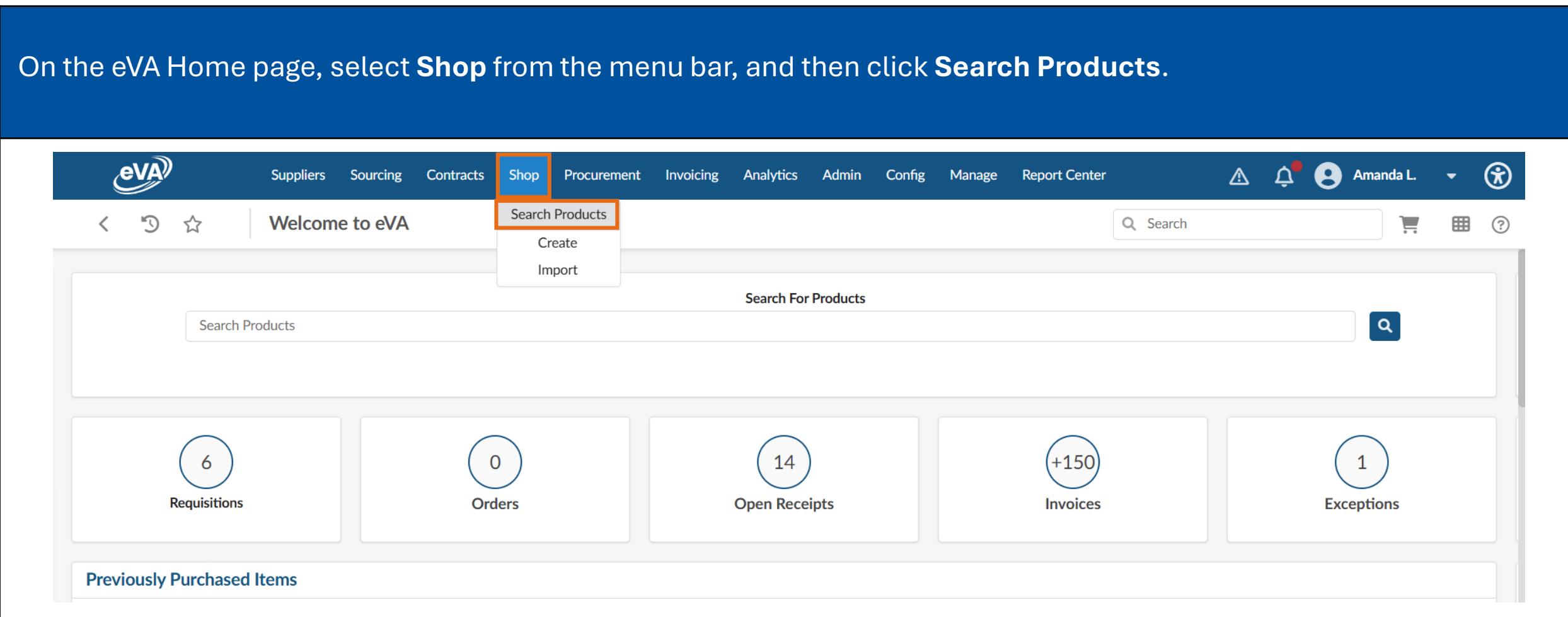


Vehicle Punchout Items: How to Shop



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**.

A screenshot of the eVA Home page. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop (which is highlighted with an orange box), Procurement, Invoicing, Analytics, Admin, Config, Manage, and Report Center. To the right of the navigation are icons for notifications, user profile, and system settings. A search bar with a magnifying glass icon is also present. A dropdown menu is open under the 'Shop' link, showing options: 'Search Products' (which is highlighted with an orange box), 'Create', and 'Import'. The main content area features a 'Welcome to eVA' message and a 'Search For Products' input field with a magnifying glass icon. Below this are five summary cards: 'Requisitions' (6), 'Orders' (0), 'Open Receipts' (14), 'Invoices' (+150), and 'Exceptions' (1). At the bottom, there is a section titled 'Previously Purchased Items'.

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

Screenshot of the eVA (eProcurement) application interface showing the 'Search Products' screen.

The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Invoicing, Analytics, Admin, Config, Manage, and Report Center. The user is logged in as Amanda L. with a notification badge.

The main search bar contains the text "dps vehicle punchout".

Below the search bar, there are filters: "Filter By Commodity" set to "dps vehicle punchout", a "Search" button, and a "Reset" button.

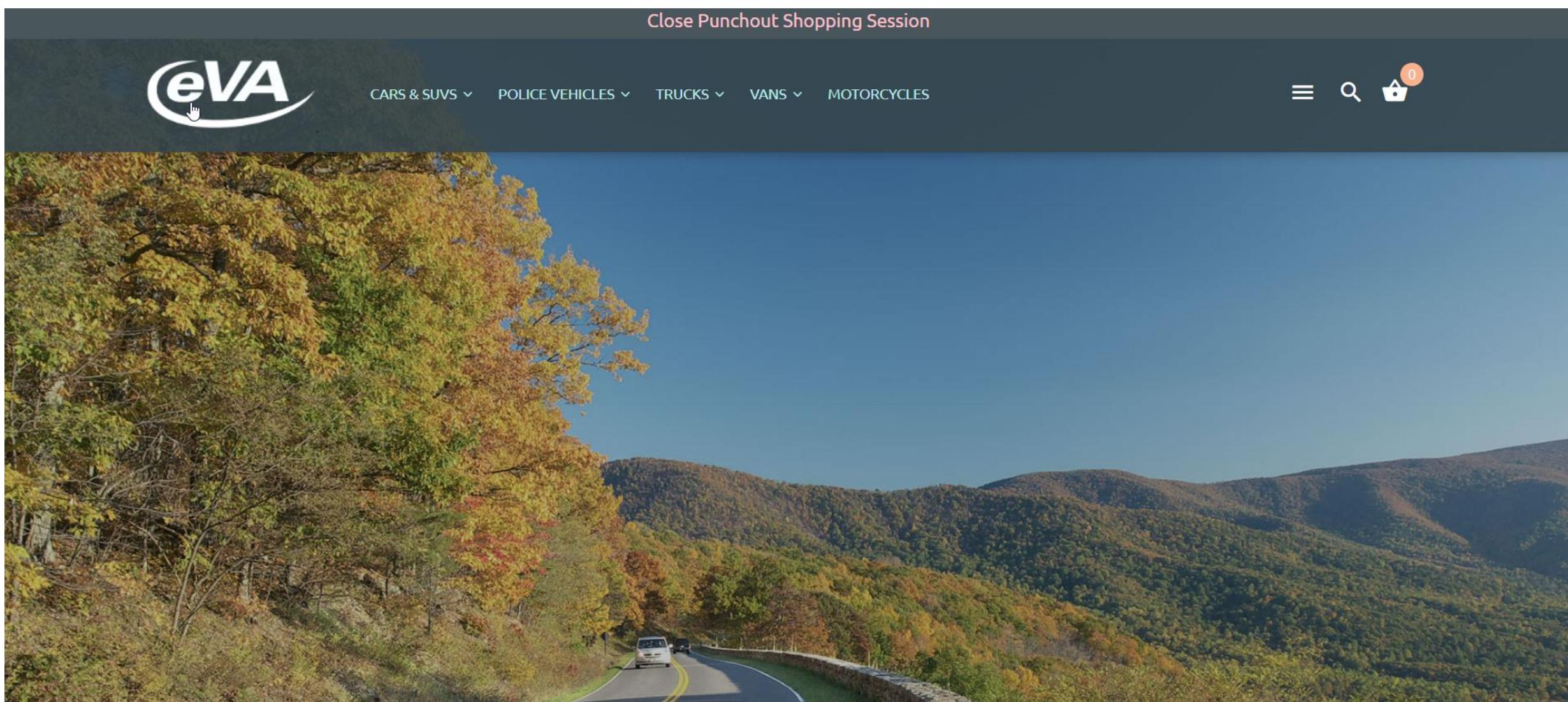
The search results table has the following columns: Order, Image, Label, Detailed Description, Price, Contract, Unit, Validity Start, Validity End, Tag, Availability, and SWaM Category.

The first result in the table is for "DPS Vehicle Punchout eVA Vehicle Contracts". The "Image" column shows a thumbnail of a document, and the "Label" column shows "DPS-Vehicle Punchout Catalog". The "Detailed Description" column contains the full text "DPS Vehicle Punchout eVA Vehicle Contracts". The "Validity Start" and "Validity End" columns show the date "10/26/2022".

At the bottom of the table, it says "1 Record(s)".

Key UI elements include "Add to Cart" and "Add to a Shopping List" buttons, and "Compare", "Create Spot Bid", "Add Non-Catalog Item", and "Create Item" buttons.

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

Close Punchout Shopping Session

eVA

CARS & SUVS ▾ POLICE VEHICLES ▾ TRUCKS ▾ VANS ▾ MOTORCYCLES

≡ ⌂ ⌂ 0

COMPACT SEDAN

Nissan

MID-SIZE SEDAN

Chevrolet

Kia

SEDAN

Dodge

Nissan

SUV

Chevrolet

Dodge

Ford

Nissan

Kia

Large

CARS & SUVS

Shop Now!



POLICE VEHICLES

Shop Now!



VANS

Shop Now!



TRUCKS

Shop Now!



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

Close Punchout Shopping Session

eVA CARS & SUVS ▾ POLICE VEHICLES ▾ TRUCKS ▾ VANS ▾ MOTORCYCLES

≡ ⚡ ⚡ 0

HOME / CARS & SUVS / SUV / FORD

BROWSE BY

CATEGORY

Large (1)

COMPARE PRODUCTS

You have no items to compare.

RECENTLY VIEWED PRODUCTS

 2026 FORD EXPLORER RWD, MID SIZE SUV

FORD

Position ▾

2 Item(s) SHOW: 12 ▾

Vehicle Model	Price
2026 FORD EXPLORER RWD, MID SIZE SUV...	\$37,120.00
2025 FORD EXPEDITION MAX	\$58,700.00

Position ▾

2 Item(s) SHOW: 12 ▾

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.

* Required Fields

Additional Options

AWD +\$2,000.00

Floor Liners, Front and Second Row (No Carpeted Mats)
+\$158.40

Floor Liners, Front and Second Row (Includes Carpeted Mats)
+\$198.00

Daytime Running Lamp (DRL) Non-Configurable - Always On
+\$41.58

Exterior Paint Options *

Oxford White (Fleet Only)

Space White Metallic

Carbonized Gray

Agate Black

Star White Met +\$787.05

Vapor Blue +\$490.05

Qty:

1

ADD TO CART

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.

Close Punchout Shopping Session

CARS & SUVS ▾ POLICE VEHICLES ▾ TRUCKS ▾ VANS ▾ MOTORCYCLES

≡ ⚡ ⚡ 2

SHOPPING CART

2026 Ford Explorer RWD, Mid Size SUV was added to your shopping cart.

PRODUCT	PRICE	QTY	SUBTOTAL
 2026 FORD EXPLORER RWD, MID SIZE SUV SKU: [K7D/99H/44T/100A]-[M7] Exterior Paint Options: Carbonized Gray	\$37,120.00	1	\$37,120.00

SUBTOTAL \$37,120.00
GRAND TOTAL \$37,120.00

CHECKOUT

Vehicle Shipping:
***DELETE THIS LINE IF PICKING UP VEHICLE**

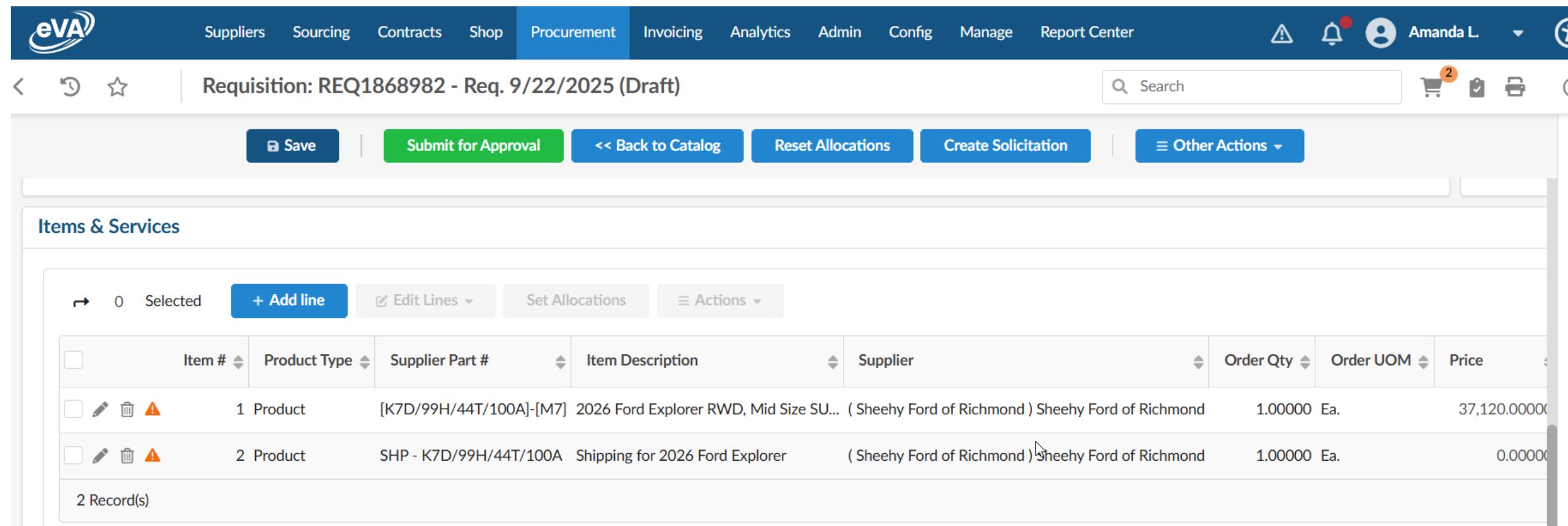
SHIPPING FOR 2026 FORD EXPLORER \$0.00 1 \$0.00

SKU: SHP-
K7D/99H/44T/100A

DELETE icon (highlighted with an orange arrow)

EMPTY CART UPDATE SHOPPING CART -OR- CONTINUE SHOPPING

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



The screenshot shows the eVA Procurement module interface. At the top, a banner displays the message: "The item(s) from the Vehicle Punchout Catalog have automatically populated in your eVA shopping cart." Below the banner is the eVA navigation bar with links: Suppliers, Sourcing, Contracts, Shop, Procurement (selected), Invoicing, Analytics, Admin, Config, Manage, and Report Center. The user profile "Amanda L." is also visible. The main content area shows a requisition titled "Requisition: REQ1868982 - Req. 9/22/2025 (Draft)". The requisition header includes buttons for "Save", "Submit for Approval", "Back to Catalog", "Reset Allocations", "Create Solicitation", and "Other Actions". The "Items & Services" section displays a table with two records. The table columns are: Item #, Product Type, Supplier Part #, Item Description, Supplier, Order Qty, Order UOM, and Price. The first record is for a "Product" (K7D/99H/44T/100A) - [M7] 2026 Ford Explorer RWD, Mid Size SU... (Sheehy Ford of Richmond) with 1.00000 Ea. at 37,120.00000. The second record is for a "Product" (SHP - K7D/99H/44T/100A) Shipping for 2026 Ford Explorer (Sheehy Ford of Richmond) with 1.00000 Ea. at 0.00000. The table also shows 2 Record(s) and includes edit, delete, and warning icons for each row.

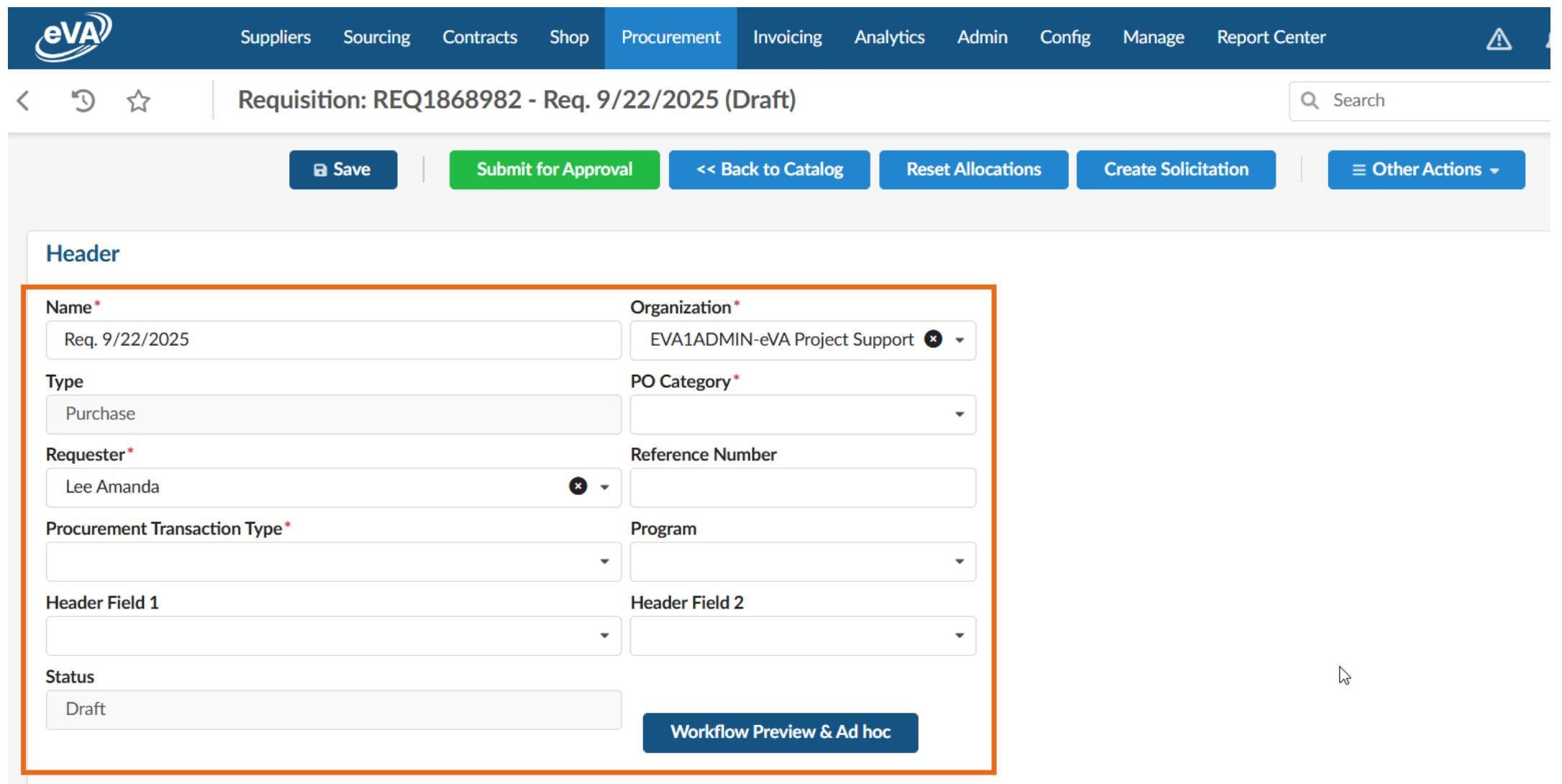
Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty	Order UOM	Price
<input type="checkbox"/>	1 Product	[K7D/99H/44T/100A]-[M7]	2026 Ford Explorer RWD, Mid Size SU... (Sheehy Ford of Richmond)	Sheehy Ford of Richmond	1.00000	Ea.	37,120.00000
<input type="checkbox"/>	2 Product	SHP - K7D/99H/44T/100A	Shipping for 2026 Ford Explorer	(Sheehy Ford of Richmond)	1.00000	Ea.	0.00000

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**.



The image shows a screenshot of the eVA Procurement system interface. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement (selected), Invoicing, Analytics, Admin, Config, Manage, and Report Center. A search bar and a warning icon are also present. The main content area displays a requisition titled "Requisition: REQ1868982 - Req. 9/22/2025 (Draft)". Below the title are several action buttons: Save, Submit for Approval (highlighted in green), Back to Catalog, Reset Allocations, Create Solicitation, and Other Actions. The "Header" section contains the following fields: Name* (Req. 9/22/2025), Organization* (EVA1ADMIN-eVA Project Support), Type (Purchase), PO Category* (dropdown menu), Requester* (Lee Amanda), Reference Number (dropdown menu), Procurement Transaction Type* (dropdown menu), Program (dropdown menu), Header Field 1 (dropdown menu), Header Field 2 (dropdown menu), Status (Draft), and a "Workflow Preview & Ad hoc" button. The "Header" section is highlighted with an orange border.

Header

Name*
Req. 9/22/2025

Organization*
EVA1ADMIN-eVA Project Support

Type
Purchase

PO Category*

Requester*
Lee Amanda

Reference Number

Procurement Transaction Type*

Program

Header Field 1

Header Field 2

Status
Draft

Workflow Preview & Ad hoc