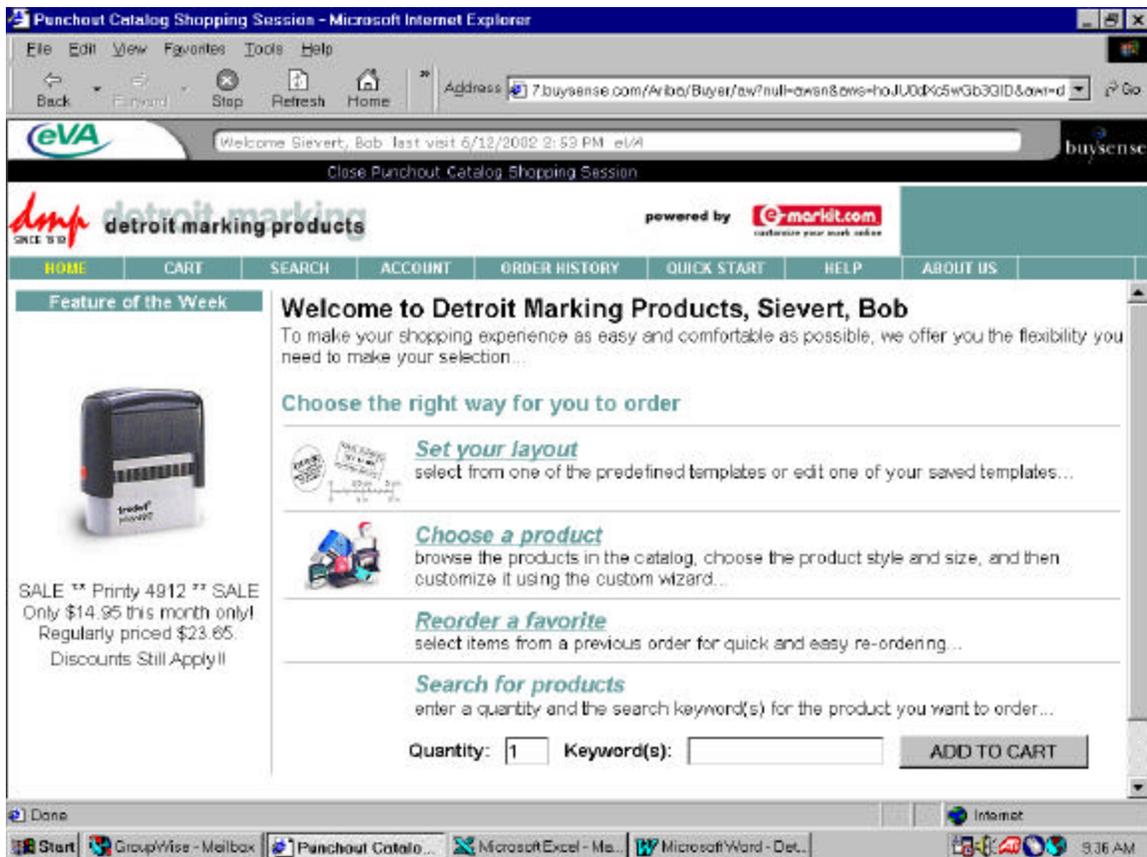


## Navigational Instructions - Detroit Marking Punchout Catalog

After **clicking** *Buy from Supplier* for the Detroit Marking Catalog you should see the Detroit Marking Products Page. From this page you can browse products, get info, and perform a quick search.

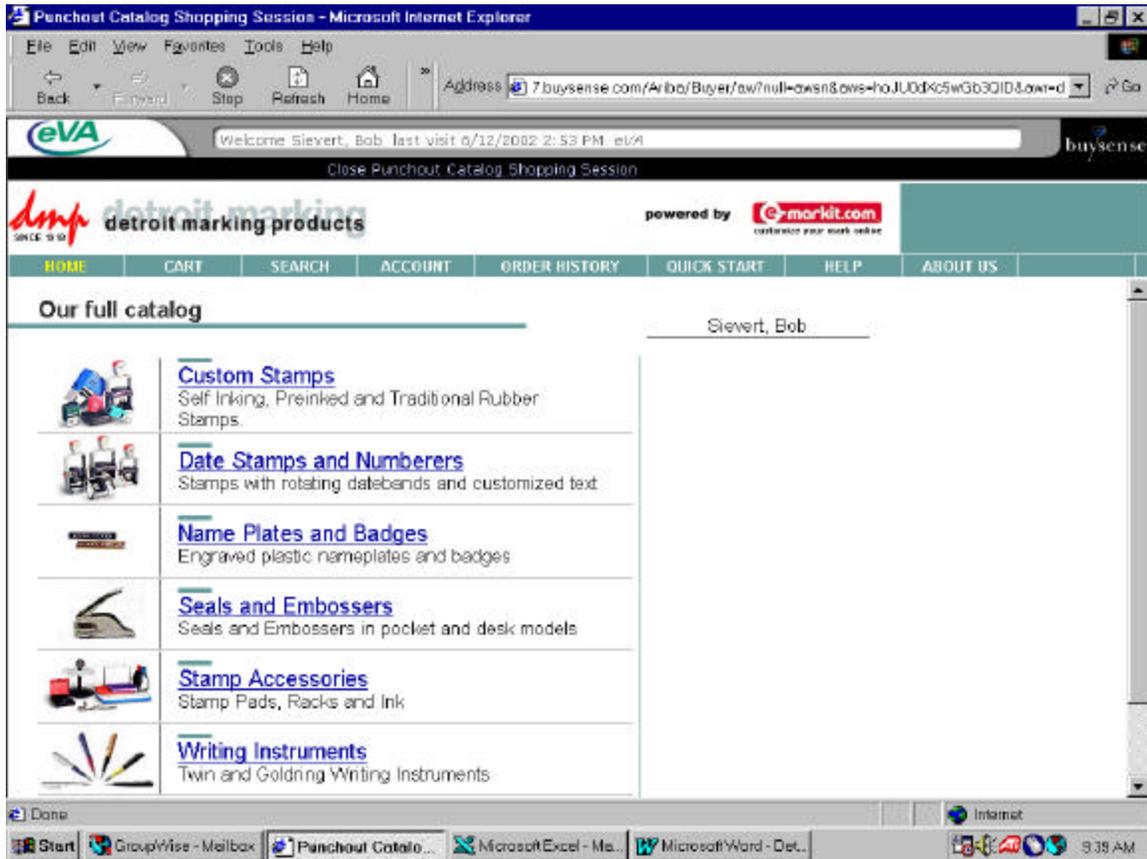


The screenshot shows a Microsoft Internet Explorer browser window displaying the Detroit Marking Products website. The browser's address bar shows the URL: [7.buyense.com/Arbo/Buyer/aw?null-down&one=hoJU0Kc5wGb3GID&aw=d](http://7.buyense.com/Arbo/Buyer/aw?null-down&one=hoJU0Kc5wGb3GID&aw=d). The website header includes the EVA logo, a welcome message for Sievert, Bob, and the buyense logo. The main navigation menu includes links for HOME, CART, SEARCH, ACCOUNT, ORDER HISTORY, QUICK START, HELP, and ABOUT US. The page content features a "Feature of the Week" section with an image of a printer and a sale announcement: "SALE \*\* Printy 4912 \*\* SALE Only \$14.95 this month only! Regularly priced \$23.85. Discounts Still Apply!!". The main content area is titled "Welcome to Detroit Marking Products, Sievert, Bob" and offers three options: "Set your layout", "Choose a product", and "Reorder a favorite". Each option includes a brief description and a link to the respective page. At the bottom of the main content area, there is a search bar with a "Quantity" field set to 1, a "Keyword(s)" field, and an "ADD TO CART" button. The browser's taskbar shows several open applications, including GroupWise - Mailbox, Punchout Catalo..., Microsoft Excel - Ma..., and Microsoft Word - Det... The system clock in the bottom right corner indicates 9:36 AM.

You can set a custom layout, reorder from a favorites list, and search for products. For this example we will **click** *Choose a product* to view the products catalog.

## Navigational Instructions - Detroit Marking Punchout Catalog

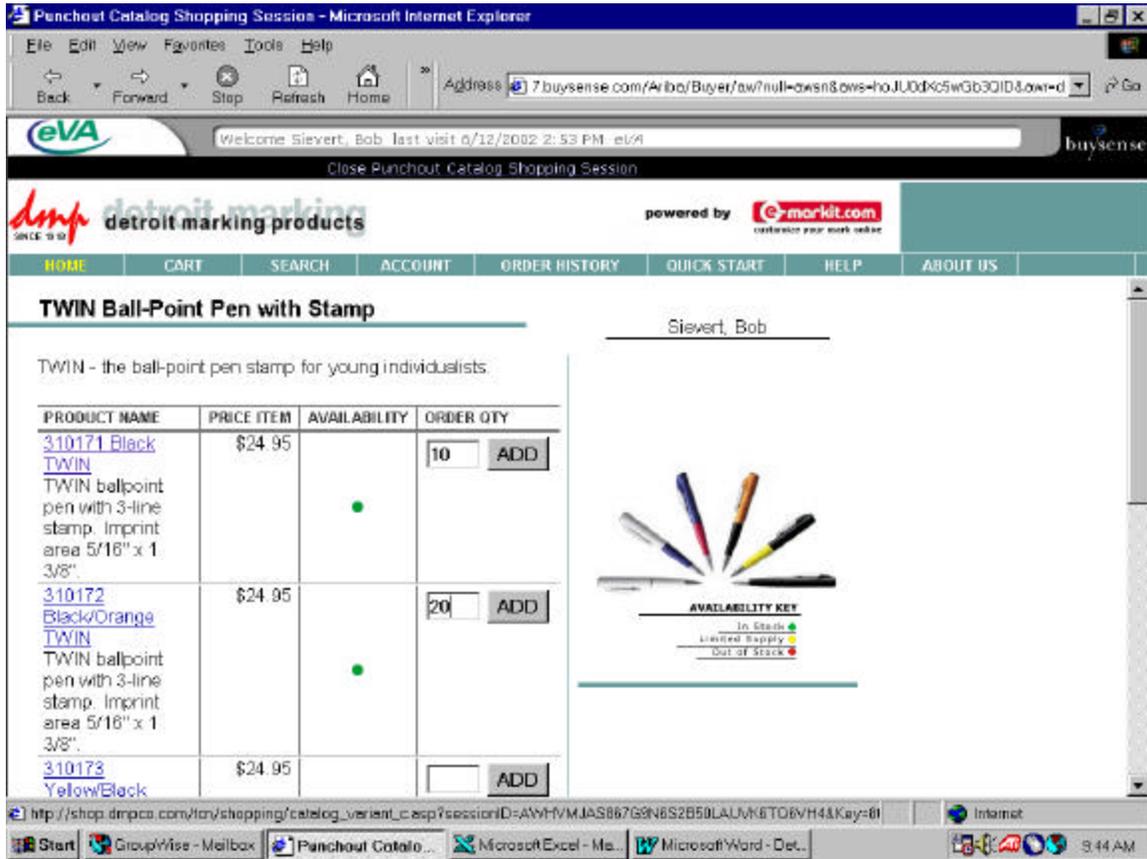
You should now see a selection of product categories within Detroit Marking's full catalog.



For this example let's look in Product Category -> 'Writing Instruments'. **Click Writing Instruments.**

## Navigational Instructions - Detroit Marking Punchout Catalog

You should now see the product items page under the product category 'Writing Instruments'.



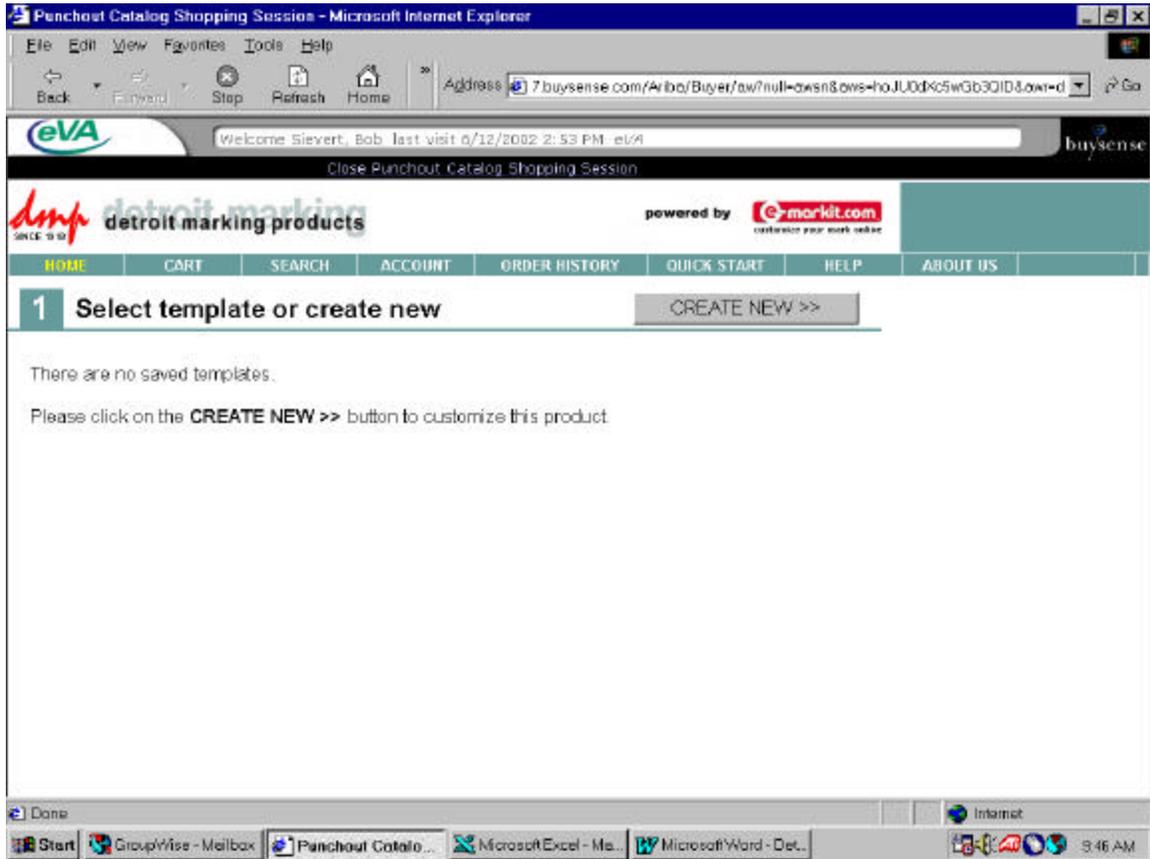
The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Punchout Catalog Shopping Session' for 'Detroit Marking Products'. The page features a navigation menu with links for HOME, CART, SEARCH, ACCOUNT, ORDER HISTORY, QUICK START, HELP, and ABOUT US. The main content area is titled 'TWIN Ball-Point Pen with Stamp' and includes a description: 'TWIN - the ball-point pen stamp for young individualists'. Below the description is a table with columns for PRODUCT NAME, PRICE ITEM, AVAILABILITY, and ORDER QTY. The table lists three product variants: 310171 Black, 310172 Black/Orange, and 310173 Yellow/Black. Each row has an 'ADD' button and a quantity input field. To the right of the table is an image of several pens and an 'AVAILABILITY KEY' legend. The browser's address bar shows the URL 'http://shop.dmpco.com/...'. The taskbar at the bottom shows several open applications, including GroupWise - Mailbox, Punchout Catalo..., Microsoft Excel - Ma..., and Microsoft Word - Det..

PRODUCT NAME	PRICE ITEM	AVAILABILITY	ORDER QTY
<a href="#">310171 Black TWIN</a> TWIN ballpoint pen with 3-line stamp. Imprint area 5/16" x 1 3/8".	\$24.95	In Stock	10 <input type="button" value="ADD"/>
<a href="#">310172 Black/Orange TWIN</a> TWIN ballpoint pen with 3-line stamp. Imprint area 5/16" x 1 3/8".	\$24.95	In Stock	20 <input type="button" value="ADD"/>
<a href="#">310173 Yellow/Black</a>	\$24.95		<input type="text"/> <input type="button" value="ADD"/>

Select the item(s) you would like to purchase by entering an order quantity in the 'Order Qty' field. For this example let's purchase 10 of the '310171 Black Twin' pens. For more information on each product, click the product description in [underlined blue](#). **Click ADD** to continue.

## Navigational Instructions - Detroit Marking Punchout Catalog

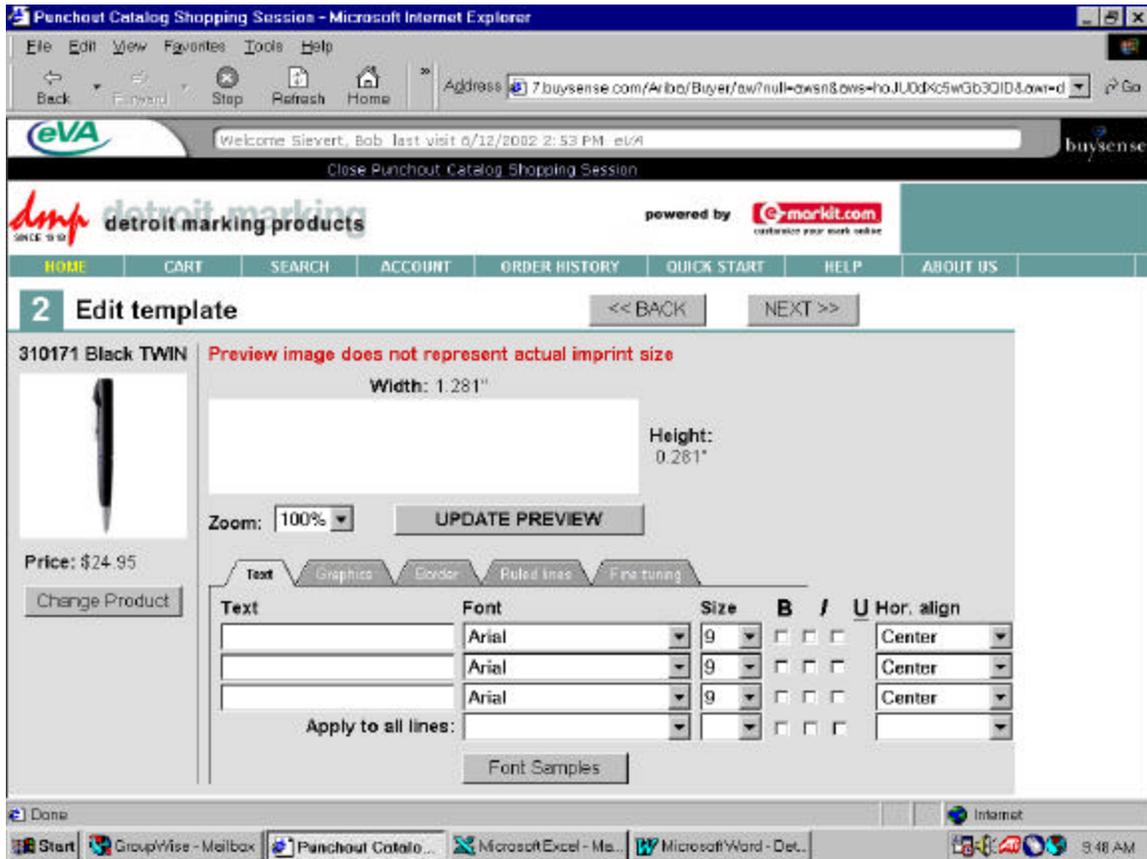
Since we are a new buyer for Detroit Marking we must create a new template for ordering.



Click *CREATE NEW >>*.

# Navigational Instructions - Detroit Marking Punchout Catalog

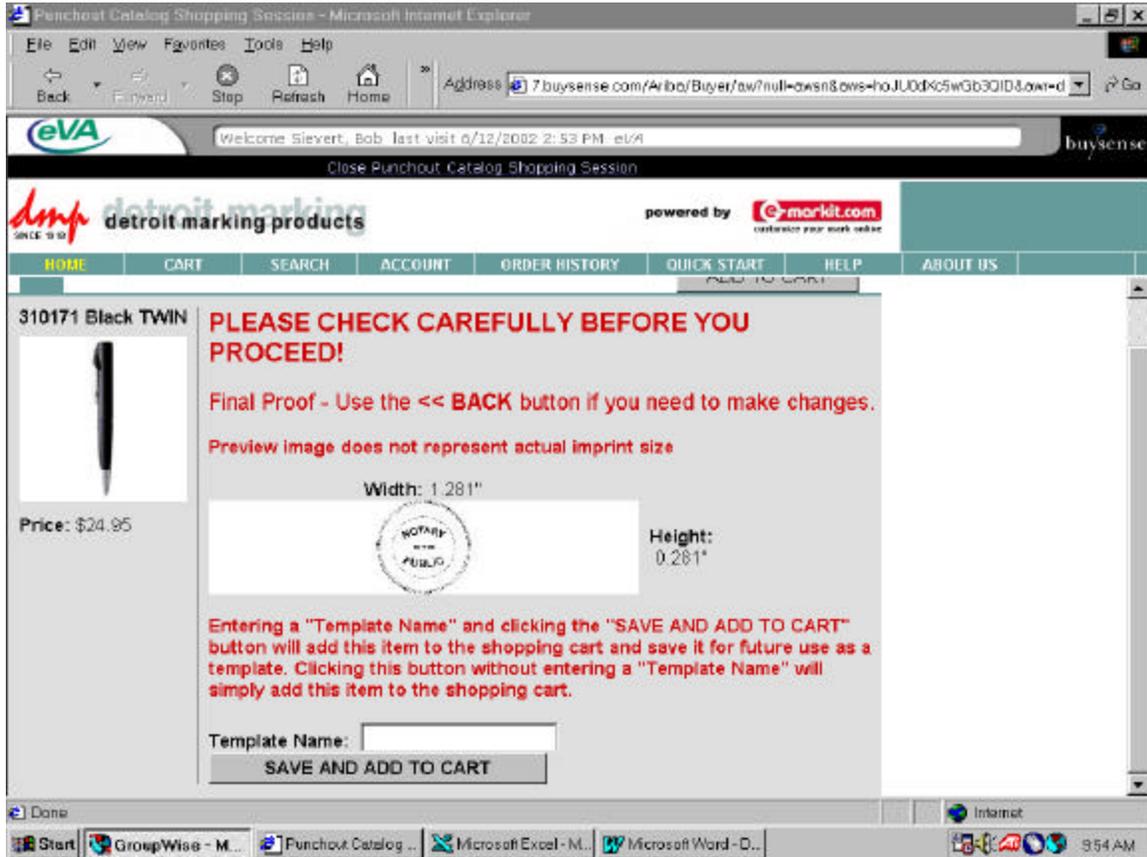
You should now be on the Edit template page.



Make changes as desired (see screen below for graphic), when you are finished **click NEXT>>**.

# Navigational Instructions - Detroit Marking Punchout Catalog

You should now see a summary page.



For this example we will save and add to cart without saving the template name.  
**Click *SAVE AND ADD TO CART*.**

# Navigational Instructions - Detroit Marking Punchout Catalog

You should now be on the Shopping Cart page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Punchout Catalog Shopping Session' page. The address bar shows a URL from buyense.com. The page header includes the 'eVA' logo, a welcome message for 'Sievrt, Bob', and the 'buyense' logo. The main navigation bar features 'HOME', 'CART', 'SEARCH', 'ACCOUNT', 'ORDER HISTORY', 'QUICK START', 'HELP', and 'ABOUT US'. The 'CART' tab is active.

The page title is 'Shopping Cart' and the user is identified as 'Sievrt, Bob'. A notification states: 'Prices of products in your basket have been updated.' Below this, instructions advise using 'SHIPPING or SPECIAL Instructions' links for drop-ship addresses or special requests.

Three buttons are visible: 'UPDATE CART', 'CONTINUE SHOPPING', and 'CHECK OUT >>'. Below these is a table with the following data:

QTY	PRODUCT NAME	SKU	CUSTOM?	ADD SHIPPING or SPECIAL	PRICE	DISCOUNT	AVAILABILITY	SUBTOTAL	DELETE
10	310171 Black TWIN	80718	Preview	Instructions	\$24.95	40%	<span style="color: green;">●</span>	\$149.70	<input type="checkbox"/>
<b>AVAILABILITY KEY</b>								Total	\$149.70

Below the table, an 'AVAILABILITY KEY' is provided with three items: 'In Stock' (green dot), 'Limited Supply' (yellow dot), and 'Out of Stock' (red dot). A note at the bottom says: 'Use the boxes above to make revisions and click UPDATE CART to see a revised summary.'

The Windows taskbar at the bottom shows the Start button, several open applications (GroupWise, Punchout Catalog, Microsoft Excel, Microsoft Word), and the system clock showing 9:56 AM on 6/12/2002.

From this page you can continue shopping, update your cart or check out. For this example let's check out. **Click CHECK OUT>>.**

## Navigational Instructions - Detroit Marking 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.

View Line Items - Microsoft Internet Explorer

Address: nse.com/Arriba/oms/ad/punchin?aws-hoJl0dKc5wGb3OD8p=1023976923523

Welcome Sievert, Bob last visit 6/12/2002 2:53 PM eVA

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

1 Title  
2 Add Items  
3 Accounting  
4 Shipping  
5 Comments  
6 Approval Flow  
Summary

### View Line Items

Add Items Next > Summary

Requisition PR43557  
Test3

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**.

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		310171 Black TWIN	10	each	\$14.97USD	\$149.70USD	Edit

Supplier: [Detroit Marking Products](#) 310171 Black TWIN  
Contact: [Detroit Marking Products](#)  
Commodity Code: [Other Writing Instruments](#)  
Contract Number:

Total Cost: \$149.70USD

Delete Copy Update Total

Add Items Next > Summary

Done

Start GroupWise - Mail... View Line Items... Microsoft Excel - M... Microsoft Word - D... 9:57 AM