

Navigational Instructions - IKON Punchout Catalog

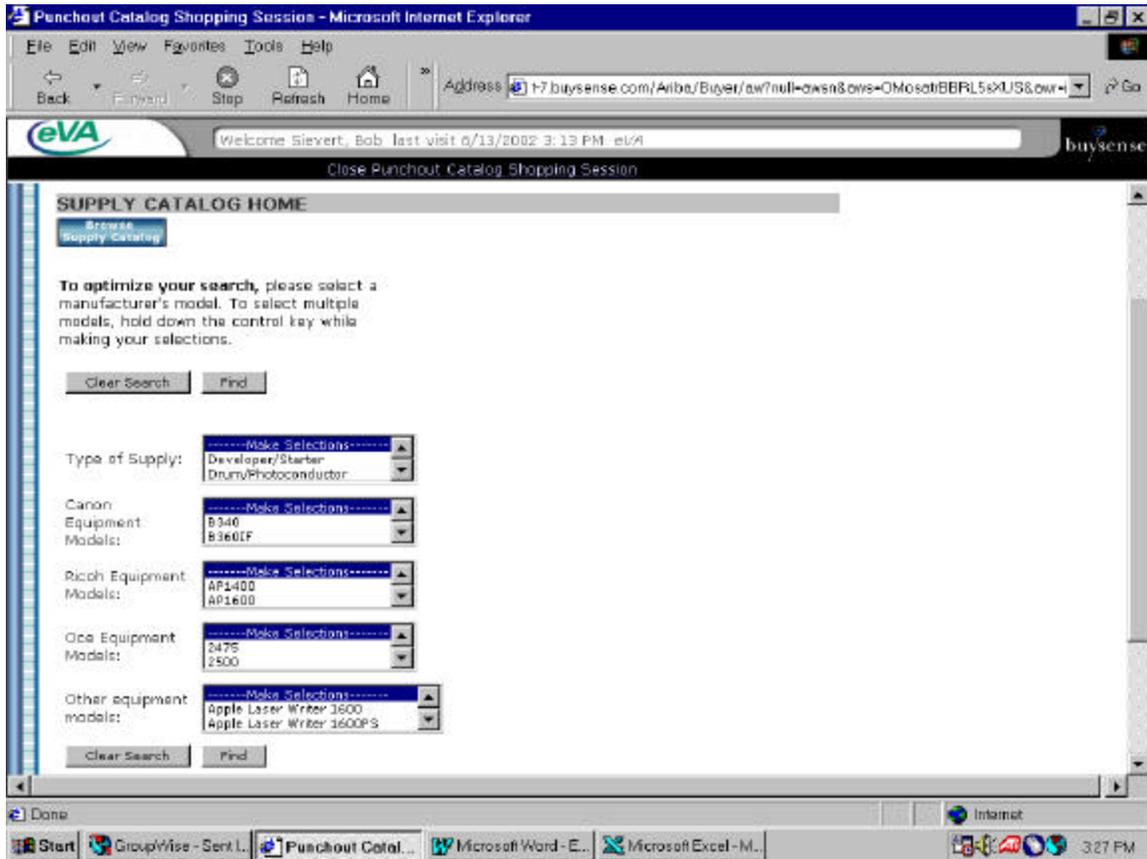
After **clicking** *Buy from Supplier* for the IKON Catalog you should see the IKON Catalogs page and Service Center. From this page you can browse products, get information on products, request service, and manage your account with IKON.



For this example we will **click** *Supply Catalog* to view the products catalog.

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You should now be on IKON's 'Supply Catalog Home'. You can either browse the catalog or perform a detailed search.



For this example let's **click** *Browse Supply Catalog*.

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You should now see the different product categories available for IKON. If you would like to get back to the search page **click** *Supply Wizard*.



For this example let's **click** *Computer Supplies*.

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You should now see the page below which lists companies under Computer Supplies.



Click *IBM*.

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You should now be on the product item page for computer supplies available from IBM.

The screenshot shows the IKON Punchout Catalog interface. At the top, there is a navigation bar with links for 'Supply Catalog', 'Equipment Catalog', 'Service Center', and 'Account Information'. A 'PURCHASE LIST INFO' box in the top right corner shows '0 of Items: 0' and 'Total: \$ 0.00'. Below this, a message states 'Last Three Items Added to List: No Items Are Present'. The main product list is as follows:

Qty	Product	Price	Add
<input type="text" value="1"/>	8mm 20GB Data ctg Associated Models: IBM Misc Supplies Units/Case: 1 Unit/Box Yield/Unit: 20GB	\$65.92	
<input type="text" value="1"/>	8mm Superior Cleaning Ctg Associated Models: PC Supplies Units/Case: 1 Unit/Box Yield/Unit: 12-18 clearings	\$15.56	

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Enter quantity and **click Add To List** to continue. You must **click Add To List** separately for each item you wish to purchase.

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You should now see a summary line (in red) at the top of the Line Item page.
Note: In the top right hand corner you'll see a brief description of the last 3 items added to your shopping cart. In this example I've added 2 separate items.

IKON COMMONWEALTH OF VIRGINIA Online

Supply Catalog Equipment Catalog Service Center Account Information

Contact IKON Help About IKON

PURCHASE LIST INFO
of Items: 2 Total: \$81.48

Last Three Items Added to List:
8mm Superior ...
8mm 20GB Data...

Check Out

Supply Catalog IBM

Computer Supplies You have successfully added the following item to your order:
• **8mm Superior Cleaning Ctg**

Supply Wizard

Qty	Product	Price	Add
1	8mm 20GB Data ctg Associated Models: IBM Misc Supplies Units/Case: 1 Unit/Box Yield/Unit: 20GB	\$65.92	
1	8mm Superior Cleaning Ctg Associated Models: PC Supplies Units/Case: 1 Unit/Box Yield/Unit: 12-18 cleanings	\$15.56	

Done

Start GroupWise - Sent L... Punchout Catal... Microsoft Word - E... Microsoft Excel - M... Internet 3:37 PM

When you are finished, you can continue shopping by **clicking** either *Supply Catalog* or *Computer Supplies*. You can also check out. In this example let's checkout.

Click Check Out to continue.

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You should now be on the Shopping Cart Summary page. You have the choice once again to continue shopping or to submit our items to eVA.

IKON COMMONWEALTH OF Online VIRGINIA

Supply Catalog Equipment Catalog Service Center Account Information

Contact IKON Help About IKON

PURCHASE LIST

Product	Qty	Price	Total	Delete
8mm 20GB Data ctg	1	\$65.92	\$65.92	<input type="checkbox"/>
8mm Superior Cleaning Ctg	1	\$15.50	\$15.50	<input type="checkbox"/>
Subtotal:			\$81.48	

NOTE: Click the "Update Changes" button after making changes to your cart/list.

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For our example, let's submit.

Click *Submit List*.

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You should be on the following screen.

Checkout Step 1 of 2 [Next](#)

• Indicates required fields.

Shipping/Receiving Contact Information

Fill in the fields below for accurate and timely delivery to the correct party.

- Contact First Name:
- Contact Last Name:
- Contact Phone: - - Ext:
- Contact E-mail Address:

Shipping Method

Shipping Method: Standard

Special Instructions:

NOTE: Actual taxes and freight costs will be added to your order when shipped.
Additional installation charges may apply.
Some equipment may require site survey.

Step 1 of 2 [Next](#)

Enter your contact information and **click Next**.

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You should now be on the Requisition Summary Page shown below.

Checkout Step 2 of 2

REQUISITION SUMMARY PAGE

COMMONWEALTH OF VIRGINIA Company Contact Name: SANDRA GILL Phone: 804-786-5410 E-mail: sgill@OGS.STATE.VA.US	IKON Equipment Sales Professional Name: JOHN KENYON Phone: 804-727-5189 E-mail: JKENYON@IKON.COM	IKON Supply Sales Professional Name: IKON Online Supply Sales MidAtlantic Phone: 610-722-1400 E-mail: ojgm@ikon.com
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Purchased Items

Line Item	Product Name	Quantity	Unit of Measure	Unit Price	Sub Total
1	8mm 20GB Data ctg	1	-	\$65.92	\$65.92
2	8mm Superior Cleaning Ctg	1	-	\$15.56	\$15.56
Grand Total:					\$81.48

NOTE: Actual taxes and freight costs will be added to your order when shipped.
Additional installation charges may apply.
Some equipment may require site survey.

Click *Submit Order to Procurement Network* to submit your purchase and return to eVA.

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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.

