

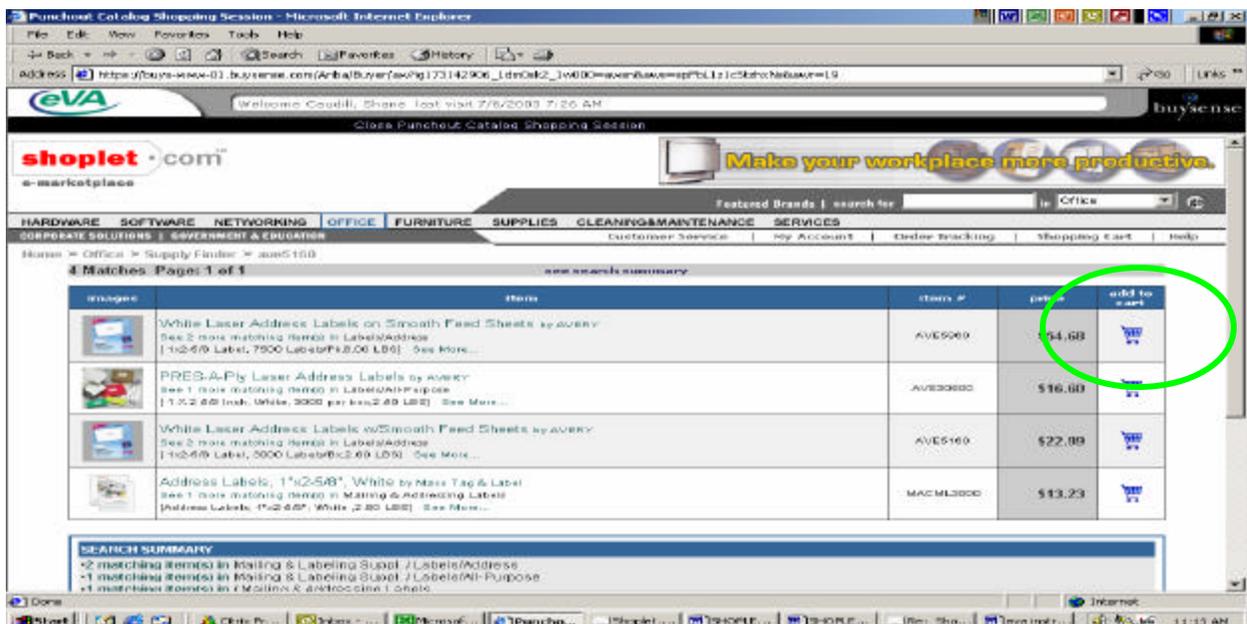
Shoplet.com User Instruction for eVA

Search by Item

- If you have the manufacturers sku number enter the number in the search box on the top right of the page
- Choose appropriate category from drop down box (Office)
- Click 'Go'
- Example: Put **AVE5160** in search box and select office from drop down box. Click 'Go'.



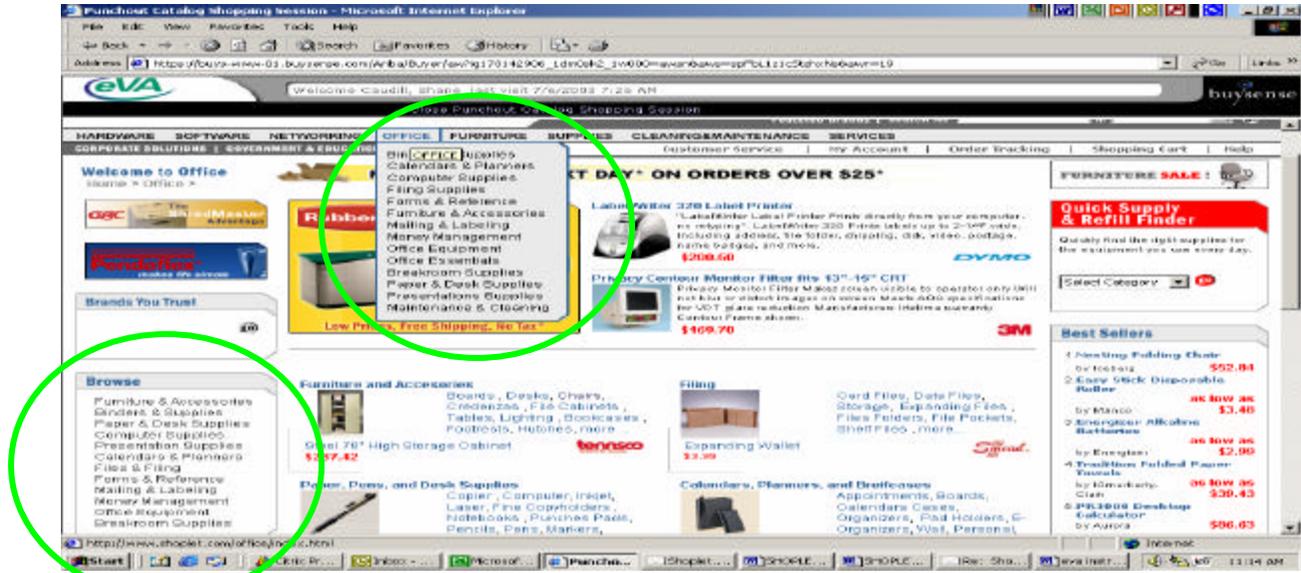
- Add item to Shopping cart by **clicking** the shopping cart logo.



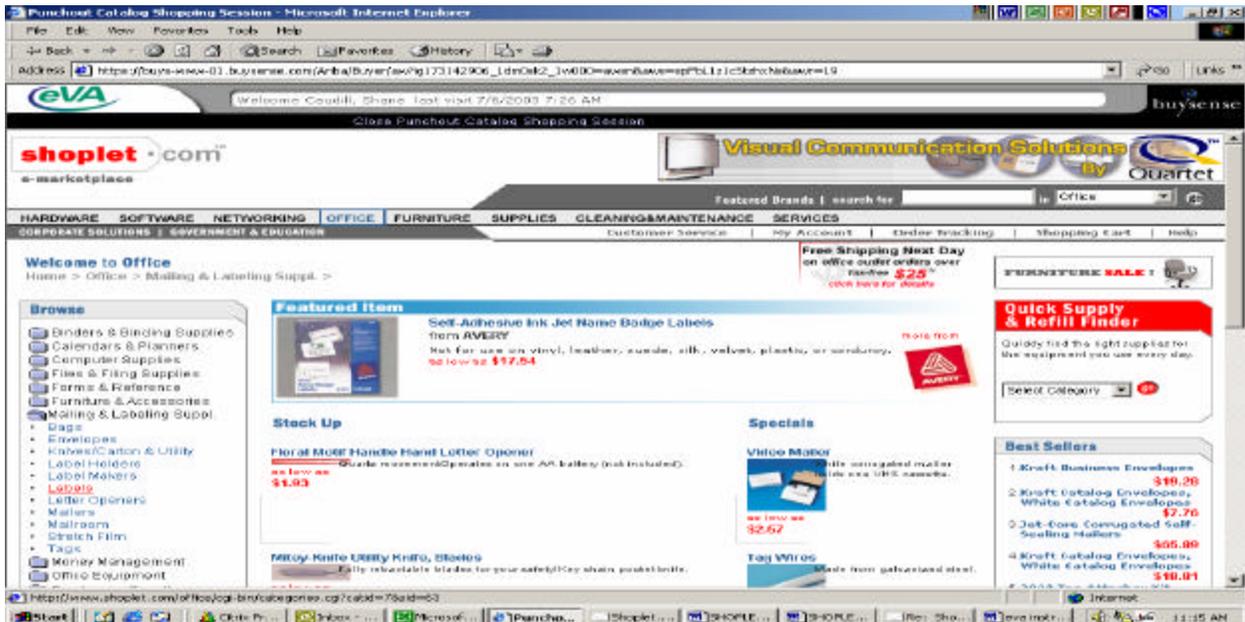
- Upon entering shopping cart you can update quantities

Search by Browse

- Click on appropriate Main Category (i.e. Office, Hardware)
- On the left hand side of the screen and in the drop down menu will be browse categories



- Example : AVE5160 Labels



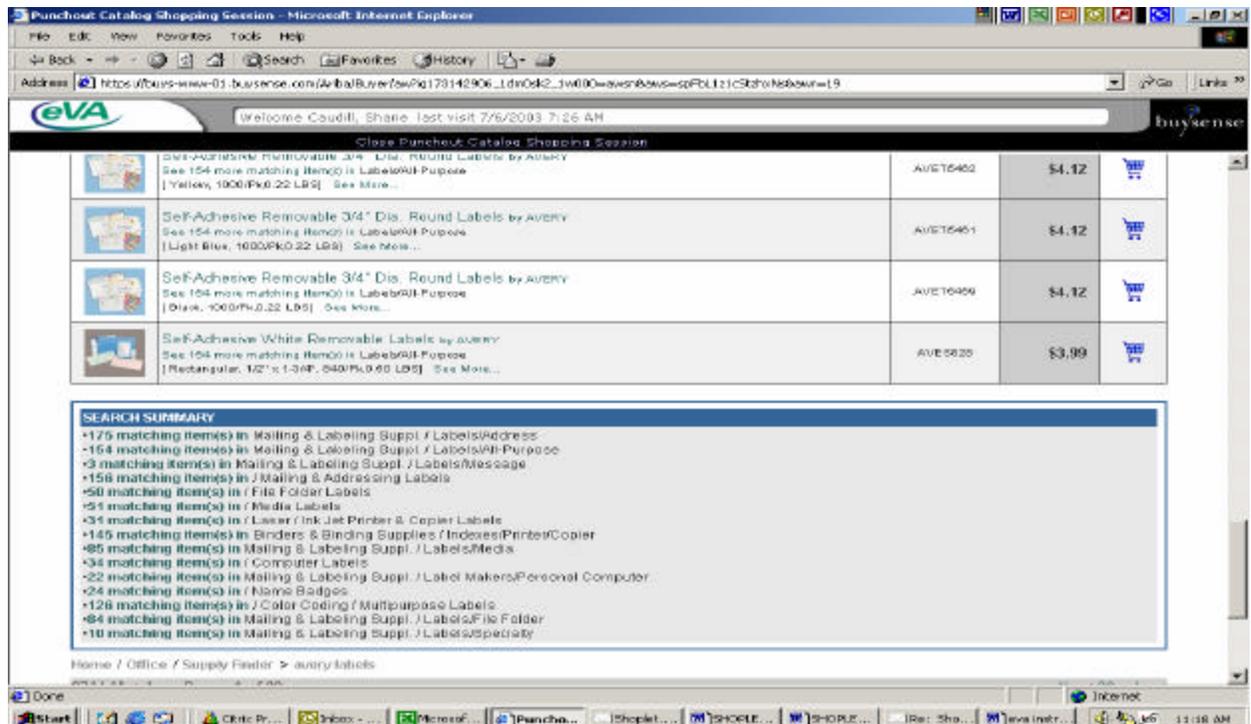
- Click on 'Mailing and Labeling' from the left hand menu
- To further refine your search click on 'Labels' from new browse list
- From that point labels are listed by type
- Click on item you are interested in
- If you are interested in another item in the same series, i.e. larger labels or smaller quantities choose "More in Series" option on bottom left of page and all items in that series will be listed.

Search by Keyword

- Enter keyword in the search box on top right of page
- Choose appropriate category from drop down box
- Click 'Go'
- A list of all items matching the keyword will be listed
- Example: type 'Avery Labels', select 'Office' from drop down box and click 'Go'



- To further refine search scroll down to bottom of page to 'Search Summaries'



- Click on appropriate category in 'Search Summaries'

Shopping Carts

- Each outlet has its own independent shopping cart
- To access shopping cart click on link on top right of screen for shopping carts and choose appropriate cart

The screenshot shows a web browser window titled "Punchout Catalog Shopping Session - Microsoft Internet Explorer". The address bar shows the URL: https://buys-www-01.buysense.com/Ariba/Buyer/aw?ig173142906_1dm0sk2_1w000=awsn&aws=spFbL1z1cStzhxNs&awr=19. The page header includes the "eVA" logo and a welcome message: "Welcome Caudill, Shane last visit 7/6/2003 7:26 AM". The main navigation bar features the "shoplet.com" logo and a search bar. Below the navigation bar, there are tabs for "HARDWARE", "SOFTWARE", "NETWORKING", "OFFICE", "FURNITURE", "SUPPLIES", "CLEANING&MAINTENANCE", and "SERVICES". The "OFFICE" tab is selected. In the top right corner, there are links for "Customer Service", "My Account", "Order Tracking", "Shopping Cart", and "Help". The "Shopping Cart" link is circled in green. The main content area is titled "Welcome to Office" and "Home > Office > Shopping Cart". It features a "Brands You Trust" section with a "Select a Brand" dropdown and a "go" button. The "Your Shopping Cart" section contains a table with the following data:

Qty	Shoplet #	Title	Weight	Price	Total
50	AVE18660	Clear address labels for ink j	0.08 LBS	\$ 9.64	\$ 482.00

Below the table, there is an "Update Cart" button and a note: "If you have changed any quantities in your cart, please click the 'Update Cart' button. To remove an item from your cart, change the quantity to zero." To the right of the table, the "Subtotal" is \$482.00. Below the subtotal, there is a "Please select your shipping:" dropdown menu with "FREE SHIPPING (1-2 Days)" selected. A "Submit to Ariba" button is located at the bottom right. A "Continue Shopping" button with a left-pointing arrow is circled in green. The taskbar at the bottom shows the Start button, Internet Explorer, Citrix Pr..., Inbox - ..., Microsoft..., Puncho..., Shoplet..., SHOPLE..., SHOPLE..., Re: Sho..., and eva instr... The system clock shows 11:20 AM.

- Once you have entered cart you can update quantities and delete items from your cart. You can also 'Submit to Ariba' from this screen to checkout and return to eVA.
- You can also continue shopping from this screen. All information will remain stored in the shopping cart while you continue to shop.

Extras

- **Search Summaries** - located on the bottom of all search pages. These search summaries will help in narrowing down your search.
- **View All** – Located next to the item description on the search matches. This will locate all items available that match the item you are viewing. For example, if you are viewing a black 1” binder and you click view all it will show you all binders and all colors for that manufacturer.
- **Accessories & Complimentary Items** – A pop up screen will appear when ever you enter an item that has accessories or complimentary items that go along with the item added to the shopping cart. For example if you choose a desk chair and add it to shopping cart a pop up screen asking you if you need chair mats will appear.
- **More In Series** – Lists all items that are continued in that series. (i.e. Round Stick Pens, you pull up black, click “ More In Series” and it will show red, blue, fine, medium, etc....)

Functionality Tools

- **My Account** – The “My Account” features allows you to view all past invoices as well as status of orders, tracking information, and re-order options (My Account requires a valid email address and password set up on initial purchase.)
- **Reorder Button** – Shoplet.com has a handy reorder button in the “My Account” section of the site to allow you to re-order commonly used items easily and quickly. By clicking on the reorder option the shopping cart will be updated with items from the previous order. You can also update and add more items to the shopping cart at this time.