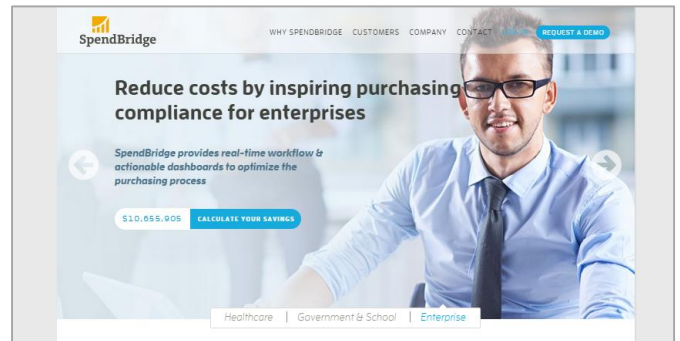


We are excited to introduce the next step in the evolution of BPSLive: SpendBridge! We're updating our name, and on **October 27th**, we're introducing some exciting enhancements to our application. The biggest changes are below:

1 Users will be able to login at our **new address**, www.spendbridge.co (or login directly at app.spendbridge.co). If you navigate to BPSLive after October 27, we'll redirect you there. Your username and password will not change!



www.spendbridge.co

2 When you login, you'll land on our **new homepage**, which features an updated look and provides quick access to your favorite tools.

You will still find orders pending approval (now called "Requests") and invoices pending approval on your homepage.

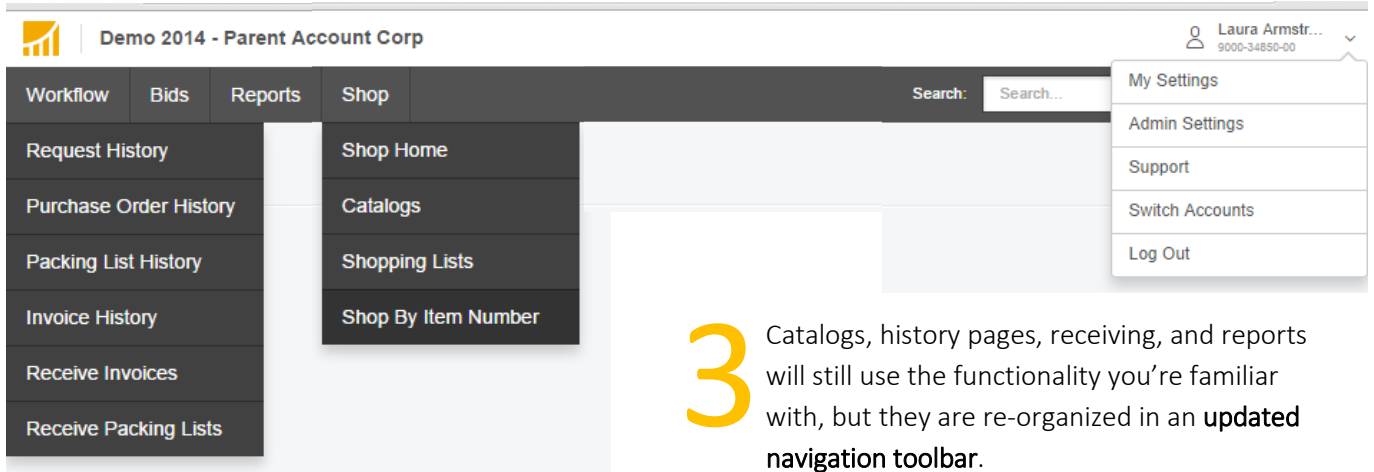
The search box is still available on the top-right.

Optimization notices let you know if the user passed up an opportunity for savings

We're moving shopping lists, but the list names and contents will not change.

Approvers can approve, divert, or reject (now called "Decline") documents with one click from here.

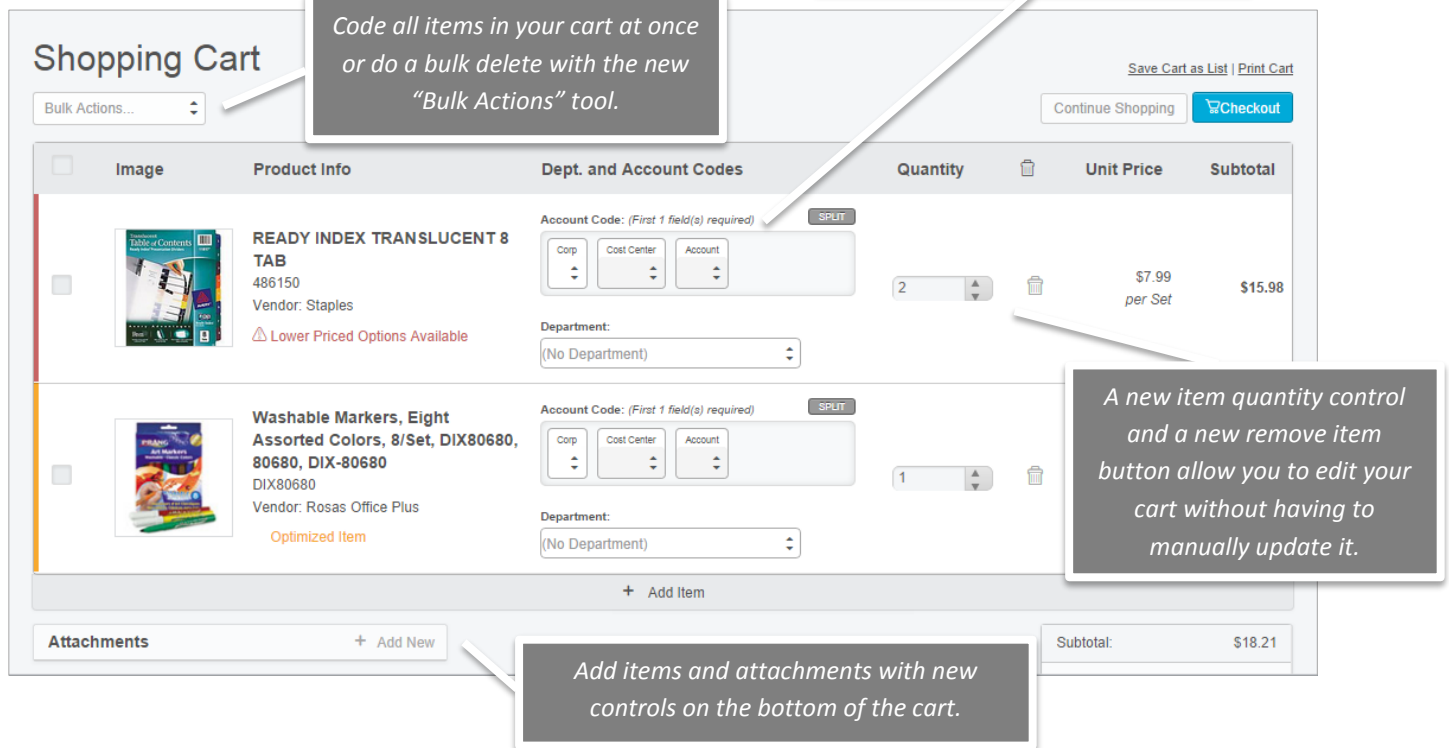
The screenshot shows a navigation bar with 'Dashboards', 'Workflow', 'Reports', and 'Shop'. A search bar is on the right with 'Search...' and 'Compare 3 items' and a shopping cart icon with '2'. The main content area is titled 'Open Items' and has a 'View All' button. Below this are two tabs: 'Pending Requests' and 'Pending Invoices'. Under 'Pending Requests', there are three cards, each for a request from 'Nathan Sinsabaugh' on '2/21/2014 at 3:38pm' with a total of '\$51.08'. The first and second cards are marked 'Cart not optimized' with a red triangle icon, while the third is 'Cart optimized' with an orange triangle icon. Each card has three buttons: 'Divert', 'Approve', and 'Decline'. On the left side, there is a 'Quick Actions' section with 'Browse Catalogs', 'Shop by Number', and 'View Request Histo...'. Below that is 'My Shopping Lists' with a 'View All' link and four list items: 'First Shopping List', 'Shopping List Number Two', 'Third Shopping List', and 'Another Shopping List'.



3 Catalogs, history pages, receiving, and reports will still use the functionality you're familiar with, but they are re-organized in an **updated navigation toolbar**.



4 Editing your cart and coding your purchases will be easier than ever with our **improved shopping cart and account code control**.

Select your reference codes (now called "Account Codes") with our new account code control that's faster and friendlier. Use drop-downs or type and tab.



Shopping Cart

Bulk Actions... | Save Cart as List | Print Cart | Continue Shopping | Checkout

Image	Product Info	Dept. and Account Codes	Quantity	Unit Price	Subtotal
	READY INDEX TRANSLUCENT 8 TAB 486150 Vendor: Staples <small>Lower Priced Options Available</small>	Account Code: (First 1 field(s) required) SPLIT Corp: [dropdown] Cost Center: [dropdown] Account: [dropdown] Department: (No Department)	2	\$7.99 per Set	\$15.98
	Washable Markers, Eight Assorted Colors, 8/Set, DIX80680, 80680, DIX-80680 DIX80680 Vendor: Rosas Office Plus <small>Optimized Item</small>	Account Code: (First 1 field(s) required) SPLIT Corp: [dropdown] Cost Center: [dropdown] Account: [dropdown] Department: (No Department)	1		

+ Add Item

Attachments + Add New | Subtotal: \$18.21

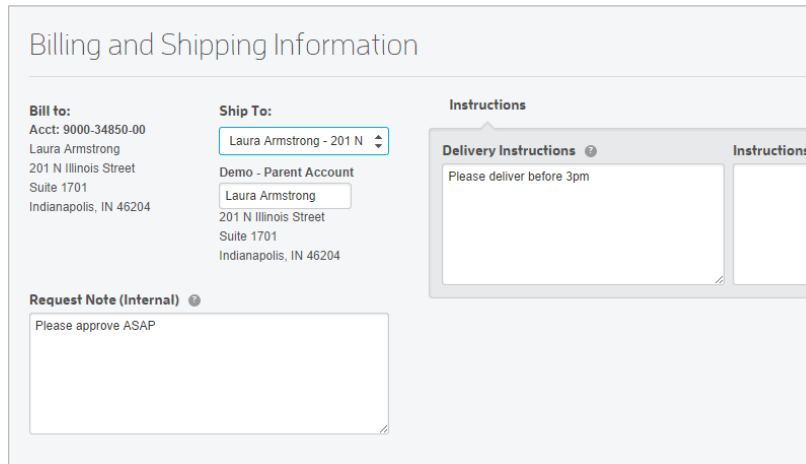
Code all items in your cart at once or do a bulk delete with the new "Bulk Actions" tool.

A new item quantity control and a new remove item button allow you to edit your cart without having to manually update it.

Add items and attachments with new controls on the bottom of the cart.

New SpendBridge Shopping Cart

5 Our new two-step checkout process allows users to checkout more quickly and bypass entering a PO number.



Billing and Shipping Information

Bill to:
Acct: 9000-34850-00
Laura Armstrong
201 N Illinois Street
Suite 1701
Indianapolis, IN 46204

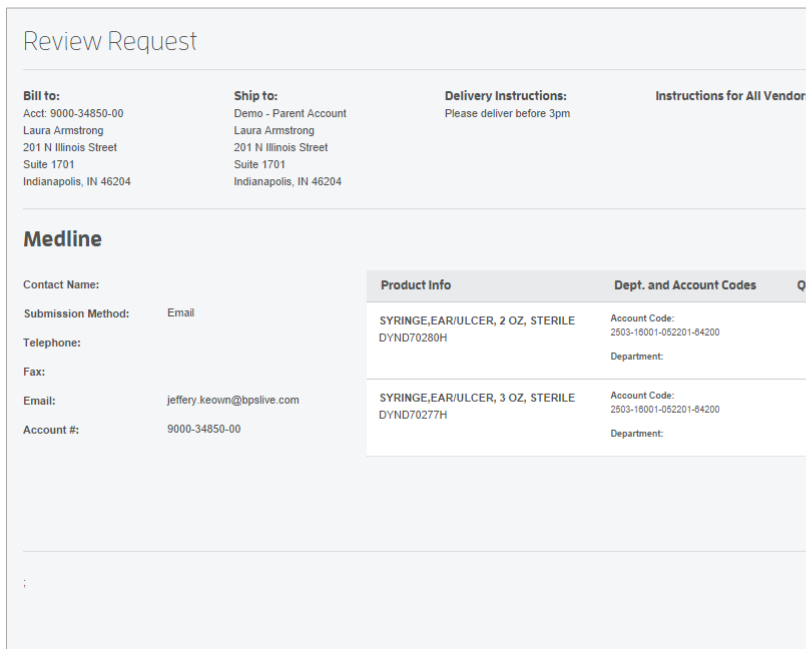
Ship To:
Laura Armstrong - 201 N
Demo - Parent Account
Laura Armstrong
201 N Illinois Street
Suite 1701
Indianapolis, IN 46204

Instructions

Delivery Instructions
Please deliver before 3pm

Request Note (Internal)
Please approve ASAP

Checkout Step 1



Review Request

Bill to:
Acct: 9000-34850-00
Laura Armstrong
201 N Illinois Street
Suite 1701
Indianapolis, IN 46204

Ship to:
Demo - Parent Account
Laura Armstrong
201 N Illinois Street
Suite 1701
Indianapolis, IN 46204

Delivery Instructions:
Please deliver before 3pm

Instructions for All Vendors:

Medline

Contact Name:	Product Info	Dept. and Account Codes	Qu
Submission Method: Email	SYRINGE,EAR/ULCER, 2 OZ, STERILE DYND70280H	Account Code: 2503-18001-052201-84200 Department:	
Telephone:			
Fax:			
Email: jeffery.keown@bpslive.com	SYRINGE,EAR/ULCER, 3 OZ, STERILE DYND70277H	Account Code: 2503-18001-052201-84200 Department:	
Account #: 9000-34850-00			

Checkout Step 2

Checkout Changes

PO numbers assigned after final approval: Previously, BPSLive assigned PO numbers to an order during checkout. Now, users in SpendBridge generate “requests” during checkout. That request is assigned a request number and is considered a request until the final approver approves. Then, SpendBridge generates a purchase order and assigns a PO number.

What does this mean for clients who assign their own PO numbers? Those clients will still be able to assign a PO number during the approval process. However, users will not be able to assign a PO number while creating a request.

How do I find my request or PO in the application? Using the request number is the easiest way to find records in SpendBridge, since that number stays with the document from the beginning to the end of the approval and PO process.

New workflow preview coming: In the next 60 days, a new workflow timeline tool will be unveiled, allowing users to see previous and future approvals needed for their request. In the meantime, users in SpendBridge can see whose approval is required for a request on their home page or in Request History.

6 Our friendly support team is still available to you! Contact them at our **new support address** support@spendbridge.co. We are also still available by phone at 1-877-208-4817.