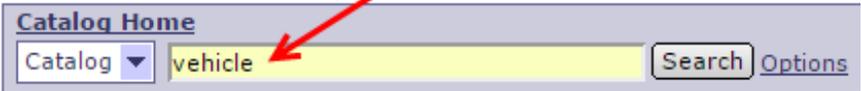
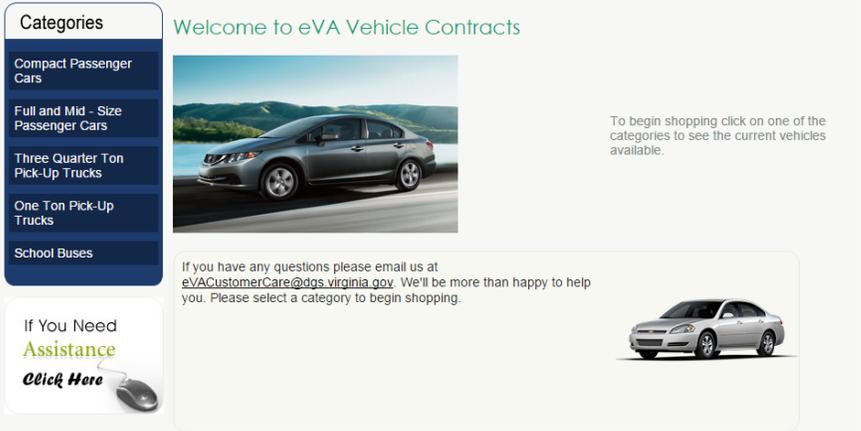




QUICK STEPS FOR VEHICLE ORDERING

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.

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

<p>Step 7</p>	<p>After clicking on a specific category select the vehicle that you would like to purchase</p>	<p>The screenshot shows a website interface with a 'Categories' sidebar on the left. The 'One Ton Pick-Up Trucks' category is selected. The main content area displays 'One Ton Pick-Up Trucks' with a breadcrumb 'Home > One Ton Pick-Up Trucks' and 'Showing 1 - 3 of 3'. Three truck models are listed with images and prices:</p> <ul style="list-style-type: none"> 2015 Ford F350 Diesel One Ton Pickup Truck, Regular Cab, Long Bed 4x4: \$30,379.37 2015 Ford F350, Diesel One Ton Pickup Truck, 4-Door, Long Bed 4x4: \$33,372.14 2015 Ford F350, Diesel One Ton Pickup Truck, Extended Cab, Long Bed 4x4: \$32,130.74 																												
<p>Step 8</p>	<p>Depending on the vehicle being configured, there will be options and deletions to choose from based on the requirements. Depending on the options, 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>The screenshot shows the 'Additional Options' and 'Pricing' section. It lists various options with checkboxes and their corresponding prices:</p> <table border="1"> <thead> <tr> <th>Options</th> <th>Pricing</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Add Power Windows, Locks and Keyless Entry</td> <td>\$805.50</td> </tr> <tr> <td><input type="checkbox"/> Folding trailer tow mirrors</td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/> Cab Steps</td> <td>\$288.00</td> </tr> <tr> <td><input type="checkbox"/> Roof Clearance Lights</td> <td>\$49.50</td> </tr> <tr> <td><input type="checkbox"/> Upfitter Switches</td> <td>\$112.50</td> </tr> <tr> <td><input type="checkbox"/> Tow Command Integrated Trailer Brake Controller</td> <td>\$243.00</td> </tr> <tr> <td><input type="checkbox"/> Exterior Back-up Chime</td> <td>\$112.50</td> </tr> <tr> <td><input type="checkbox"/> Manual Sliding Rear Window</td> <td>\$115.36</td> </tr> <tr> <td><input type="checkbox"/> Engine Block Heater</td> <td>\$69.01</td> </tr> <tr> <td><input type="checkbox"/> Service Manual w/ wiring diagrams</td> <td>\$190.55</td> </tr> <tr> <td><input type="checkbox"/> Snow Prep Package</td> <td>\$76.49</td> </tr> <tr> <td>OPTIONS: DELETES</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Pickup Box Delete (w/ 8ft. Box only)</td> <td>-\$525.00</td> </tr> </tbody> </table> <p>An 'Add To Cart' button is visible at the bottom right.</p>	Options	Pricing	<input type="checkbox"/> Add Power Windows, Locks and Keyless Entry	\$805.50	<input type="checkbox"/> Folding trailer tow mirrors	\$0.00	<input type="checkbox"/> Cab Steps	\$288.00	<input type="checkbox"/> Roof Clearance Lights	\$49.50	<input type="checkbox"/> Upfitter Switches	\$112.50	<input type="checkbox"/> Tow Command Integrated Trailer Brake Controller	\$243.00	<input type="checkbox"/> Exterior Back-up Chime	\$112.50	<input type="checkbox"/> Manual Sliding Rear Window	\$115.36	<input type="checkbox"/> Engine Block Heater	\$69.01	<input type="checkbox"/> Service Manual w/ wiring diagrams	\$190.55	<input type="checkbox"/> Snow Prep Package	\$76.49	OPTIONS: DELETES		<input type="checkbox"/> Pickup Box Delete (w/ 8ft. Box only)	-\$525.00
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<p>Step 9</p>	<p>On the next screen if no changes are needed click Checkout. Shipping charges if any will be calculated. Details about how the Shipping charges are calculated are on the written contract</p>	<p>The screenshot shows the 'My Order' summary page. It features a 'Categories' sidebar on the left and a table of the order items:</p> <table border="1"> <thead> <tr> <th>Product</th> <th>Qty</th> <th>Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2015 Ford F350 Diesel One Ton Pickup Truck, Regular Cab, Long Bed 4x4</td> <td>1</td> <td>\$30,379.37</td> <td>\$30,379.37</td> </tr> <tr> <td colspan="4">Options Configured :</td> </tr> <tr> <td>Engine Block Heater</td> <td></td> <td>\$69.01</td> <td>\$69.01</td> </tr> <tr> <td>Cab Steps</td> <td></td> <td>\$288.00</td> <td>\$288.00</td> </tr> </tbody> </table> <p>Below the table, there are links for 'Order More of this Product', 'View More One Ton Pick-Up Trucks', and 'Delete Item from My Order'. A red arrow points to the 'Checkout' button at the bottom right.</p>	Product	Qty	Price	Total	2015 Ford F350 Diesel One Ton Pickup Truck, Regular Cab, Long Bed 4x4	1	\$30,379.37	\$30,379.37	Options Configured :				Engine Block Heater		\$69.01	\$69.01	Cab Steps		\$288.00	\$288.00								
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<p>Step 10</p>	<p>On the Order Review screen click Next which directs the browser back to eVA.</p>	
<p>Step 11</p>	<p>The item(s) from the Vehicle Punchout Catalog have automatically populated in your eVA shopping cart.</p>	
<p>Step 12</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>	



Step 13

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 for 'PR617355: Vehicle Order'. The interface includes a navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. Below the navigation bar, there are buttons for 'Print', 'Submit', and 'Exp'. A red arrow points to the 'Submit' button. The main content area is divided into two sections: 'Summary' and 'Approval Flow'. The 'Summary' section contains various fields for requisition details, including Title, On Behalf Of, Use PCard, PCard number, Entry Code, Fiscal Year, Agency, PO Category, Procurement Transaction Type, Buyer, Header Cross Reference, ERP Requisition Number, and checkboxes for 'Do not send any items to eProcurement', 'Send ALL Items to eProcurement', and 'Confirming Order: Do Not Duplicate'. There is also a link for 'View Accounting Information'. The 'Approval Flow' section shows 'My Labels' and an 'Apply Label...' button. Below these sections is a table of 'Line Items' with columns for No., Type, Solicit, Description, Qty, Unit, Price, and Amount. The table contains one line item for a 2015 Ford F350 Diesel One Ton Pickup Truck. Supplier and location information is provided at the bottom.

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 [12YDKK]

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