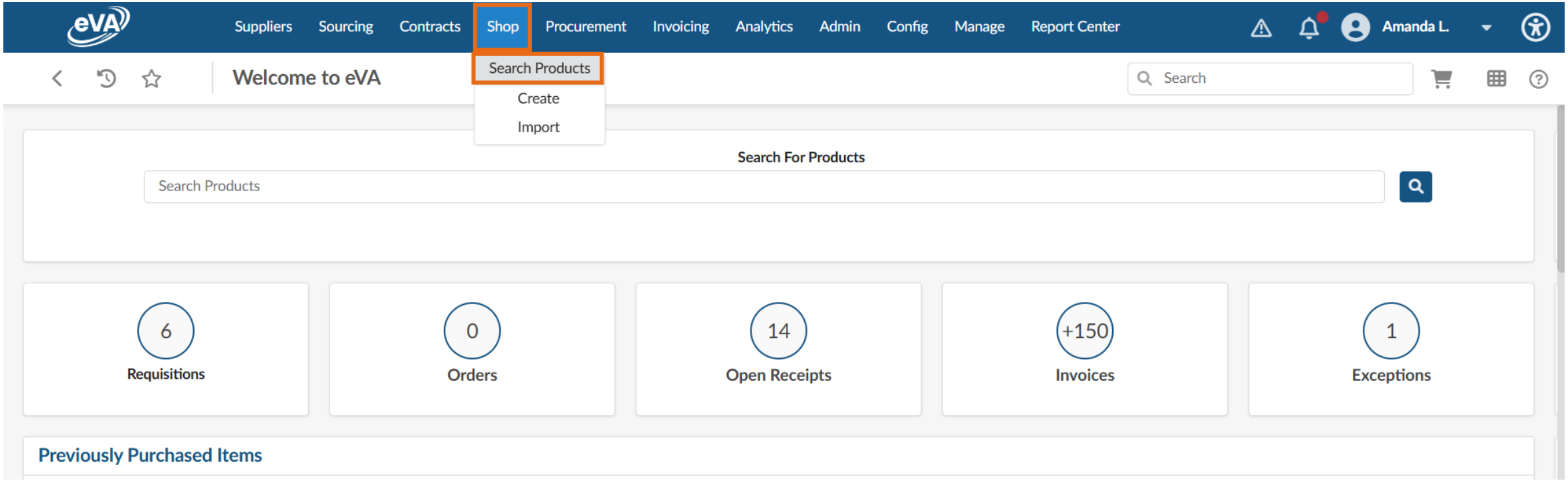
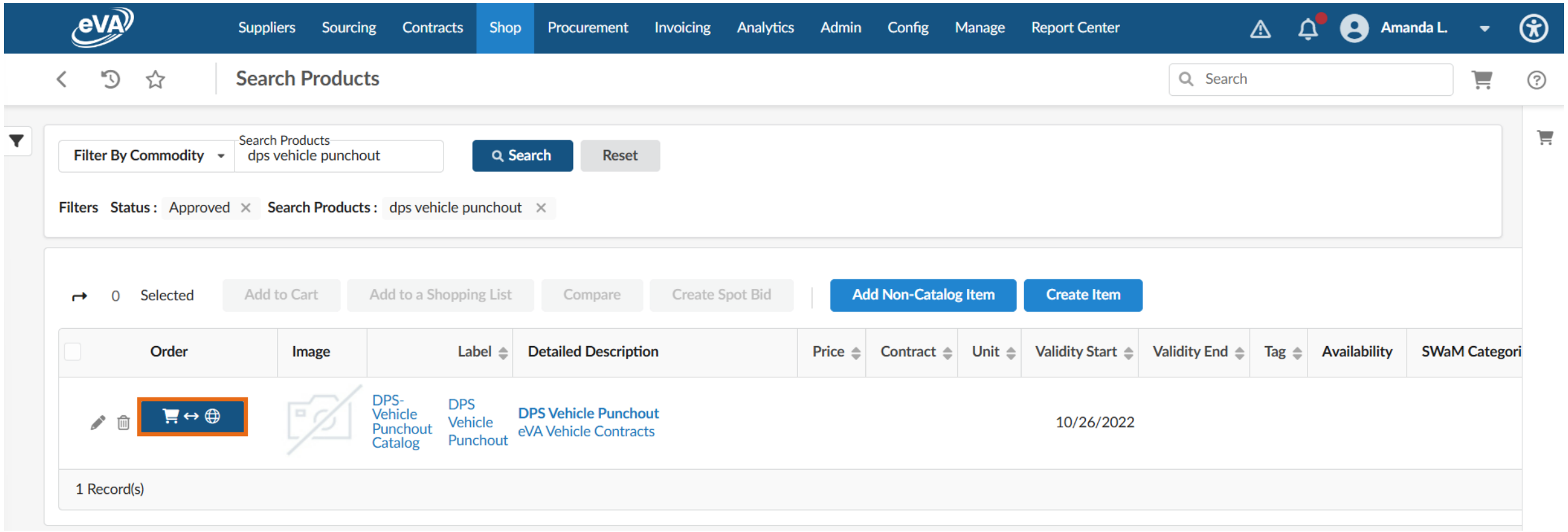
Vehicle Punchout Items: How to Shop

Let's look at the system navigation steps that the buyer will perform to purchase a vehicle using the punchout process in eVA.

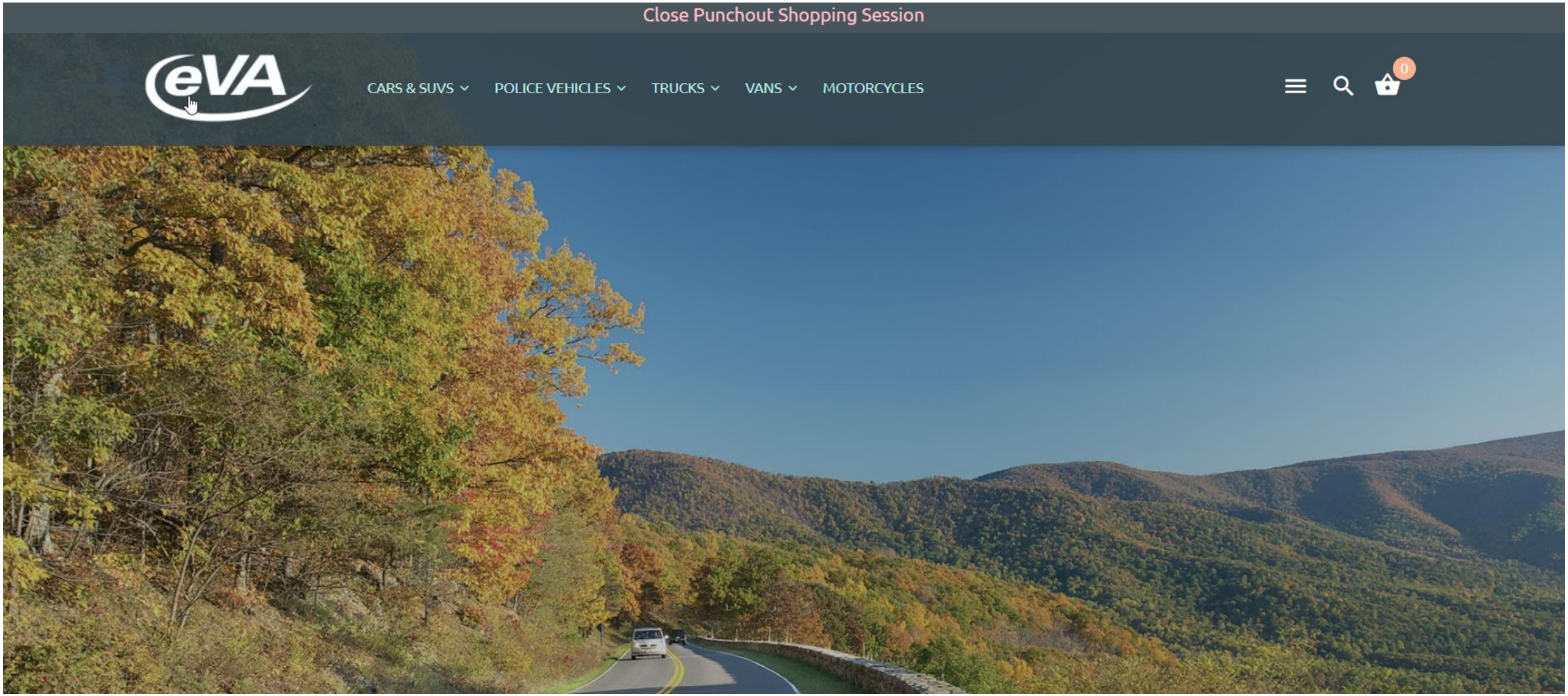
On the eVA Home page, select **Shop** from the menu bar, and then click **Search Products**.



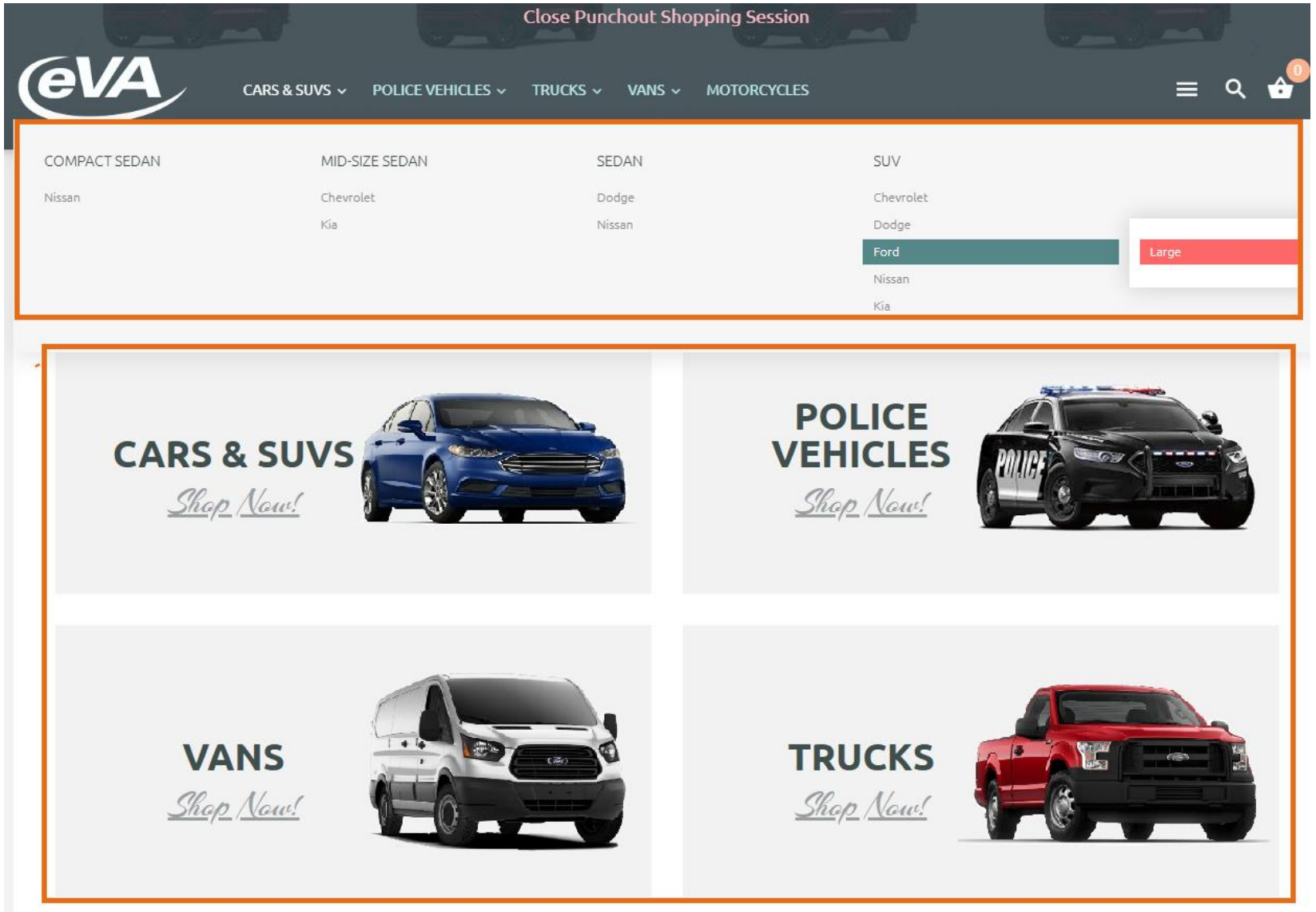
Search for DPS Vehicle punchout and click the cart-website icon to go to the punchout catalog.



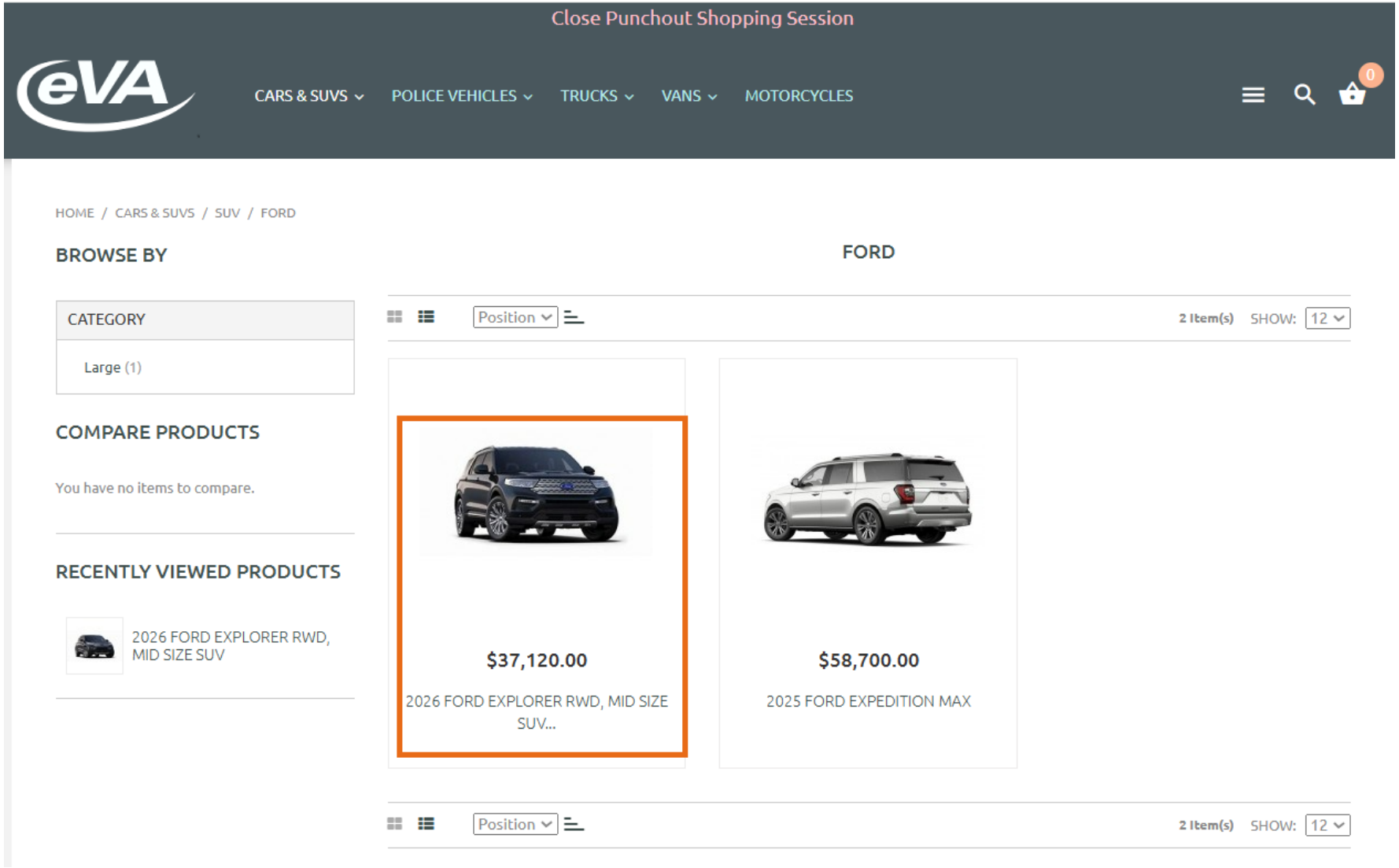
You will be navigated from eVA to the vendor punchout catalog.



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

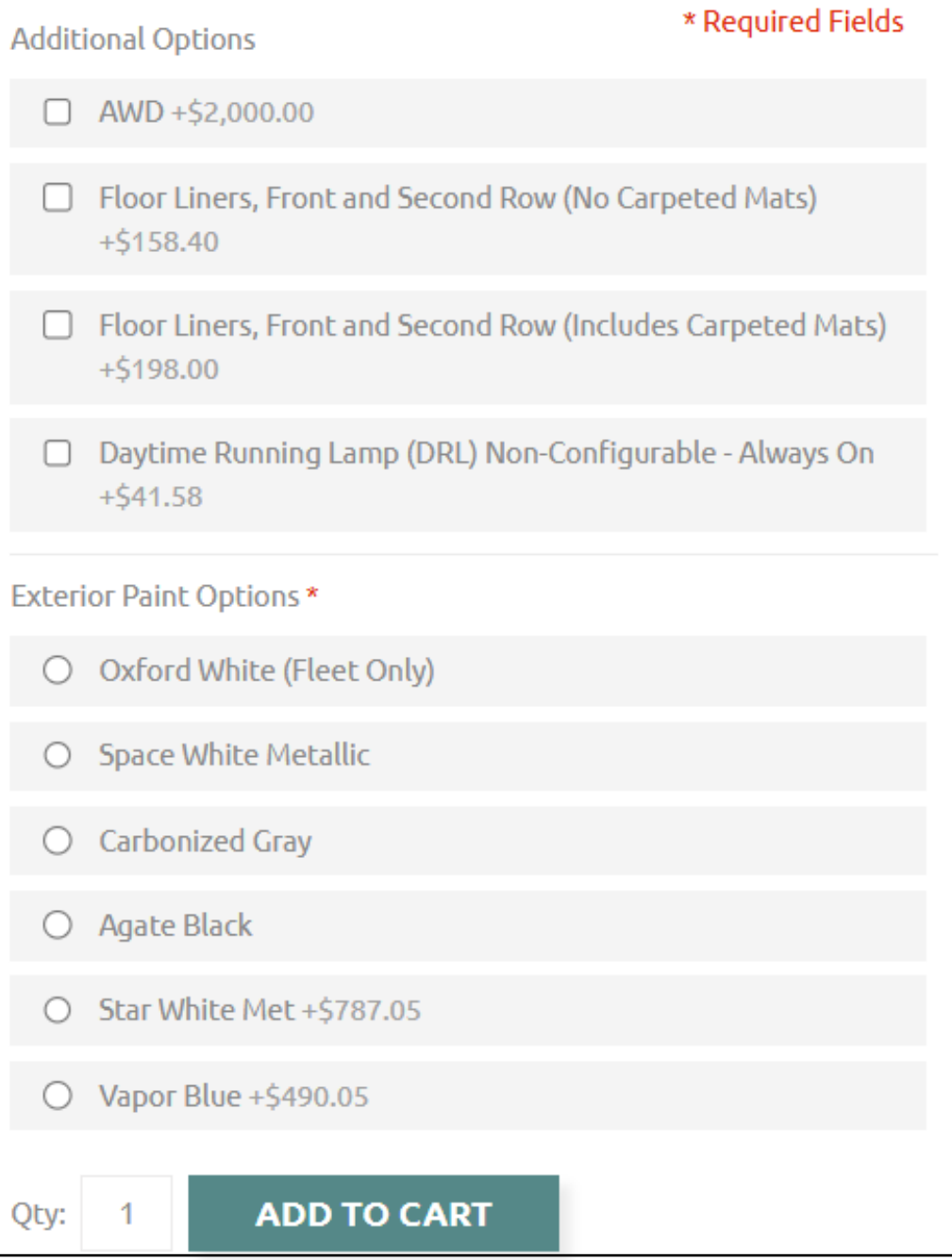


After clicking on a specific category select the **vehicle** that you would like to purchase

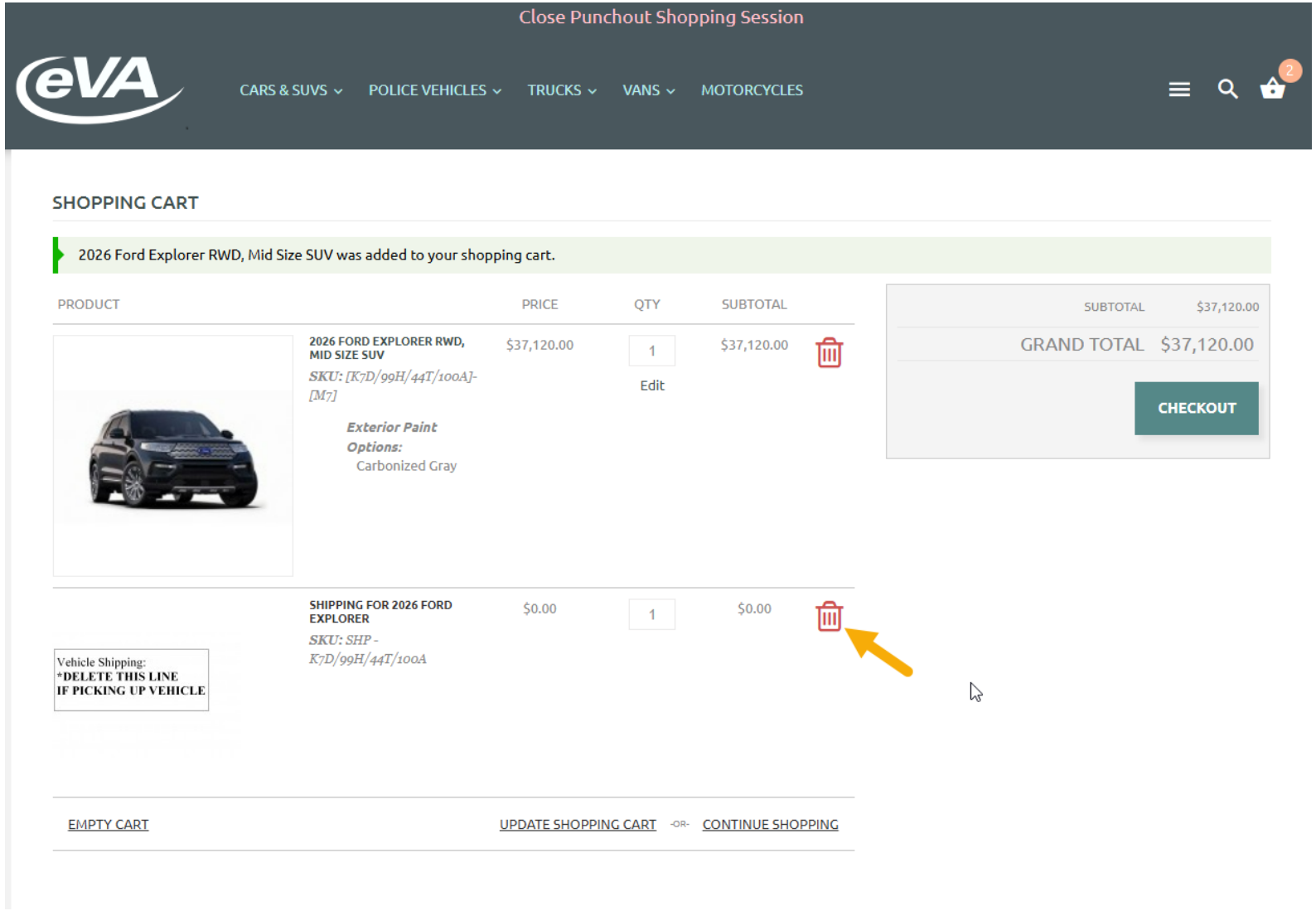


Depending on the vehicle being configured, there will be options and deletions to choose from based on the requirements. Some options are required and are marked with a red asterisk. Based on the options selected, the removal or addition of another option may be required. Before you click **Add to Cart**, please review the selection you have made with the written contract.

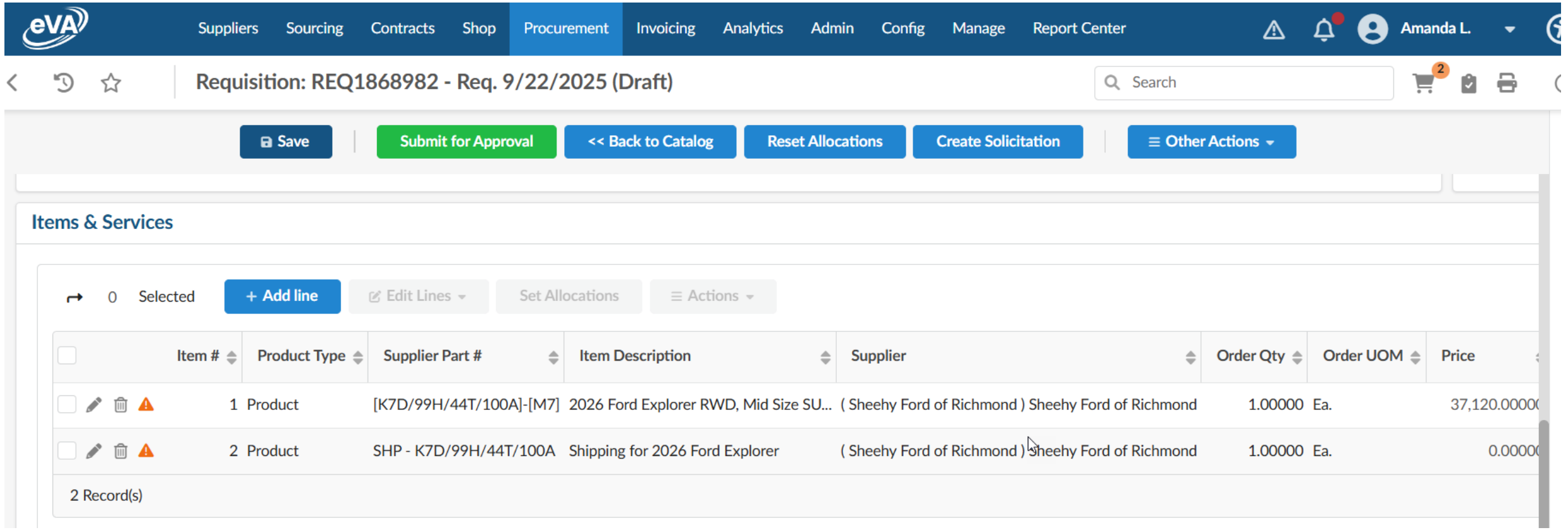
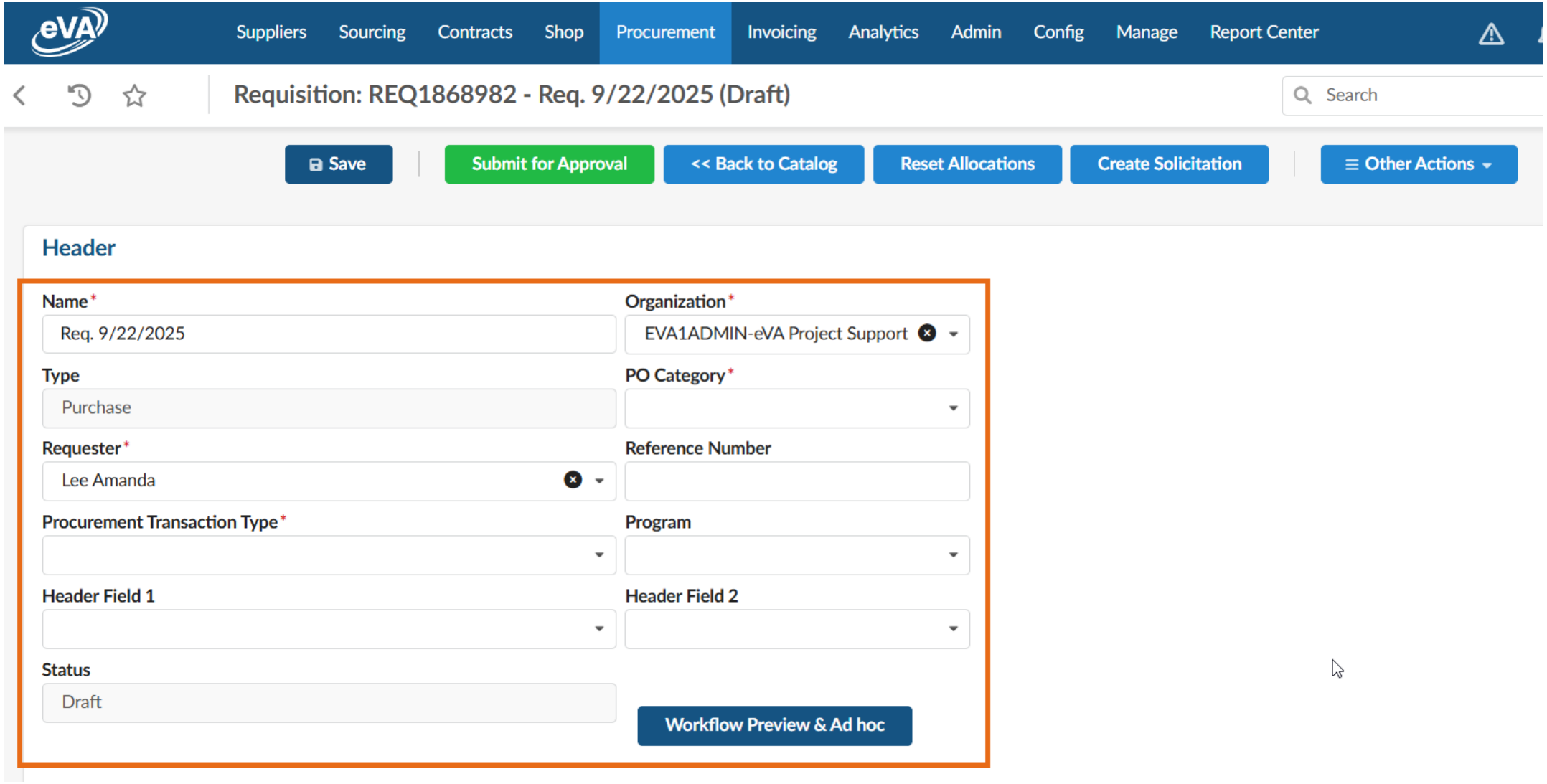
Please Note: You can also update the Quantity on this screen.



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 Proceed to Checkout which directs the browser back to eVA.



The item(s) from the Vehicle Punchout Catalog have automatically populated in your eVA shopping cart.



Select the **PO Category**.
Select the **Procurement Transaction Type.**
Add any other desired or required information to the requisition (allocations, comments, etc.)".
Select **Submit for Approval**.