product/service
- Click on the desired RFQ to view supplier bids





**ACCEPT BIDS**

**Ipad large**  
Qty: 1  
Status: RFQ - Bids Received  
Deliver to: New York  
Created: 05/24/2017  
Closing: 05/29/2017  
Need By: 05/29/2017

**6 BIDS**

<b>CDW Inc</b> Supply By: 05/28/2017 Bid/Unit: 400	Total: 400	
<b>Cost Central INC</b> Supply By: 05/29/2017 Bid/Unit: 400	Total: 400	
<b>John Harris Consulting Inc</b> Supply By: 05/29/2017 Bid/Unit: 410	Total: 410	
<b>Overstock Inc</b> Supply By: 05/31/2017 Bid/Unit: 417	Total: 417	
<b>Mac Connection</b> Supply By: 05/28/2017 Bid/Unit: 420	Total: 420	
<b>Marketing Resources International Inc</b> Supply By: 05/30/2017 Bid/Unit: 423	Total: 423	

Cancel













## ■ View/Accept Bids from Suppliers

- Click the green 'Award' icon next to the bid you would like to accept
- A pop-up will appear to confirm that you would like to award the bid to the chosen supplier – click 'Yes'

JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

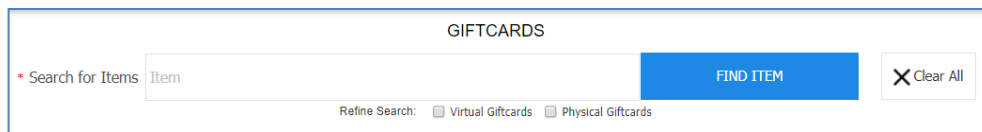
-  Online Buy
-  Product Search
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card ←
-  Subscriptions
-  Supplier Bids
-  Your Orders
-  Your Subscriptions
-  Notifications



## ■ Submit an Order for Gift Cards

- Click “Gift Card” from the main GoProcure navigation panel

## ■ Submit an Order for Gift Cards



The screenshot shows a search bar titled "GIFTCARDS". Inside the search bar, there is a placeholder text "Search for Items" and "Item". To the right of the search bar is a blue button labeled "FIND ITEM". Further right is a button with an "X" icon and the text "Clear All". Below the search bar, there is a "Refine Search:" section with two checkboxes: "Virtual Giftcards" and "Physical Giftcards".

- To search through the GoProcure gift card catalog, enter the type/brand of gift card you're looking for into the search bar. You can also refine your search to specifically virtual or physical cards.



- Popular gift card brands are also listed for quick access. You can click on the icon for one of these brands to automatically search for all corresponding available options.




## ■ Submit an Order for Gift Cards

GIFTCARDS

\* Search for Items:

Refine Search: ☐ Virtual Giftcards ☐ Physical Giftcards

SORT BY:

 Amazon \$10 Gift Card in a Mini... \$ 10 <input type="button" value="ADD TO CART"/>	 Amazon \$25 Gift Card in a Mini... \$ 25 <input type="button" value="ADD TO CART"/>	 Amazon \$10 Virtual Card \$ 10 <input type="button" value="ADD TO CART"/>
--	--	--

- After entering your search criteria, click “Add to Cart” under your item of choice.

Item Details

Amazon \$10 Gift Card in a Mini Envelope

Price: \$ 10 / Each  
Category: Gift Card

Additional Information

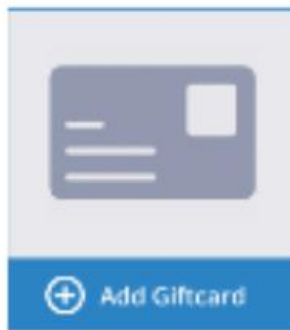
Employee Rewards: ☒ Yes ☐ No  
Multiple Recipients: ☐ Yes ☒ No

ATTACHMENT:  No file chosen

- A pop-up will appear listing the details of your selected gift card option.
- Please note that quantity can be adjusted after adding to your cart.
- Under “Additional Information”, use the radio buttons to indicate if this order is for employee rewards and/or for multiple recipients. If either of these options are “Yes”, the [GoProcure Gift Card Form](#) must be completed and attached.

## ■ Submit an Order for Gift Cards

### Custom Giftcard Entry



- If you are unable to locate your required brand/type using the search functionality, you can submit a custom request by clicking “Add Giftcard” in the ‘Custom Giftcard Entry’ section.

A screenshot of a web form titled "Custom Gift Card". On the left is a placeholder for a gift card image showing a gift icon and the text "Custom GIFT CARD". To the right, under "Enter Giftcard Information", are fields for "Uom" (a dropdown menu with "Each" selected), "Qty" (text input with "1"), "Price" (text input with "0.00" in red), and "Brand" (text input with "Brand"). Below this is the "Additional Information" section with radio buttons for "Employee Rewards" and "Multiple Recipients", each with "Yes" and "No" options. A green "ADD TO CART" button is at the bottom right.

Custom Gift Card

Enter Giftcard Information

- \* Uom: Each
- \* Qty: 1
- \* Price: 0.00
- \* Brand: Brand

Additional Information

Employee Rewards: ☐ Yes ☒ No

Multiple Recipients: ☐ Yes ☒ No

ADD TO CART

- In the pop-up that appears, enter in the corresponding information.
- Please note that ‘Price’ indicates the price per card (Unit Price), not the total order amount.
- Once finished, select the “Add to Cart” button.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

- Online Buy
- Product Search
- Known Supplier
- Product RFQ
- Service RFQ
- Existing Invoice
- Gift Card
- Subscriptions ←
- Supplier Bids
- Your Orders
- Your Subscriptions
- Notifications



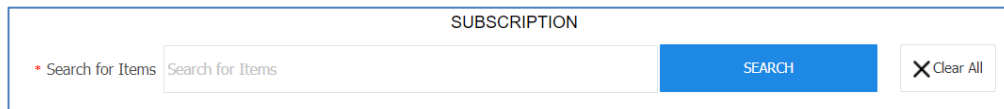
## ■ Submit an Order for a Product/Service Subscription

- Click “Subscriptions” from the main GoProcure navigation panel



## ■ Submit an Order for a Product/Service Subscription

- To search through the GoProcure subscription catalog, enter the keywords/title/brand of the subscription you're looking for into the search bar.



A screenshot of the GoProcure subscription search interface. It features a header labeled "SUBSCRIPTION". Below this, there is a search bar with the placeholder text "Search for Items". To the right of the search bar is a blue button labeled "SEARCH". Further to the right is a button labeled "X Clear All".



- Popular subscriptions are also listed for quick access. You can click on the icon for one of these brands to automatically search for all corresponding available options.



## ■ Submit an Order for a Product/Service Subscription

SUBSCRIPTION

Search for Items:

SORT BY:

Product	Price	Subscription Type	Action
Sales Cloud Unlimited	\$ 3600	(Yearly Subscription)	<input type="button" value="ADD TO CART"/>
Sales Cloud Essentials	\$ 300	(Yearly Subscription)	<input type="button" value="ADD TO CART"/>
Sales Cloud Enterprise	\$ 1800	(Yearly Subscription)	<input type="button" value="ADD TO CART"/>

- After entering your search criteria, click “Add to Cart” under your subscription of choice.

Subscription details

**Sales Cloud Unlimited**  
By SALESFORCE.COM  
**\$ 3600 per user per Yearly Subscription**  
Billed in 12 installments of \$ 300 each

**SUBSCRIPTION ITEM INFORMATION**

\* Quantity:

\* Desired Start Date:

- A pop-up will appear listing the details of your selected subscription option, including the price per user. If the subscription includes multiple installments, the number and amount per installment will also be shown.



# Your Orders













Use the Your Orders page to review details about any order you have already placed. This will include product/service info, supplier info, delivery location and date, and accounting details. You can cancel or edit orders that have not yet been approved or have been rejected. Most importantly, you can view the status of each of your orders all in one location.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids
-  Your Orders ←
-  Your Subscriptions
-  Notifications



## ■ Check the Status of your Orders

- Click 'Your Orders' from the main GoProcure navigation panel



## ■ Check the Status of your Orders

- Click the blue arrow next to the desired order to view all line items in the order and their details
- Click the comments icon next to an order to view any comments for your approver, from your approver, or for the buyers desk
- Click the 'cancel' button next to an order to cancel it


▶	ORDER NUMBER: 10031100596	AMOUNT: \$1	CREATION DATE: 04/24/2019	
▶	ORDER NUMBER: 10031100595	AMOUNT: \$435.97	CREATION DATE: 04/24/2019	
▶	ORDER NUMBER: 10031100594	AMOUNT: \$19	CREATION DATE: 04/23/2019	

▼

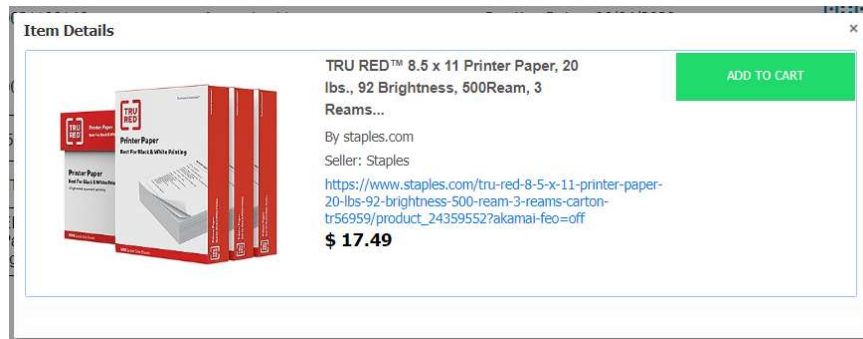
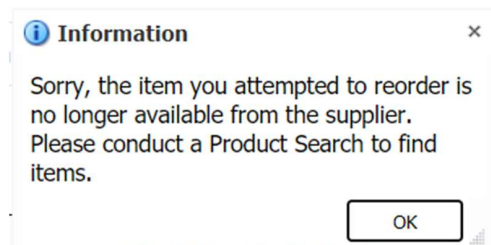
ORDER NUMBER: 10031100597	AMOUNT: \$375.08	CREATION DATE: 04/18/2019				
REQ NUMBER: 10034100543	SUPPLIER: Wawa.com	APPROVER: Kasegaur, Priyadarshan	STATUS: IN PROCESS			
ITEM	QTY/UM	PRICE	ACCOUNTING	DELIVERY AT	NEED BY DATE	LINE STATUS
Apple iPad Air 9.4GB Wi-Fi (refurbished)	1 Each	\$ 375.99	10001...	9960 Chennai Server Center	04/25/2019	IN PROCESS
REQ NUMBER: 10034100541	SUPPLIER: POWEROY IT SOLUTIONS	APPROVER: Kasegaur, Priyadarshan	STATUS: IN PROCESS			
ITEM	QTY/UM	PRICE	ACCOUNTING	DELIVERY AT	NEED BY DATE	LINE STATUS
Apple iPad 2 Wi-Fi Tablet 32 GB	1 Each	\$ 478	10001...	9960 Chennai Server Center	04/25/2019	IN PROCESS
REQ NUMBER: 10034100542	SUPPLIER: Amazon.com	APPROVER: Kasegaur, Priyadarshan	STATUS: IN PROCESS			
ITEM	QTY/UM	PRICE	ACCOUNTING	DELIVERY AT	NEED BY DATE	LINE STATUS
Apple iPad Air 16GB Wi-Fi Tablet - Silver (refurbished)	1 Each	\$ 230.08	10001...	9960 Chennai Server Center	04/25/2019	IN PROCESS

## ■ Check the Status of Your Orders - Reorder

- To reorder an item from a previous purchase, click the green “Reorder” button next to the item to be reordered.

▼ Order Number: 20021100145		Amount: \$17.49		Creation Date: 06/04/2020
REQ NUMBER: 20024100085			SUPPLIER: Staples.com	
	ITEM	QTY/UOM	PRICE	ACCOUNTING
	TRU RED™ 8.5 x 11 Printer Paper, 20 lbs., 92 Brightness, ...	1 Each	\$ 17.49	<a href="#">107.201.10034</a>

## ■ Check the Status of Your Orders - Reorder

A screenshot of the 'ONLINE BUY' window. It shows 'ITEM INFORMATION' with fields for 'Product URL' (https://www.goprocure.com), 'UOM' (Each), 'QTY' (1), and 'PRICE' (1.00). Below this is the 'ATTACHMENTS FOR APPROVER' section with a 'Choose File' button and 'No file chosen' text. An 'ADD TO CART' button is at the bottom.

- If the item is found in the GoProcure catalog, you will be given the option to add it directly to your cart. Click “Add to Cart” to continue.
- For a previous online buy, a popup showing the details of the previous order will be displayed. You can change the quantity and “Add to Cart”.
- If the item is no longer available in the GoProcure catalog, a pop-up message will appear. You can start a new ‘Product Search’ order to re-locate your item.



## ■ Check the Status of your Orders

- Click the pencil icon next to a line item to edit the details of that item. You can adjust the quantity, need-by date, or accounting code segments
- Click the red 'x' button next to a line item to remove that item from the order

**Accounting Codes** ×

- Class Code 107:GP Demo
- Cost Center 202:GP- Administrative
- GL Account 10034:Miscellaneous

OK

**EDIT ORDER** ×

REQ NUMBER: 20024100094

MARK FOR DELETION	ITEM	QUANTITY	NEED BY DATE	DELIVERY TO LOCATION	ACCOUNTING SEGMENTS	PRICE	NOTE TO APPROVER
<input type="checkbox"/>	Dell Inspiron i5...	1	07/24/2019	GP Duluth ▼	107.202.10034	\$325	Note To Approver
<input type="checkbox"/>	Microsoft Arc M...	1	07/31/2019	GP Duluth ▼	107.202.10034	\$59.99	Note To Approver

Total Amount : **\$384.99**  
Approver: SHYAM, SUDHAKAR

Submit

















JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids
-  Your Orders
-  Your Subscriptions ←
-  Notifications



## ■ Check the Status of Your Subscriptions

- Click “Your Subscriptions” from the main GoProcure navigation panel



## ■ Check the Status of Your Subscriptions

- Details regarding your subscriptions can be found on the new “Your Subscriptions” page in the navigation panel.
- You can view the subscription amount, installment information, and start and end dates for each of your purchased subscriptions.

The screenshot displays the GoProcure interface. On the left is a navigation panel with options like Online Buy, Product Search, Known Supplier, Product RFQ, Service RFQ, Existing Invoice, Gift Card, Subscriptions, Supplier Bids, Your Orders, Your Subscriptions, and Notifications. The 'Your Subscriptions' page is active, showing a search bar and a list of subscriptions. Two subscriptions are listed: Order Number 20021100210 with Amount \$0, and Order Number 20021100209 with Amount \$330, both created on 07/01/2020. Below this, a table shows details for a subscription with REQ NUMBER 20024100119, SUPPLIER MICROSOFT LICENSING, GP, and APPROVER Vasandani, Vijay. The table has columns for ITEM, QTY/UOM, PRICE, ACCOUNTING, DELIVERY AT, SUBSCRIPTION, and LINE STATUS. The item is 'Onedrive Annual Plan with Annual Billing' with a quantity of 1 and a price of \$ 330. A modal window titled 'Subscription Item Information' is open, showing: Amount Per Installment \$ 330, Billing Installments 1, Desired Start Date 07/01/2020, and Subscription End Date 07/01/2021. The modal also has an 'OK' button.

ITEM	QTY/UOM	PRICE	ACCOUNTING	DELIVERY AT	SUBSCRIPTION	LINE STATUS
Onedrive Annual Plan with Annual Billing	1 Yearly Subscription	\$ 330	106.201.10035	GP Duluth		APPROVED

# NEW MESSAGE

## Notifications

You will be able to receive updates about your orders on the Notifications page. Examples of these notifications may include PO generation, supplier bid submission, requests to approve one of your colleague's orders, etc. Use this page, along with the Your Orders page, to stay up-to-date on your



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

- Online Buy
- Product Search
- Known Supplier
- Product RFQ
- Service RFQ
- Existing Invoice
- Gift Card
- Subscriptions
- Supplier Bids
- Your Orders
- Your Subscriptions
- Notifications ←

















## ■ Check FYI and FYA Notifications

- Click “Notifications” on the main GoProcure navigation panel

## ■ Check FYI and FYA Notifications

- Some notifications you receive are just to inform you on updates to your orders. These notifications will have titles beginning with “FYI”, or “For Your Information”
- Other notifications require you to perform an action and will have titles beginning with “ACTION REQUIRED”, “FYA”, or “For Your Action”
- Click on a notification to open it

NOTIFICATIONS	
View  	
Subject	Click here for more details
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] small large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] small large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] small large for LUNOTTSCA are available for you to view.	
FYE POW 228500070 Created for LUNOTTSCA	
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] small for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] small for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] small for LUNOTTSCA are available for you to view.	
ACTION REQUIRED: Quotations for Item [redacted] large for LUNOTTSCA are available for you to view.	



## ■ Check FYI and FYA Notifications

- A pop-up will appear outlining the details about the notification
- Click the grey 'x' in the corner to close the notification but keep it in your notifications list.
- Click 'Clear' to delete the notification



## ■ FYA Notifications for Requisitions

- These notifications are to inform you that you have received bids on an RFQ. Navigate to the 'Supplier Bids' page to view and award bids to suppliers

**ACTION REQUIRED: Quotations for Item ipad mini large for LUXOTTICA are available for you to view.**

**Order Details:**

**RFQ Number:** 1032100098

**Item Description:** ipad mini large

**Number of Bids:** 3

**End Date:** 05/29/2017

Clear



Subject: ACTION REQUIRED: Purchase Requisition: REQ # of Requester for Business Unit for your approval. (\$99.95)

FROM	Requester Name
SUBMITTED BY	Custodian Name
TOTAL AMOUNT	\$99.95

ITEM DETAILS				ACCOUNTING DETAILS			SUPPLIER		DELIVERY INFORMATION		
Edited	Item Description	Price	Unit of Measure	Quantity	Accounting Segment 1	Accounting Segment 2	Accounting Segment 3	Name	Type	Location	Date
*	HP 90W Smart AC Adapter	\$19.99	Each	5	00: Details	125: Details	455-789: Details	Amazon.com	Non-Strategic	30: Location Name	09/18/2019

Note to Approver
Note to Buyer
RFQ Baseline Price

\*Total amount shown above does not include freight and/or taxes

[Please click here to Approve/Reject](#)

## FYA Notifications for Requisitions

- These notifications are to inform you that you have received an approval request from one of your colleagues
- Click 'Approve' to approve or 'Reject' to reject
- If an order is rejected, a pop-up will appear requesting you to give a reason for rejection

A close-up photograph of a person's hand holding a light blue pen, writing on a document. The document features a blue bar chart. The image is partially obscured by a green semi-transparent circle containing the text 'Manage Account'.

# Manage Account













Use the Manage Account page to keep your user profile updated. You can change your default delivery and accounting preferences, add custom delivery locations, and change your account password from this page.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids
-  Your Orders
-  Your Subscriptions
-  Notifications



## ■ Manage User Profile

- Click the blue 'person' icon on the main GoProcure navigation panel

**Accounting Codes** ✕

- Class Code 107:GP Demo
- Cost Center 202:GP- Administrative
- GL Account 10034:Miscellaneous

OK

## ■ Manage User Profile: Defaults

- Click 'Business Unit' to set a default business unit
- For each business unit in the dropdown list, you can select corresponding default accounting code segments
- Check the "Set as default for all orders" box to set the current business unit as your default
- Click the 'Update Defaults' button to save your changes

**DELIVERY & ACCOUNTING PREFERENCES**

• BUSINESS UNIT GoProcure ▼

• DELIVERY LOCATION GoProcure HQ ▼

ACCOUNTING CODES 107.202.10034

☒ Set as default for all orders (can be overridden)

UPDATE DEFAULTS

## ■ Manage User Profile: Custom Locations

- Click “Add New Location”
- Type in the address information, being sure to type a ‘Location Name’ that you will recognize
- Click “Add”

The screenshot displays the 'YOUR LOCATIONS' section of a web application. It features a table with columns for Location Name, Address Line 1, Address Line 2, City, State, and Zip. An 'Add New Location' button is located above the table. A blue arrow points from this button to a modal form titled 'Add New Location'. The modal form contains input fields for Location Name, Address Line 1, Address Line 2, City, State, and Zip, each preceded by a red asterisk indicating a required field. A green 'Add' button is at the bottom of the modal.

YOUR LOCATIONS

Add New Location

	Location Name	Address Line 1	Address Line 2	City	State	Zip

**Add New Location** [X]

\* Location Name

\* Address Line 1

Address Line 2

\* City

\* State

\* Zip

**YOUR LOCATIONS**

[Add New Location](#)

	Location Name	Address Line 1	Address Line 2	City	State	Zip
	 Test Location	Address Line 1		City	State	Zip

**DELIVERY & ACCOUNTING PREFERENCES**

\* BUSINESS UNIT: GoProcure

\* DELIVERY LOCATION: GoProcure HQ

ACCOUNTING CODES: 10P,202,10034

Locations (used for order delivery)

[GoProcure HQ](#)

[Test Location](#)

## ■ Manage User Profile: Custom Locations

- Your newly created location will now be listed under 'Your Locations'. You can edit or delete it here as necessary
- The location will also be available to set as your default delivery location. It is available in the dropdown field under the blue "Your Locations" separator



### CHANGE PASSWORD

\* Existing Password Existing Password

\* New Password New Password

\* Confirm Password Confirm Password

UPDATE PASSWORD

## ■ Manage User Profile: Password

- To change your password, first enter your existing password
- Enter your new password, then confirm the new password. Do note that passwords are case-sensitive
- Click "Update Password" to save your changes

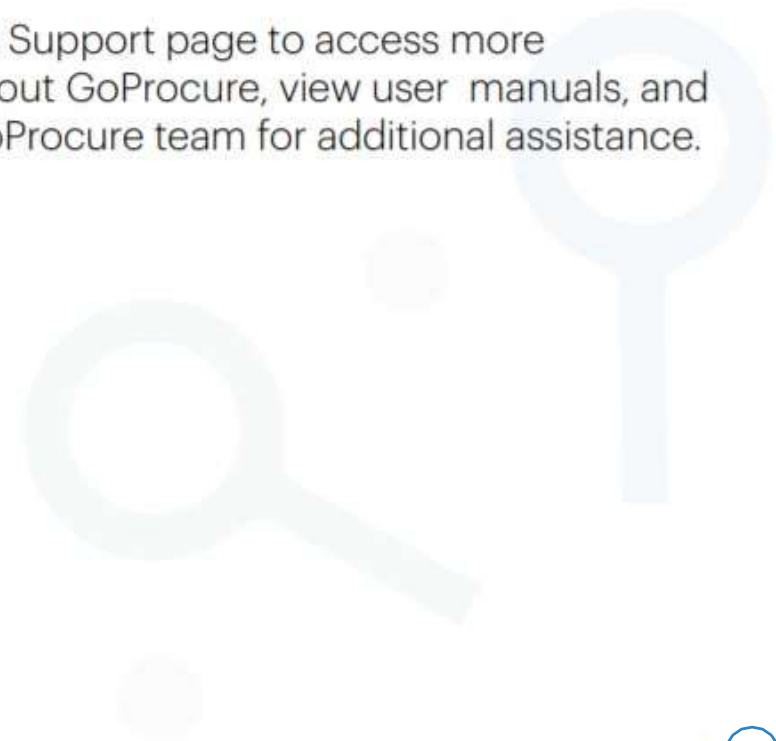






# Help And Support













Use the Help & Support page to access more information about GoProcure, view user manuals, and contact the GoProcure team for additional assistance.



JOHN

BUSINESS UNIT: GoProcure ▼

REQUESTER :

-  Online Buy
-  Product Search
-  Known Supplier
-  Product RFQ
-  Service RFQ
-  Existing Invoice
-  Gift Card
-  Subscriptions
-  Supplier Bids
-  Your Orders
-  Your Subscriptions
-  Notifications



## ■ Get Help from the GoProcure Team

- Click the yellow 'Question' icon from the main GoProcure navigation panel
- A new tab will open, directing you to the GoProcure Help page

## ■ Get Help from the GoProcure Team

- Click on the Guide icons to open the corresponding manual
- Click on the Contact Us icons to send an email to the corresponding support email address

