

Navigational Instructions – Corporate Express Office Supply Punchout Catalog

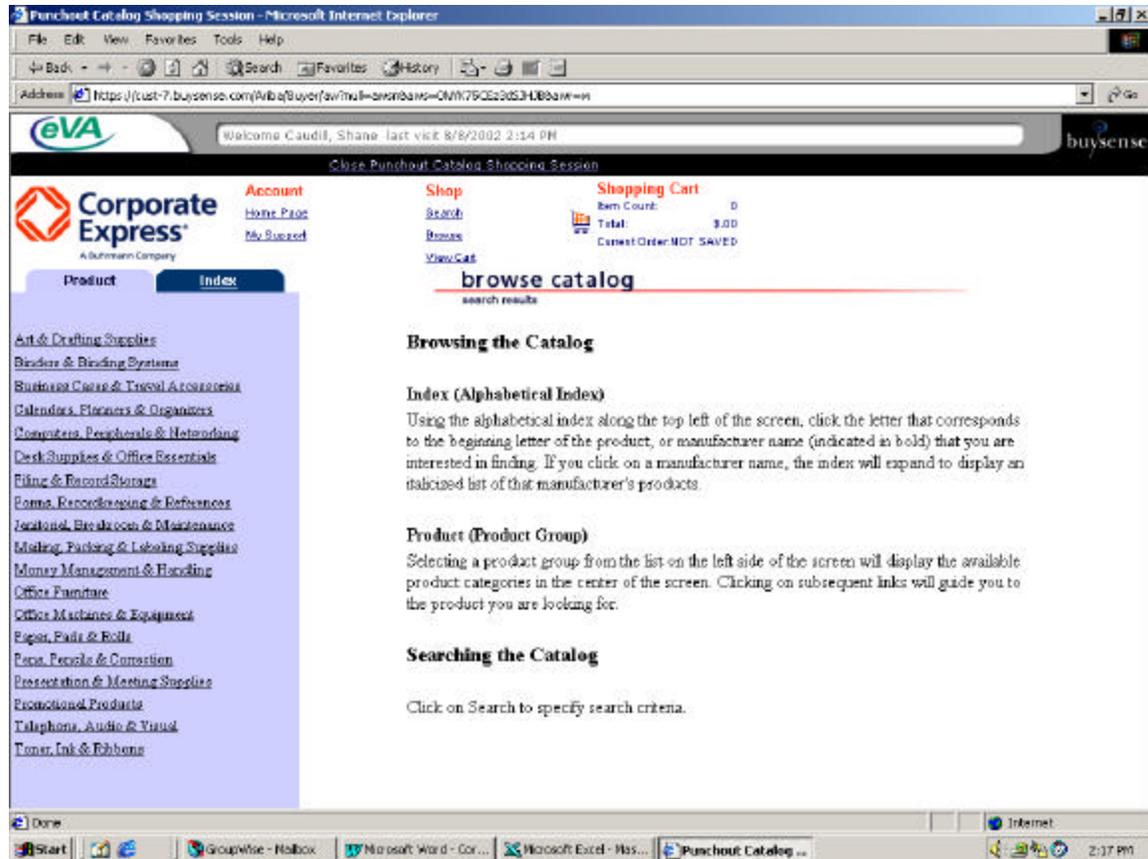
After **clicking** *Buy from Supplier* for the Corporate Express Office Supply Punchout Catalog you should see the Corporate Express Current Order page.

The screenshot shows a web browser window titled "Punchout Catalog Shopping Session - Microsoft Internet Explorer". The address bar shows the URL: <https://cust-7.buysense.com/Arbq/Buyer/sw/tn/ll=qsqrba&sp=OMW78CEzSdS3H08&se=94>. The page header includes the EVA logo, a welcome message for "Caudil, Shane" (last visit 8/8/2002 2:14 PM), and a "Close Punchout Catalog Shopping Session" link. The main navigation area features the Corporate Express logo (A Safeway Company) and links for "Account" (Home Page, My Supplier), "Shop" (Search, Browse, View Cart), and "Shopping Cart" (Item Count: 0, Total: \$.00, Confirm Order: NOT SAVED). The central section is titled "current order" and contains a table with the following columns: Qty, Item No., Description, Unit, Price, Total, and Line Note. The table is currently empty. Below the table, there are fields for "Estimated Tax" and "Total", both showing ".00". A red message at the bottom of the page reads: "Please click 'submit order' only once to place your order." Below this message is a blue button labeled "submit order". The browser's taskbar at the bottom shows several open applications: Start, Groupwise - Mailbox, Microsoft Word - Cor..., Microsoft Excel - Mas..., and Punchout Catalog...

From this page you can contact customer service, make purchases and shop. For this example let's browse the Corporate Express on-line catalog. **Click Browse.**

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You should now see the Browse Catalog page. Item's for purchase are displayed by Product category on the right hand menu bar. By clicking the tab marked Index you can view an index of the different product by manufacturer.

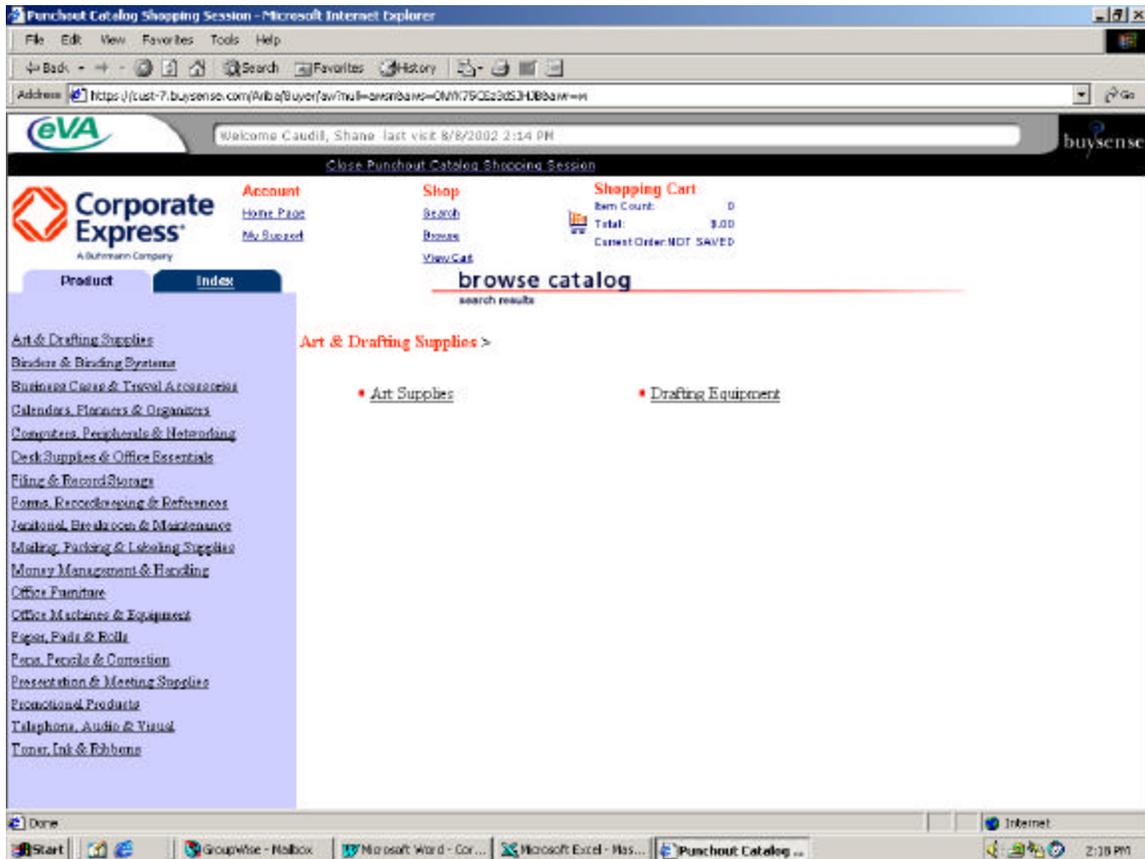


The screenshot displays the Corporate Express Punchout Catalog website. The browser window title is "Punchout Catalog Shopping Session - Microsoft Internet Explorer". The address bar shows the URL: <https://tust-7.buyense.com/Wib/a/Buyer/sw/multi-synch.aspx?CMN79CE23D3HUB&re=H>. The page features the Corporate Express logo (A Submarine Company) and a navigation menu with "Product" and "Index" tabs. The "Index" tab is active, showing a list of product categories such as "Art & Drafting Supplies", "Binders & Binding Systems", "Business Cases & Travel Accessories", "Calendars, Planners & Organizers", "Computers, Peripherals & Networking", "Desk Supplies & Office Essentials", "Filing & Record Storage", "Forms, Recordkeeping & References", "Functional Breakdown & Maintenance", "Mailing, Packaging & Labeling Supplies", "Money Management & Handling", "Office Furniture", "Office Machines & Equipment", "Paper, Pads & Rolls", "Pens, Pencils & Correction", "Presentation & Meeting Supplies", "Promotional Products", "Telephones, Audio & Visual", and "Toner, Ink & Ribbons". The main content area is titled "browse catalog" and includes sections for "Browsing the Catalog", "Index (Alphabetical Index)", "Product (Product Group)", and "Searching the Catalog". The shopping cart summary at the top right shows "Item Count: 0", "Total: \$.00", and "Current Order: MDT SAVED".

For this example let's purchase Art and Drafting Supplies. **Click Art & Drafting Supplies.**

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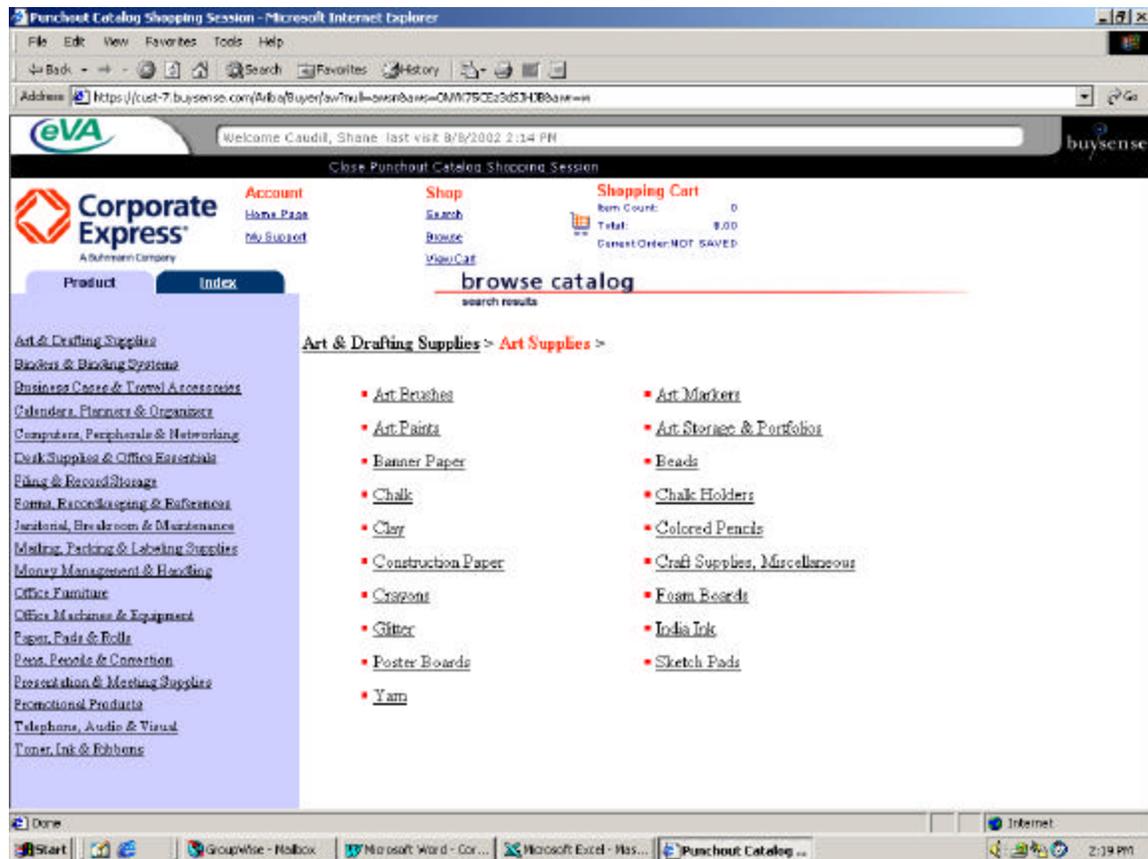
You should now see the page below which displays the sub-categories under Art and Drafting Supplies.



For this example let's select Art Supplies. **Click Art Supplies.**

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You should now see the page below which displays the sub-categories under Art Supplies.



The screenshot shows a Microsoft Internet Explorer browser window displaying the Corporate Express Punchout Catalog. The browser's address bar shows the URL: <https://cust-7.buysense.com/Arts/Buyer/aw/tn?l=source&sp=OMW78CEzSdS3H0B&se=...>. The page header includes the Corporate Express logo, a user greeting "Welcome Caudil, Shane last visit 8/8/2002 2:14 PM", and a "Close Punchout Catalog Shopping Session" link. The main navigation area features links for "Account" (Home Page, My Support), "Shop" (Search, Browse, View Cart), and "Shopping Cart" (Item Count: 0, Total: \$.00, Guest Order NOT SAVED). The "browse catalog" section is active, showing search results for "Art & Drafting Supplies > Art Supplies >". A left-hand navigation menu lists various product categories, with "Art & Drafting Supplies" selected. The main content area displays a list of sub-categories under "Art & Drafting Supplies > Art Supplies >":

- Art Brushes
- Art Paints
- Banner Paper
- Chalk
- Clay
- Construction Paper
- Crepeone
- Gitter
- Poster Boards
- Yarn
- Art Markers
- Art Storage & Portfolios
- Beads
- Chalk Holders
- Colored Pencils
- Craft Supplies, Miscellaneous
- Foam Boards
- India Ink
- Sketch Pads

For this example let's pick the Yarn. **Click Yarn.**

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You should now see the product items located under the Yarn sub-category.

The screenshot shows a web browser window titled "Punchout Catalog Shopping Session - Microsoft Internet Explorer". The address bar shows the URL: <https://cust-7.buysense.com/MyBuyer/sw?ui=buysense&w=OMW75CEa3d53H8a&w=...>

The page header includes the Corporate Express logo and navigation links: [Home Page](#), [My Buyer](#), [Shop](#), [Search](#), [Browse](#), [My Cart](#), and [Shopping Cart](#). A white arrow points to the Shopping Cart icon.

The main content area shows the breadcrumb trail: [Art & Drafting Supplies](#) > [Art Supplies](#) > [Yarn](#) >. Below this is a table of products from Bemis Jason:

Yarn	Qty	Item Number	Description	Price	UOM	Page #
	<input type="text" value="10"/>	Mfg EEM0090	Yarn - Pk. 3-Brake Colors	\$79.00	EX	
	<input type="text"/>	Mfg EEM0090	Yarn - Jambo, 3-Brake Colors	\$79.00	EX	
	<input type="text"/>	Mfg EEM07011	Yarn - Jersey, 3-Plr. Gr. Blue	\$9.17	EA	
	<input type="text"/>	Mfg EEM07001	Yarn - Jersey, 3-Plr. Gr. Red	\$9.17	EA	
	<input type="text"/>	Mfg EEM07003	Yarn - Jersey, 3-Plr. Gr. Yellow	\$9.17	EA	
	<input type="text"/>	Mfg EEM07183	Yarn - Jersey, 3-Plr. Gr. Orange	\$9.17	EA	
	<input type="text"/>	Mfg EEM07121	Yarn - Jersey, 3-Plr. Gr. Light Green	\$9.17	EA	

A "No image available for this item." message is displayed next to the product rows.

Select a quantity next to the item(s) you would like to purchase. When you are finished **click** *The Shopping Cart Icon at the top of the page* (marked by and arrow above).

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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 within a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <https://cust-7.buysense.com/Arba/forms/punchout/ans=0NYK5CE:3D5340B6p=1028917699615>. The page header includes the eVA logo and a welcome message for 'Caudil, Shane' with a last visit date of 8/8/2002 2:14 PM. The navigation menu includes Home, Logout, Preferences, Toggle Tips, Toggle Currency, and Help. A left-hand navigation pane lists requisition steps: 1 Title, 2 Add Items (highlighted), 3 Accounting, 4 Shipping, 5 Comments, 6 Approval Flow, and Summary. The main content area is titled 'View Line Items' and shows 'Requisition PR53365' with the title 'Test'. A summary message 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 columns: No., Type, Description, Qty, Unit, Price, Amount, and Action. The table contains one row: '1 Yarn, 4-Ply, 9-Bright Colors' with a quantity of 10, unit 'box', price '\$78.00USD', and amount '\$780.00USD'. An 'Edit' button is next to the row. Below the table, the supplier information is displayed: 'Supplier: CORPORATE EXPRESS, INC.', 'Contact: Corporate Express', 'Commodity Code: Other Yarns', and 'Contract Number:'. A 'Total Cost: \$780.00USD' box is shown on the right, with an 'Update Total' button below it. At the bottom of the page, there are 'Delete' and 'Copy' buttons. The browser's taskbar at the bottom shows several open applications: Groupwise - Mailbox, Microsoft Word - Cor..., Microsoft Excel - Mas..., and View Line Items - ... The system clock shows 2:25 PM.