

# GoProcure Platform User Manual

Mobile App Handbook





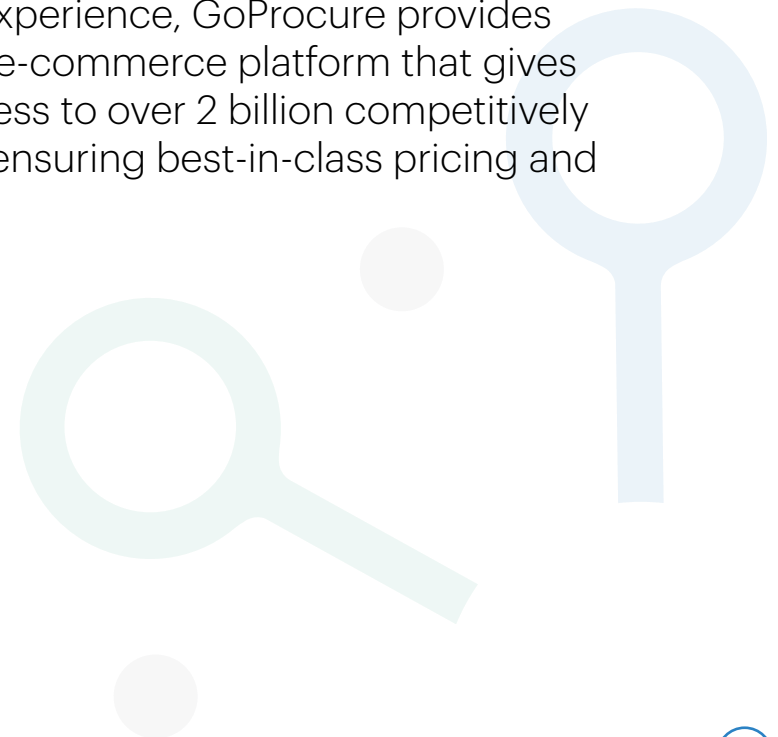
# Who We Are

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 mobile 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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The image shows a login screen for GoProcure. It features a dark blue background with a white rectangular login form in the center. At the top of the form is the GoProcure logo, which includes the text "GoProcure" in blue and orange, with a globe icon and the tagline "SMART. INSURE. EASY." below it. Below the logo are two input fields labeled "User Name" and "Password". Under these fields is a blue "Login" button. Below the button is a link that says "Forgot password?".

GoProcure<sup>®</sup>  
SMART. INSURE. EASY.

User Name

Password

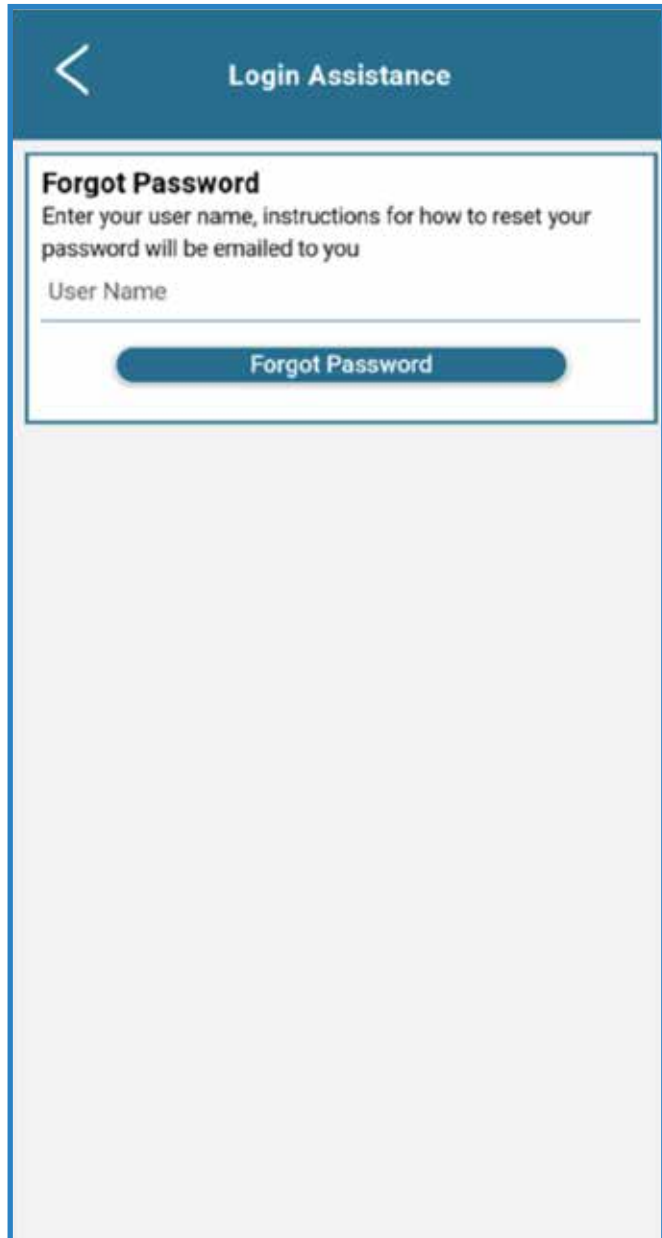
Login

[Forgot password?](#)

## ■ Login to GoProcure

- Enter User Name and Password
- Tap Login





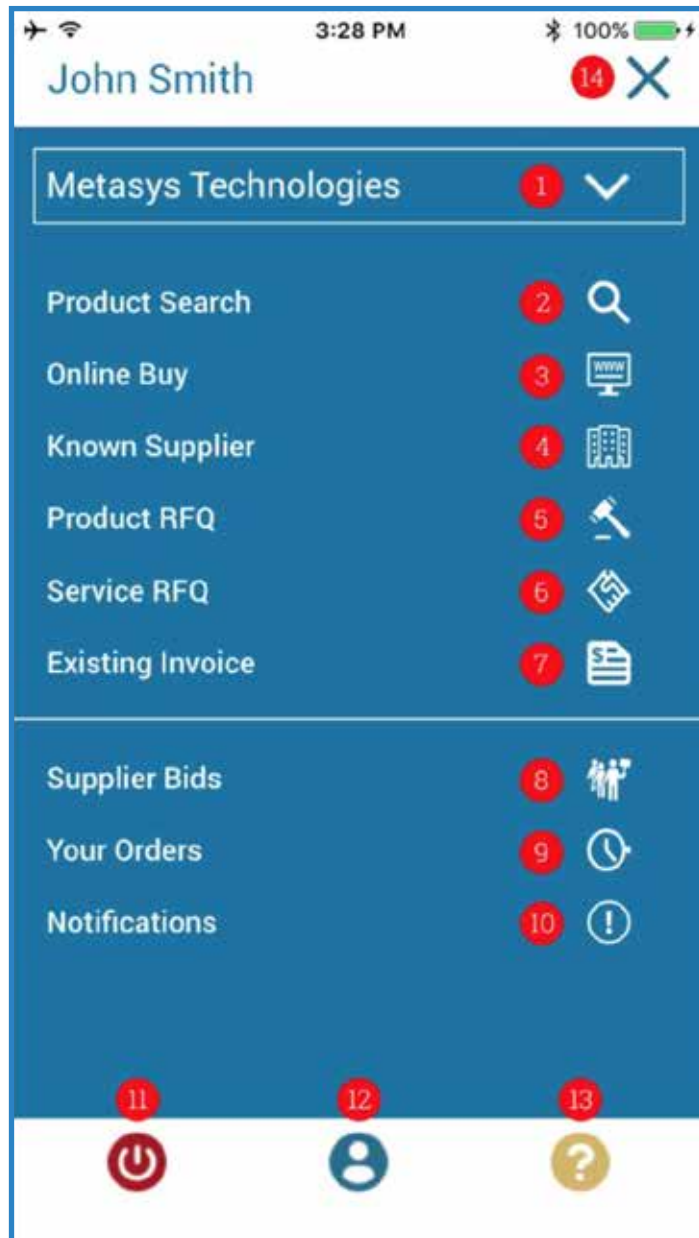
**Forgot Password**  
Enter your user name, instructions for how to reset your password will be emailed to you

User Name

**Forgot Password**

## ■ Forgot Password

- Enter your user name and tap forgot password
- You will be sent an email to your registered email address with instructions on how to reset your GoProcure password



## ■ Menu

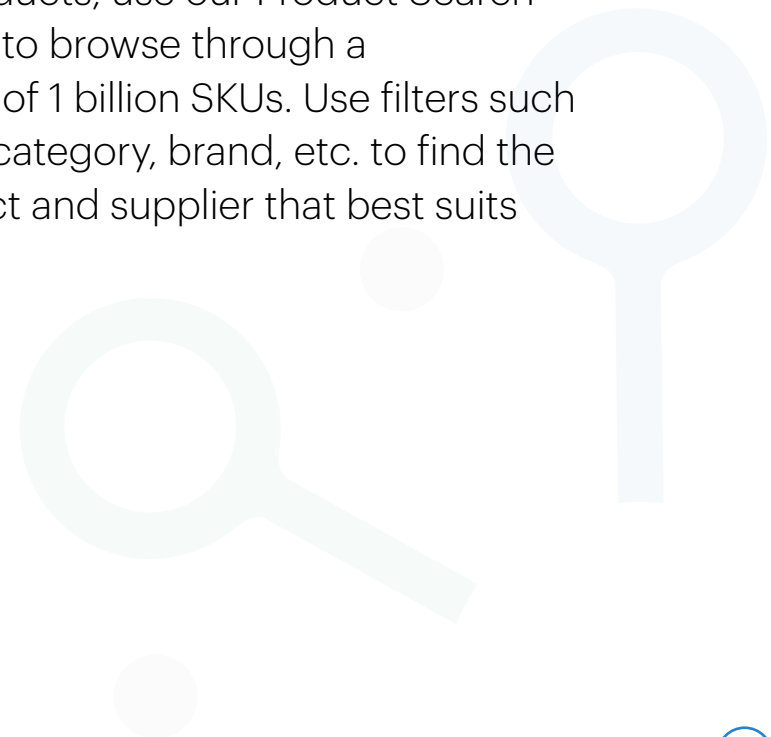
1. **Business Unit:** The business unit desired for requisitions
2. **Product Search:** Search the GoProcure marketplace
3. **Online Buy:** Submit requisitions using a URL
4. **Known Supplier:** Place order with a known supplier
5. **Product RFQ:** Solicit bids for products from suppliers
6. **Service RFQ:** Solicit bids for services from suppliers
7. **Existing Invoice:** Submit an existing invoice
8. **Supplier Bids:** View/Accept bids from suppliers
9. **Your Orders:** Check the status of your orders
10. **Notifications:** Check FYI and action notifications
11. **Log Out:** Log out of the GoProcure app
12. **Manage Account:** Make changes to your GoProcure profile
13. **Help:** Get help from the GoProcure team
14. **Exit:** Exit the menu

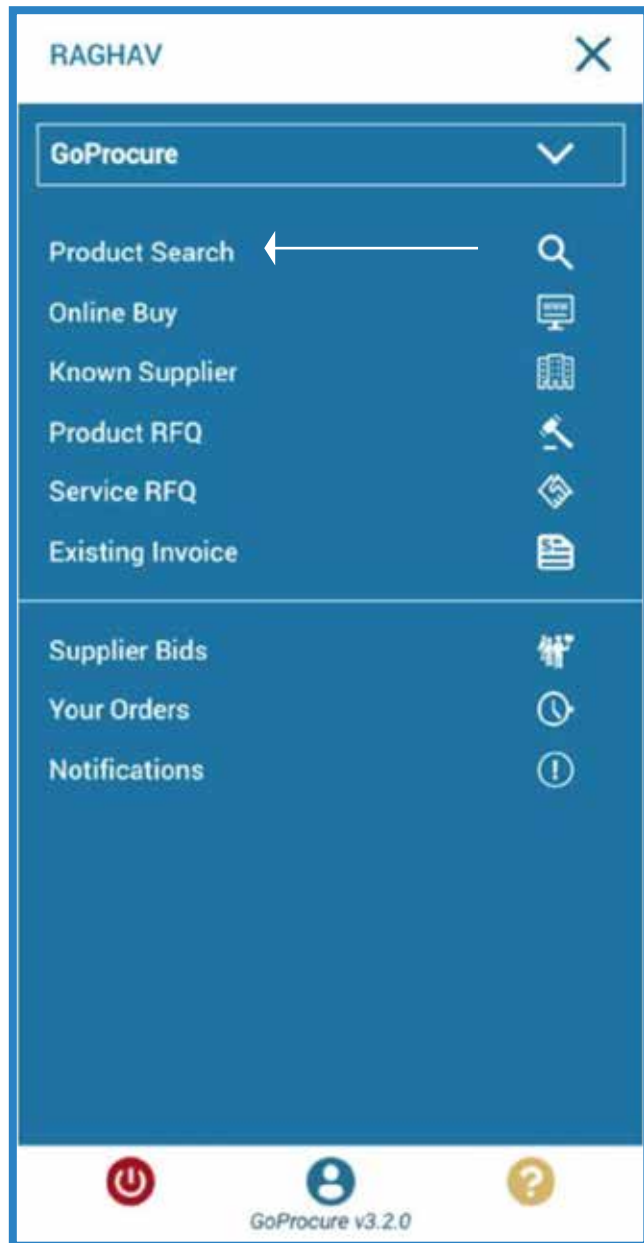




# Product Search

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!

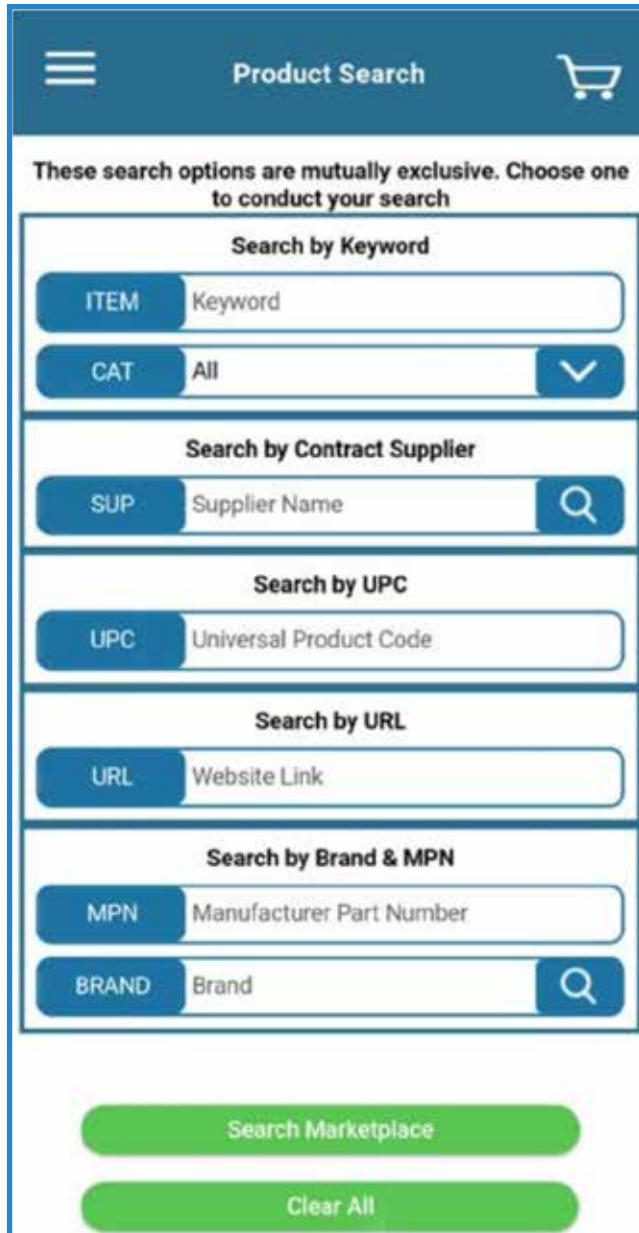




## ■ Search the GoProcure Marketplace

- Tap Product Search





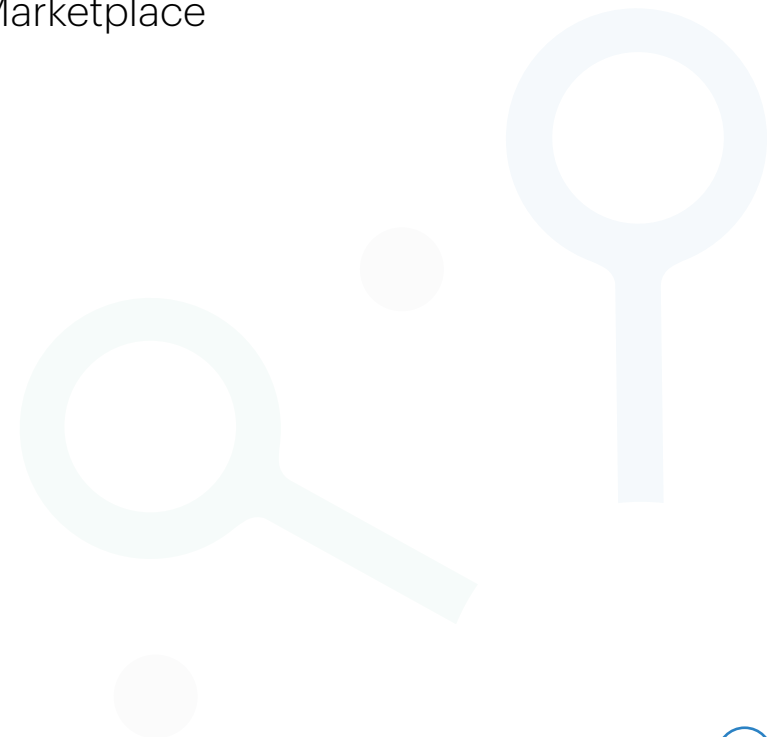
The screenshot shows the 'Product Search' interface. At the top, there is a blue header with a menu icon, the text 'Product Search', and a shopping cart icon. Below the header, a message states: 'These search options are mutually exclusive. Choose one to conduct your search'. The interface is divided into five search categories, each with a tab and a text input field:

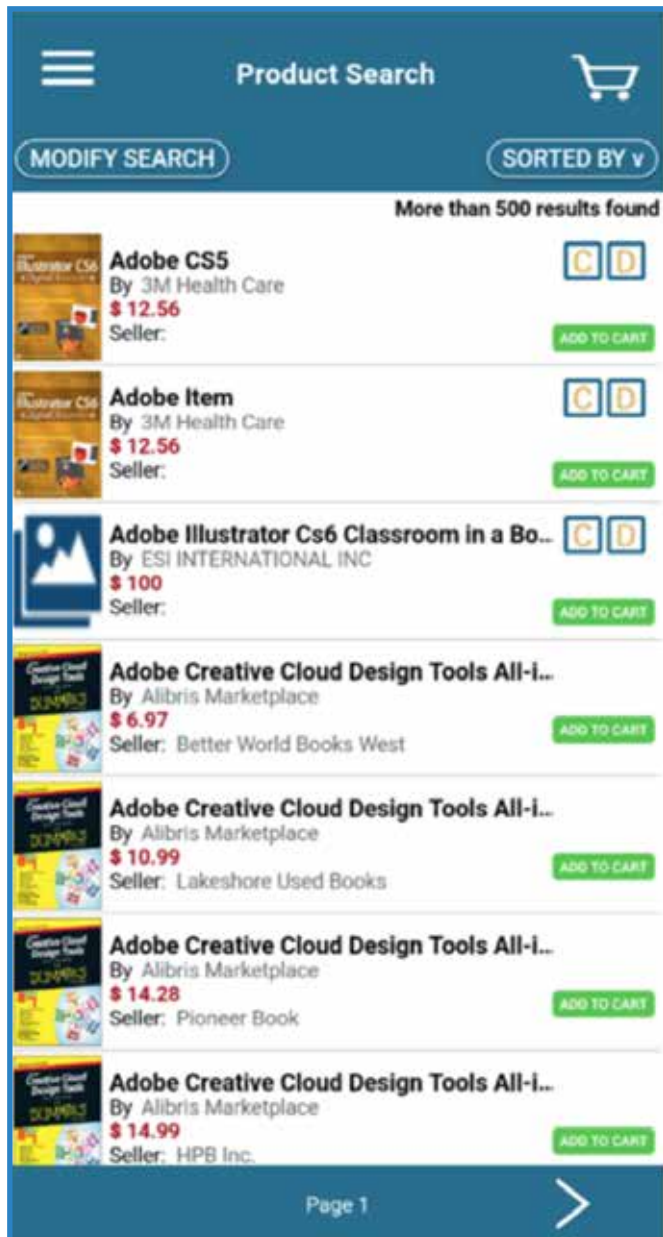
- Search by Keyword:** Includes tabs for 'ITEM' (with a text field containing 'Keyword') and 'CAT' (with a dropdown menu showing 'All').
- Search by Contract Supplier:** Includes a 'SUP' tab and a text field for 'Supplier Name' with a search icon.
- Search by UPC:** Includes a 'UPC' tab and a text field for 'Universal Product Code'.
- Search by URL:** Includes a 'URL' tab and a text field for 'Website Link'.
- Search by Brand & MPN:** Includes tabs for 'MPN' (with a text field for 'Manufacturer Part Number') and 'BRAND' (with a text field for 'Brand' and a search icon).

At the bottom, there are two green buttons: 'Search Marketplace' and 'Clear All'.

## ■ Search the GoProcure Marketplace

- Search the GoProcure Marketplace for an item using:
  - Keyword Search & Category
  - Contracted Suppliers
  - Universal Product Code
  - URL
  - Brand & Manufacturer Part Number
- Tap Search Marketplace

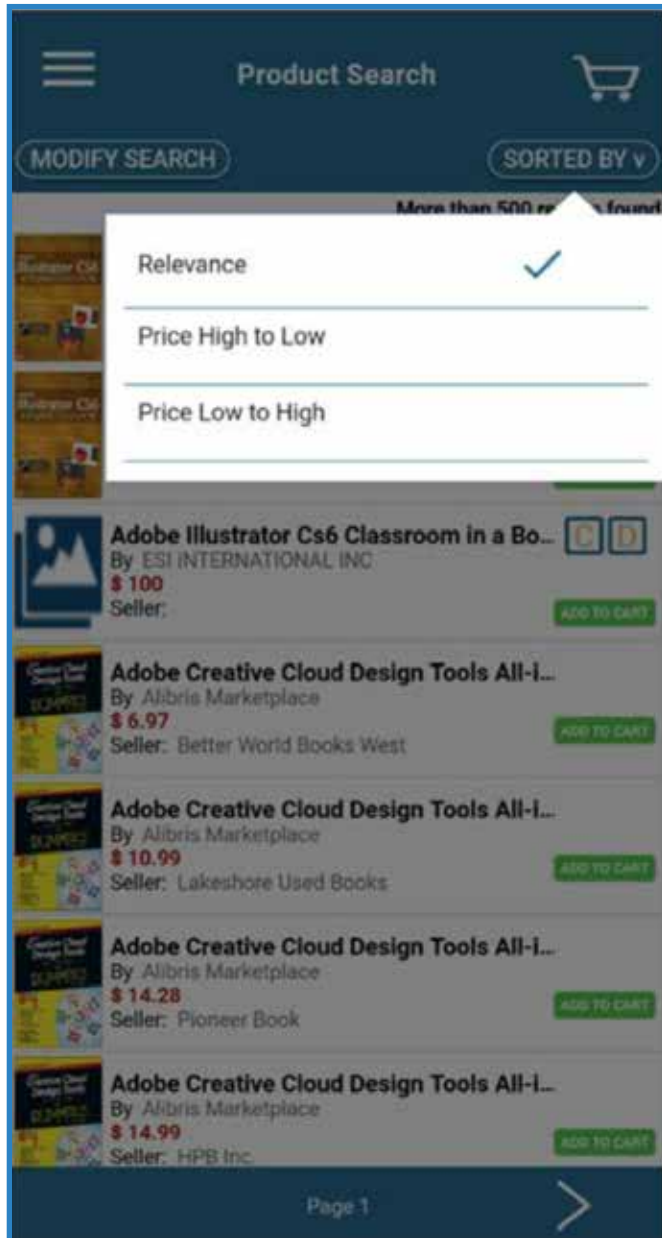




## ■ Search the GoProcure Marketplace

- Search the GoProcure Marketplace for an item
- Search results will be displayed.
- To change the search tap Modify Search
- To sort the search tap Sorted By

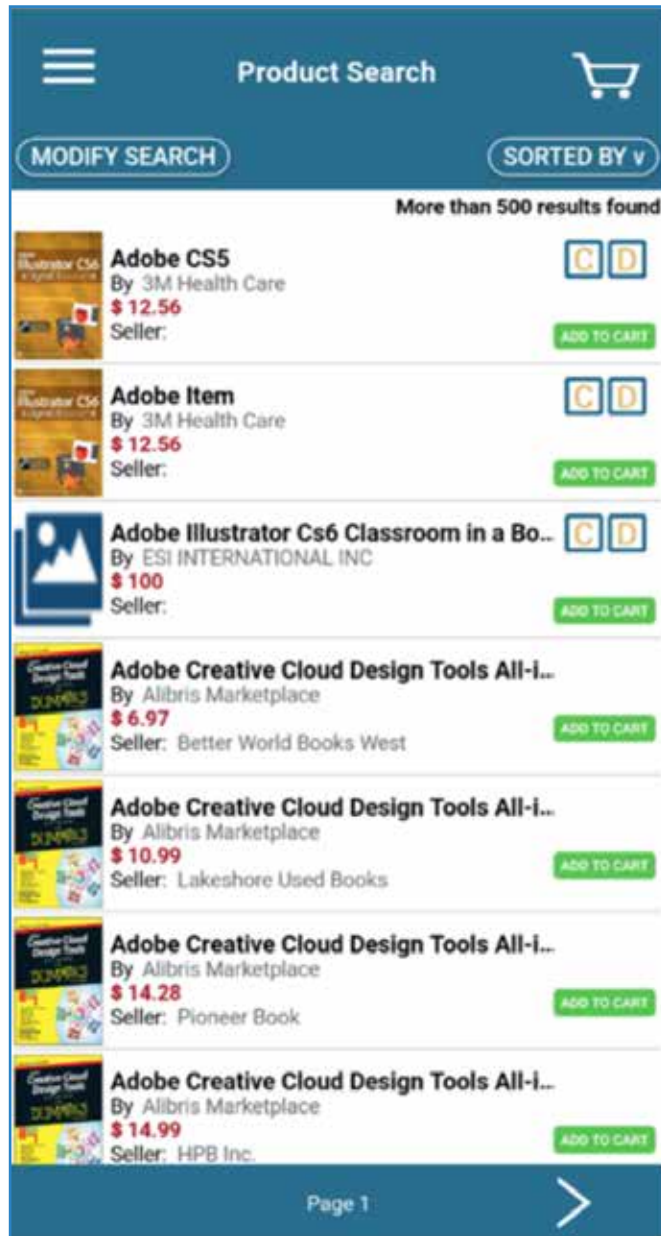




## ■ Search the GoProcure Marketplace

- Search the GoProcure Marketplace for an item
- Sort Search results by:
  - Relevance
  - Price High to Low
  - Price Low to High

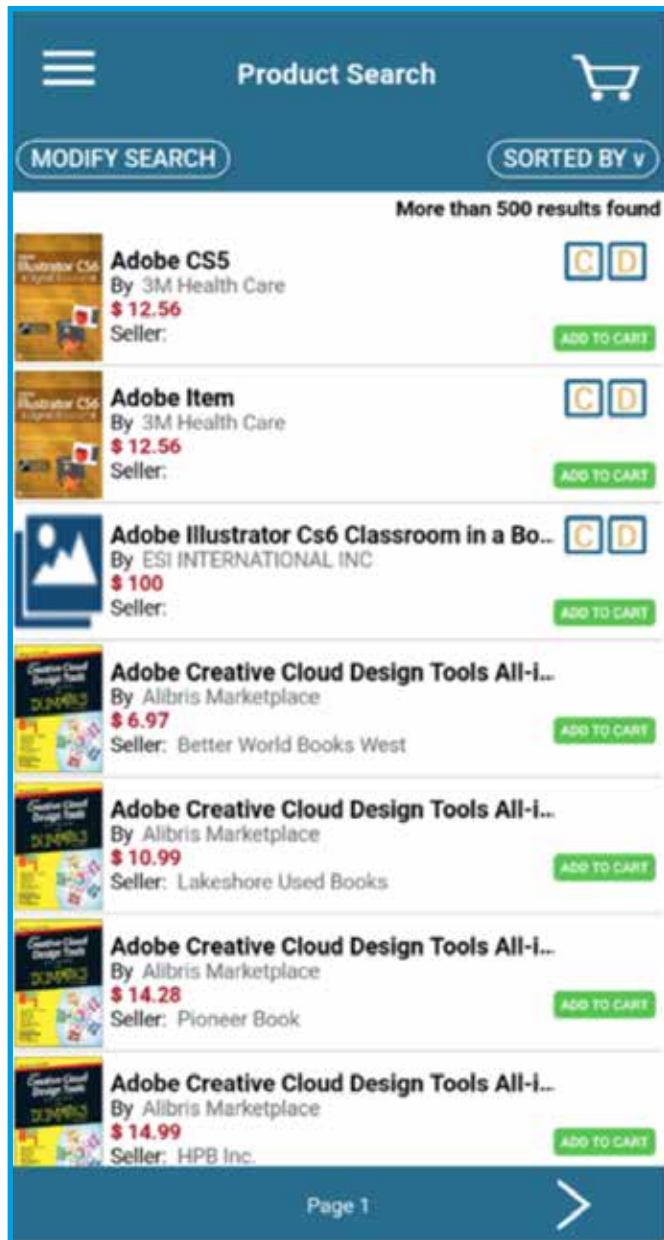




## ■ Search the GoProcure Marketplace

- Adding an item to the Shopping Cart using the Quick Add to Cart Button
- Tap Add to Cart on Desired Item  
**Note:** A pop up will appear "Item added to cart successfully. Would you like to continueshopping or checkout?"
- Tap Continue Shopping to continue adding more items to the cart or Checkout if you have completed shopping





## ■ Search the GoProcure Marketplace

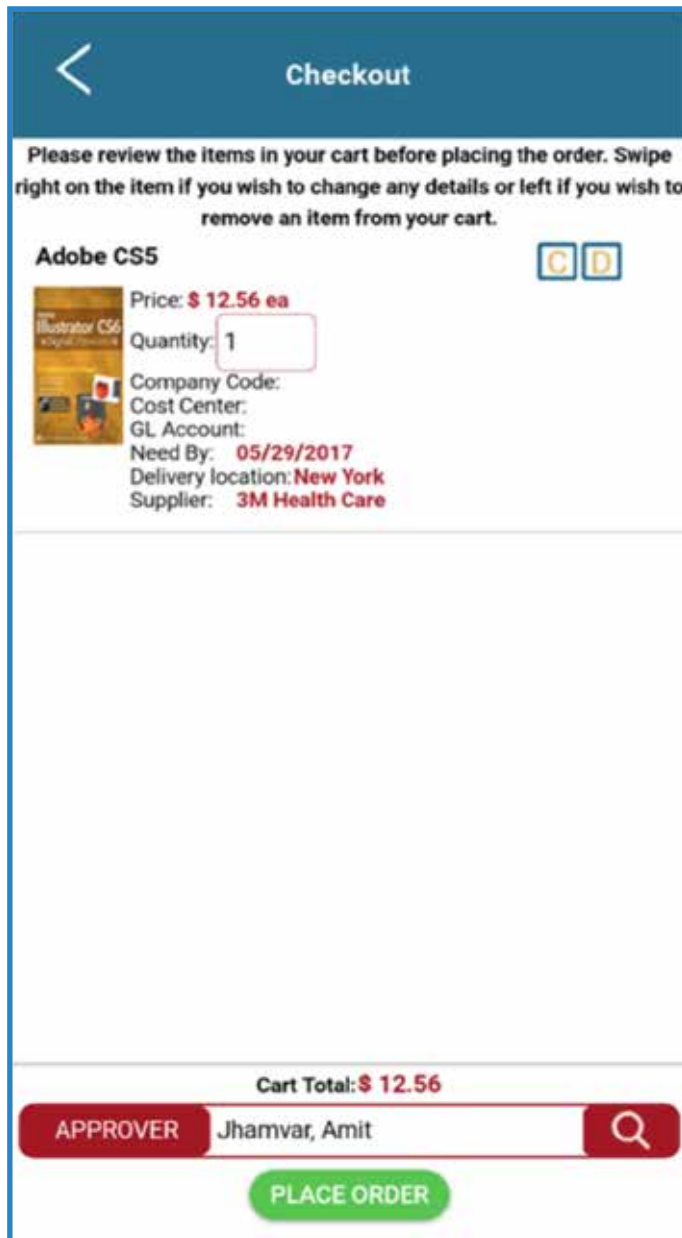
- Add item to the Shopping Cart using the item details page
- Tap on the Desired Item





## ■ Search the GoProcure Marketplace

- Add item to the Shopping Cart using the item details page
- Details of the item are available on this page. Tap Add to Cart  
*Note:* A pop up will appear “Item added to cart successfully. Would you like to continue shopping or checkout?”
- Tap Continue Shopping to continue adding more items to the cart or Checkout to place an order



The screenshot shows the 'Checkout' screen in the GoProcure app. At the top, there is a blue header with a back arrow and the word 'Checkout'. Below the header, a message reads: 'Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.' The main item listed is 'Adobe CS5', with a small image of the software box. To the right of the image, the price is '\$ 12.56 ea' and the quantity is '1' in a text input field. Below the quantity, there are fields for 'Company Code:', 'Cost Center:', 'GL Account:', 'Need By: 05/29/2017', 'Delivery location: New York', and 'Supplier: 3M Health Care'. At the bottom of the screen, the 'Cart Total: \$ 12.56' is displayed. Below the total, there is a red bar with the label 'APPROVER' and the name 'Jhamvar, Amit' next to a search icon. At the very bottom, there is a green button labeled 'PLACE ORDER'.

**Checkout**

Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.

**Adobe CS5**

Price: **\$ 12.56 ea**

Quantity:

Company Code:

Cost Center:

GL Account:

Need By: **05/29/2017**

Delivery location: **New York**

Supplier: **3M Health Care**

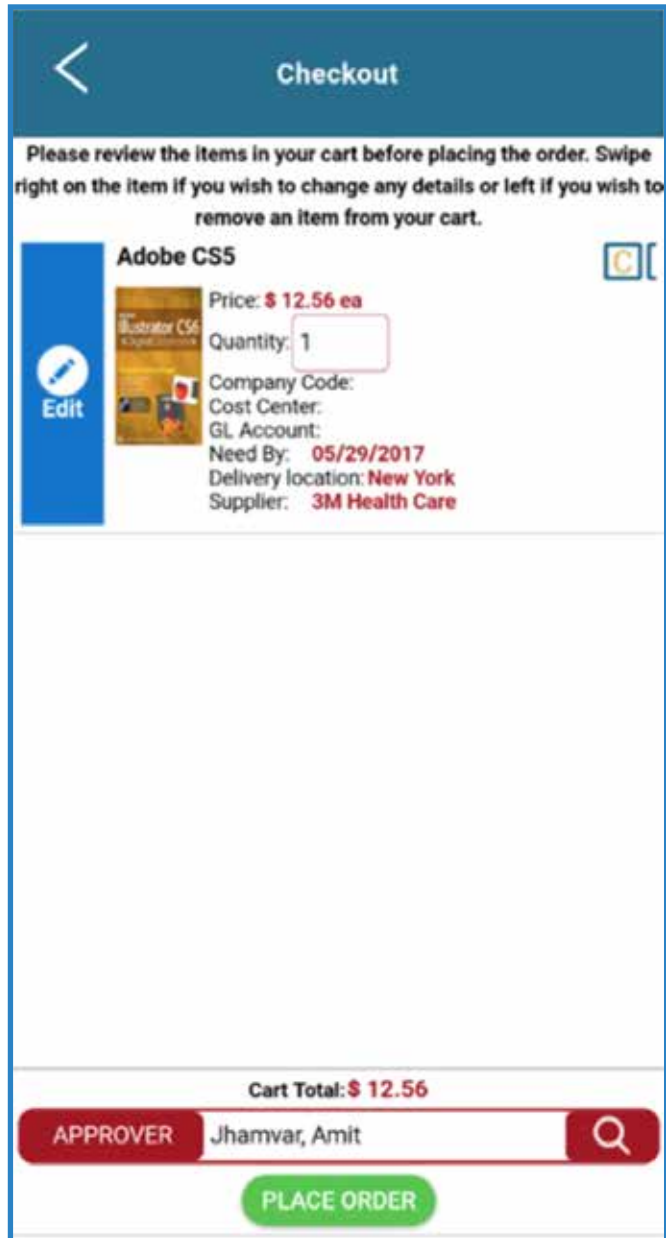
**Cart Total: \$ 12.56**

**APPROVER** Jhamvar, Amit

**PLACE ORDER**

## ■ Search the GoProcure Marketplace

- The Shopping Cart
- All items will be displayed in the Shopping Cart.
- Quantity can be changed on this page.
- The shopping cart total will be displayed below.
- Users must Edit Items to enter mandatory information



The screenshot shows the 'Checkout' screen in the GoProcure mobile application. At the top, there is a blue header with a back arrow and the word 'Checkout'. Below the header, a message reads: 'Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.' The main content area displays a single item, 'Adobe CS5', with a small image of the software box. To the left of the item is a blue vertical bar with a white pencil icon and the word 'Edit'. To the right of the item, the following details are listed: Price: \$ 12.56 ea, Quantity: 1 (in a text input field), Company Code, Cost Center, GL Account, Need By: 05/29/2017, Delivery location: New York, and Supplier: 3M Health Care. At the bottom of the screen, the 'Cart Total: \$ 12.56' is displayed. Below this is a red bar with the label 'APPROVER' and the name 'Jhamvar, Amit' in a text input field, followed by a magnifying glass icon. At the very bottom is a green button labeled 'PLACE ORDER'.

**Checkout**


Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.

**Adobe CS5**

**Edit**

Price: **\$ 12.56 ea**  
Quantity:   
Company Code:  
Cost Center:  
GL Account:  
Need By: **05/29/2017**  
Delivery location: **New York**  
Supplier: **3M Health Care**

**Cart Total: \$ 12.56**

**APPROVER**  

**PLACE ORDER**

## ■ Search the GoProcure Marketplace

- Edit item details in the Shopping Cart
- Swipe Right on the desired item
- Tap Edit



**Edit Item**

**Adobe CS5**  
 Price: \$12.56 ea  
 Category: 10.10.15.01  
 Supplier: 3M Health Care  
 Supplier Site: CA  
 Seller:

**ITEM**

UOM: Each  
 Qty: 1

**DELIVERY**

BY: 05/29/2017  
 AT: New York  
 12th Floor, 100 Park Ave.  
 Brooklyn NY 8776

**ACCOUNTING**

CODE: Company Code  
 CC: Cost Center  
 GL: GL Account

**ADDITIONAL INFORMATION**

REF #: Internal Reference Number

**CONFIRM**

## ■ Search the GoProcure Marketplace

- Edit item details in the Shopping Cart  
 Note: Item Information must be entered for each item. Information entered can also differ per line item i.e. Company Code, Cost Center, and GL Account
- Enter Mandatory Information
  - Item Quantity
  - Delivery By Date
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
- Tap Confirm

**Checkout**

Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.

**S5**

Price: **\$ 12.56 ea**

Quantity:

Company Code:

Cost Center:

GL Account:

Need By: **05/29/2017**

Delivery location: **New York**

Supplier: **3M Health Care**

**Delete**

**Cart Total: \$ 12.56**

**APPROVER** Jhamvar, Amit

**PLACE ORDER**

## ■ Search the GoProcure Marketplace

- Delete item from the Shopping Cart
- Swipe Left on desired line item
- Tap Delete

**Note:** A pop up will appear “Are you sure you wish to delete this item?”

- Tap Yes to delete the item or Tap No to keep item in the Cart





The screenshot shows the 'Checkout' screen in the GoProcure mobile application. At the top, there is a blue header with a back arrow and the word 'Checkout'. Below the header, a message reads: 'Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.' The main item listed is 'Adobe CS5' with a small image of the software box. To the right of the item name are two small square icons labeled 'C' and 'D'. The item details include: Price: \$ 12.56 ea, Quantity: 1 (in a text input field), Company Code: 11:Lux1, Cost Center: 103:Finance, GL Account: 20001:Liability, Need By: 05/29/2017, Delivery location: New York, and Supplier: 3M Health Care. At the bottom, the 'Cart Total: \$ 12.56' is displayed. Below the total is a red bar containing the word 'APPROVER' in white, followed by a text input field containing 'Jhamvar, Amit' and a magnifying glass icon. At the very bottom is a green button labeled 'PLACE ORDER'.

**Checkout**

Please review the items in your cart before placing the order. Swipe right on the item if you wish to change any details or left if you wish to remove an item from your cart.

**Adobe CS5**

Price: **\$ 12.56 ea**

Quantity:

Company Code: **11:Lux1**

Cost Center: **103:Finance**

GL Account: **20001:Liability**

Need By: **05/29/2017**

Delivery location: **New York**

Supplier: **3M Health Care**

**Cart Total: \$ 12.56**

**APPROVER** Jhamvar, Amit

**PLACE ORDER**

## ■ Search the GoProcure Marketplace

- Add an Approver for the Requisition

**Note:** An approver may be automatically designated at the check out screen

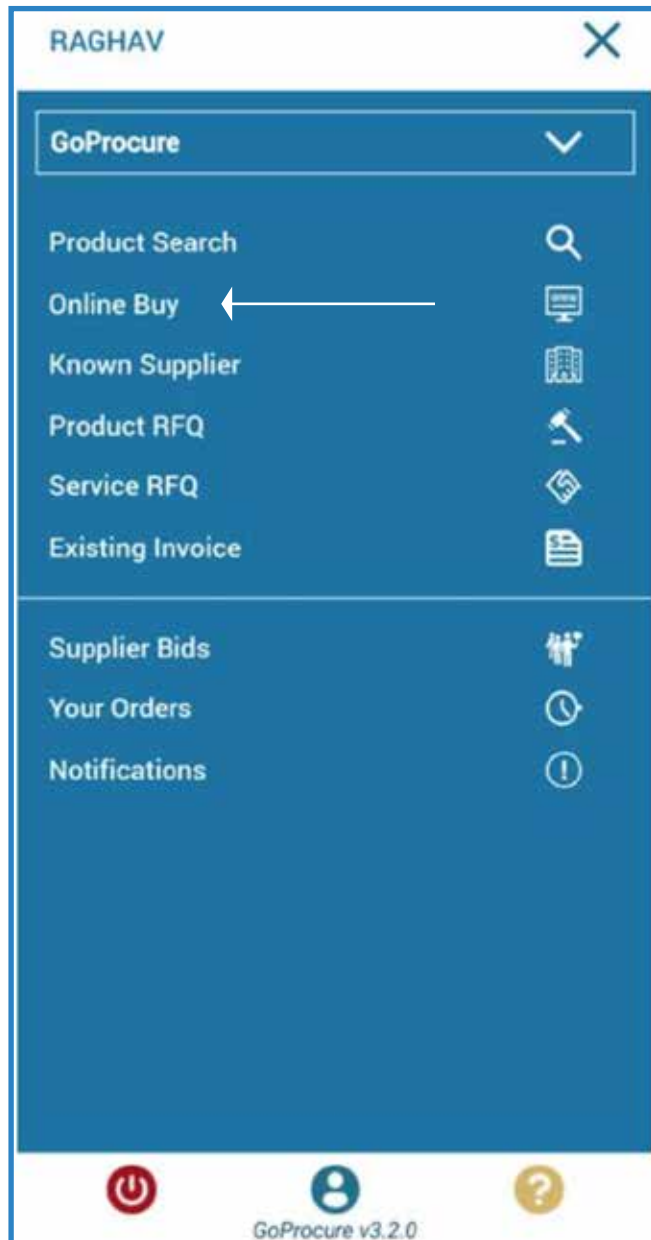
- Tap Approver to select the desired approver
- Tap Place Order

**Note:** A pop up will appear stating the order number



# 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, and submit the information for your order to be placed!



## ■ Submit Requisitions using a URL

- Tap Online Buy



Online Buy

ITEM

CAT Please Select

URL Please cut and paste the exact product URL

Note to the Buyer

ITEM# Item Number

ATTACHMENTS

Attachments for Approver

NEXT

## ■ Submit Requisitions using a URL

- Enter Mandatory Information
- **Item Category:** Item Category that matches product.
- **Website URL:** Cut and paste exact url from browser
- Enter Optional Information
- Tap Next

The screenshot displays the 'Online Buy' mobile application interface. It features a blue header with a back arrow and the title 'Online Buy'. Below the header, the form is organized into several sections with yellow headers: 'ITEM', 'DELIVERY', 'ACCOUNTING', and 'ADDITIONAL INFORMATION'. The 'ITEM' section includes fields for 'UOM' (set to 'Each'), 'Qty' (set to '1'), and '\$/Unit' (set to 'Price per Unit'). The 'DELIVERY' section includes 'BY' (set to '08/24/2017'), 'AT' (set to 'GP Duluth'), and a text field for the address '3460 Summit Ridge Pkwy, Suite 401', with separate fields for 'Duluth', 'GA', and '30096'. The 'ACCOUNTING' section includes 'CODE' (set to 'Company Code'), 'CC' (set to 'Cost Center'), and 'GL' (set to 'GL Account'). The 'ADDITIONAL INFORMATION' section includes a 'REF #' field (set to 'Internal Reference Number') and a 'Note to the Approver' text area. At the bottom, there is a 'Total: \$0.00' label, an 'APPROVER' field (set to 'LEE, MARK'), and a green 'SUBMIT' button.

## ■ Submit Requisitions using a URL

- Enter Mandatory Information

- Unit of Measure (UOM)
- Quantity Price Per Unit
- Delivery By Date
- Delivery Location
- Company Code
- Cost Center
- GL Account
- Approver

- Enter Optional Information

- Tap Submit

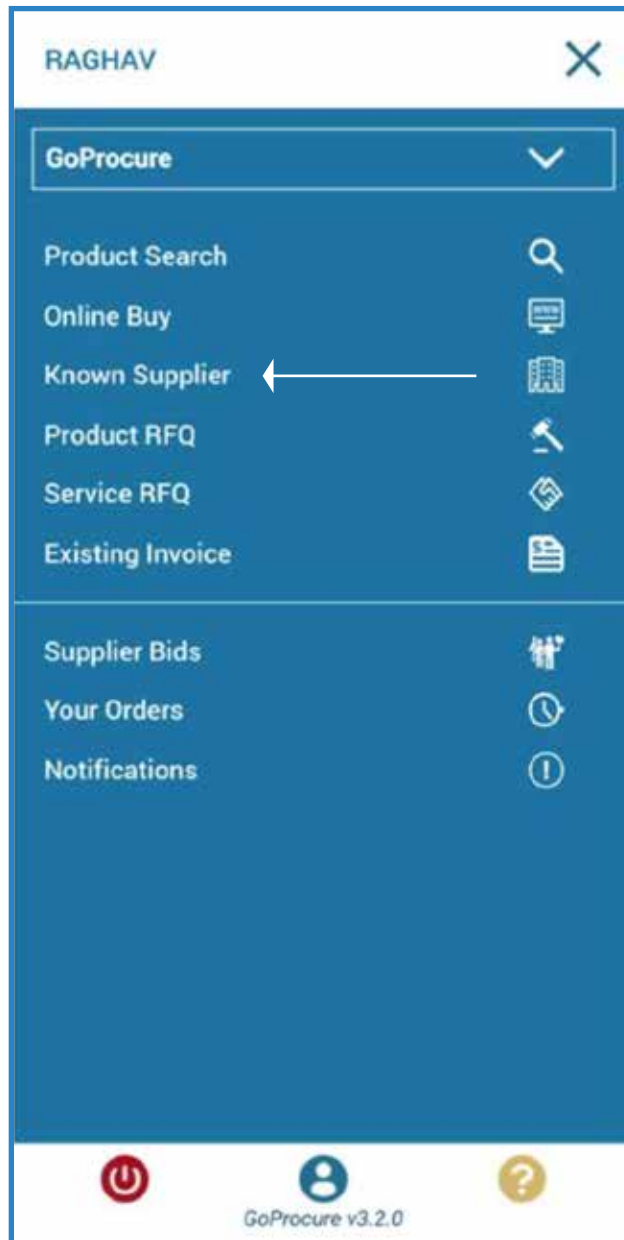
**Note:** A pop up will appear stating the order number



# 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!





## ■ Place Order with a Known Supplier

- Tap Known Supplier



**Known Supplier**

**ITEM**

**TITLE** Item Title

**TYPE** Please Select

**CAT** Please Select

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

**ITEM#** Item Number

**SUPPLIER**

**NAME** Name

**SITE** Site

**PART#** Supplier Part Number

**ATTACHMENTS**

Attachments for Suppliers

Attachments for Approver

**NEXT**

## ■ Place Order with a Known Supplier

- Enter Mandatory Information
  - **Item Title:** Name of the desired product
  - **Item Type:** Select Product or Service
  - **Item Category:** Item Category that matches product
  - **Supplier Name:** Tap Search Icon to find supplier
  - **Supplier Site:** The known location of the supplier site

**Note:** If supplier does not exist in the system, please enter the new supplier's information
- Enter Optional Information
- Tap Next

**Known Supplier**

**ITEM**

**TITLE** Item Title

**TYPE** Please Select

**CAT** Please Select

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

**ITEM#** Item Number

**SUPPLIER**

**NAME** Name

**SITE** Site

**PART#** Supplier Part Number

**ATTACHMENTS**

Attachments for Suppliers

Attachments for Approver

**NEXT**

## ■ Place Order with a Known Supplier

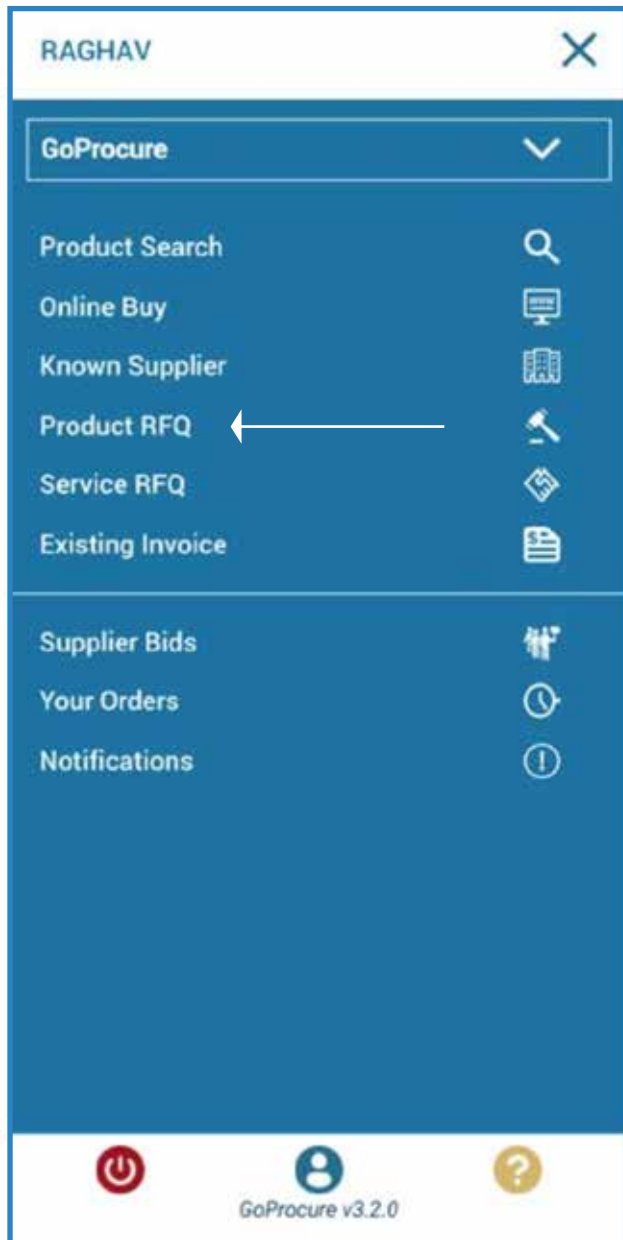
- Enter Mandatory Information
  - Quantity
  - Maximum Price Per Unit
  - Delivery By Date
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
  - Approver
- Enter Optional Information
- Tap Submit

**Note:** A pop up will appear stating the order number



# Product RFQ

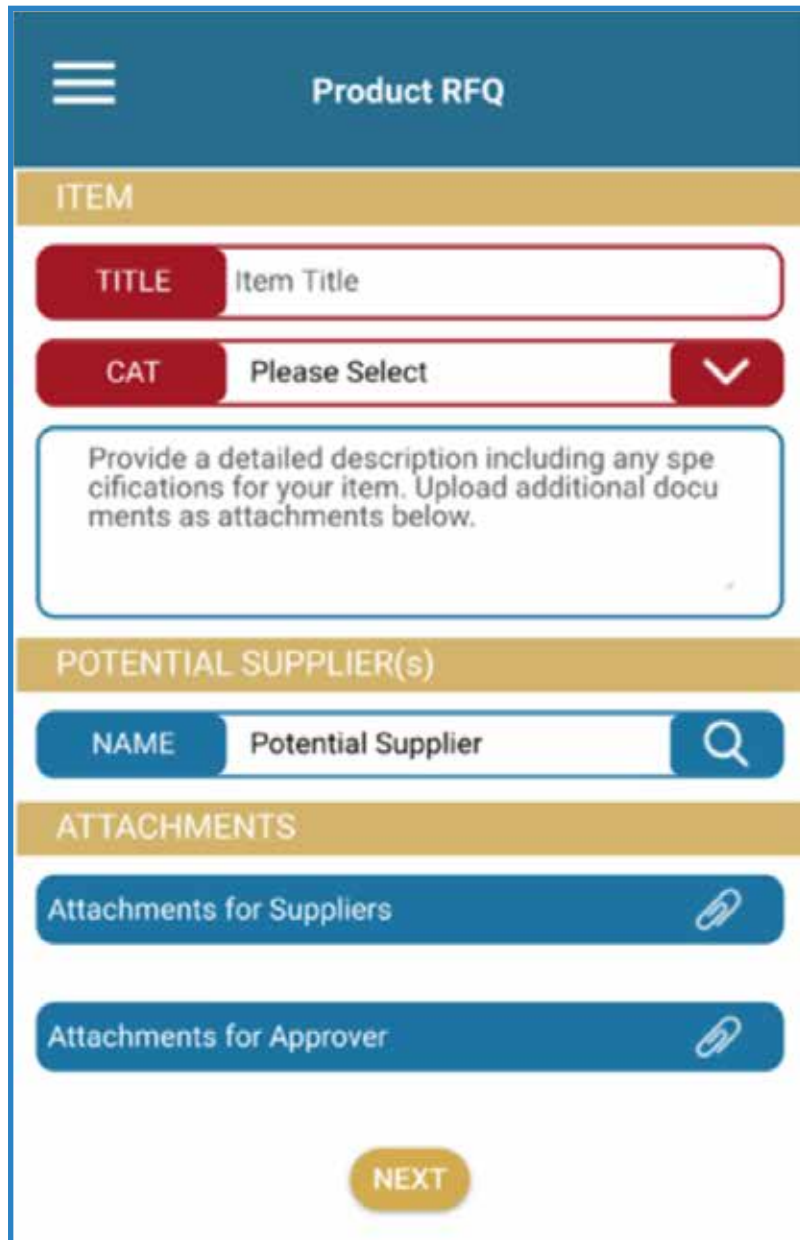
If you want a group of suppliers to competitively bid on a product you are interested in, use our Product RFQ functionality to send out RFQs to suppliers, receive bids, and award a supplier with your order. If you have a supplier in mind, make sure to provide their details so they can be included in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



## ■ Solicit Bids for Services from Suppliers

- Tap Product RFQ





The image shows a mobile application interface for creating a Product Request for Quote (RFQ). The form is titled "Product RFQ" and is organized into several sections. The "ITEM" section includes a "TITLE" field with the placeholder text "Item Title", a "CAT" (Category) dropdown menu with the placeholder text "Please Select", and a text area for a detailed description with the instruction "Provide a detailed description including any specifications for your item. Upload additional documents as attachments below." The "POTENTIAL SUPPLIER(s)" section features a "NAME" field with the placeholder text "Potential Supplier" and a search icon. The "ATTACHMENTS" section contains two buttons: "Attachments for Suppliers" and "Attachments for Approver", each with a paperclip icon. At the bottom of the form is a yellow "NEXT" button.

**Product RFQ**

**ITEM**

**TITLE** Item Title

**CAT** Please Select

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

**POTENTIAL SUPPLIER(s)**

**NAME** Potential Supplier

**ATTACHMENTS**

Attachments for Suppliers

Attachments for Approver

**NEXT**

## ■ Solicit Bids for Services from Suppliers

- The ability to create a request for quote for an item and receiving multiple quotations back from suppliers
- Enter Mandatory Information
- Item Title Item Category
- Enter Optional Information
- Tap Next



**Product RFQ**

**ITEM**

UOM: Each

Qty: 1

BASELINE: Baseline Price

**DELIVERY**

BY: 08/24/2017

AT: GP Duluth

3460 Summit Ridge Pkwy, Suite 401

Duluth GA 30096

**ACCOUNTING**

CODE: Company Code

CC: Cost Center

GL: GL Account

**ADDITIONAL INFORMATION**

REF #: Internal Reference Number

Note to the Buyer

Note to the Approver

Total: \$0.00

APPROVER: LEE, MARK

**SUBMIT**

## ■ Solicit Bids for Services from Suppliers

- Enter Mandatory Information
  - Unit of Measure Quantity
  - Delivery By Date
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
  - Approver
- Enter Optional Information
- Tap Submit

**Note:** A pop up will appear stating the order number

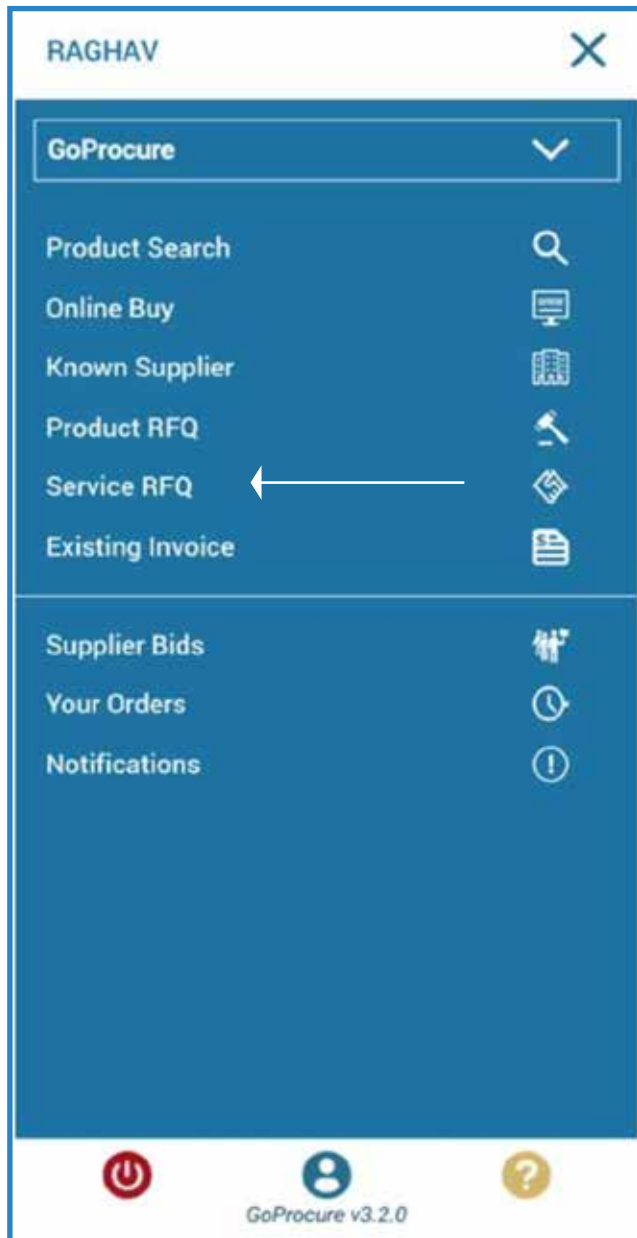


# Service RFQ

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



## ■ Solicit Bids for Services from Suppliers

- Tap Service RFQ



**Service RFQ**

**SERVICE**

**TITLE** Service Title

**CAT** Please Select

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

**SUPPLIER PREFERENCES**

Local All

**NAME** Potential Supplier

**ATTACHMENTS**

Attachments for Suppliers

Attachments for Approver

**NEXT**

## ■ One Time with Time and Materials

- The ability to create a request for quote for a service and receiving multiple quotations back from suppliers
- Enter Mandatory Information
  - Item Title
  - Item Category
  - Detailed Item Information
  - Local Suppliers or All Suppliers
- Enter Optional Information
- Tap Next

**Service RFQ**

**CONTRACT TYPE**

Fixed Price Time and Materials

One Time Recurring

**DELIVERY**

BY 08/24/2017

AT GP Duluth

3460 Summit Ridge Pkwy, Suite 401

Duluth GA 30096

**ACCOUNTING**

CODE Company Code

CC Cost Center

GL GL Account

**ADDITIONAL INFORMATION**

BASELINE Baseline Price

REF # Internal Reference Number

Note to the Buyer

Note to the Approver

APPROVER LEE, MARK

SUBMIT

## ■ One Time with Time and Materials

- Select Fixed Price
- Select One Time
- Enter Mandatory Information
  - Delivery By Date
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
  - Approver
- Tap Submit

**Note:** A pop up will appear stating the order number

**Service RFQ**

**SERVICE**

**TITLE** Service Title

**CAT** Please Select

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

**SUPPLIER PREFERENCES**

Local All

**NAME** Potential Supplier

**ATTACHMENTS**

Attachments for Suppliers

Attachments for Approver

**NEXT**

## ■ One Time with Time and Materials

- The ability to create a request for quote for a service and receiving multiple quotations back from suppliers
- Enter Mandatory Information
  - Item Category
  - Item Title
  - Detailed Item Information
  - Local or All Suppliers
- Enter Optional Information
- Tap Next

**Service RFQ**

**CONTRACT TYPE**

Fixed Price | **Time and Materials**

**One Time** | Recurring

UOM Unit of Measure ▼

Qty 1

**DELIVERY**

BY 08/24/2017 📅

AT GP Duluth ▼

3460 Summit Ridge Pkwy, Suite 401

Duluth GA 30096

**ACCOUNTING**

CODE Company Code 🔍

CC Cost Center 🔍

GL GL Account 🔍

**ADDITIONAL INFORMATION**

**BASELINE** Baseline Price

**REF #** Internal Reference Number

ok

Note to the Approver

**APPROVER** LEE, MARK 🔍

**SUBMIT**

## ■ One Time with Time and Materials

- Select Time and Materials
- Select One Time
- Enter Mandatory Information
  - Unit of Measure Quantity
  - Delivery By Date
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
  - Approver
- Tap Submit

**Note:** A pop up will appear stating the order number



**Service RFQ**

**CONTRACT TYPE**

Fixed Price | Time and Materials

One Time | Recurring

UOM: Unit of Measure

Qty: 1

**DELIVERY**

BY: 08/24/2017

AT: GP Duluth

3460 Summit Ridge Pkwy, Suite 401

Duluth | GA | 30096

**ACCOUNTING**

CODE: Company Code

CC: Cost Center

GL: GL Account

**ADDITIONAL INFORMATION**

BASELINE: Baseline Price

REF #: Internal Reference Number

ok

Note to the Approver

APPROVER: LEE, MARK

**SUBMIT**

## ■ Recurring with a Fixed Price

- The ability to create a request for quote for a service and receiving multiple quotations back from suppliers
- Enter Mandatory Information
  - Item Category
  - Item Title
  - Detailed Item Information
  - Local or All Suppliers
- Enter Optional Information
- Tap Next

**Service RFQ**

**SERVICE**

**TITLE** Service Title

**CAT** Please Select

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

**SUPPLIER PREFERENCES**

Local All

**NAME** Potential Supplier

**ATTACHMENTS**

Attachments for Suppliers

Attachments for Approver

**NEXT**

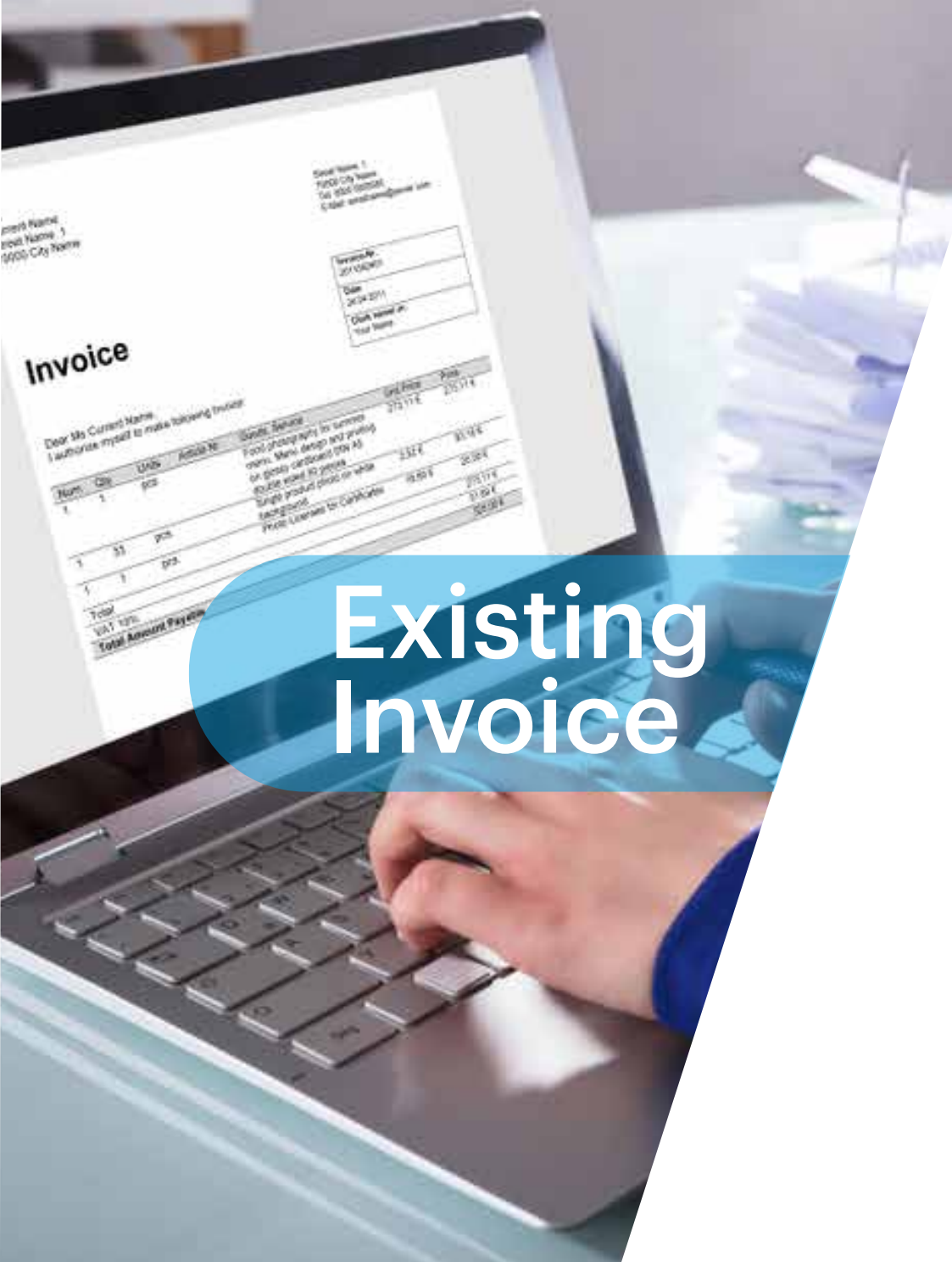
## ■ Recurring With Time and Materials

- The ability to create a request for quote for a service and receiving multiple quotations back from suppliers
- Enter Mandatory Information
  - Item Category
  - Item Title
  - Detailed Item Information
  - Local or All Suppliers
- Enter Optional Information
- Tap Next

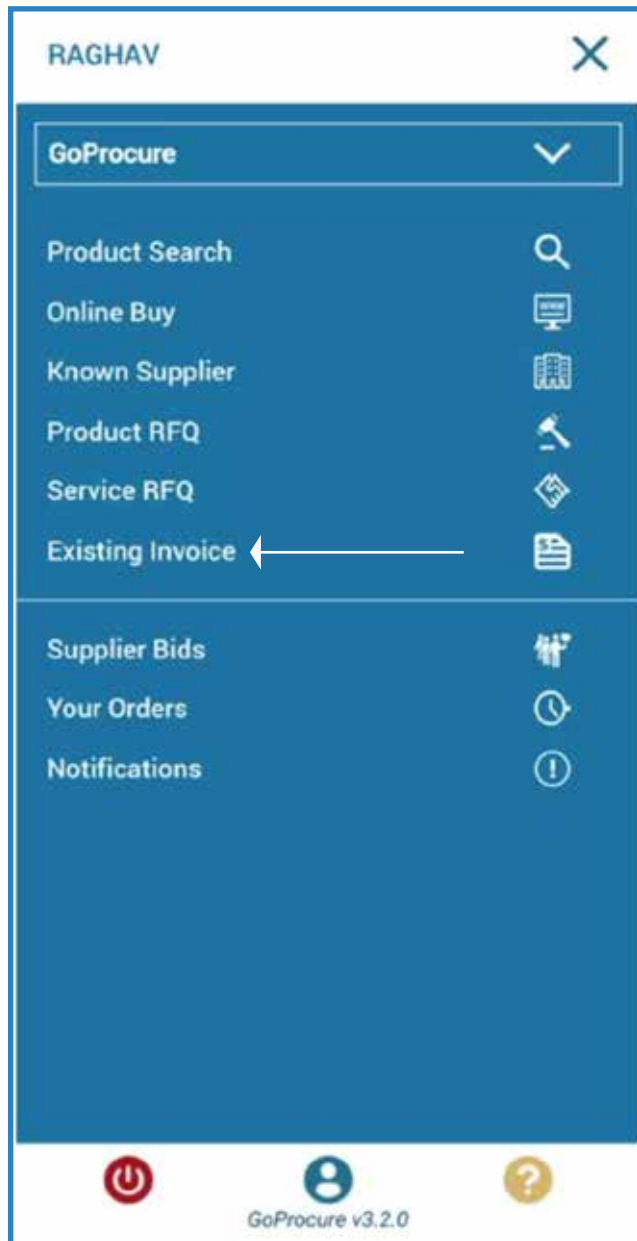
## ■ Recurring With Time and Materials

- Select Time and Materials
- Select Recurring
- Enter Mandatory Information
  - Unit of Measure Quantity
  - Start Date
  - End Date
  - Frequency of Service
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
  - Approver
- Tap Submit
 

**Note:** A pop up will appear stating the order number



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!



## ■ Submit an Existing Invoice

- Place an order directly with a known supplier
- Tap Existing Invoice

**Existing Invoice**

**ITEM / SERVICE**

**TITLE** Item / Service Title

**TYPE** Please Select

**CAT** Please Select

**ITEM#** Item Number

**SUPPLIER**

**NAME** Name

**SITE** Site

**PART#** Supplier Part Number

**ATTACHMENTS**

Attachments

**NEXT**

## ■ Submit an Existing Invoice

- The function allows users to submit existing invoices to GoProcure's requisitioning service
- Enter Mandatory Information
  - Category of Invoice
  - Type of Invoice
  - Item/Service Title
  - Supplier Name
  - Supplier Site
  - [Attachment](#): Image of Invoice
- Enter Optional Information
- Tap Next

**Existing Invoice**

**ITEM**

UOM: Each

Qty: 1

\$/Unit: Price per Unit

TAX: Tax Amount

FREIGHT: Freight Amount

**DELIVERY**

BY: 08/24/2017

AT: GP Duluth

3460 Summit Ridge Pkwy, Suite 401

Duluth GA 30096

**ACCOUNTING**

CODE: Company Code

CC: Cost Center

GL: GL Account

**ADDITIONAL INFORMATION**

REF #: Internal Reference Number

Note to the Buyer

Note to the Approver

Total: \$0.00

APPROVER: LEE, MARK

**SUBMIT**

## ■ Submit an Existing Invoice

- Enter Mandatory Information
  - Unit of Measure Quantity
  - Price Per Unit
  - Delivery by Date
  - Delivery Location
  - Company Code
  - Cost Center
  - GL Account
  - Approver

- Enter Optional Information
- Tap Submit

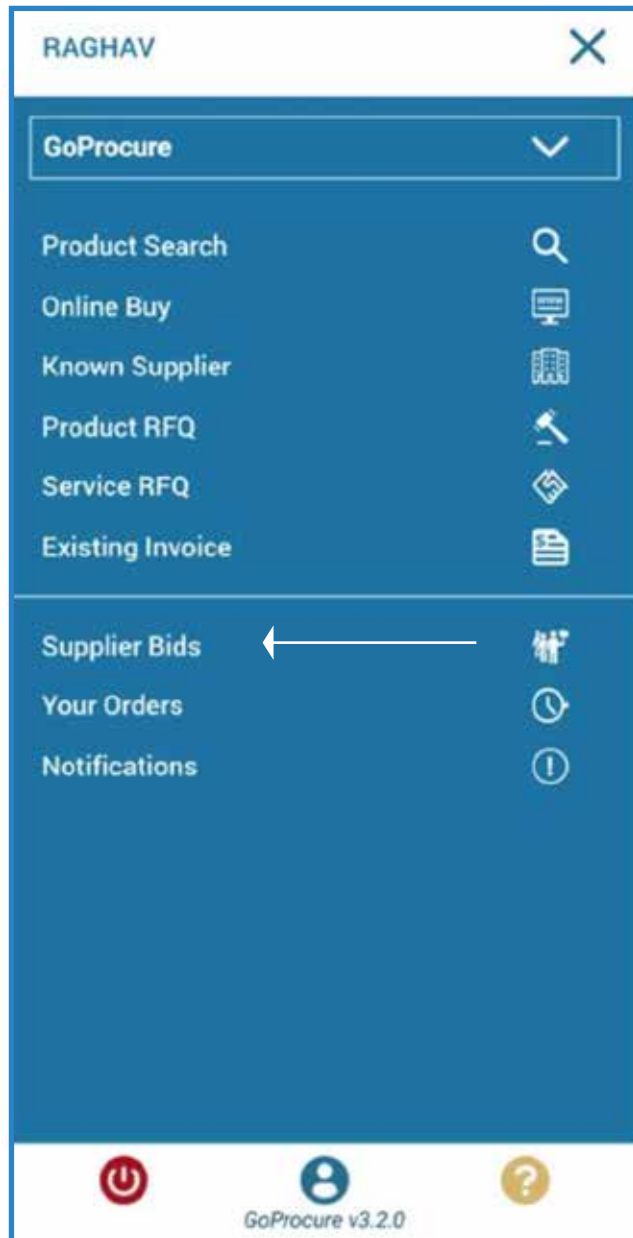
**Note:** A pop up will appear stating the order number





# 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!



## ■ View/Accept Bids from Suppliers

- Tap Supplier Bids

View Bids		
Search for RFQ Number or Description....		
<b>ipad mini large</b>	RFQ #:1032100098 Created:05/24/2017 RFQ - Bids Received Closing:05/29/2017	3 BIDS
<b>ipad mini</b>	RFQ #:1032100097 Created:05/24/2017 RFQ - Bids Received Closing:05/29/2017	1 BIDS
<b>Ipad large</b>	RFQ #:1032100096 Created:05/24/2017 RFQ - Bids Received Closing:05/29/2017	6 BIDS
<b>Ipad small</b>	RFQ #:1032100095 Created:05/24/2017 RFQ - Bids Received Closing:05/29/2017	4 BIDS
<b>ipad</b>	RFQ #:1032100094 Created:05/24/2017 RFQ - Bids Received Closing:05/29/2017	2 BIDS
<b>Logitech Wireless Keyboard</b>	RFQ #:1032100089 Created:05/24/2017 RFQ - Processing Closing:05/29/2017	0 BIDS
<b>Keyboard wireless</b>		

## ■ View/Accept Bids from Suppliers

- Awarding bid to desired supplier
- Search for Bids by RFQ Number or Description
- Tap desired line item

<

Accept Bids

**Ipad large**

Qty: **1ea**

**RFQ - Bids Received**

Deliver to: **New York**

Created: **05/24/2017**

Closing: **05/29/2017**

Need By: **05/29/2017**

6

BIDS

**CDW Inc**

Supply by: **05/28/2017**

Bid/Unit: **\$ 400**

Total: **\$ 400**

AWARD

**Cost Central INC**

Supply by: **05/29/2017**

Bid/Unit: **\$ 400**

Total: **\$ 400**

AWARD

**John Harris Consulting Inc**

Supply by: **05/29/2017**

Bid/Unit: **\$ 410**

Total: **\$ 410**

AWARD

**Overstock Inc**

Supply by: **05/31/2017**

Bid/Unit: **\$ 417**

Total: **\$ 417**

AWARD

**Mac Connection**

Supply by: **05/28/2017**

Bid/Unit: **\$ 420**

Total: **\$ 420**

AWARD

**Marketing Resources International I**

## ■ View/Accept Bids from Suppliers

- Awarding a bid to the desired supplier
- Tap Award on desired Bid

**Note:** A pop will appear to confirm that your order has been placed.

- Tap Yes

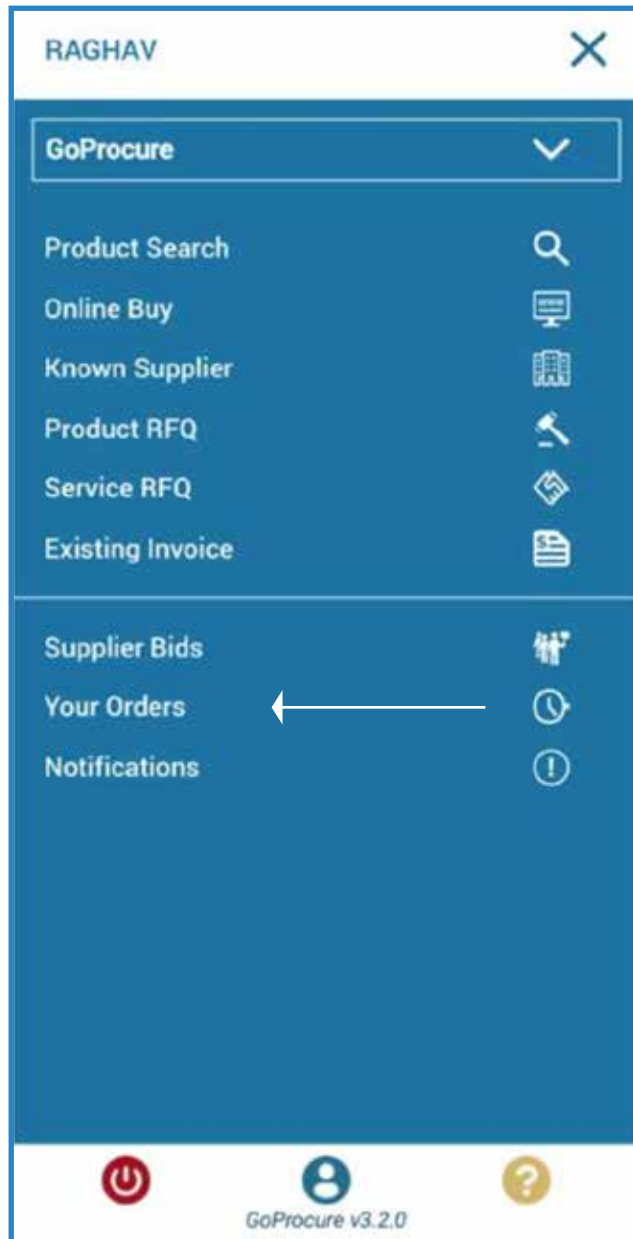
50

For more information about GoProcure, please contact us at [info@goprocure.com](mailto:info@goprocure.com) or visit our website at [www.goprocure.com](http://www.goprocure.com)



# 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. Most importantly, you can view the status of each of your orders all in one location!



## ■ Check the Status of your Orders

- Place an order directly with a known supplier
- Tap Supplier Bids



Your Orders	
<input type="text"/> Enter Order Number or Item Title	
<b>Adobe CS5</b> Order #: 1031100125    Created: 05/24/2017 <b>REQ - Sent to Approver</b> Amount: \$12560	
<b>Adobe CS5</b> Order #: 1031100124    Created: 05/24/2017 <b>Ordered</b> Amount: \$12.56	
<b>ipad mini large</b> Order #: 1031100123    Created: 05/24/2017 <b>RFQ - Bids Received</b>	
<b>ipad mini</b> Order #: 1031100122    Created: 05/24/2017 <b>RFQ - Bids Received</b>	
<b>ipad large</b> Order #: 1031100121    Created: 05/24/2017 <b>RFQ - Bids Received</b>	
<b>ipad small</b> Order #: 1031100120    Created: 05/24/2017 <b>RFQ - Bids Received</b>	
<b>ipad</b> Order #: 1031100119    Created: 05/24/2017 <b>RFQ - Bids Received</b>	
<b>Logitech Wireless Keyboard</b>	

## ■ Check the Status of your Orders

- Check the status of all requisitions
- Tap desired line item



**Adobe CS5**

Order #: **1031100125**      Created: **05/24/2017**  
REQ - Sent to Approver      Amount: **\$12560**

<

Order Details

Adobe CS5

Order #: 1031100124      Created: 05/24/2017  
Ordered      Amount: \$12.56

ADDITIONAL DETAILS

REQ #: 1034100092  
PO #: 1035100070

ITEM

Category: 10.10.15.01  
Unit of Measure: Each  
Quantity: 1  
Price: 12.56

SUPPLIER

Name: 3M Health Care  
Site: CA  
Type: Non-Strategic

DELIVERY


Location: New York  
Address: 12th Floor, 100 Park Ave., Brooklyn, NY, 0776  
Date: 05/29/2017

ACCOUNTING

Company Code: 11: Lux1  
Cost Center: 103: Finance  
GL Code: 20001: Liability  
Approver: Jhamvar, Amit



## ■ Check the Status of your Orders

- Check the status of all REQs
- Detailed information about the requisition will be available for users on this page

**Ipad large**

Order #: **1031100121** Created: **05/24/2017**

**RFQ - Bids Received**

Order Details

Ipad large

Order #: **1031100121** Created: **05/24/2017**

**RFQ - Bids Received**

**6**  
BIDS

ADDITIONAL DETAILS

RFQ #: **1032100096**

RFQ Closed: **05/29/2017**

Number of suppliers invited for RFQ: **8**

REQ #:

PO #:

ITEM

Category: **43.21.17.13**

Unit of Measure: **Each**

Quantity: **1**

Price:

SUPPLIER

Name:

Site:

Type:

DELIVERY

Location: **New York**

Address: **12th Floor, 100 Park Ave., Brooklyn, NY, 8776**

Date: **05/29/2017**

ACCOUNTING

Company Code: **01 Luxottica**

Cost Center: **001 Facilities**

GL Code: **1:Office Supplies**

Approver: **Karanjkar, Mr. Priyadarshan**

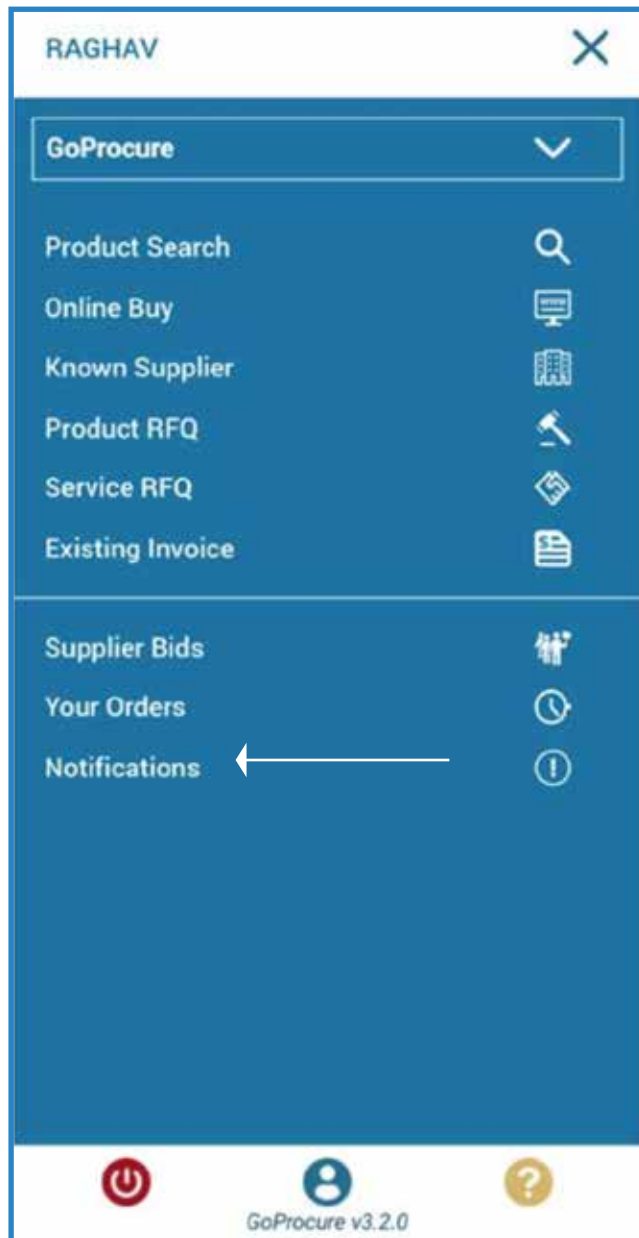
## ■ Check the Status of your Orders

- Check the status of all REQs
- Detailed information about the requisition will be available for users on this page

# NEW MESSAGE

## Notifications

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



## ■ Check FYI Notifications

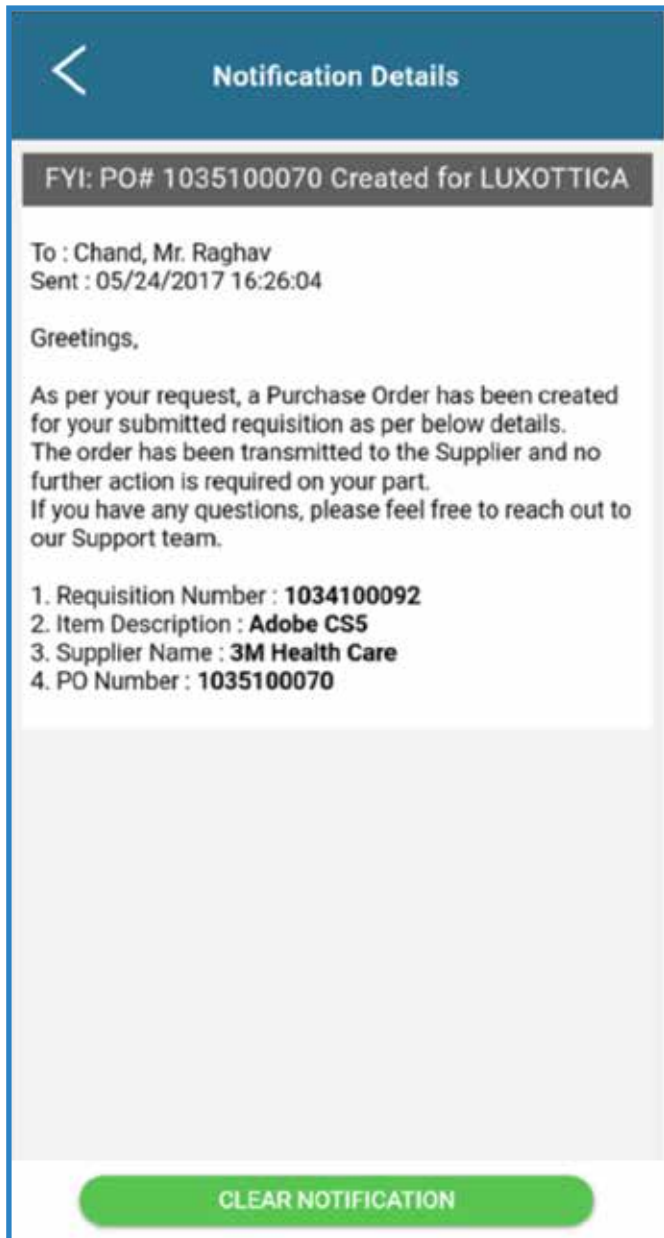
- Place an order directly with a known supplier
- Tap Notifications



Notifications	
CLEAR ALL	
FYI	ACTION
FYI: PO# 1035100070 Created for LUXOTTICA	
Purchase Requisition 17879 for LUXOTTICA is rejected. (\$1,000.00)	
Purchase Requisition 17878 for LUXOTTICA is rejected. (\$1,000.00)	
Purchase Requisition 17878 for LUXOTTICA is rejected. (\$2,500.00)	
FYI: PO# 7940 Created for LUXOTTICA	
FYI: PO# 7898 Created for LUXOTTICA	
FYI: PO# 7897 Created for LUXOTTICA	
FYI: PO# 7895 Created for LUXOTTICA	

## ■ Check FYI Notifications

- Check information of Purchase Order Creations and Purchase Requisition Rejections
- Tap FYI
- Tap desired line item



## ■ Check FYI Notifications

- Check information of Purchase Order Creations and Purchase Requisition Rejections
- Detailed information of FYI notifications are displayed here
- Tap Clear Notification

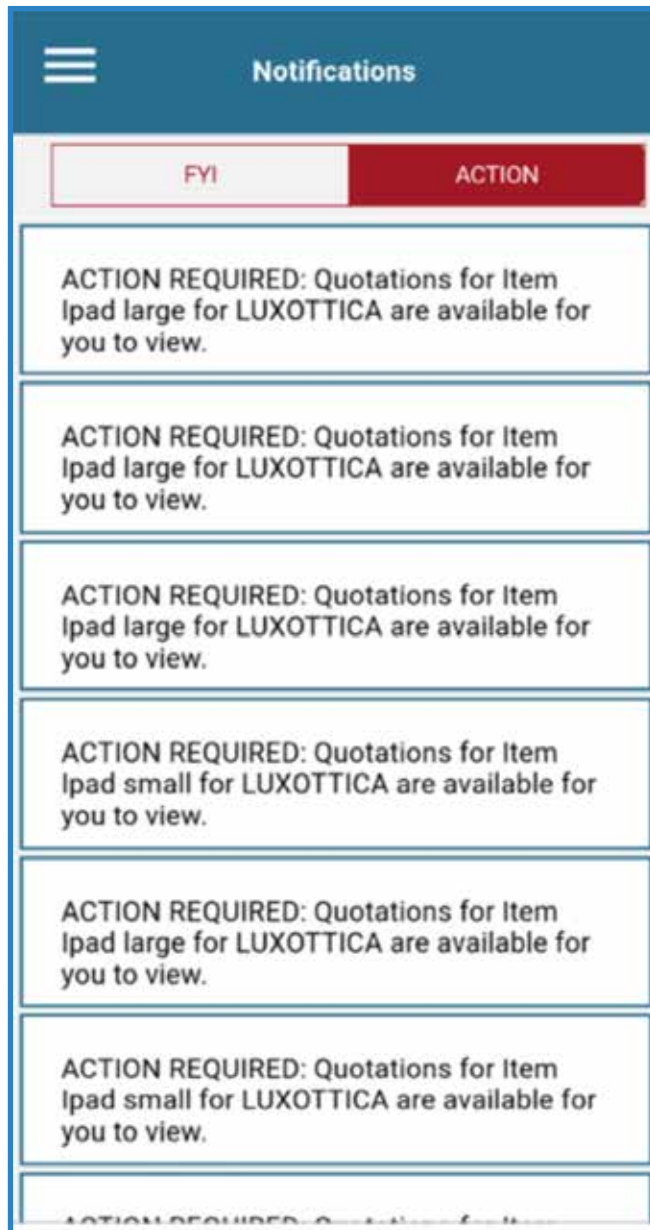




## ■ Check FYI Notifications

- Check information of Purchase Order Creations and Purchase Requisition Rejections
- Detailed information of FYI notifications are displayed here
- Tap Clear Notification

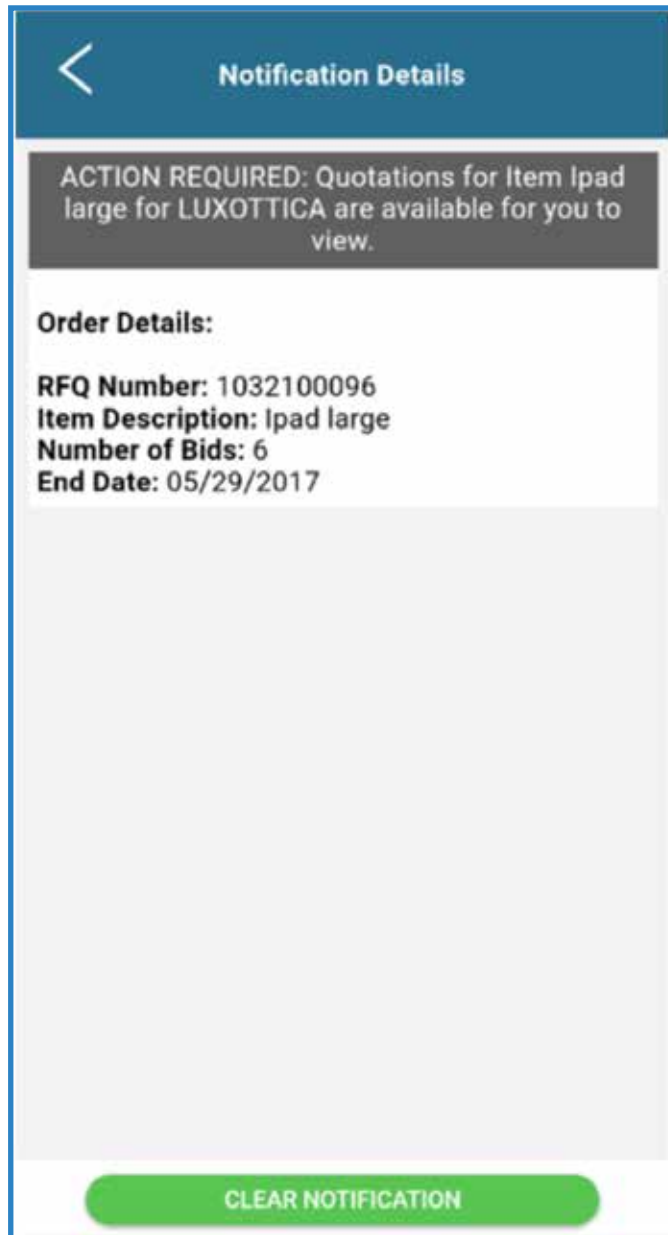




## ■ FYI Notifications for Requisitions

- View Supplier Quotations for Requisitions
- Tap Action





## ■ FYI Notifications for Requisitions

- View Supplier Quotations for Requisitions
- Detailed information of supplier quotations are displayed here

**Note:** Bids can be awarded to suppliers via the supplier bids page in the menu

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Notification Details

ACTION REQUIRED: Purchase Requisition 20024100041 of JHAMVAR, AMIT for GoProcure for your approval. (\$9.99)

From : JHAMVAR, AMIT

To : Vasandani, Vijay

Sent : 08/14/2017 17:01:10

Item : TeckNet Classic 2.4G Portable Optical Wireless Mouse with USB Nano Receiver for Notebook PC

Description : Laptop Computer 6 Buttons 18 Months Battery Life 2400 DPI 5 Adjustment Levels Black

Total Amount\* : \$9.99

Item Information

Category : Mice

Unit of Measure : Each

Quantity : 1

Price : \$9.99

RFQ

Baseline : Price

Invoice Information

Freight Amount :

Tax Amount :

Supplier Information

Name : Amazon.com Marketplace

Site : Duluth

Type : Non-Strategic

Delivery Information

Location : GP Duluth

Address : 3460 Summit Ridge Pkwy, Suite 401, Duluth, GA, 30096

Date : 08/21/2017

Accounting Information

Company Code : 101:MTI - Corporate

Cost Center : 201:GP - Operations

GL Code : 10002:Dues & Subscriptions

Note to Approver :

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

✓ APPROVE

✗ REJECT

## ■ FYI Notifications for Requisitions

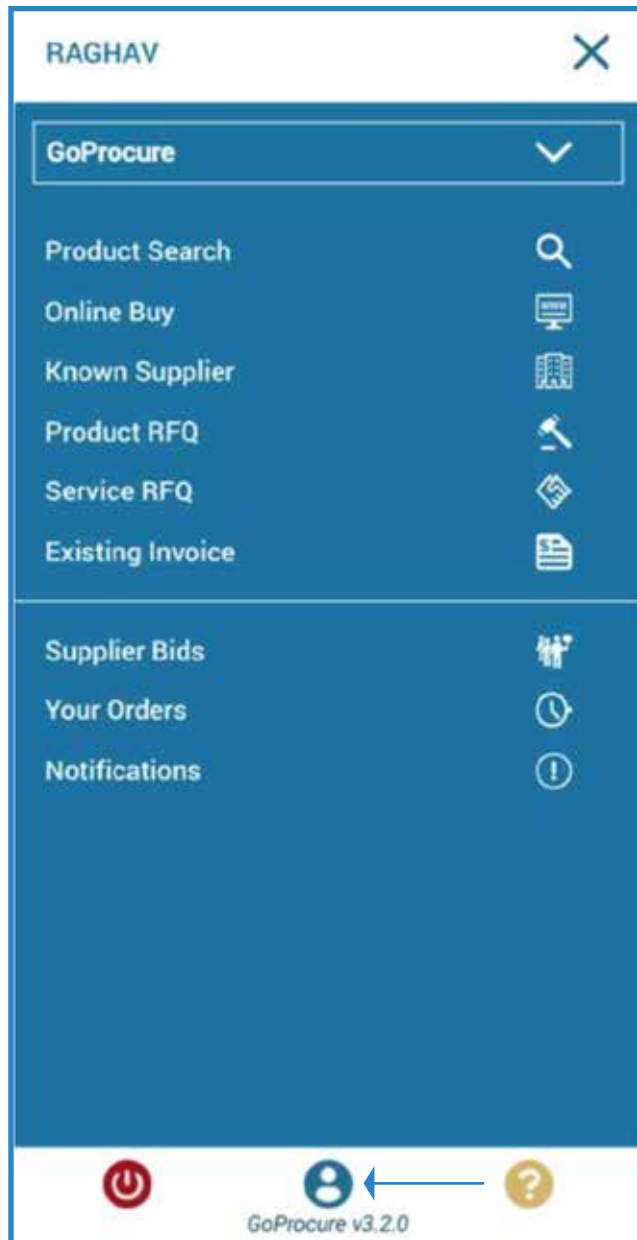
- Approve or Reject requisition requests
- Detailed information about the requisition pending approval is available to view
- Tap Approve to Approve the Requisition or Reject to Reject the Requisition

**Note:** If Requisition is rejected, A pop up will appear requesting for cancellation reason and optional additional comments



# Manage Account

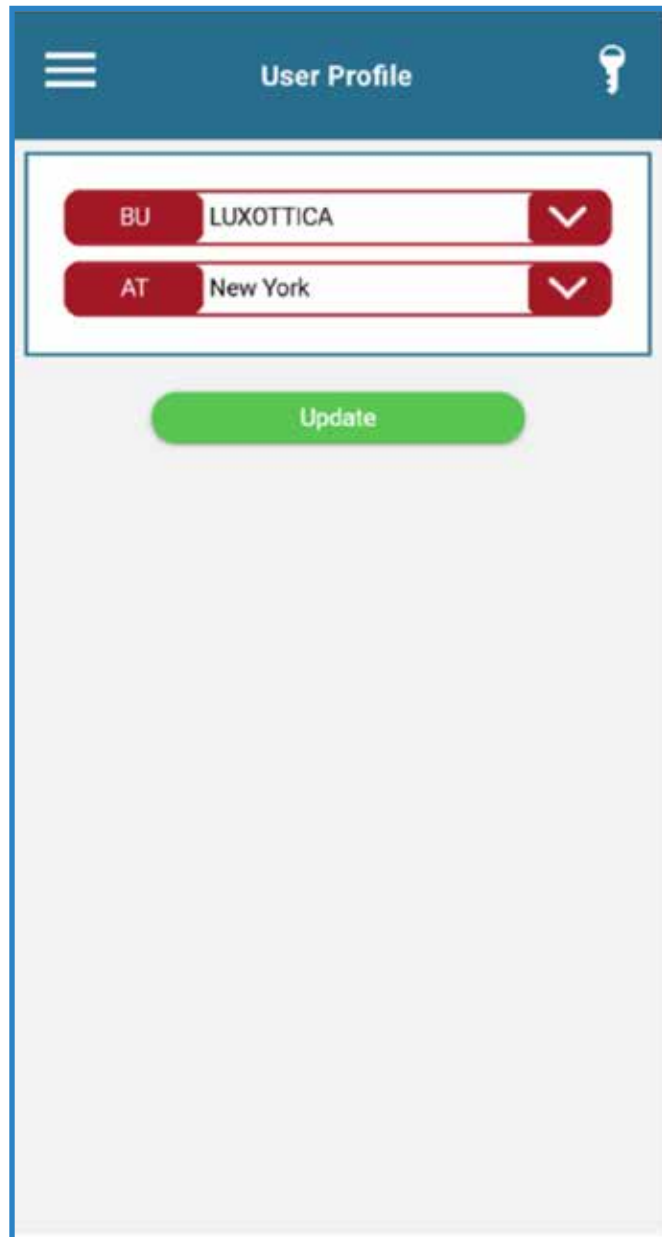
Use the Manage Account page to keep your user profile updated! You can change your business unit, location, and password from this page. Remember that changing your business unit will be key to identifying company codes, cost centers, GL accounts, and delivery locations for each of your purchases.



## ■ Make Changes to your GoProcure Profile

- Users can manage settings such as setting their default business unit and default delivery location
- Tap Manage Profile Icon





The screenshot shows a mobile application interface for managing a user profile. At the top, there is a dark blue header with a hamburger menu icon on the left, the text "User Profile" in the center, and a key icon on the right. Below the header, there is a white box containing two dropdown menus. The first dropdown is labeled "BU" and has "LUXOTTICA" selected. The second dropdown is labeled "AT" and has "New York" selected. Below these dropdowns is a green button with the text "Update".

## ■ Manage User Profile

- Tap Business Unit to set a default business unit
- Tap Delivery Location to set a default delivery location
- Tap Key to update existing password
- Tap Update to save changes to your profile

The screenshot displays a mobile application interface. At the top, a dark blue header bar contains a hamburger menu icon on the left, the text 'User Profile' in the center, and a key icon on the right. Below the header, a red navigation bar shows 'BU' and 'LUXOTTICA' with a dropdown arrow. A white modal box titled 'CHANGE PASSWORD' with a close button (X) is centered on the screen. Inside the modal, there are three input fields, each with a lock icon on the left: 'Existing Password', 'New Password', and 'Confirm Password'. Below these fields is a green button labeled 'UPDATE PASSWORD'.

## ■ Manage User Profile

- Update Account Password
- Enter Existing Password
- Enter New Password
- Re-Enter New Password
- Tap Update Password

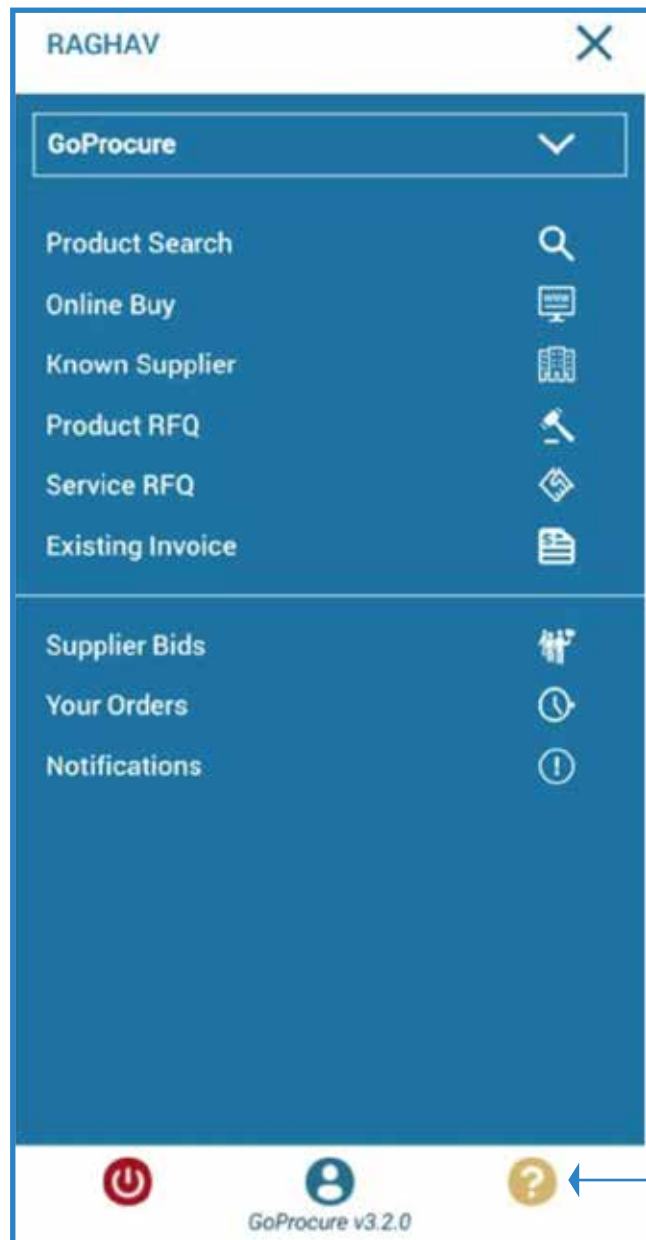




# Help And Support

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

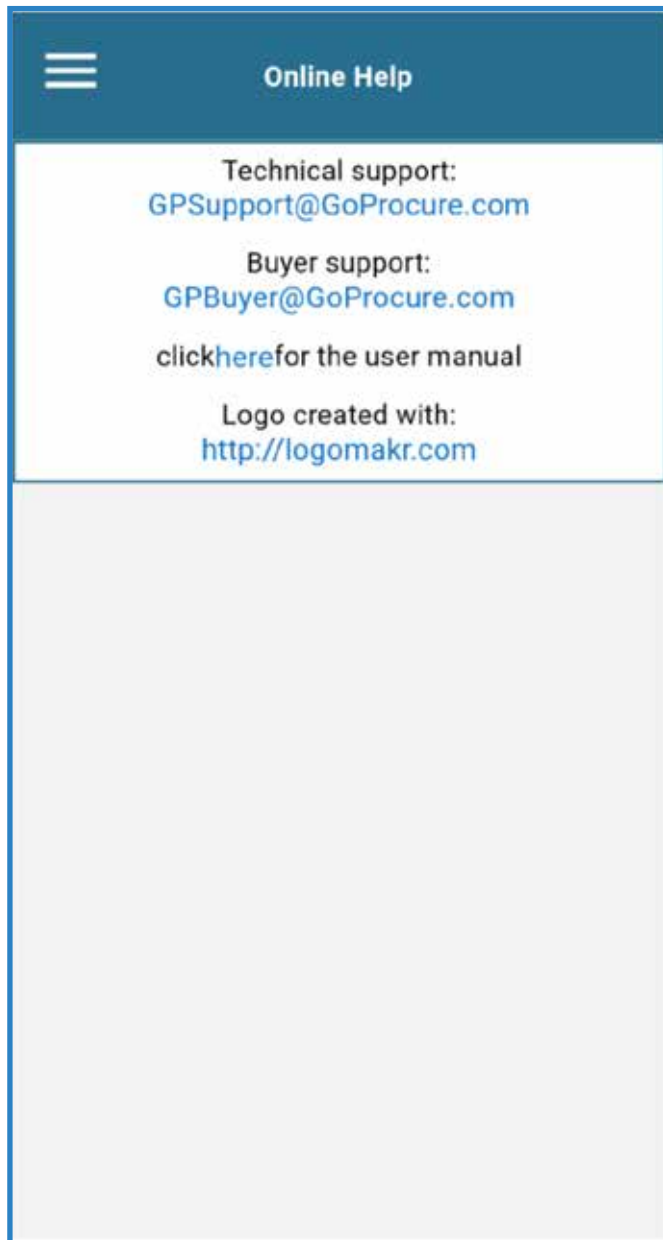




## ■ Get Help from the GoProcure Team

- Are you looking for help?
- Tap Help Icon





## ■ Get Help from the GoProcure Team

- Get help from GoProcure's support team or access user manuals and other support information available online

