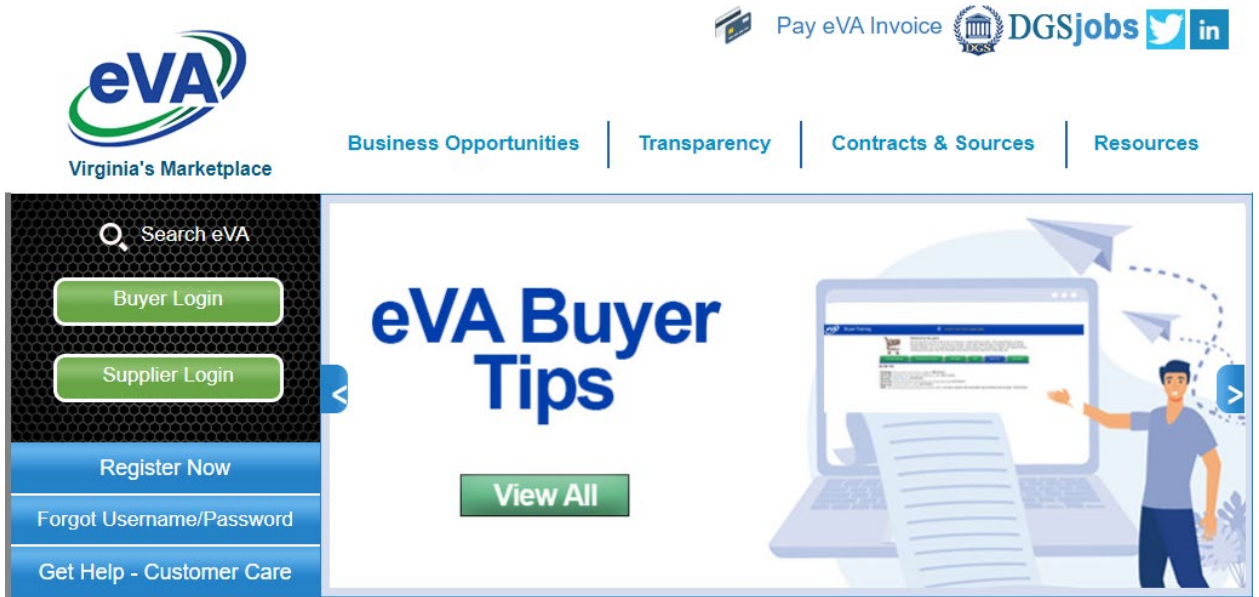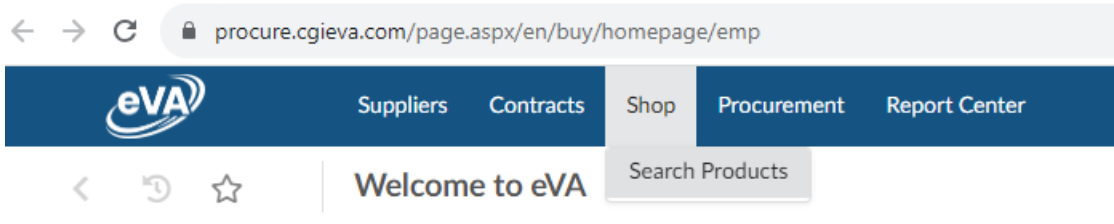eVA Punchout Catalog

1. Log into eVA Buyer account

2. Hover over 'SHOP' and click on 'SEARCH PRODUCTS'

3. In the left column, in the 'SUPPLIER' field, type in correctional (to pull up VCE). Click on one of the VCE listings.

4. Click on the blue button in the right column to launch catalog (website).

5. Select any item and add to cart

6. View cart

Item	Price	Quantity	Total	Remove
Resolve Electric Adjustable Sit Stand Table by Office Furniture Distributors (IT) Electric Adjustable Height Table **SKU:** 7801 3048 L007 TC 3B	$589.95	1	$589.95	🗑 REMOVE

Subtotal $589.95

Total $589.95

✔ UPDATE CART   EMPTY CART

☐ **INSIDE DELIVERY: $50.00**

CONTINUE SHOPPING   GO TO PROCUREMENT SYSTEM

The 'GO TO PROCUREMENT SYSTEM' button should be displayed. If, for any reason, the punchout catalog displays 'CHECKOUT' in place of the other button, then the punchout session is not functioning (connecting) correctly with eVA.