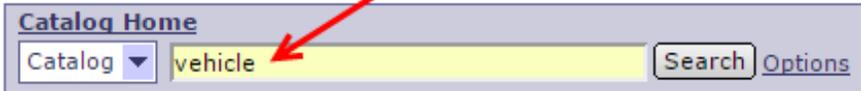
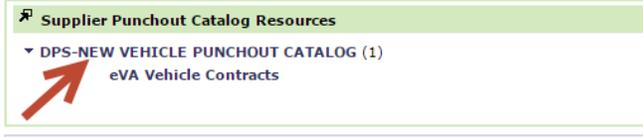
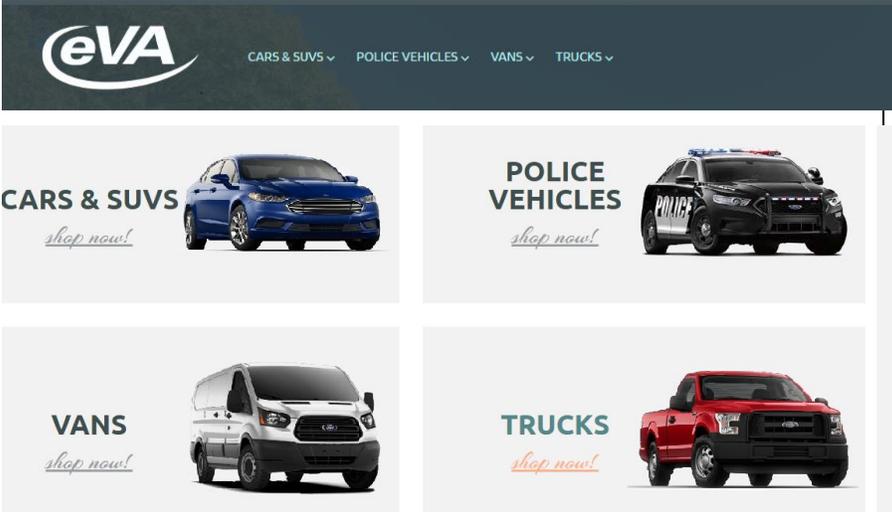




QUICK STEPS FOR VEHICLE ORDERING

What This is a handy reference for you to use when ordering a vehicle from the punchout catalog

How First you will need to identify the vehicle you will be selecting from the State Contracts and review the details of the contract on the specifics for ordering that vehicle.

| | | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <p>Step 1</p> | <p>Login to your eVA account www.eva.virginia.gov</p> | <p>Enter your eVA User Name: _____ Enter your eVA Password: _____</p> |
| <p>Step 2</p> | <p>Click the <i>eMall/eForms</i> link</p> | <p>Located in the left menu of the Portal Home Page under Applications</p> |
| <p>Step 3</p> | <p>Under Create click the Requisition link.</p> | <p>Complete all required fields and then click Next</p> |
| <p>Step 4</p> | <p>On the Catalog Home screen enter “vehicle” in the search field and click Search</p> |  |
| <p>Step 5</p> | <p>From the search results click on the Vehicle Punchout Catalog link</p> |  |
| <p>Step 6</p> | <p>To begin shopping click on one of the Categories across the top or at the bottom of the screen to navigate through the products offered</p> |  |

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| <p>Step 7</p> | <p>After clicking on a specific category select the vehicle that you would like to purchase</p> | <p style="text-align: center;">GASOLINE OR DIESEL</p> <p style="text-align: right;">12 Item(s) SHOW: 12 ▾</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>\$27,387.50</p> <p>2016 CHEVY SILVERADO 3500, 1 TON SIN...</p> </div> <div style="text-align: center;">  <p>\$31,887.50</p> <p>2016 CHEVY SILVERADO 3500, 1 TON DUA...</p> </div> <div style="text-align: center;">  <p>\$28,987.50</p> <p>2016 CHEVY SILVERADO 3500, 1 TON DUA...</p> </div> </div> |
| <p>Step 8</p> | <p>Depending on the vehicle being configured, there will be options and deletions to choose from based on the requirements. Some options are required and are marked with a red asterisk. Based on the options selected, the removal or addition of another option may be required. Before you click Add to Cart, please <u>review</u> the selection you have made with the written contract.</p> <p>Please Note: You can also update the Quantity on this screen.</p> | <p>Interior Options *</p> <ul style="list-style-type: none"> <input type="radio"/> Dune, EcoCloth Seat Trim <input checked="" type="radio"/> Ebony, EcoCloth Seat Trim <p>Exterior Paint Options *</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Blue Lightning <input type="radio"/> Ignot Silver <input type="radio"/> Magnetic <input type="radio"/> Oxford White <input type="radio"/> Shadow Black <input type="radio"/> White Gold <p>Qty: <input type="text" value="1"/> ADD TO CART</p> |

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| <p>Step 9</p> <p>On the next screen shipping charges have automatically been calculated according to your Ship To address. Details about how the Shipping charges are calculated are on the written contract. If you are picking up the vehicle you can delete the shipping line by clicking on the delete icon. You would then click Checkout which directs the browser back to eVA.</p> | | |
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| <p>Step 10</p> <p>The item(s) from the Vehicle Punchout Catalog have automatically populated in your eVA shopping cart.</p> | | |
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| <p>Step 11</p> <p>If you have added all the items you need to your Shopping Cart click Next to enter your accounting information. If no changes to accounting information are needed you can click Checkout to go to the Summary Tab.</p> | | |
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Step 12

On the **Summary Tab** you can make changes, add any comments and or attachments needed before you submit the requisition. Please review your requisition, make changes as necessary and then click **Submit**.

The screenshot shows the 'Summary' tab of a requisition in the eVA system. The title is 'Vehicle Order' and the requisition number is 'PR617355'. The user is logged in as 'Stanley, Sandra'. The requisition details include: PCard number 'sandy3rdcard', Entry Code 'P134', Fiscal Year '2015', Agency '(none selected)', PO Category 'R01', and Procurement Transaction Type '10'. The supplier is 'APPLE FORD OF LYNCHBURG' and the location is 'APPLE FORD OF LYNCHBURG'. A red arrow points to the 'Submit' button in the top right corner.

| No. | Type | Solicit | Description | Qty | Unit | Price | Amount |
|-----|------|---------|-----------------------------------------------------------------------------------------------------|-----|------|--------------------|--------------------|
| 1 | | | 2015 Ford F350 Diesel One Ton Pickup Truck, Regula... 2015 Ford F350 Diesel One Ton Pickup Truck... | 1 | each | \$30,379.37000 USD | \$30,379.37000 USD |

Supplier: APPLE FORD OF LYNCHBURG
Location: APPLE FORD OF LYNCHBURG
2015 Ford F350 Diesel One Ton Pickup Truck, Regular Cab, Long Bed 4x4 [13YDKK]

For more help: Call toll free 866-289-7367 or Email eVACustomerCare@dgs.virginia.gov