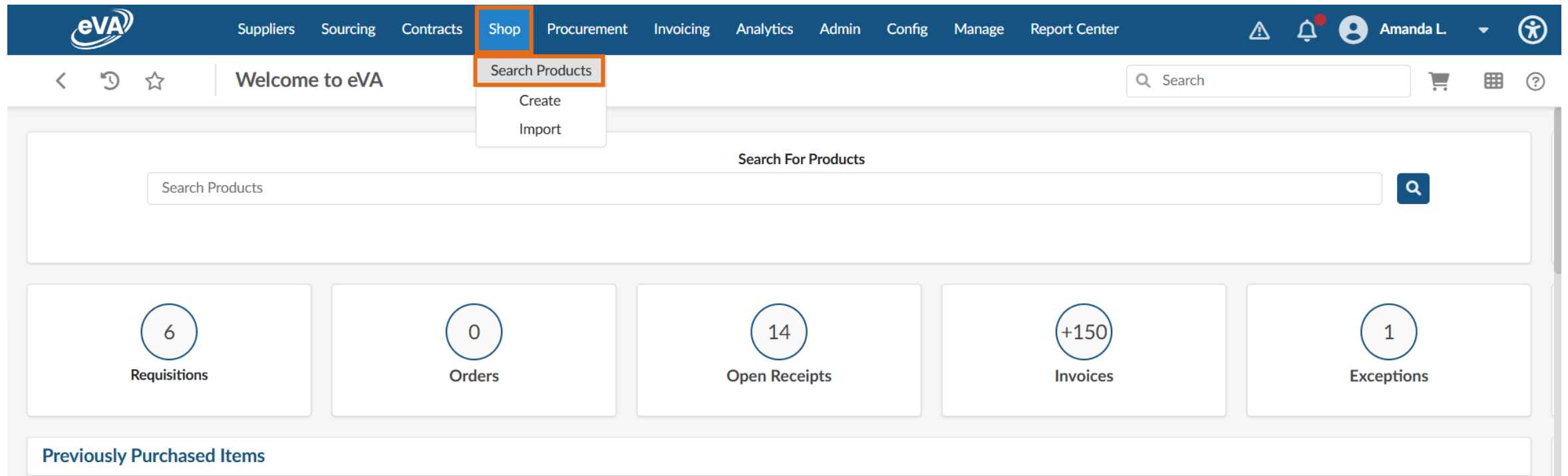


# Vehicle Punchout Items: How to Shop



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.

SuppliersSourcingContractsShopProcurementInvoicingAnalyticsAdminConfigManageReport Center

Amanda L.

Search Products

Search

Filter By Commodity

Search Products  
dps vehicle punchout

Search

Reset

Filters Status : Approved Search Products : dps vehicle punchout

0 Selected

Add to Cart

Add to a Shopping List

Compare

Create Spot Bid

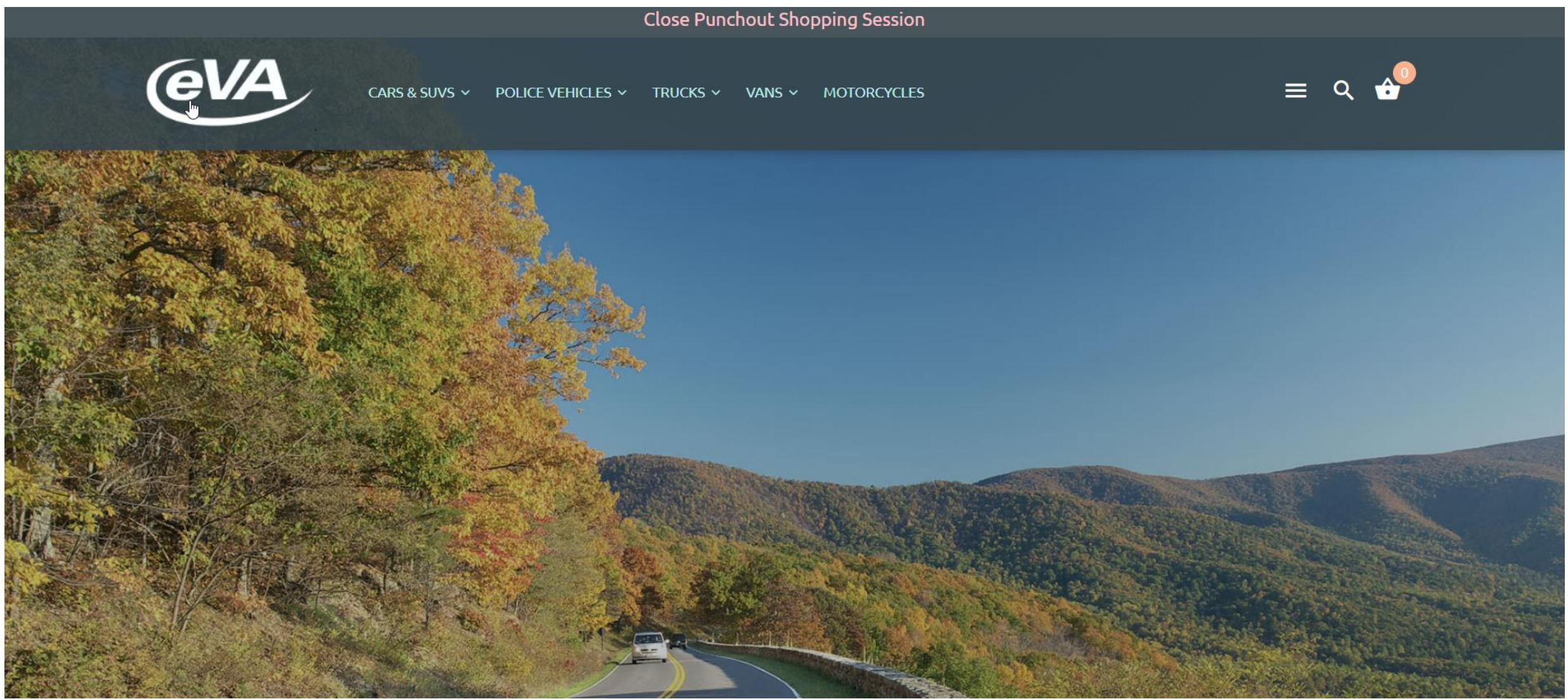
Add Non-Catalog Item

Create Item

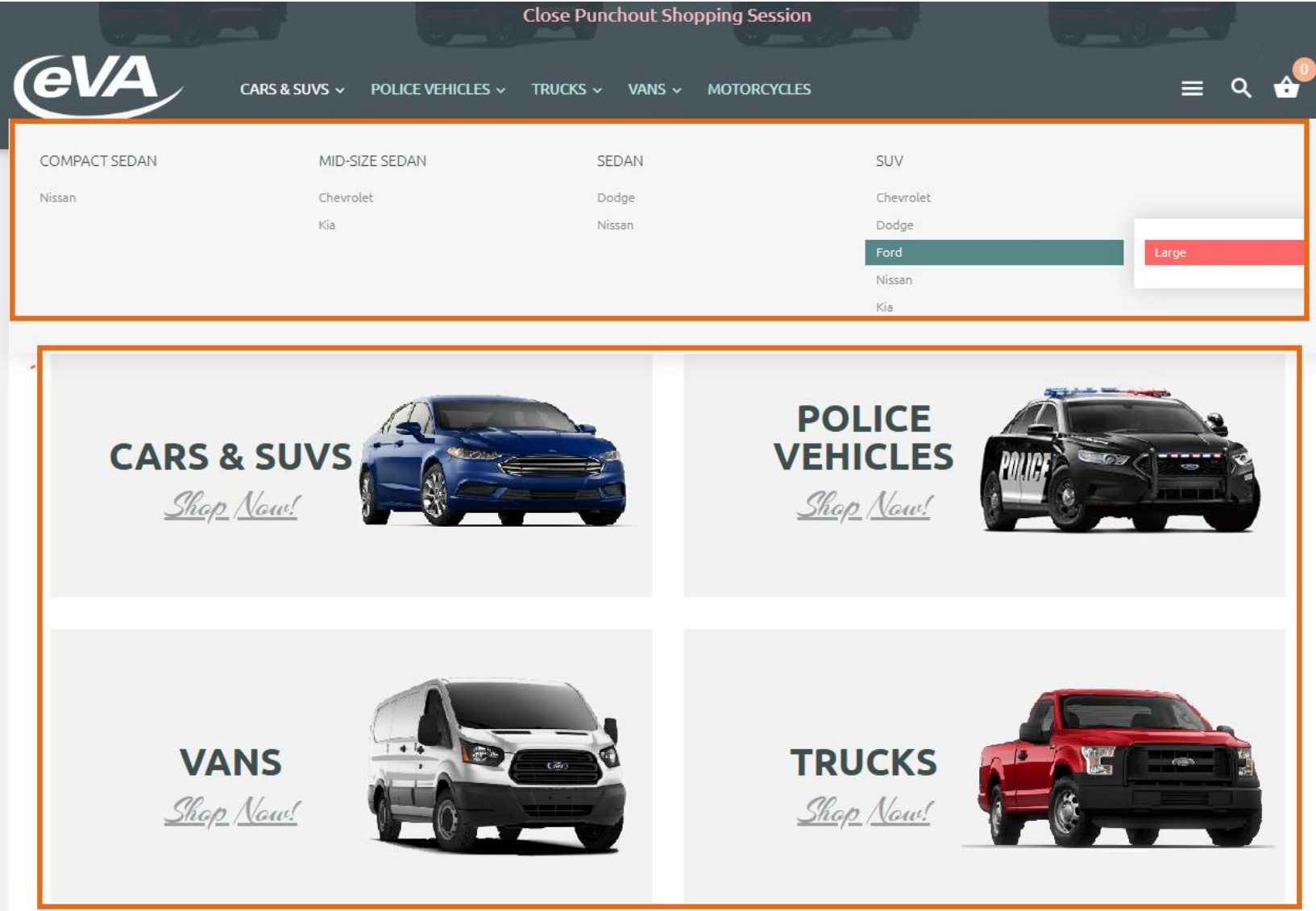
<input type="checkbox"/>	Order	Image	Label	Detailed Description	Price	Contract	Unit	Validity Start	Validity End	Tag	Availability	SWaM Category
			DPS-Vehicle Punchout	DPS Vehicle Punchout eVA Vehicle Contracts				10/26/2022				

1 Record(s)

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

Close Punchout Shopping Session



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



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 ▾





\$37,120.00


2026 FORD EXPLORER RWD, MID SIZE SUV...



\$58,700.00

2025 FORD EXPEDITION MAX



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.

Additional Options

\* Required Fields

- ☐ 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:

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




eVA

CARS & SUVSVOLICE VEHICLESVTRUCKSVVANSVMOTORCYCLES

2

SHOPPING CART

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

PRODUCT	PRICE	QTY	SUBTOTAL	
<div><div></div><div><div>2026 FORD EXPLORER RWD, MID SIZE SUV</div><div>SKU: [K7D/99H/44T/100A]-[M7]</div><div>Exterior Paint Options: Carbonized Gray</div></div></div> <div>\$37,120.00</div> <div><div>1</div><div>Edit</div></div> <div>\$37,120.00</div> <div></div>				
<div><div><div>Vehicle Shipping: *DELETE THIS LINE IF PICKING UP VEHICLE</div></div><div><div>SHIPPING FOR 2026 FORD EXPLORER</div><div>SKU: SHP - K7D/99H/44T/100A</div></div></div> <div>\$0.00</div> <div><div>1</div></div> <div>\$0.00</div> <div></div>				

SUBTOTAL\$37,120.00

GRAND TOTAL\$37,120.00

CHECKOUT

EMPTY CART

UPDATE SHOPPING CART-OR-CONTINUE SHOPPING

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

eVA

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Amanda L.

<↺☆

Requisition: REQ1868982 - Req. 9/22/2025 (Draft)

🔍 Search

🛒2📄🖨️

💾 Save

Submit for Approval

<< Back to Catalog

Reset Allocations

Create Solicitation

≡ Other Actions ▾

Items & Services

➡ 0 Selected

+ Add line

✎ Edit Lines ▾

Set Allocations


≡ Actions ▾

<input type="checkbox"/>	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 ) Sheehy Ford of Richmond	1.00000	Ea.	0.00000


2 Record(s)






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**.




SuppliersSourcingContractsShopProcurementInvoicingAnalyticsAdminConfigManageReport Center





Requisition: REQ1868982 - Req. 9/22/2025 (Draft)

 Search

Save

Submit for Approval

<< Back to Catalog

Reset Allocations

Create Solicitation

Other Actions

Header

Name\*

Req. 9/22/2025

Type

Purchase

Requester\*

Lee Amanda

Procurement Transaction Type\*

Header Field 1

Status

Draft

Organization\*

EVA1ADMIN-eVA Project Support

PO Category\*

Reference Number

Program

Header Field 2

Workflow Preview & Ad hoc