



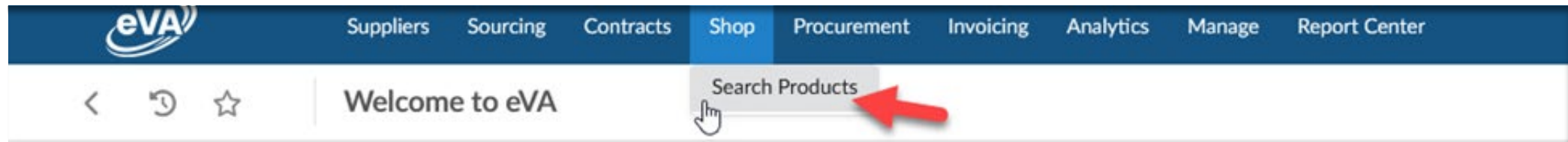
Staples / RGH User Guide

Issuing an eVA Purchase Order to Staples / RGH

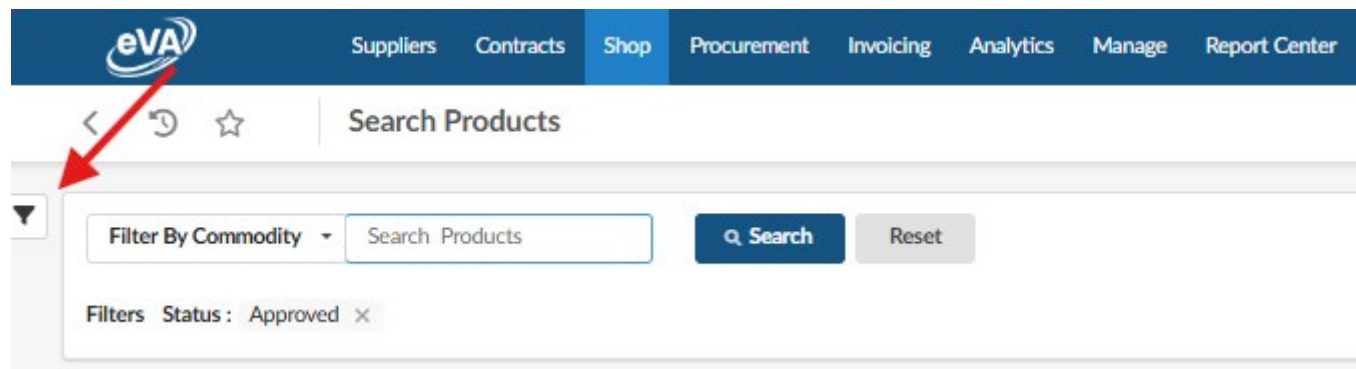




- Click **Shop** then **Search Products**



- Select the **Filter** icon to open the Search Window



Issuing an eVA Purchase Order to Staples / RGH




- Type in **Suppliers###** field **SUP319002** and select **RGH Enterprise, Inc / Promo** to access the RGH catalog

The screenshot displays the eVA system interface. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Invoicing, Analytics, Manage, and Report Center. The main content area is titled "Search Products" and features a search bar with a "Search" button and a "Reset" button. Below the search bar, there are filters for "Filter By Commodity" and "Search Products". The "Filters" section shows "Status: Approved" with a close button. The main product list is displayed in a table with columns for "Order", "Image", "Commodity", "Product Code", and "Sup". The table contains two rows of products, each with a quantity of 1 and an "Add to Cart" button. The first row shows "Inland Marine" with a quantity of 1 and a supplier of "LONE NOR". The second row shows "Insecticides and Fungicides, Liquid" with a quantity of 1 and a supplier of "BROU EXTE CO". On the left side of the interface, there is a sidebar with a "Suppliers ###" dropdown menu. The dropdown menu is open, showing a list of suppliers. The supplier "RGH Enterprises, Inc / Promo" is highlighted in yellow, indicating it is the selected option. The other suppliers listed are "RGH- Longwood University", "RGH-Radford University", and "RGH - James Madison University".



- Click on the **Shopping Cart** to punchout to the RGH/Staples Promo catalog

The screenshot shows the eVA system interface. The top navigation bar includes 'Suppliers', 'Sourcing', 'Contracts', 'Shop' (selected), 'Procurement', 'Invoicing', 'Analytics', 'Manage', and 'Report Center'. The main content area is titled 'Search Products' and features a search bar and a 'Reset' button. Below the search bar, there are filters for 'Filter By Commodity' and 'Search Products'. The filters section shows 'Suppliers ### : RGH Enterprises, Inc / Promo' and 'Status : Approved'. The product list table has columns for 'Order', 'Image', 'Commodity', 'Product Code', 'Suppliers ###', 'Label', and 'Detailed Description'. A yellow box highlights the 'Shopping Cart' icon in the 'Image' column of the first row. The product description is 'Souvenirs: Promotional, Advertising, etc.' and the supplier is 'RGH Enterprises, Inc / Promo'. The label is 'RGH/Staples Promo - ODU Punchout' and the detailed description is 'RGH/Staples Promo - ODU Punchout CNR01398'. The bottom of the table shows '1 Record(s)'.

Order	Image	Commodity	Product Code	Suppliers ###	Label	Detailed Description
<input type="checkbox"/>		Souvenirs: Promotional, Advertising, etc.		RGH Enterprises, Inc / Promo	RGH/Staples Promo - ODU Punchout	RGH/Staples Promo - ODU Punchout CNR01398



- If you have an **RGH quote**, select **Create Cart**

The image shows a three-step process for ordering customized merchandise. At the top is the ODU logo, which consists of a crown icon above the letters 'ODU'. Below the logo is the heading '3 Easy Steps to ordering customized merchandise'. The process is divided into three vertical panels, each with a right-pointing chevron between them. Step 1 features a magnifying glass icon and a 'Search for Products' button. Step 2 features a speech bubble icon and a 'Create Cart' button. Step 3 features a shopping cart icon and a 'Create Cart' button. The 'Create Cart' button in Step 3 is highlighted in yellow.

ODU

3 Easy Steps
to ordering customized merchandise

Step 1:
Search for products
and build your quote
request.

For any product needs or ideas
contact
client.relations11@staples.com.

Search for Products

Step 2:
Receive a formal
quote.

You will be contacted by a Special
Order Representative to finalize the
details of your request.

Step 3:
Create Cart

Click below to create a Cart with
your finalized quote number.

Create Cart



- Enter your **Quote Number** in the field & select **Find**, then **Continue to Requisition**

Special Order Quote

You must have a finalized special order quote before submitting a special order here. Special orders must be processed separately from catalog orders. To place a special order or view your special order quote, enter your quote number below.

Quote Number:

No	Quote Line	Item #	Description	Quantity	Price Each	Subtotal
1	61125001	061125-001	Blue/Fidget Highlighter	250	\$0.78	\$195.00
2	950900001	950900-001	NA/Freigh	1	\$25.09	\$25.09
Total						\$220.09



Resources

✓ Procurement Services Website
www.odu.edu/procurement

✓ Procurement Services Department Email
Address procurement@odu.edu

