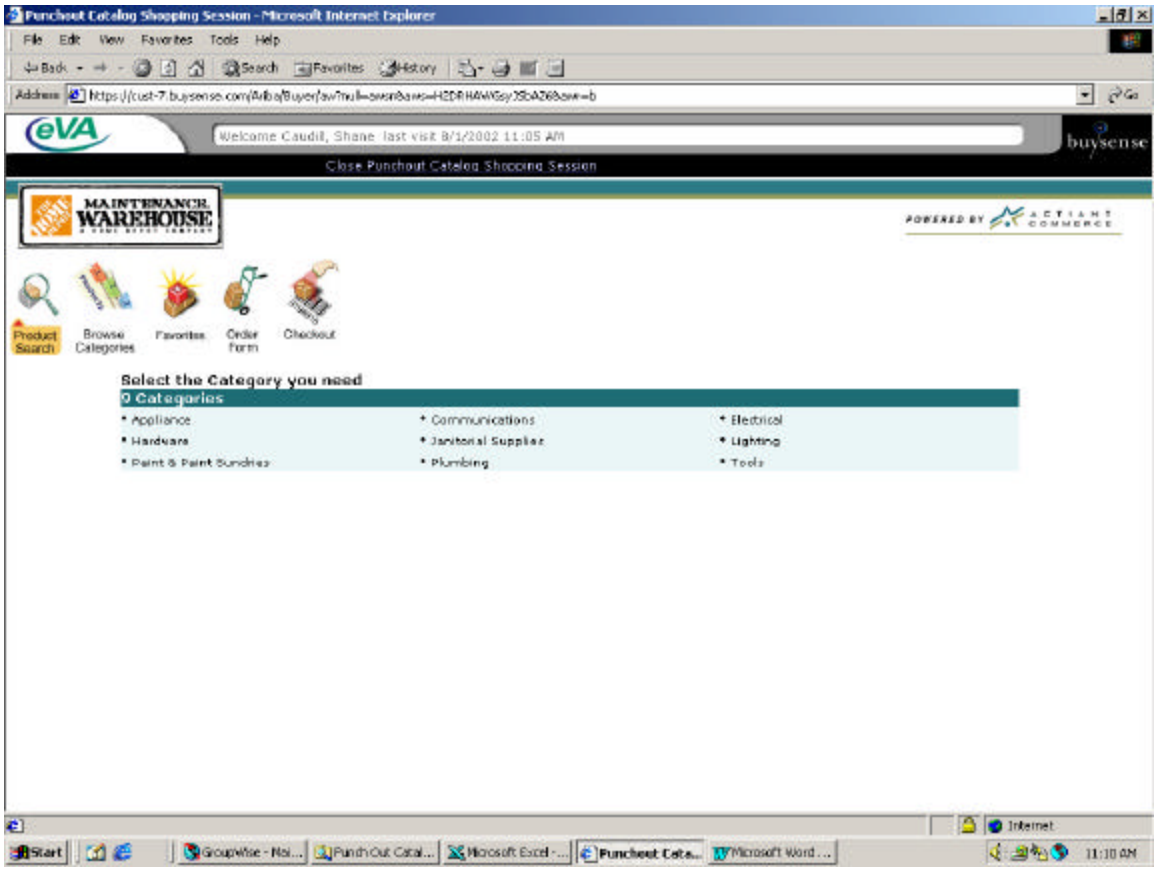
Navigational Instructions – Maintenance Warehouse Punchout Catalog

After **clicking** *Buy from Supplier* for the Maintenance Warehouse Punchout Catalog you should see the Maintenance Warehouse home page:



Select your purchase category from this page.

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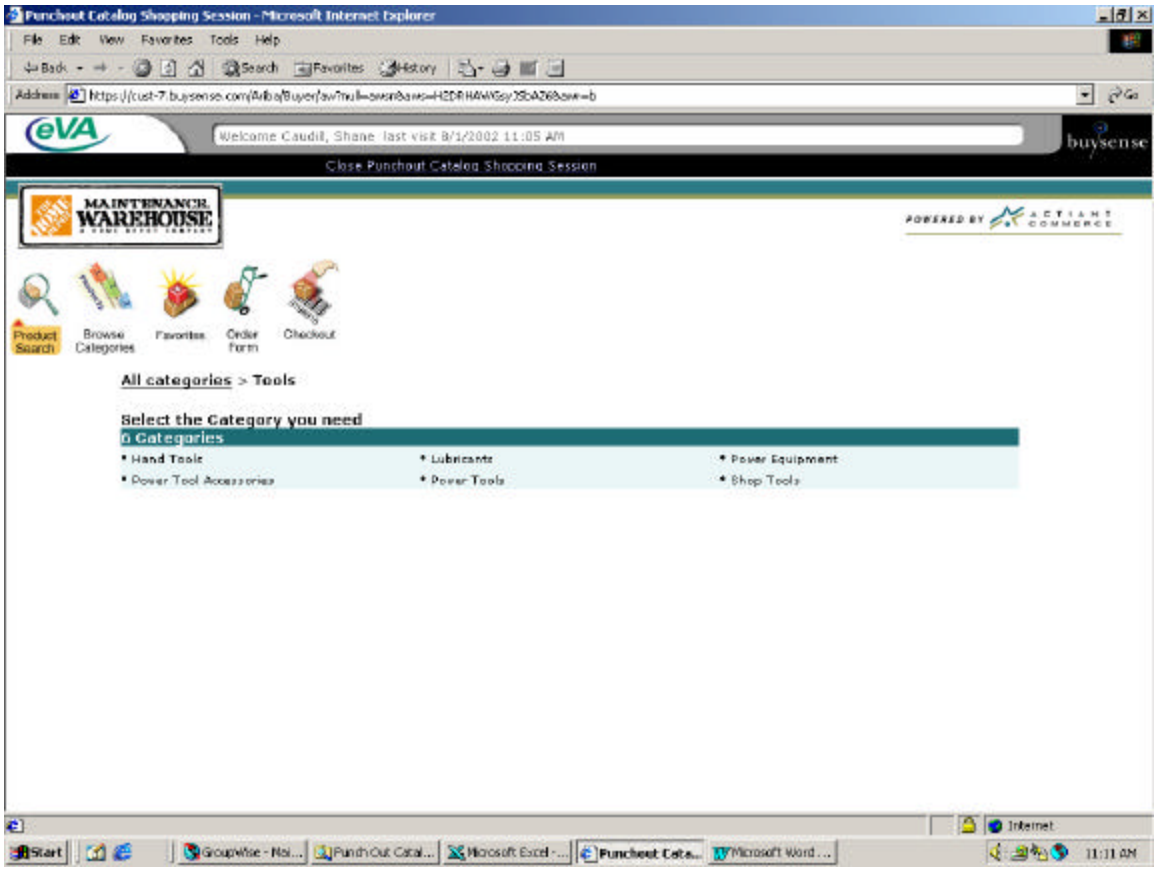
In this example we have selected the category 'Tools'. You should now see the page below which displays the sub-categories within the 'Tools' category.



Click on the sub-category you want to select from the page above.

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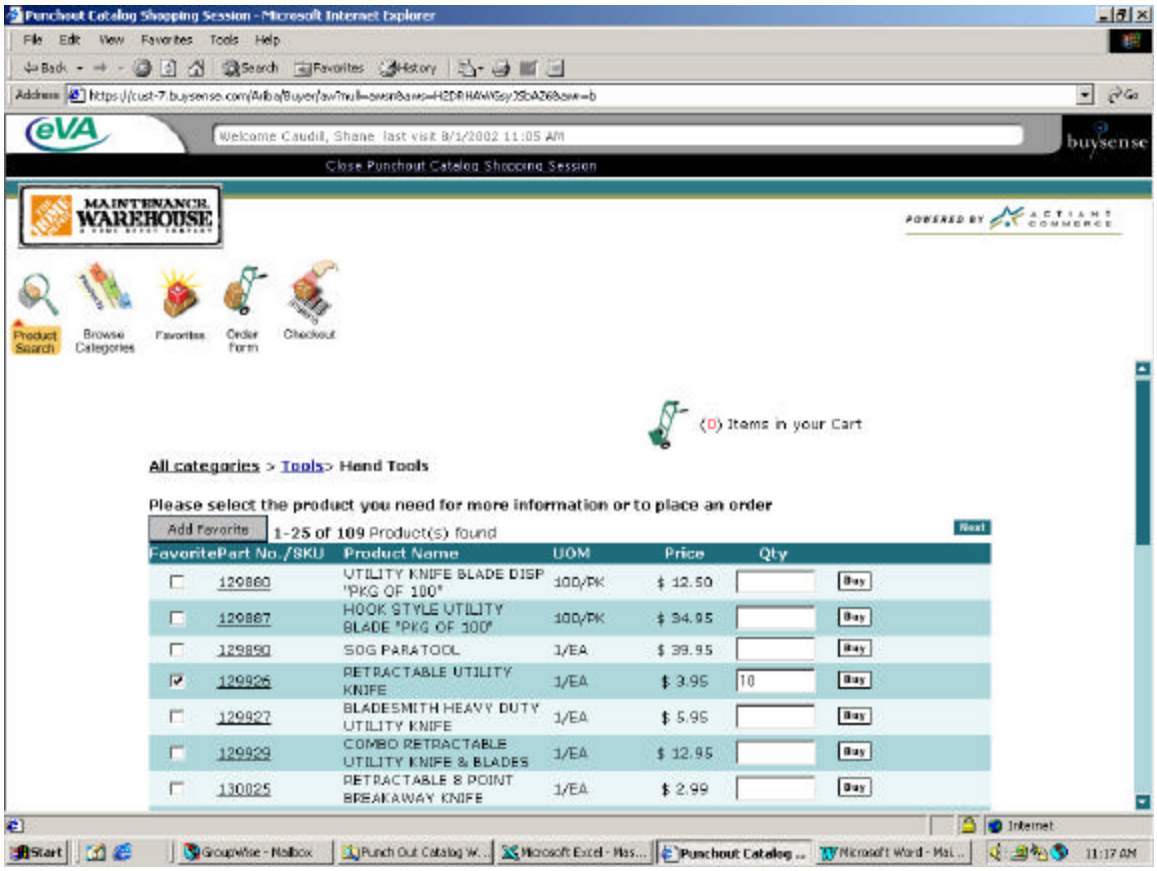
The next page displayed below reveals the items within the sub-category 'Hand Tools'.



Select the item and the quantity. You can select multiple items and set quantities at the same time. When you have completed this **click** *Buy*. For this example we will buy 10 of the Retractable Utility Knives.

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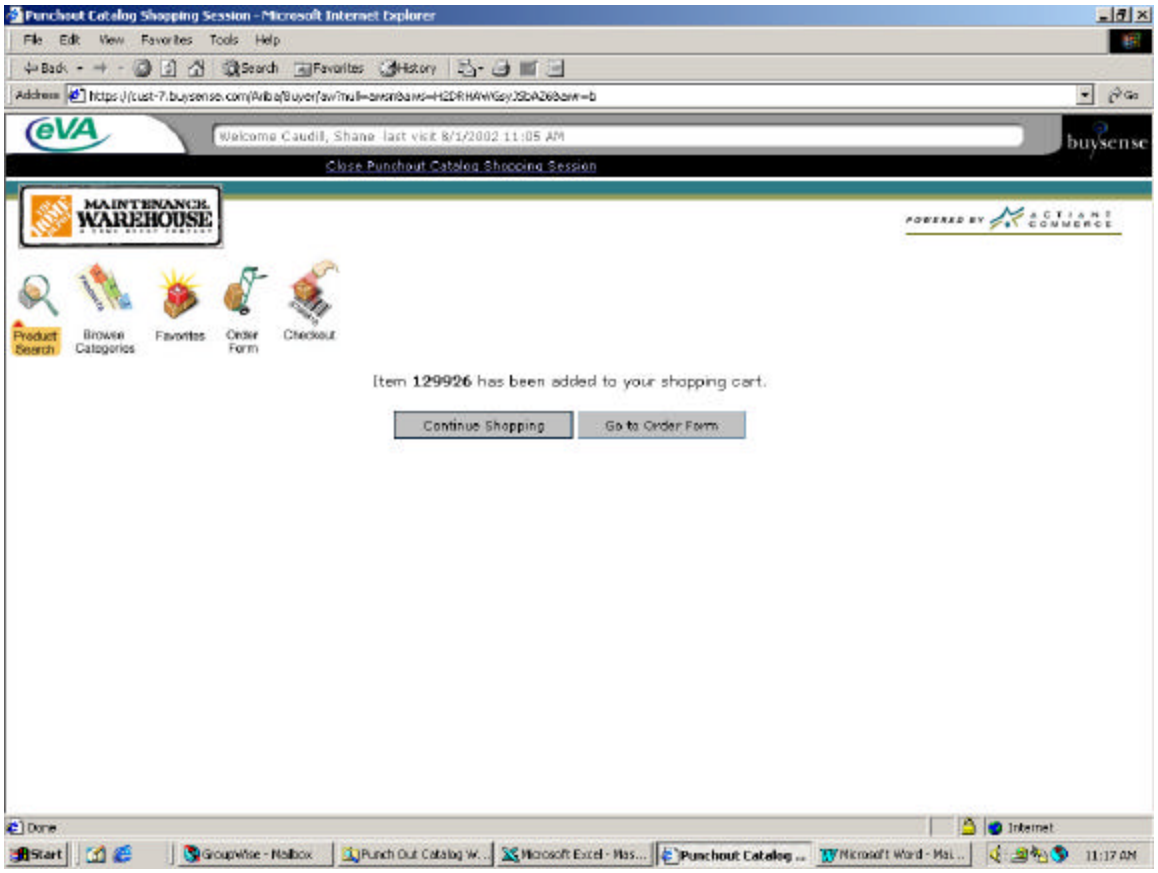
You should now be on the Line Item Summary order page.



From this page you can either continue shopping or create your order requisition. For this example we will **click** *Go to Order Form.*

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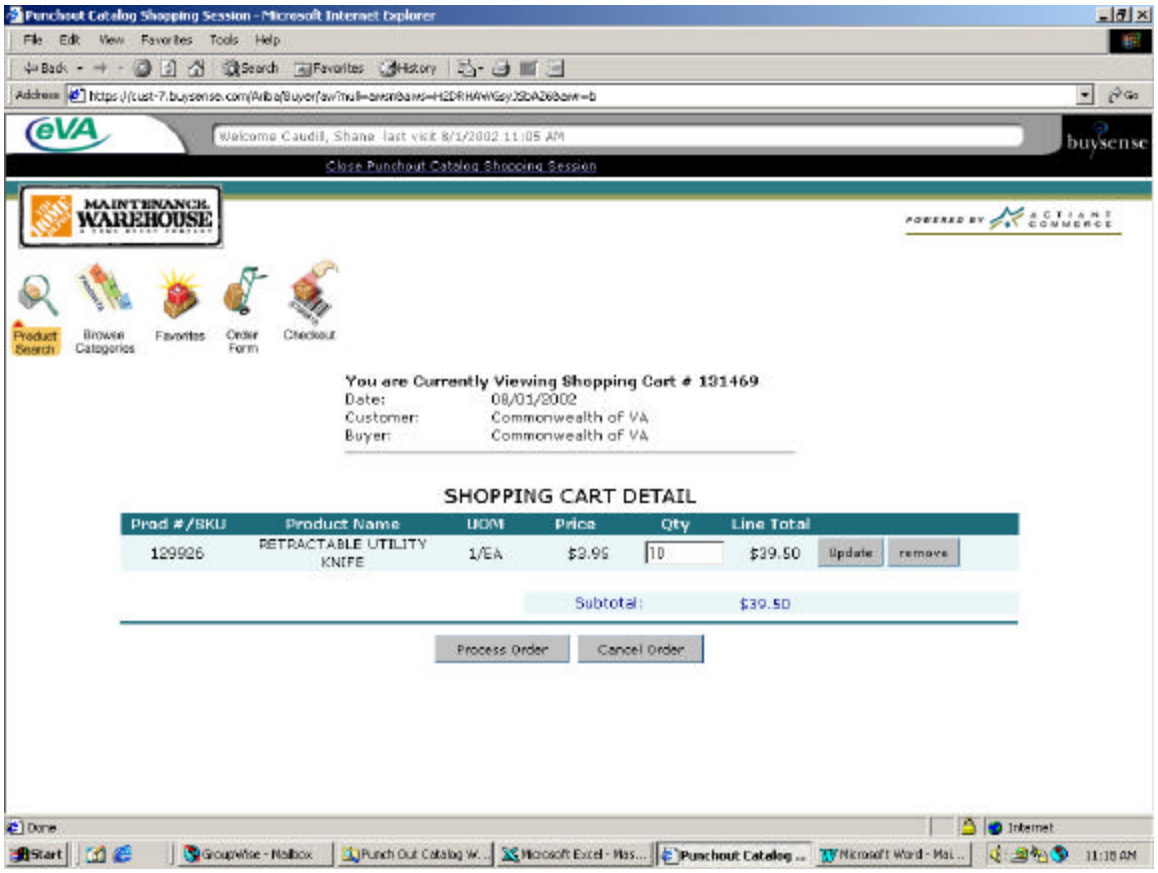
This will send you to the checkout information page.



After entering your check out information, scroll to the bottom of this page and **click** *Process Order.*

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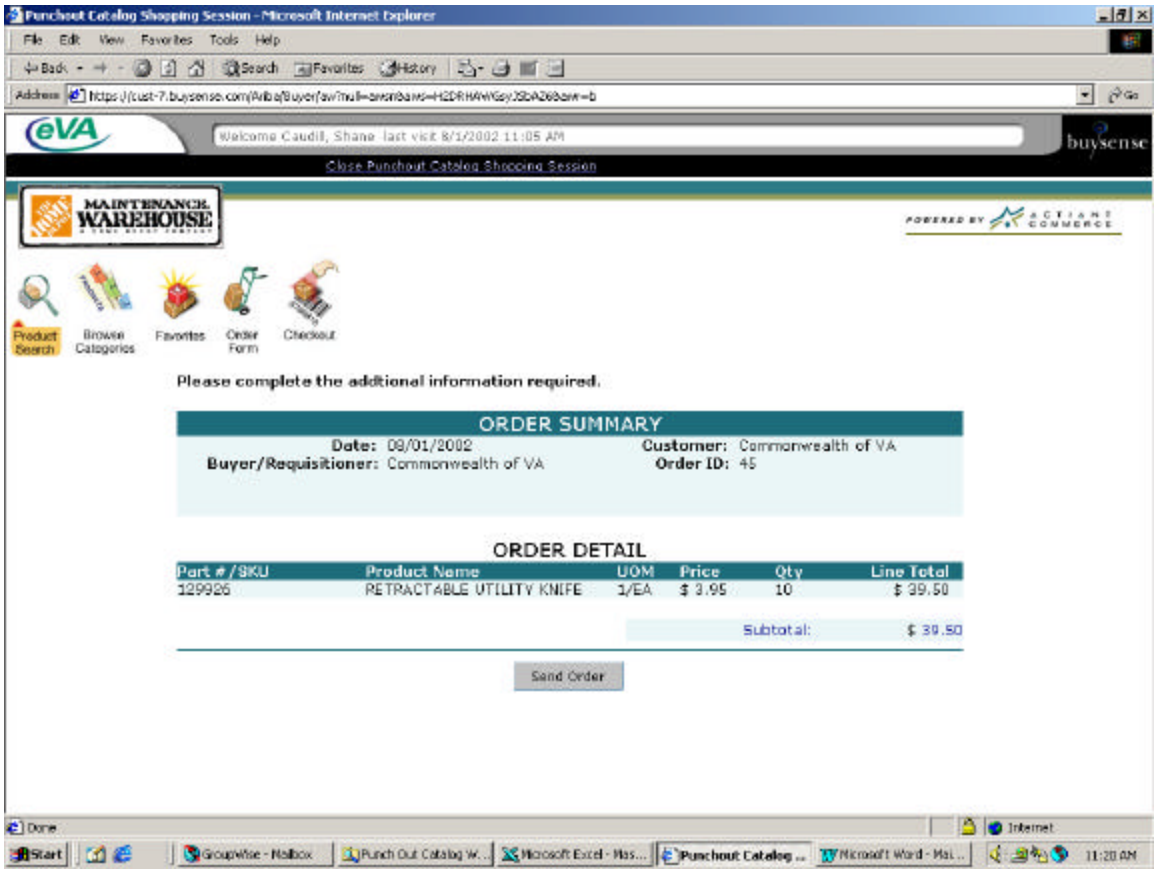
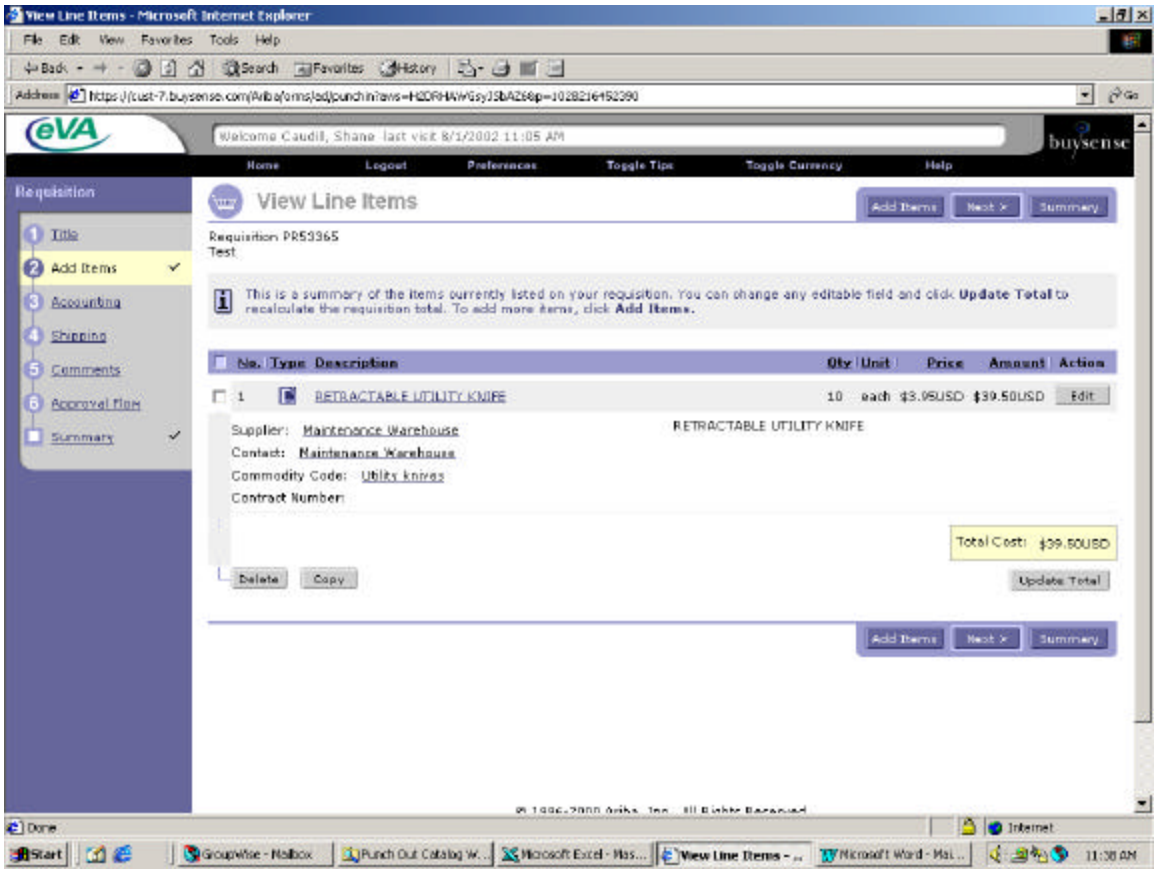
This will send you to the Purchase Order Summary screen that will include details about your order.



When you are ready to return to eVA, scroll to the bottom of the page and **click** *Send Order..*

Navigational Instructions – Maintenance Warehouse 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.