



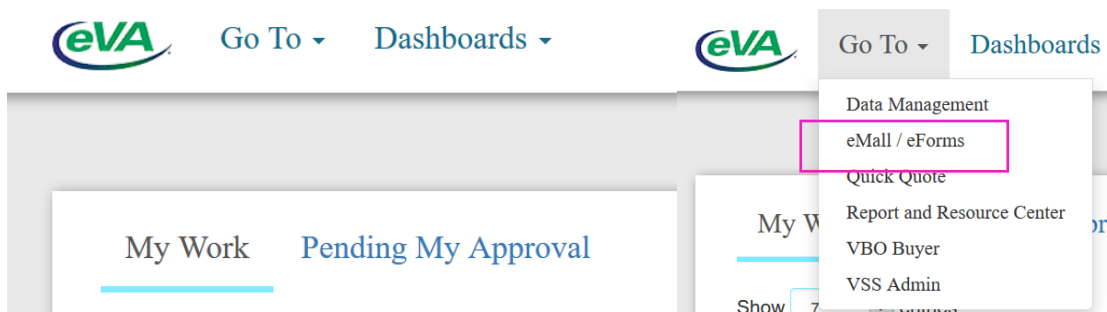
Punch-Out Catalog Ordering Guide for



Contract# UVA1507501

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1. Refer to the eVA Login Instruction Guide to access eVA.
2. Select “Go To” drop down then “eMall / eForms”.



3. Select Requisition -Common Actions-Create-Requisition or Select Create, then Requisition from menu bar.



4. Enter a Title for your requisition suggested: TSRC or Supply Room-preparers email-phone number (Supply Room-khburnet-831-5429).

5. Select PO Category R01 – Routine or refer to PO Category Guide.
6. Select appropriate PO Transaction Type 20 –Supplies – Non-Technology or refer to PO Transaction Guide.

PR8567823: TSRC-khburnet-5429

Review your requisition, make changes as necessary, and submit the request for approval.

Summary Approval Flow

Client Name: A217RU - Radford University
 Title: *TSRC-khburnet-5429
 On Behalf Of: Burnett, Kathy
 Entity Code: 217-Radford University
 Fiscal Year: 2019-FY 2019
 PO Category: R01-Routine
 Procurement Transaction Type: 20-Supplies - Non-Technology

7. Scroll down to Line Items.
8. Select Add from Catalog.

Line Items (0)

No.	Type	Search
Add from Catalog...		

9. Enter “Supply Room” in the Catalog field – then select the Search button.
10. Select the **sub-heading** to access the vendor catalog to transfer to The Supply Room landing page.

Catalog Home

Catalog [Options](#)

Your search path: [Catalog](#) > "supply room"

Supplier Punchout Catalog Resources

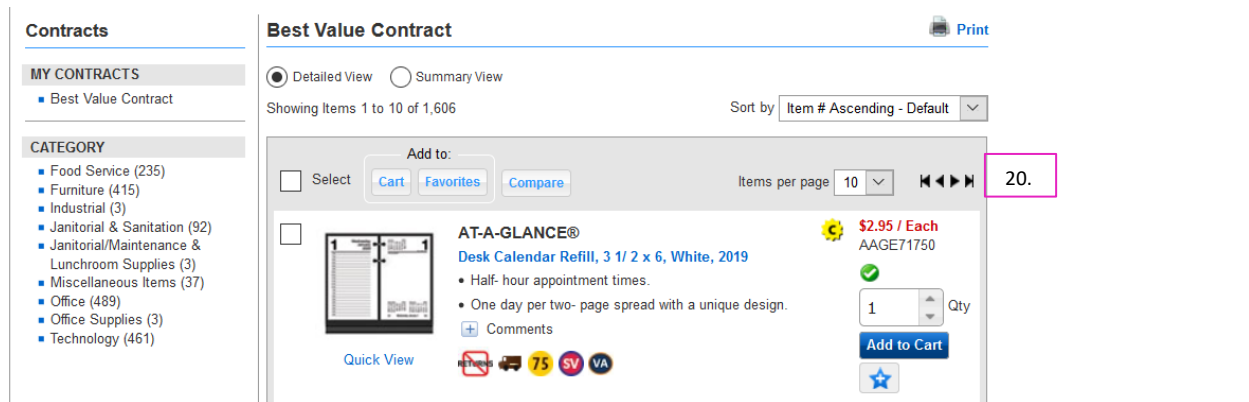
- ▼ THE SUPPLY ROOM CO - RADFORD (1)
 - (RADFORD) Office Supplies & Furniture - S, W**

11. The header toolbar will help you quickly navigate throughout the ordering site.

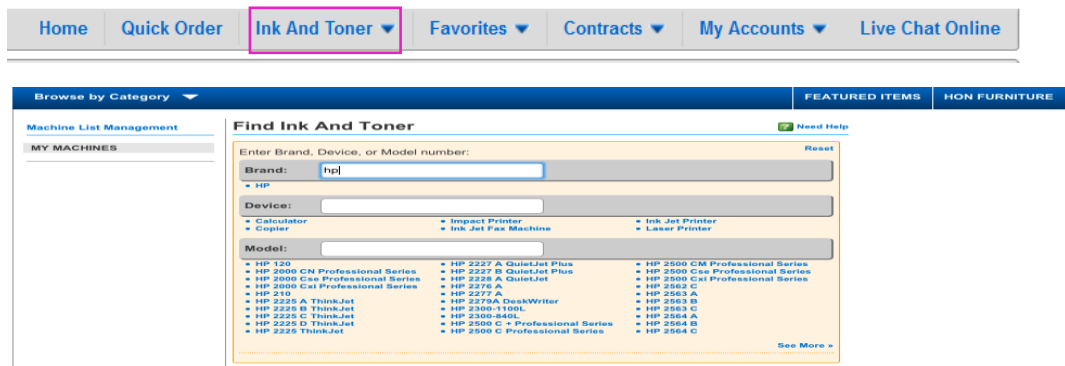
The screenshot shows the website header with several callouts: 12. The Supply Room logo; 13. Search bar with 'Enter keywords or item #' and 'Search' button; 14. Navigation menu with 'Home', 'Quick Order', 'Ink And Toner', 'Favorites', 'Contracts', 'My Accounts', and 'Live Chat Online'; 15. Shopping cart icon and '2 items : \$32.45'; 16. 'Welcome back, Radford University' and 'Acct: 1137892-RADFORD UNIV/'; 17. 'Save money. Save the day.'; 18. Radford University logo.

12. “Welcome back, Radford University” – please ensure this information is correct to make sure you are shopping under the correct profile.
13. Use this search bar to search keywords or product categories to browse a wide selection of over 10,000 items! Enter keywords in the search bar if you know what type of products you need but are unsure of the item number.
14. Bar - The menu Bar will allow you to use the Quick Order feature, shop the Ink and Toner, manage your Favorites Lists, identify Contract - Best Value items, manage account information and access the Live Chat feature. Use the Quick Order screen to enter each item # you need directly without any browsing. Enter the item #, enter the quantity, and quickly add to your cart!
15. The Shopping Cart area gives customers a quick glimpse of their cart items and current order total.

16. Browse by Category – This method allows you to view and shop all products within each category.
17. Select “The Supply Room” logo to return to this main landing page view, from anywhere in the catalog.
18. Select “Radford University” logo to display the 1,600+ “Best Value Contract items. Will allow drill down search by Category-(menu located on left side of displayed items) or by keyword search.



19. Ink and Toner – The Ink and Toner feature can help you find the right supplies for any device. Enter the brand, device and model, and a list of compatible inks and toners will display.



20. Favorites: Have a group of products you frequently purchase? Use the Favorites List feature! Hover over the Favorites menu to view lists on your profile. Click Manage Favorites Lists to manage existing lists or create a new list.



Selecting a list from the drop-down menu brings you a view of all products under that Favorites List, you can view products or quickly select quantity and add to your shopping cart.

To create a Favorites List just click the blue star under the “Add to Cart” button, this will display the “Add Items to Favorites List”. Create a new list or add to an existing list. May add a comment

- 21. Contracts: This contract drop down allows access to the Best Value Contract items.

The screenshot displays the 'Shopping Cart' page on The Supply Room website. The page features a navigation bar at the top with links for Home, Quick Order, Ink And Toner, Favorites, Contracts, My Accounts, and Live Chat Online. Below the navigation bar is a search bar with the text 'Enter keywords or item #' and a 'Search' button. To the right of the search bar is a shopping cart icon with '3 items : \$177.75' and a 'Submit Cart' button. A pink arrow points to the shopping cart icon. Below the search bar is a blue navigation bar with 'Browse by Category', 'Featured Items', and 'Shop HON Furniture' options. The main content area is titled 'Shopping Cart' and includes a 'Print' button. The cart contains three items:

Item #	Your Price	Quantity	Ext Price	Remove
HEWCE505A HP 05A, (CE505A) Black Original LaserJet Toner Cartridge	\$65.28 / Each	1	\$65.28	✕
USA101212 Copy Paper, 8.5"X11", 20- Pound, White, 10 reams in case sold by the case	\$31.67 / Carton	3	\$95.01	✕
SMD10346 File Folders, 1/ 3- Tab, Letter Size, Manila, 100 Per Box	\$5.92 / Box	3	\$17.46	✕

At the bottom of the cart, there are buttons for 'Empty Cart', 'Continue Shopping', 'Expand All', 'Collapse All', and 'Submit Cart'. The 'Item Total: \$177.75' is displayed on the right side of the cart. The footer of the page includes links for 'ABOUT US', 'CONTACT US', 'HELP', and 'PRIVACY POLICY', along with the text 'Powered by ECI Software Solutions © 2006-2019 (v 12.0.0)'.

22. To view your shopping cart, find the cart icon in the top right and click View Cart". In this screen, you can view all items under one order, edit the quantity of those items, or remove items. The shopping cart will save any changes.

From the shopping cart, you can either click "**Continue Shopping**", "**Empty Cart**" or "**Submit Cart**".

23. Selecting to "**Submit Cart**" will return the selected punch-out items to return to eVA as line items on the requisition. Place a check in the box above line item 1 and select to edit. This will allow for a mass edit.
24. Scroll down and use the drop down menu feature, search for more to find and select each element of the Accounting by line item detail – **Fund, Organization, Account and Program (FOAP)**.
25. Select the appropriate desktop delivery "Ship to Address".
26. Review the "Old Value" and the "New Value" Select "Done" or "Previous" to edit.
27. Review each line item to ensure the appropriate account code was selected, supply, and equipment etc., edit if necessary.
28. Select "Done", then "Checkout", to review entire requisition.
29. Add a comment (recommend adding **to entire requisition**-not by line item), enter a comment in the field as appropriate.
30. Place a **v** in the box if comment should be **visible to the supplier**, or to mark if comment is proprietary or confidential.
31. Select to Add Attachment – Browse files to select and attach an appropriate file (i.e. quote). Recommend adding to entire requisition.
32. Place a **v** in the box if attachment should be **visible to the supplier**, or to mark as proprietary or confidential.

IF ORDER IS COMPLETE

1. Select to Submit, to begin Approval Flow.
2. PR will be in your **SUBMITTED** window on the MY Home tab.
3. Select the PR, select the approval tab to check status of approvals. Final approved PO's will have a status of **Ordered**.
4. Fully approved PR's will be in the '**MY Document**' window. PO will be electronically sent to vendors who accept electronic orders.

IF ORDER IS INCOMPLETE

1. Select to Exit (system will offer the option to save, delete, continue or print)
2. PR will be in the Composing window, select the PR and then Edit.