Punch-Out Catalog Ordering Guide for

Contract# CNR01459

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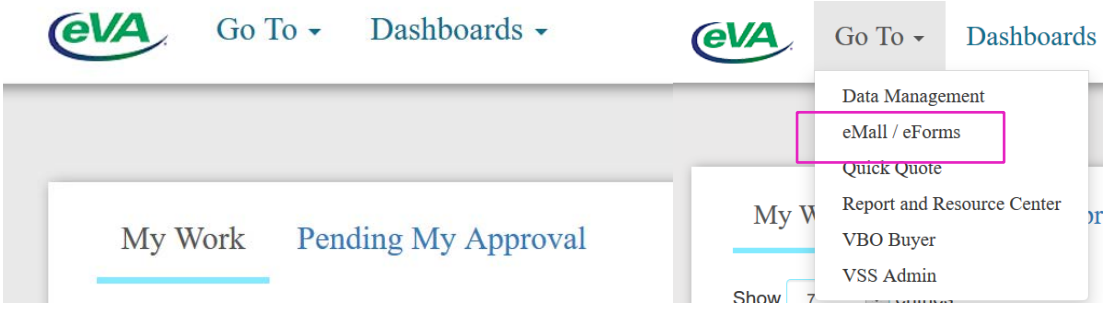
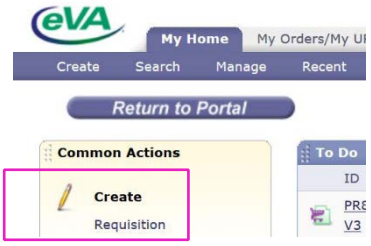
1. Refer to the eVA Login Instruction Guide to access eVA.
2. Select "Go To" drop down then "eMall / eForms".



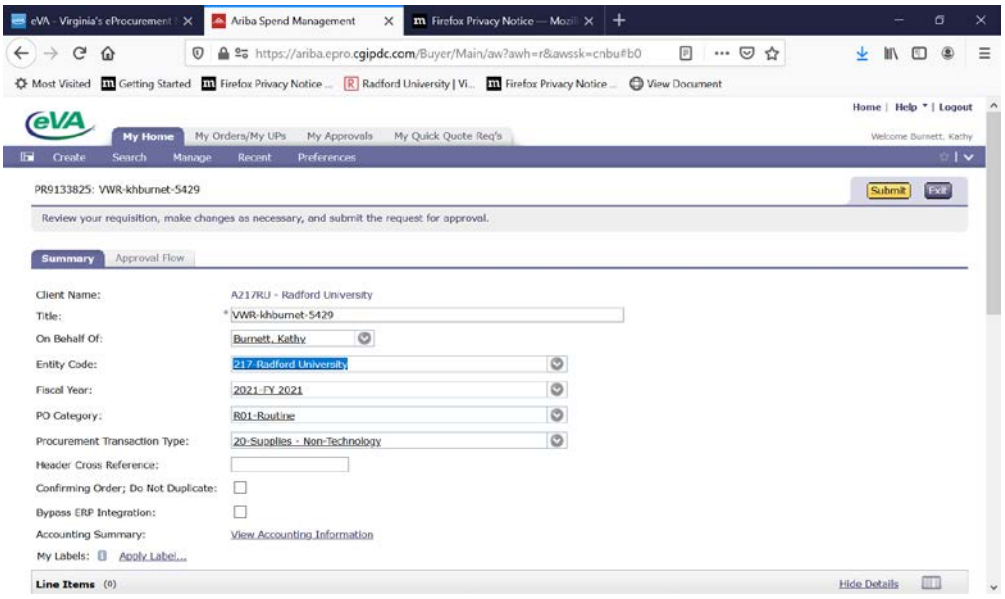
3. Select Requisition -Common Actions-Create-Requisition or Select Create, then Requisition from menu bar.



4. Enter a Title for your requisition suggested: VWR or VWR-preparer's email-phone number (vwr-khburnet-540-831-5419).

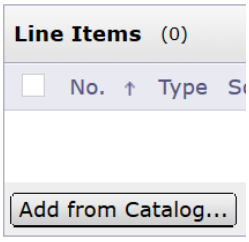
5. Select PO Category R01 – Routine or refer to PO Category Guide.

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



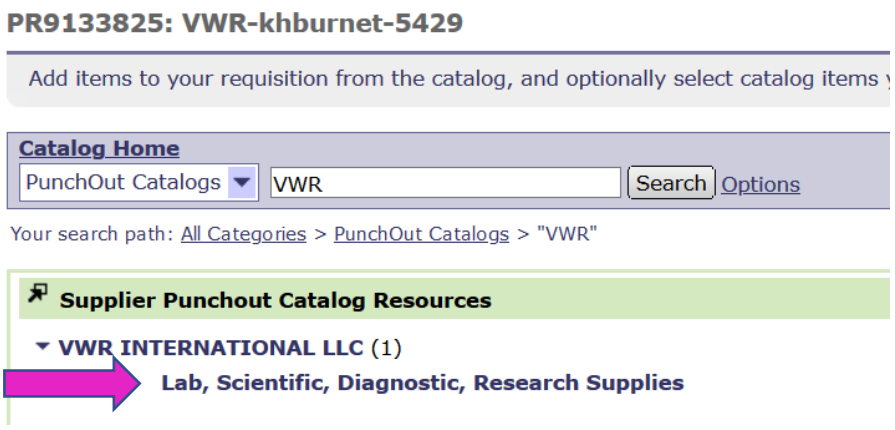
7. Scroll down to Line Items.

8. Select Add from Catalog.

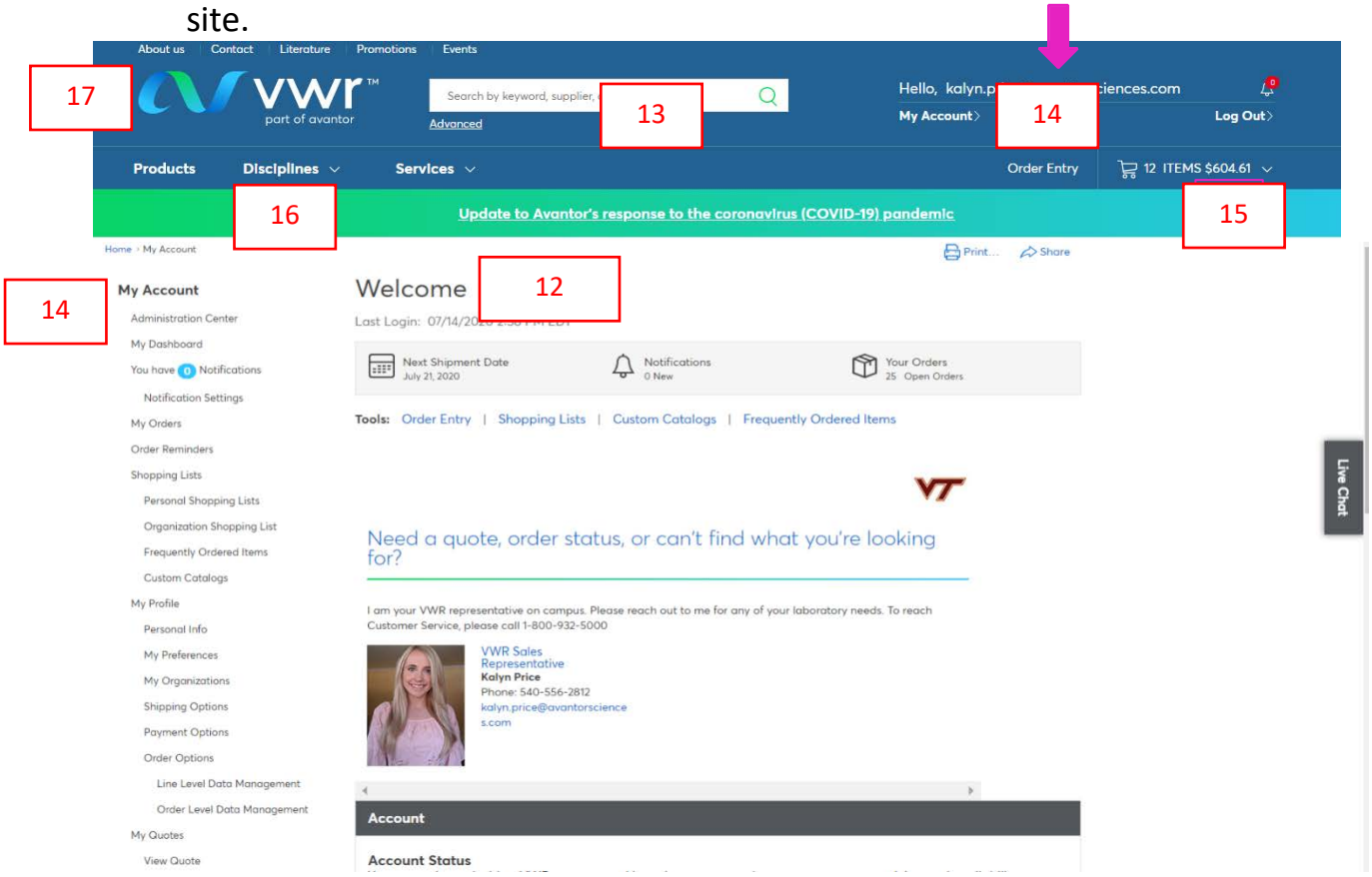


9. Enter “VWR” in the Catalog field – then select the Search button.

10. Select the **sub-heading** to access the vendor catalog to transfer to the VWR landing page.



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



For Items 12- 17 refer to Image Above

12. "Welcome, 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 millions of items! Enter keywords in the search bar if you know what type of products you need but are unsure of the item number.

14. Menu - The menu tools will allow you to use the Order Entry feature, view custom catalogs, create and manage personal shopping lists, and view frequently ordered items.

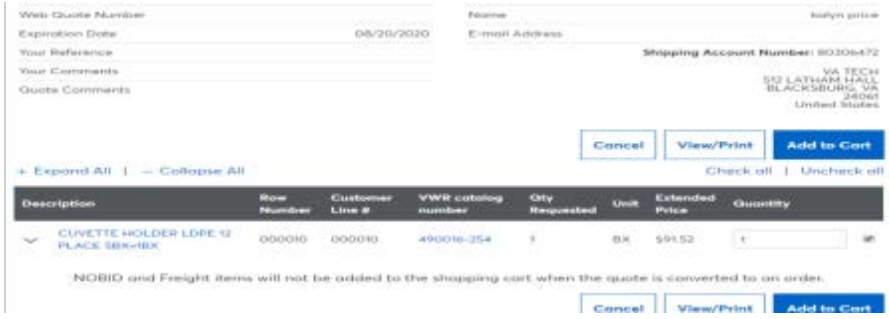
15. The Shopping Cart area gives customers a quick glimpse of their cart items and current order total.

16. Browse by discipline – This method allows you to view and shop all products within each workflow.

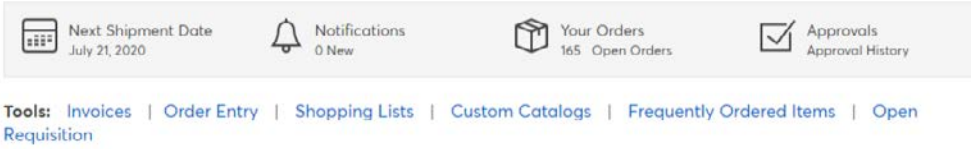
17. Select “VWR part of Avantor” logo to return to this main landing page view, from anywhere in the catalog.

18. Select “Live Chat” icon to connect with our live Customer Service and Technical Support representatives for any questions you may have about orders, or item specifications.

19. My quotes – The My Quotes tab, allows you to request and view quotes for purchasing. Quotes can be viewed, and added to your shopping cart.

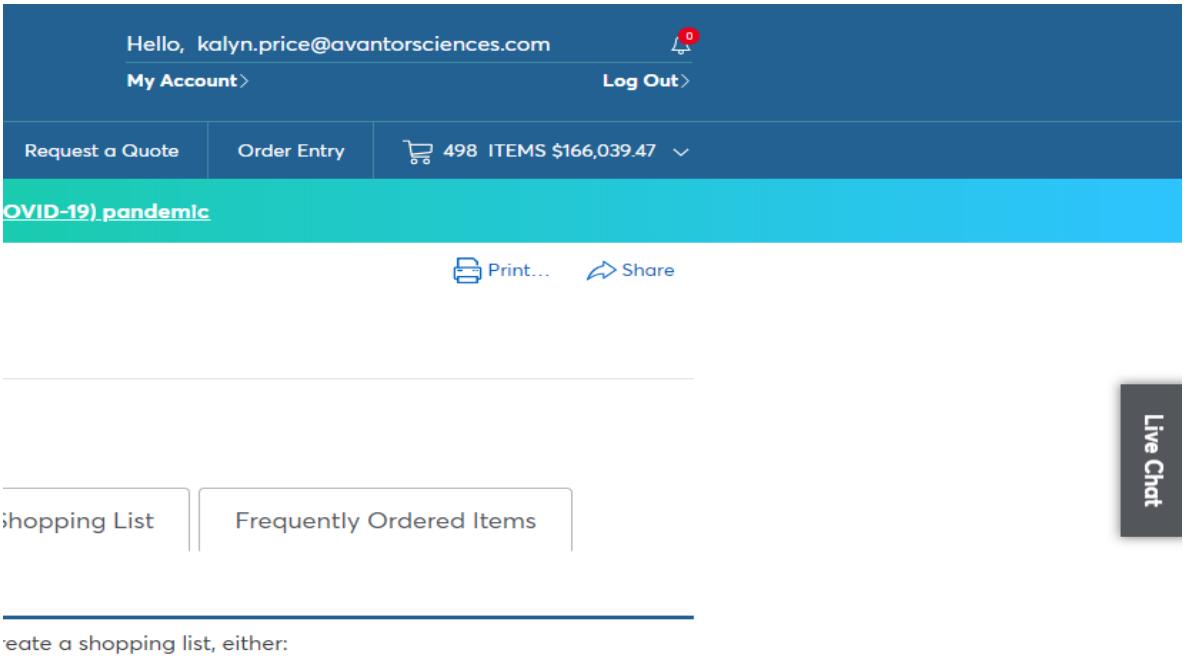


20. Shopping Lists and Custom Catalogs: Have a group of products you frequently purchase? VWR provides Custom Catalogs for "hot items" that can be viewed and purchased by the entire university.

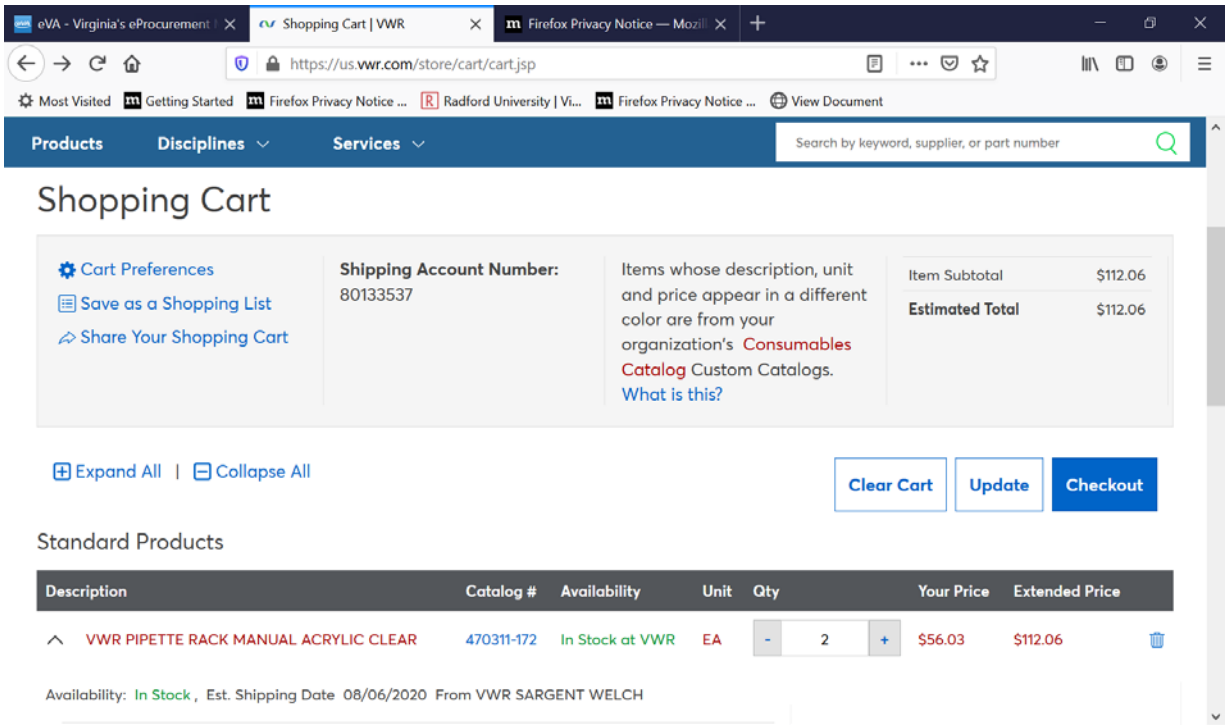


You can simply view the custom catalog and select the "Consumables Catalog" to obtain RU Hot List and value pricing, then add wanted items to your cart. Products from this catalog will display in red.

By clicking on Shopping Lists, you can create your own personal shopping list that can be shared with others. This makes ordering frequently needed items, much easier and hassle free.



21. 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 "**Clear Cart", "Update"** or "**Checkout"**.

22. Selecting "**Checkout**" 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.

23. 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 – **F**und, **O**rganization, **A**ccount and **P**rogram (**FOAP**).

24. Review the delivery address to ensure accuracy.

25. Review the "Old Value" and the "New Value" Select "Done" or "Previous" to edit.

26. Review each line item to ensure the appropriate account code was selected, supply, and equipment etc., edit if necessary.

27. Select "Done", then "Checkout", to review entire requisition.

28. Add a comment (recommend adding to entire requisition-not by line item), enter a comment in the field as appropriate.

29. Place a √ in the box if comment should be visible to the supplier, or to mark if comment is proprietary or confidential.

30. Select to Add Attachment – Browse files to select and attach an appropriate file (i.e. quote). Recommend adding to entire requisition.

31. Place a √ in the box if attachment should be visible to the supplier, or to mark as proprietary or confidential. Note: Attachments sent to the vendor will result in order being sent to a manual review file for processing. Ensure the vendor needs the attachment before selecting this option. May elect to add the quote number and date in the comment field.

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.