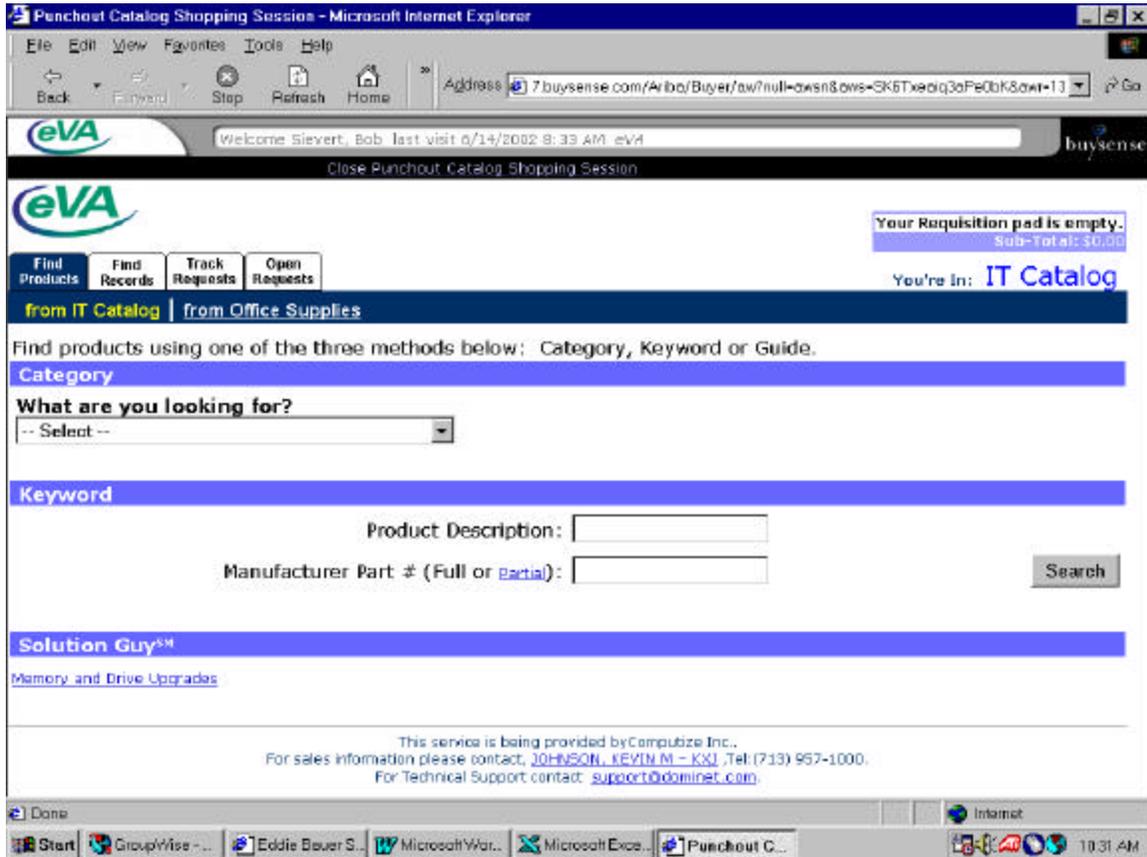


## Navigational Instructions - Computize Punchout Catalog

After **clicking** *Buy from Supplier* for the Computize Catalog you should see the Computize Catalog Center.



You can search via the drop down menu under 'Category' or perform a Keyword search.

# Navigational Instructions - Computize Punchout Catalog

For this example let's search for 'modems'.

Punchout Catalog Shopping Session - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Address [7.buyense.com/Ar/bb/Buyer/aw/?null-down&ows=EK6Txe0q3aPe0bK&ow=17](http://7.buyense.com/Ar/bb/Buyer/aw/?null-down&ows=EK6Txe0q3aPe0bK&ow=17) Go

Welcome Sievert, Bob last visit 6/14/2002 9:33 AM eVA

Close Punchout Catalog Shopping Session

**eVA**

Your Requisition pad is empty.  
Sub-Total: \$0.00

You're In: **IT Catalog**

Find Products Find Records Track Requests Open Requests

from IT Catalog | from Office Supplies

Find products using one of the three methods below: Category, Keyword or Guide.

**Category**

What are you looking for?  
-- Select --

**Keyword**

Product Description:

Manufacturer Part # (Full or Partial):

Search

**Solution Guy<sup>SM</sup>**

[Memory and Drive Upgrades](#)

This service is being provided by Computize Inc.  
For sales information please contact, [JOHNSON, JEVIN M - KXJ](#), Tel: (713) 957-1000.  
For Technical Support contact: [support@dominet.com](mailto:support@dominet.com).

Opening page <http://stara.dominet.com/cgi-bin/WebObjects/ProcureAgent.woa/19/wo/wK4b3pNyg6xPm2q2k>

Start GroupWise -... Eddie Bauer S... Microsoft Wor... Microsoft Exce... Punchout C...

Internet

10:42 AM

## Navigational Instructions - Computize Punchout Catalog

Search results will be the next page displayed.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Punchout Catalog Shopping Session'. The address bar shows the URL: [7.buysense.com/Arbo/Buyer/bw/full-down&ows=SK6Txeiq3aPe0bK8dow+17](http://7.buysense.com/Arbo/Buyer/bw/full-down&ows=SK6Txeiq3aPe0bK8dow+17). The page header includes the 'eva' logo and a welcome message for 'Sievert, Bob'. The main navigation area has tabs for 'Find Products', 'Find Records', 'Track Requests', and 'Open Requests'. The current page is 'Search Results' for the search term 'modems'. A message states 'Too many items found for "modems"'. Below this, there is a 'Limit display to products...' section with a 'Limit!' button and a 'Made by: All Manufacturers' dropdown menu. The search results are displayed in a table with columns: Description, Specs, Part #, Price, and In Stock. The table lists several modem products, including ACTIONTEC ELECTRONICS and ADTRAN. Each product has an 'Add to Basket' button next to it.

Description	Specs	Part #	Price	In Stock
<b>GROUP ACTIONTEC ELECTRONICS</b>				
DATALINK V.90 PCMCIA MODEM		NDV9012-01	\$65.00	YES
DESKLINK 56K ISA V.90 INT MODEM		DT56010-01	\$58.00	YES
WHT BOX DESKLINK 56K ISA V.90 MODEM		DT56010-02	\$52.00	YES
WHT BOX CALLWAIT PCI INT V.90 56K DFV KFLEX MODEM		PCI56012-02CW	\$51.00	YES
<b>GROUP ADTRAN</b>				
T35U 300 DC W/ V.34 MODEM UNCHANNELIZED T3		1200217L4	\$2,900.00	YES
T35U 300 AC W/ V.34 MODEM UNCHANNELIZED T3		1200217L2	\$2,671.00	YES
TSU 512 U I/F INUX W/ CABLES		4202085LL	\$1,651.00	YES

Select the product you would like and **click** *Add to Basket*.

## Navigational Instructions - Computize Punchout Catalog

For this example we've selected 'DESKLINK 56K ISA V.90 INT MODEM'. Notice in the top right corner of the screen the selected item is displayed. You can continue shopping for modems, return to 'Find Products' and perform another search, or checkout.

The screenshot shows a web browser window titled "Punchout Catalog Shopping Session - Microsoft Internet Explorer". The address bar shows the URL "7.buysense.com/Ar/ba/Buyer/bw?null-dwn&ows-SK6Txeq3dPs0bk&ow+17". The page header includes the "eVA" logo and a welcome message: "Welcome Sievert, Bob last visit 6/14/2002 9:33 AM eVA". A "Close Punchout Catalog Shopping Session" link is present. In the top right corner, a shopping cart icon shows "1- DESKLINK 56K ISA V.90 INT M... \$58" and a "Check Out" button. Below this, the "Sub-Total: \$58.00" is displayed. The main navigation area includes buttons for "Find Products", "Find Records", "Track Requests", and "Open Requests". The current page is "Find Products" with sub-links for "from IT Catalog" and "from Office Supplies". The search results section shows "Search Results" for "modems" with a "Limit display to products..." button and a "Limit!" button. The search criteria are "Made By: All Manufacturers" and "For: Business & Education". The results show "Displaying Items 1 to 20 of 200" and "Page 1 of 10". A table of products is displayed with columns for Description, Specs, Part #, Price, and In Stock. The table includes the following items:

Description	Specs	Part #	Price	In Stock
DATALINK V.90 PCMCIA MODEM		MDV9012-01	\$66.00	YES
DESKLINK 56K ISA V.90 INT MODEM		DT56010-01	\$58.00	YES
WHI BOX DESKLINK 56K ISA V.90 MODEM		DT56010-02	\$52.00	YES
WHI BOX CALLWAIT PCI INT V.90 56K DFV KFLEX MODEM		PCI68012-02CW	\$51.00	YES

The table also includes a "group ADTRAN" and "Add to Basket" buttons for each item. The bottom of the browser window shows the taskbar with the Start button and several open applications: "GroupWise...", "Eddie Bauer S...", "Microsoft War...", "Microsoft Exc...", and "Punchout C...". The system clock shows "10:45 AM".

For this example let's checkout. **Click *Check Out*** in the top right corner of the screen.

## Navigational Instructions - Computize Punchout Catalog

We are now in the Open Requests page.

Punchout Catalog Shopping Session - Microsoft Internet Explorer

Address: 7.buysense.com/Ar/ba/Buyer/bw/null-down&ows=SK6Txeblq3aPe0bK8dwt+17

Welcome Sievert, Bob last visit 6/14/2002 9:33 AM eVA

Close Punchout Catalog Shopping Session

eVA

1- DESKLINK 56K ISA V.90 INT M... \$58

Sub-Total: \$58.00

Find Products Find Records Track Requests **Open Requests**

You're In: [Open Requests](#)

Requisition Pad » OrderPadRequester

Select one of the following options.

**A** I will complete the following fields.

Email address:  \*

First name:  \*

Last name:  \*

Daytime telephone:  \*

\* Required.

**B** I will enter an Email that I have used previously to purchase product from this web store.

You entered: BSIEVERT@DGS.STATE.VA.US

Email address:

Done Internet

Start GroupWise... Eddie Bauer S... Microsoft Wor... Microsoft Exce... Punchout C... 10:50 AM

Choose to enter information in either Selection A or Selection B. **Click Submit** when you are ready to continue.

## Navigational Instructions - Computize Punchout Catalog

You should now be on the Shopping Cart Summary page.

Close Punchout Catalog Shopping Session

Approver  
N/A

Requisition Status

Description	Qty.	Your Price	Ext. Price
DESKLINK 56K ISA V.90 INT MODEM	1	\$ 58.00	\$ 58.00

UPS Ground Service

Shipping Method

Subtotal	\$ 58.00
Shipping	\$ 0.00
Tax @4.50 %	\$ 2.61
<b>Total</b>	<b>\$ 60.61</b>

Go back to ProductKeywordSearchResult    Submit for Processing    Discard Products

Click *Submit for Processing* to return to eVA.

## Navigational Instructions - Computize Punchout Catalog

You should now be returned to the eVA - 'View Line Items' page where you can check your line items for accuracy and continue with your requisition.

The screenshot displays the 'View Line Items' page in a Microsoft Internet Explorer browser. The address bar shows the URL: [nse.com/Arriba/oms/ad/punchin?aws=SK6Txe0q3oFe0bK3p=1024056632943](http://nse.com/Arriba/oms/ad/punchin?aws=SK6Txe0q3oFe0bK3p=1024056632943). The page header includes the eVA logo and a welcome message for Bob Sievert. A navigation menu on the left lists options: Title, Add Items (selected), Accounting, Shipping, Comments, Approval Flow, and Summary. The main content area shows the requisition details for 'Requisition PR43557 Test3'. A summary box states: 'This is a summary of the items currently listed on your requisition. You can change any editable field and click Update Total to recalculate the requisition total. To add more items, click Add Items.' Below this is a table with one line item:

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		DESKLINK 56K ISA V.90 INT MODEM	1	each	\$58.00USD	\$58.00USD	Edit

Additional details for the item include: Supplier: COMPUTIZE INC, Contact: Computize Government and Education Sales, and Commodity Code: Modems. A 'Total Cost: \$58.00USD' box is visible at the bottom right of the item details. The browser's taskbar at the bottom shows several open applications, including GroupWise, Eddie Bauer, Microsoft Word, Microsoft Excel, and the current 'View Line It...' window. The system clock shows 11:53 AM.