

## Navigational Instructions – The Supply Room Company Punchout Catalog

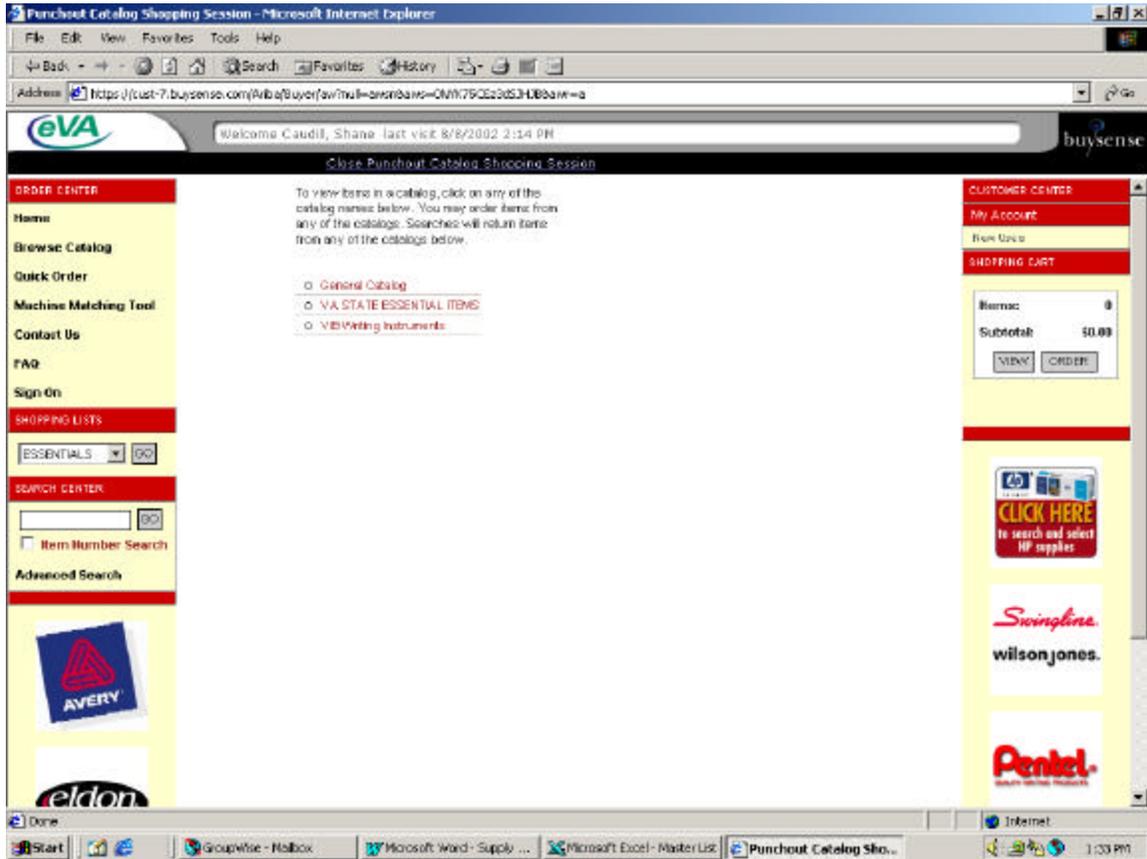
After **clicking** *Buy from Supplier* for the Supply Room Companies Punchout Catalog you should see the Supply Room Companies eVA users welcome page.

The screenshot shows a web browser window displaying the eVA Punchout Catalog for The Supply Room Companies, Inc. The page is titled "The Supply Room Companies, Inc. Welcomes eVA users". The main content area includes a welcome message, a link to visit the company website, and a "Please Help" section requesting account and department information for checkout. The page also features logos for Avery, Swingline, Wilson Jones, and Pentel. The left sidebar contains navigation links under "ORDER CENTER" and "SHOPPING LISTS". The right sidebar contains links under "CUSTOMER CENTER" and "SHOPPING CART".

From this page you can contact customer service, make purchases and view special product offers. From the Order Center on the left hand menu bar you can also do a Quick Order if you know the item number. For this example let's Browse the Catalog. Under *Order Center* on the left hand menu bar **click** *Browse Catalog*.

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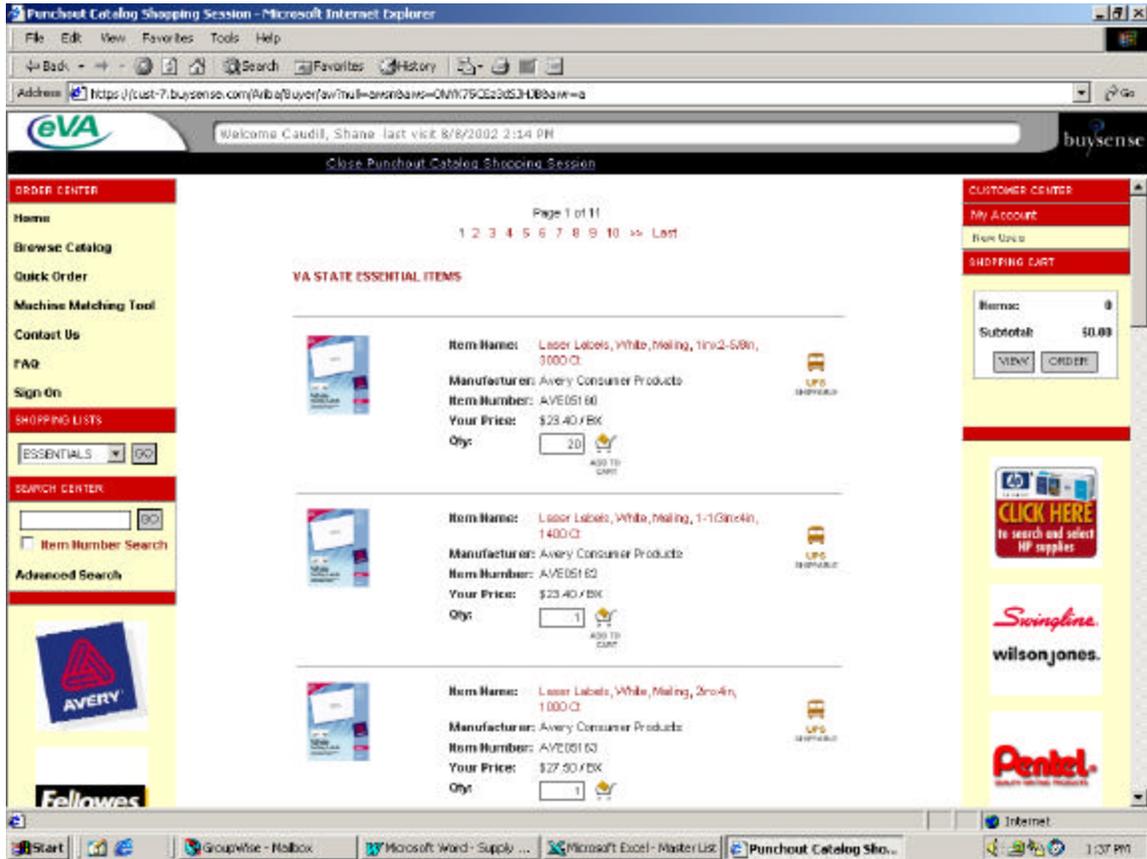
You should now see the item categories page.



For this example let's purchase an item from the *VA STATE ESSENTIAL ITEMS* category. **Click** *VA STATE ESSENTIAL ITEMS*.

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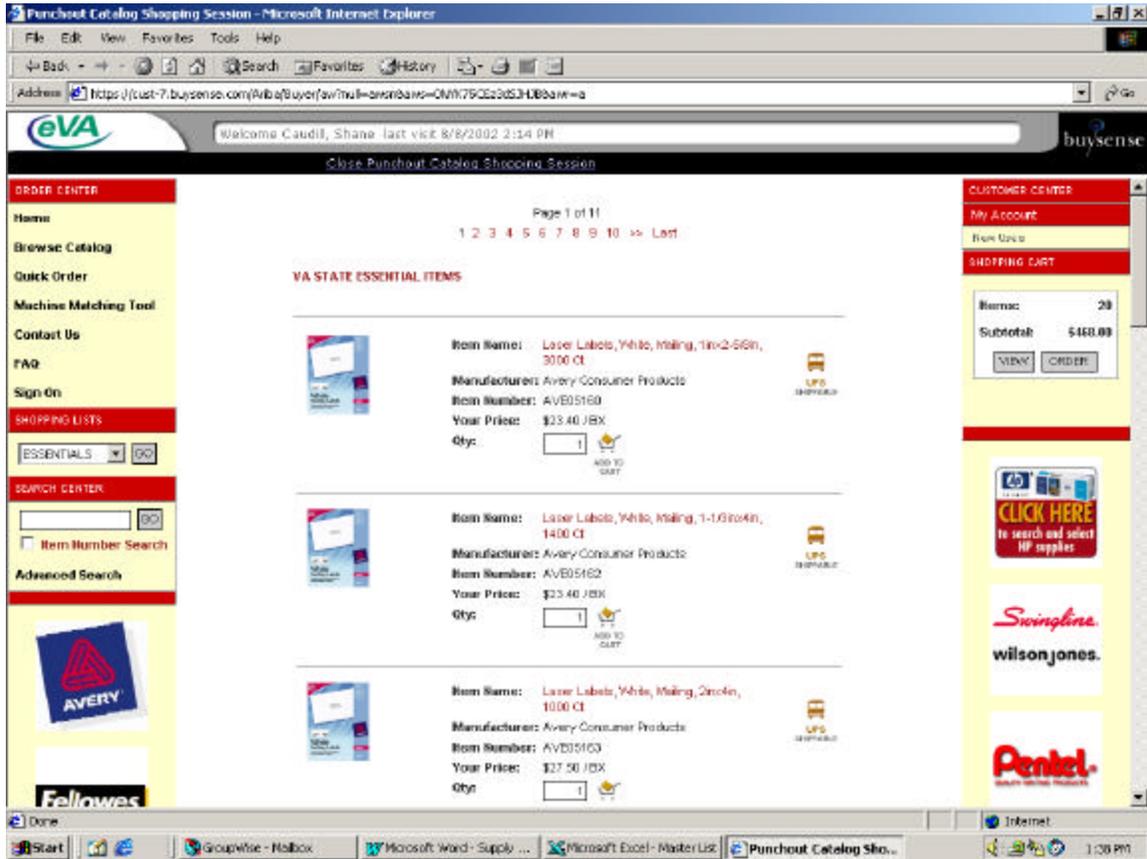
The VA STATE ESSENTIAL ITEMS page is displayed.



If you notice at the top of the page you are viewing 1 of 11 pages within this category. For this example let's purchase item #AVE05160 – Laser Labels. Set your quantity and **Click Add to Cart** to continue.

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You should remain on the same page.



You can continue shopping, but notice on the top right hand menu bar under *SHOPPING CART* that your items have been updated to 20 and your subtotal has changed to \$468.00. For this example we are finished shopping, let's checkout. **Click Order** on the top right hand menu bar under *SHOPPING CART*.

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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 in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: <https://cust-7.buysense.com/Arba/forms/punchin/ans=0NYK5CE:3D5340Bp=10281R000006>. 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 on the left lists: 1 Title, 2 Add Items (checked), 3 Accounting, 4 Shipping, 5 Comments, 6 Approval Flow, and Summary (checked). The main content area is titled 'View Line Items' and shows 'Requisition PR53365' with the title 'Test'. A 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 the following data:

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		Laser Labels, White, Mailing, 1inx2-5/8in., 3000 Ct	20	box	\$23.40USD	\$468.00USD	Edit

Below the table, the supplier information is displayed: Supplier: [Supply Room](#), Contact: [The Supply Room Companies Inc](#), Commodity Code: [Other Labels](#), and Contract Number: [blank]. A yellow box highlights the 'Total Cost: \$468.00USD'. At the bottom of the page, there are buttons for 'Delete', 'Copy', 'Add Items', 'Next >', and 'Summary'. The Windows taskbar at the bottom shows the Start button, several open applications (Groupwise, Microsoft Word, Microsoft Excel, and the current 'View Line Re...' window), and the system clock showing 1:42 PM.