

eVA HOME PAGE

BROWSER SETTINGS will need to be run if:

- Have not ordered from the VDC Punchout after October 1, 2013
- Have had a system upgrade and a newer version of IE installed

The screenshot shows the eVA Virginia's eProcurement Portal homepage. At the top, there is a blue header with the eVA logo and the text "Virginia's eProcurement Portal". To the right of the header is the DGS Department of General Services logo and social media icons for Facebook and Twitter. Below the header, there are five blue buttons: "I BUY FOR VIRGINIA", "I SELL TO VIRGINIA", "TRANSPARENCY", "CUSTOMER CARE", and "BILLING". Below these buttons are input fields for "Username" and "Password", and buttons for "Buyer Login" and "Vendor Login". There are also links for "Login Help" and "Register". A "Welcome to eVA" message is displayed below the login fields.

The main content area features a large banner image of the Hampton Roads Convention Center at night. On the left side of the banner is a logo for "FORUM 2014 NOVEMBER 16 -19" with the text "LEVERAGING THE POWER OF PROCUREMENT". On the right side of the banner is a button that says "Enter Website". Below the banner, the text "HAMPTON ROADS CONVENTION CENTER" is displayed, followed by "LEVERAGING THE POWER OF PROCUREMENT" and the URL "http://forum.dgs.virginia.gov".

At the bottom of the page, there is a blue footer. On the left, there is a message: "You can make eVA run more efficient by adjusting your Browser Settings", with a red box around the text "Browser Settings" and a red arrow pointing to it. On the right, there is a phone icon and the text "eVA Customer Care 1-866-289-7367" and "eVACustomerCare@dgs.virginia.gov".

CUSTOMER CARE TAB

- eVA customer care information
- eVA Go To Assist
- eVA Buyer and Vendor Training On Demand: eVA Buyer Training On Demand link



eVA Customer Care

Hours of operation: Monday-Friday 8:00-5:00 EST,
except major holidays.

CALL TOLL FREE: **866-289-7367 or 804-371-2525**

Email: eVACustomerCare@dgs.virginia.gov

eVA Customer Care Remote Assistance

- eVA Go to Assist



eVA Buyer and Vendor Training On Demand

- eVA Buyer Training On Demand



FREE BUYER CLASSES

- Richmond Classes: need a refresher on eMall? DPS offers free hands-on training
- Click on the link 'Register for FREE Buyer Classes' to be taken to the online registration form and class information

eVA BUYER TRAINING ON DEMAND

- Overview is a 7 minute video that takes you through eVA and highlights key points
- Ordering from Catalogs is a 14 minute in depth video on how to place an order via catalog method
- Ordering Non-Catalog Items is a 12 minute in depth video on how to place an order via non-catalog method
- Ordering from the VDC Punchout is an 8 minute in depth video on how to place a VDC Punchout order*
- Changing a VDC Order is a 4 minute video on how to make a change to an existing VDC order
- Edit Multiple Line Items is a 4 minute video on how to make a mass edit change to an existing order
- eVA Buyer Video Training – Mobile Approvers is a 3 minute video on how to approve orders on the go using the eVA Mobile App

*The video shows the catalog link as 'Virginia Distribution Center (VDC) Punchout' but is actually 'Food, Janitorial, Paper, Plastic'

eVA Buyer Training on Demand

Email - Online Videos

The links below offer targeted 'how to' video sessions that allow you to quickly get to the information or help you need.

[Overview](#) 

[Ordering from Catalogs](#) 

[Ordering Non-catalog Items](#) 

[Ordering from the VDC Punchout](#) 

[Changing a VDC Order](#) 

[Editing Multiple Line Items](#) 

[Mobile Approvers - Watch how to use the app](#) 

Richmond Classes

DPS offers monthly hands-on training on the basics of the eMall and Quick Quote. These free classes are offered to state employees who need to use either of these eVA tools as part of their job duties.

[Register for FREE Buyer Classes](#) 

PUNCHOUT STEP THROUGH

- Start New Order
- Enter product number, tab to enter quantity, and tab again to load
- Do not enter product numbers in the small box directly under the word Product as that is a filter field
- This system is case sensitive and tab oriented
 - o Special buy products start with the letter S and must be keyed as a capital letter for the system to recognize the product number
 - o Pressing the Enter key will not properly load the product information, pressing the Tab key will

New Order		Advanced Search		Customer Details		
Product	Description	PacSiz	UM	Qty	Price	Ext
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
910008	APPLESCE US GR B 6/#10	1/6/#10	CS	1	\$19.93	\$19.93
				0		
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Advanced Search tab

Don't know what the product number is?

Search by description:

- I entered 6 10 under Selection Criteria for the DESCRIPTION field search and clicked on the Search button
- The search displayed a total of 72 products (5 pages) that had 6/10 in the description of the product

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	6 10
BRAND	
UPC	

Search

Clear Search

Filter Results

Brand
Select

Line
Select

Class
Select

Category
Select

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD	Class	MSDS
910011		APRICOT HALF UNP NJ 6/10		1/6/#10		\$34.42	CS	\$0.00				
910081		FRUIT COCKTAIL NJ 6/10		1/6/#10	0	\$34.77	CS	\$0.00				
910096		MANDARIN ORANGES WHL 6/10		1/6/#10	0	\$20.97	CS	\$0.00				
910113		PEACHES DICED YELLOW 6/10		1/6/#10	0	\$33.12	CS	\$0.00				
910121		PEAR HLF BARTLETT NJ 6/10		1/6/#10	0	\$28.64	CS	\$0.00				
910142		PINEAPPLE TIDBITS NJ 6/10		1/6/#10	0	\$22.79	CS	\$0.00				
910146		PINEAPPLE CRUSHED 6/10		1/6/#10	0	\$21.41	CS	\$0.00				
910156		PINEAPPLE SLICE NJ 6/10		1/6/#10	0	\$25.15	CS	\$0.00				
910160		APPLESCE UNSWT GR.B 6/#10		1/6/#10	0	\$19.75	CS	\$0.00				
910161		PRUNES PREPARED NJ 6/10		1/6/#10	0	\$81.39	CS	\$0.00				
910626		BEAN RED KIDNEY FANCY 6/10		1/6/#10	0	\$23.25	CS	\$0.00				
910633		BEANS VEG TOM SAUCE 6/10		1/6/#10	0	\$17.91	CS	\$0.00				
910638		BEAN GR FRENCH FANCY 6/10		1/6/#10	0	\$33.25	CS	\$0.00				
910645		BEETS DICED GR A 6/10		1/6/#10	0	\$17.45	CS	\$0.00				
910656		CARROTS DICED FANCY 6/10		1/6/#10	0	\$17.50	CS	\$0.00				

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Page 1 of 5, items 1 to 15 of 72.

Want to narrow your search?

Filter your search:

- Use the second Field for additional search criteria
- Select PRODUCT # and enter 9106 then click Filter Results button
- The search displayed a total of 15 products (1 page) that had 6/10 in the description and product number starts with 9106

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	6 10
PRODUCT #	9106
UPC	

Search

Clear Search

Filter Results

Brand Select

Line Select

Class Select

Category Select

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD
910616		BEANS GRN USDA GR A 6/10		1/6/#10		\$19.76	CS	\$0.00		
910621		BEANS LIMA GREEN 6/10		1/6/#10	0	\$25.19	CS	\$0.00		
910626		BEAN RED KIDNEY FANCY 6/10		1/6/#10	0	\$23.25	CS	\$0.00		
910631		BEANS W/PORK FANCY 6/10		1/6/#10	0	\$20.96	CS	\$0.00		
910633		BEANS VEG TOM SAUCE 6/10		1/6/#10	0	\$17.91	CS	\$0.00		
910636		BEANS WAX CUT FANCY 6/10		1/6/#10	0	\$18.82	CS	\$0.00		
910638		BEAN GR FRENCH FANCY 6/10		1/6/#10	0	\$33.25	CS	\$0.00		
910641		BEETS SLC FANCY 6/10		1/6/#10	0	\$17.29	CS	\$0.00		
910645		BEETS DICED GR A 6/10		1/6/#10	0	\$17.45	CS	\$0.00		
910656		CARROTS DICED FANCY 6/10		1/6/#10	0	\$17.50	CS	\$0.00		
910661		CARROTS SLC FANCY 6/10		1/6/#10	0	\$16.92	CS	\$0.00		
910666		COLLARDS CHOPD FANCY 6/10		1/6/#10	0	\$19.19	CS	\$0.00		
910671		CORN CREAM EX STD 6/10		1/6/#10	0	\$22.74	CS	\$0.00		
910681		CORN WHL KERNEL GOLDN 6/10		1/6/#10	0	\$18.75	CS	\$0.00		
910691		KALE CHPD OR CUT LEAF 6/10		1/6/#10	0	\$19.03	CS	\$0.00		

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Page 1 of 1, items 1 to 15 of 15.

Don't know what the description or product number is?

Search by Category:

- Click the drop down under the Category heading and select the category you need, then click the Search button to display items
- The search displayed a total of 27 products (2 pages) of spice/herb products

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	
BRAND	
UPC	

Search

Clear Search

Filter Results

Brand
Select

Line
Select

Class
Select

Category
SPICES, HERBS, SEASONINGS, S

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD	Class	MSDS
911294		PEPPER BLACK IND PACK 5M		1/5000/.18		\$29.62	CS	\$0.00				
912016		ALL SPICE GROUND 1#		1/1/LB	0	\$7.30	EA	\$0.00				
912021		APPLE PIE SPICE 1#		1/1/LB	0	\$7.44	EA	\$0.00				
912025		BASIL GROUND 12 OZ		1/12/OZ	0	\$4.79	EA	\$0.00				
912041		CHILI PWDR 1#		1/1/LB	0	\$5.35	EA	\$0.00				
912046		CINNAMON 1#		1/1/LB	0	\$4.07	EA	\$0.00				
912152		SAGE GROUND 12 OZ		1/12/OZ	0	\$5.09	EA	\$0.00				
912156		SAUSAGE SEASONING 1#		1/1/LB	0	\$3.70	EA	\$0.00				
912160		SEASONING SALT 1#		1/1/LB	0	\$2.60	EA	\$0.00				
912121		PEPPER BLACK GROUND 1#		1/1/LB	0	\$7.68	EA	\$0.00				
912122		PEPPER BLACK FINE GRD 1#		1/1/LB	0	\$7.68	EA	\$0.00				
912126		PEPPER BLACK GROUND 25#		1/25/LB	0	\$146.08	BX	\$0.00				
912131		PEPPER RED GROUND 1#		1/1/LB	0	\$5.18	EA	\$0.00				
912136		PEPPER WHITE GROUND 1#		1/1/LB	0	\$9.93	EA	\$0.00				
912147		POULTRY SEASONING 12 OZ		1/12/OZ	0	\$5.65	EA	\$0.00				

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Page 1 of 2, items 1 to 15 of 27.

Search by Class:

- Click the drop down under the Class heading and select the class needed, then click the Search button to display items
- The search displayed a total of 94 products (7 pages) of paint items

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	
BRAND	
UPC	

Search

Clear Search

Filter Results

Brand Select

Line Select

Class PAINT

Category Select

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD	Class
940074		PT BRSH 4" TA DZ		1/1/DOZ		\$30.59	BX	\$0.00			
940106		EXT OIL WH B-SWP 4/1		1/4/1 GAL	0	\$63.01	CS	\$0.00			
940138		FLR/DECK EN OIL GREY 4/1		1/4/1 GAL	0	\$59.76	CS	\$0.00			
940141		FLR/DECK EN OIL RED 4/1		1/4/1 GAL	0	\$59.76	CS	\$0.00			
940145		FLR/DECK EN OIL GREEN 4/1		1/4/1 GAL	0	\$56.36	CS	\$0.00			
940155		BRILLIANT ALUMINUM 5 GL		1/5/GAL	0	\$79.71	PL	\$0.00			
940161		PREM LTX PRIMER WH 4/1		1/4/1 GAL	0	\$55.90	CS	\$0.00			
940172		INT S-G EN BONE WH-OIL 4/1		1/4/1 GAL	0	\$76.64	CS	\$0.00			
940174		SG EN SHELL WH-OIL 4/1		1/4/1 GAL	0	\$51.68	CS	\$0.00			
940176		SG EN BXEX WH OIL 4/1		1/4/1 GAL	0	\$81.23	CS	\$0.00			
940206		LTX FLAT EX WH 4/1		1/4/1 GAL	0	\$94.68	CS	\$0.00			
940235		LTX S.G. DU-SHELL WH 5		1/5/GAL	0	\$64.66	PL	\$0.00			
940236		LTX S-G BXEX WH 4/1		1/4/1 GAL	0	\$52.25	CS	\$0.00			
940237		INT LTX SG EN BONE WH 4/1		1/4/1 GAL	0	\$52.25	CS	\$0.00			
940238		LTX SG EN BONE WH 5		1/5/GAL	0	\$62.47	PL	\$0.00			

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Page 1 of 7, items 1 to 15 of 94.

Search by Line:

- Click the drop down under the Line heading and select the line needed, then click the Search button to display items
- The search displayed a total of 113 (8 pages) of frozen/refrigerated items

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	
BRAND	
UPC	

Search

Clear Search

Filter Results

Brand

Select

Line

FROZEN / REFRIGERATED

Class

Select

Category

Select

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD
911896		SHORTNG BLENDED CUBE 50#		1/50/LB		\$33.94	CS	\$0.00		
960103		BEEF GROUND IMPS 136 4/10#		1/4/10 LB	0	\$128.32	CS	\$0.00		
960104		BEEF DICED CHUNKS 5/10#		1/5/10 LB	0	\$216.89	CS	\$0.00		
960106		PORK DICED FZN 10/5#		1/5/10 LB	0	\$174.93	CS	\$0.00		
960108		BEEF TOP ROUND 60 LB AVER		3/20# AVC	0	\$3.52	CS	\$0.00		
960109		BEEF SH CLOD 60 LB AVERAGE		3/20# AVC	0	\$3.75	CS	\$0.00		
960115		BEEF PATTIES 3 OZ 54 PC 10#		1/10/LB	0	\$33.00	BX	\$0.00		
960116		BEEF PATTIES 4 OZ 40 PC 10#		1/10/LB	0	\$34.10	BX	\$0.00		
960118		BEEF STEAK CHKWGN 4 OZ 10		1/10/LB	0	\$40.83	BX	\$0.00		
960121		BEEF STEAK CUBE 4 OZ 10 LB		1/10/LB	0	\$41.89	BX	\$0.00		
960142		VEAL BRD STEAKS 4 OZ 10#		1/10/LB	0	\$39.26	BX	\$0.00		
960190		CHIX BRST BNLS 4 OZ 12 LB		1/12/LB	0	\$42.08	CS	\$0.00		
960201		CHIX FRYR QTR IQF 48 PC		1/48/PC	0	\$58.18	CS	\$0.00		
960203		TURKEY BOLO FULLY CKD 2/1		1/2/10 LB	0	\$16.82	CS	\$0.00		
960206		TURKEY SALAMI FULLY COOK		1/16.48 LB	0	\$14.42	CS	\$0.00		

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Page 1 of 8, items 1 to 15 of 113.

Want to narrow the frozen/refrigerated Line item search to a particular product?

- Enter TURKEY in the DESCRIPTION field criteria and click on the Search button
- Now only 13 products (1 page) is displayed

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	TURKEY
BRAND	
UPC	

Search

Clear Search

Filter Results

Brand

Select

Line

FROZEN / REFRIGERATED

Class

Select

Category

Select

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD
960203		TURKEY BOLO FULLY CKD 2/1		1/2/10 LB		\$16.82	CS	\$0.00		
960206		TURKEY SALAMI FULLY COOK		1/16.48 LE	0	\$14.42	CS	\$0.00		
960208		TURKEY BREAST RAW BNLS 2/		1/2/CS	0	\$60.90	CS	\$0.00		
960213		TURKEY GROUND MEAT 2/10#		1/2/10 LB	0	\$38.75	CS	\$0.00		
960217		TURKEY ROLL WHITE 2/10# C		1/2/10 LB	0	\$47.42	CS	\$0.00		
960242		TURKEY PULLED IQF WHITE 10		1/10/LB	0	\$39.44	CS	\$0.00		
960256		TURKEY HAM, COOKED 4/5-6		4/5-6LB A	0	\$46.98	CS	\$0.00		
S60019		SP TURKEY FRANKS, 24#	SPECIAL B	1/24/LB	0	\$21.45	CS	\$0.00		
S60122		SP TURKEY HAM ENDS & PC	SPECIAL B	1/40/LB	0	\$23.39	CS	\$0.00		
S60123		SP TURKEY SALAMI ENDS & P		1/40/LB	0	\$14.16	CS	\$0.00		
S60267		SP TURKEY PICNIC 16# AVG	SPECIAL B	1/16/LB	0	\$14.70	CS	\$0.00		
S60263		SP TURKEY BREAST E&P 40 L	SPECIAL B	1/40 LB	0	\$31.15	CS	\$0.00		
S60362		SP TOM TURKEY PRECOOKED	SPECIAL B	1/45.38 LE	0	\$66.35	CS	\$0.00		

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Page 1 of 1, items 1 to 13 of 13.

Search by Brand:

- Click the drop down under the Brand heading and select SPECIAL BUY, then click on the Search button to display items
- The search displayed a total of 23 products (2 pages) of SPECIAL BUY items

New Order

Advanced Search

Customer Details

Field	Selection Criteria
DESCRIPTION	
BRAND	
UPC	

Search

Clear Search

Filter Results

Brand

SPECIAL BUY

Select

SPECIAL BUY

Line

Select

Class

Select

Category

Select

	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD
S10019	SP TOMATO-PASTA SCE 6/10	SPECIAL B1/6/107 O		\$14.10	CS	\$0.00		
S10048	SP DICED TOMATOES 6/10 PC	SPECIAL B1/6/10 PO	0	\$14.10	CS	\$0.00		
S60019	SP TURKEY FRANKS, 24#	SPECIAL B1/24/LB	0	\$21.45	CS	\$0.00		
S60081	SP CORN DOG FRZN BULK PK	SPECIAL B1/10/LB	0	\$9.70	CS	\$0.00		
S60122	SP TURKEY HAM ENDS & PCS	SPECIAL B1/40/LB	0	\$23.39	CS	\$0.00		
S60240	SP PEPPERONI E & P 40#	SPECIAL B1/40/LB	0	\$10.86	CS	\$0.00		
S60252	SP GENOA SALAMI E&P 40#	SPECIAL B1/40/LB	0	\$10.85	CS	\$0.00		
S60267	SP TKY PICNIC 16# AVG	SPECIAL B1/16/LB	0	\$14.70	CS	\$0.00		
S60305	SP FRENCH FRIES 6/6 LB CASE	SPECIAL B1/6/6 LB	0	\$10.62	CS	\$0.00		
S60342	SP CHIX BREAST E&P 20#	SPECIAL B1/20/LB	0	\$13.69	CS	\$0.00		
S60351	SP WAFFLES 144/1.3 OZ	SPECIAL B1/144/1.3	0	\$10.10	CS	\$0.00		
S60352	SP BEEF BOLOGNA 1295 LB A	SPECIAL B1/1295 LB	0	\$0.70	TE	\$0.00		
S60353	SP FLOU TORTILLA 8" 24/12 C	SPECIAL B1/24/12 C	0	\$23.60	CS	\$0.00		
S60223	SP 8 PC FRIED CHIX RTC 20 LBS	SPECIAL B1/20 LB	0	\$8.02	CS	\$0.00		
S60355	SP BEEF PHILLY MEAT 2/5 LB	SPECIAL B2/5 LB	0	\$10.97	CS	\$0.00		

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Page 1 of 2, items 1 to 15 of 23.


Want to add SPECIAL BUY items to your order?

- For the special buy item(s) you want, click on the Qty field next to the item and enter the quantity to order, tab to the next item and enter the quantity
- When all items wanted have a quantity , then click the Update button at the bottom of the page

Brand Line Class Category

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD	Class	MSDS
S10019		SP TOMATO-PASTA SCE 6/10	SPECIAL B1/6/107 O		2	\$14.10	CS	\$28.20				
S10048		SP DICED TOMATOES 6/10 PCS	SPECIAL B1/6/10 PO		1	\$14.10	CS	\$14.10				
S60019		SP TURKEY FRANKS, 24#	SPECIAL B1/24/LB		1	\$21.45	CS	\$21.45				
S60081		SP CORN DOG FRZN BULK PK	SPECIAL B1/10/LB			\$9.70	CS	\$0.00				
S60122		SP TURKEY HAM ENDS & PCS	SPECIAL B1/40/LB		6	\$23.39	CS	\$140.34				
S60240		SP PEPPERONI E & P 40#	SPECIAL B1/40/LB		2	\$10.86	CS	\$21.72				
S60252		SP GENOA SALAMI E&P 40#	SPECIAL B1/40/LB		2	\$10.85	CS	\$21.70				
S60267		SP TURKEY PICNIC 16# AVG	SPECIAL B1/16/LB		4	\$14.70	CS	\$58.80				
S60305		SP FRENCH FRIES 6/6 LB CASE	SPECIAL B1/6/6 LB		2	\$10.62	CS	\$21.24				
S60342		SP CHIX BREAST E&P 20#	SPECIAL B1/20/LB		2	\$13.69	CS	\$27.38				
S60351		SP WAFFLES 144/1.3 OZ	SPECIAL B1/144/1.3		5	\$10.10	CS	\$50.50				
S60352		SP BEEF BOLOGNA 1295 LB A\	SPECIAL B1/1295 LB			\$0.70	TE	\$0.00				
S60353		SP FLOU TORTILLA 8" 24/12 C	SPECIAL B1/24/12 C		0	\$23.60	CS	\$0.00				
S60223		SP 8 PC FRIED CHIX RTC 20 LB	SPECIAL B1/20 LB		0	\$8.02	CS	\$0.00				
S60355		SP BEEF PHILLY MEAT 2/5 LB	SPECIAL B2/5 LB		0	\$10.97	CS	\$0.00				



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Page 1 of 2, items 1 to 15 of 23.



New Order			Advanced Search			Customer Details						
Product		Description		PacSiz		UM		Qty	Price		Ext	MSDS
	Y		Y		Y		Y			Y		
910008		APPLESCE US GR B 6/#10		1/6/#10		CS		1	\$19.93		\$19.93	
S10048		SP DICED TOMATOES 6/10 POUCH		1/6/10 POUCH		CS		1	\$14.10		\$14.10	
S60019		SP TURKEY FRANKS, 24#		1/24/LB		CS		1	\$21.45		\$21.45	
S10019		SP TOMATO-PASTA SCE 6/107 OZ		1/6/107 OZ		CS		2	\$14.10		\$28.20	
S60240		SP PEPPERONI E & P 40#		1/40/LB		CS		2	\$10.86		\$21.72	
S60252		SP GENOA SALAMI E&P 40#		1/40/LB		CS		2	\$10.85		\$21.70	
S60305		SP FRENCH FRIES 6/6 LB CASE		1/6/6 LB		CS		2	\$10.62		\$21.24	
S60342		SP CHIX BREAST E&P 20#		1/20/LB		CS		2	\$13.69		\$27.38	
S60267		SP TURKEY PICNIC 16# AVG		1/16/LB		CS		4	\$14.70		\$58.80	
S60351		SP WAFFLES 144/1.3 OZ		1/144/1.3 OZ		CS		5	\$10.10		\$50.50	
S60122		SP TURKEY HAM ENDS & PCS 40 LB		1/40/LB		CS		6	\$23.39		\$140.34	
								0				

What is MSDS?

- MSDS stands for Material Safety Data Sheet and is represented in VDC as a 4-color diamond icon

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD	Class	MSDS
930017		BLEACH HOUSEHOLD 6/128 C		1/6/128 O	0	\$9.09	CS	\$0.00				
930373		L1 BLEACH- POWDERED 1201		1/50/LB	0	\$55.05	PL	\$0.00				

- By clicking on the MSDS icon, a separate page will open with the MSDS information that can be saved to your desk top or printed to a local printer


MATERIAL SAFETY DATA SHEET

SECTION 1 -- CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

PRODUCT NAME	Austin A-1 Bleach Commercial Disinfectant Sanitizer
PRODUCT CODE	54200-00039
ISSUE DATE	April 7, 2006

EMERGENCY TELEPHONE NUMBERS
 Medical Information: 1-866-359-5662
 Transportation: 1-800-424-9300*
* For spill, leak, fire or transport accident emergencies.
 Product Information: 1-724-625-1535

MANUFACTURER	James Austin Company
STREET ADDRESS	115 Downieville Road
CITY, STATE, ZIP	Mars, PA 16046

SECTION 2 -- COMPOSITION / INFORMATION ON INGREDIENTS

HAZARDOUS COMPONENT	CAS No.	% by wt.	OSHA PEL	EXPOSURE LIMITS	
				ACGIH TLV	NIOSH REL
Sodium hypochlorite	7681-52-9	5.25 – 5.50	None	None	None

SECTION 3 -- HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW	IRRITANT; may cause severe skin and eye irritation or chemical burns to broken skin. Vapors extremely irritating to eyes and respiratory tract. Harmful and potentially fatal if swallowed. If mixed with other prohibited chemicals or materials, chlorine gas will be released which is also irritating to eyes, lungs, mucous membranes and in some cases can be fatal. (see Setion 10 for more information)
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POTENTIAL HEALTH EFFECTS	
INGESTION	Can cause corrosion of mucous membranes, severe esophageal burns and perforation of esophagus or stomach.
INHALATION	Inhalation of vapors can cause bronchial irritation, coughing, difficulty in breathing, nausea and pulmonary edema.
EYE CONTACT	Irritating. This eye irritant can cause severe and permanent damage.
SKIN CONTACT	Severe irritant; contact can produce blistering and eczema.

Want to know more about a product?

- If you are looking for a paint product but not sure which product you need
- Click on the product number link to get additional information
- The Additional Information tab may contain even more information

Field	Selection Criteria
DESCRIPTION	▼ WH
BRAND	▼
UPC	▼

Brand
Select ▼

Line
Select ▼

Class
PAINT ▼

Category
Select ▼

Product	P	Description	Brand	PacSiz	Qty	Price	UM	Ext	CusProd	CusPrdD	Class	MSD
940106		EXT OIL WH B-SWP 4/1		1/4/1 GAL		\$63.01	CS	\$0.00				
940161		PREM LTX PRIMER WH 4/1		1/4/1 GAL	0	\$55.90	CS	\$0.00				
940235		LTX S-G DU-SHELL WH 5		1/5/GAL	0	\$64.66	PL	\$0.00				
940236		LTX S-G BXEX WH 4/1		1/4/1 GAL	0	\$52.25	CS	\$0.00				
940266		QCK DRY EN OIL WH 4/1		1/4/1 GAL	0	\$57.49	CS	\$0.00				
970332		INT LATEX EGGSHELL EXTRA V		1/5/GAL	0	\$103.78	PL	\$0.00				
970335		LATEX EGGSHELL EXTRA WHI		1/5/GAL	0	\$58.88	PL	\$0.00				

[Search](#)
[Clear Search](#)
[Filter Results](#)

Product Inquiry
Advanced Search

Product 940236 LTX S-G BXEX WH 4/1

UM CS

[Close](#)

Product Information
Additional Information

Pack Information
Pack: 1
Size: 4/1 GAL
Net Weight: 43.6000
Tare Weight: 0.0000
Cube:
Units/Servings: 1
UPC: 10035777005283

Classifications
Line: 040 - PAINT / SUPPLIES
Class: 410 - PAINT
Category: 63056 - PAINT, HOUSE AND TRIM
Brand:

Extended Description:

Substitute Product

Code	Description	Unit	Brand
No records to display.			

INTERIOR, LATEX, SEMI-GLOSS, ENAMEL, EXTRA WHITE, (TINTABLE) 4/1 GALLON/CASE. A LOW ODOR PRODUCT SUITABLE FOR INSTITUTIONAL AND HOUSEHOLD USE. DRY TO TOUCH IN 30 MINUTES.

Complementary Product

Code	Description	Unit	Brand
No records to display.			

Product 940236

LTX S-G BXEX WH 4/1

UM CS

[Close](#)

Product Information
Additional Information

Second Product Description: LTX XTRA WHT 4/1

Extended Item Description 1:
Extended Item Description 2:
Extended Item Description 3:
Extended Item Description 4:
Extended Item Description 5:

Hazardous Information
UN Number:
Division:
Sub Class:
Packing Group:
Contact Phone:
Special Instruction Contact Name:

Opco Product Description 1:
Opco Product Description 2:
Opco Product Description 3:
Opco Product Description 4:

Special Instruction:
Hazardous Description:
Hazmat general info 1:
Hazmat general info 2:
Hazmat general info 3:

Checking out

- Click the 'Add To Cart' button when you are finished adding items to your order and ready to check out
- Note: **NEVER CLICK ON THE SAVE ORDER BUTTON**

New Order Advanced Search Customer Details

Product	Description	PacSiz	UM	Qty	Price	Ext	MSDS
S60122	SP TURKEY HAM ENDS & PCS 40 LB	1/40/LB	CS	6	\$23.39	\$140.34	
				0			

Page 1 of 1, items 1 to 12 of 12.

PUNCHOUT CUSTOMERS ONLY DO NOT CLICK THE SAVE ORDER BUTTON. ORDERS DO NOT SAVE IN THE PUNCHOUT CATALOG. For Pick up orders and special order paint, please contact VDC at 804-328-3232.

Save Order Add To Cart Clear

- Click the 'Check Out' button if you are sure you are ready to check out
- If additional items are needed, then click on the 'Back To Shopping' button to go back and add items to your order

SHOPPING CART

Customer Number: A19417

Item	Description	Brand Name	UM	Pack	Unit Price	Order	Extended
S60122	SP TURKEY HAM ENDS & PCS 40 LB	SPECIAL BUY	CS	1/40/LB	\$23.39	6	\$140.34
						Sum : 28	\$425.36

PUNCHOUT CUSTOMERS ONLY DO NOT CLICK THE SAVE ORDER BUTTON. ORDERS DO NOT SAVE IN THE PUNCHOUT CATALOG. For Pick up orders and special order paint, please contact VDC at 804-328-3232.

Back To Shopping Check Out

- The 'Review Order' button takes you back to shopping
- Ready to submit your order? Click on the 'Place Order' button and then 'OK' when the display box appears that your order has placed successfully

ORDER SUMMARY

Item	Description	Brand	UM	Unit Price	Order	Extended
910008	APPLESCE US GR B 6/#10	SPECIAL BUY	CS	\$19.93	1	\$19.93
S60019	SP TURKEY FRANKS, 24#	SPECIAL BUY	CS	\$21.45	1	\$21.45
S10048	SP DICED TOMATOES 6/1	SPECIAL BUY	CS	\$14.10	1	\$14.10
S10019	SP TOMATO-PASTA SCE	SPECIAL BUY	CS	\$14.10	2	\$28.20
S60240	SP PEPPERONI E & P 40#	SPECIAL BUY	CS	\$10.86	2	\$21.72
Sum : 28						\$425.36

Order Totals

Product Amount	\$425.36
Misc. Line 01	\$0.00
Misc. Order	\$0.00
Tax	\$0.00
Gross	\$425.36
Off Invoice Deals	\$0.00
Net Order Total	\$425.36

Status:
Punchout Order is ready to ship


Click this button to go back to shopping

PUNCHOUT CUSTOMERS ONLY DO NOT CLICK THE SAVE ORDER BUTTON. ORDERS DO NOT SAVE IN THE PUNCHOUT CATALOG. For Pick up orders and special order paint, please contact VDC at 804-328-3232.

Print Review Review Order Review Comments Place Order

DISTRIBUTION CENTER Terms: NET 30 DAYS

Message from webpage

 Order Placed Successfully

OK

Finish up in eVA

- After placing your order successfully, you will automatically be taken back to eVA
- Additional items can be added using the 'Non-Catalog Item' button but is not recommended
- Click on the 'Checkout' button when you are done adding items and are ready to submit your order for review/approval

The screenshot shows the eVA web application interface. At the top, there is a navigation bar with links for Home, Help, and Logout. Below this, a header bar displays the user's name, Lydia Edwards. The main content area is divided into several sections. On the left, there is a 'Supplier' list with entries like A TEAM SOLUTIONS LLC (70), BELTWAY SUPPLY INC (47632), ENERGYCONNECT INC (3), MELICK AQUAFEEDS INC (20), and MULLEN PUBLICATIONS ... (16). The central part of the screen shows a requisition titled 'PR6125271: test' with a shopping cart icon indicating 11 items and a total cost of \$425.36000 USD. There are buttons for 'Prev', 'Next', 'Checkout', and 'Exit'. Below this, there is a 'Catalog Home' section with a search bar and a 'Create Non-Catalog Item' button. A red arrow points to the 'Checkout' button, and another red arrow points to the 'Create Non-Catalog Item' button.

Scroll to the bottom of the screen to finalize

- Click the calendar link to select the date the order is needed
- Enter any pertinent comments (pick up order, deliver to John Smith, deliver before 2pm....etc)
- Make sure the 'Visible to Supplier' is checked or the VDC will not see comments that may be critical in getting your order delivered accurately
- DO NOT ADD ATTACHMENTS: attachments on orders prevent the order from processing to our order system and could cause a delay in processing
- Click 'Submit' when done

The screenshot shows the final steps of the checkout process in the eVA web application. At the top right, there is a 'Total Cost: \$425.36000 USD' box with an 'Update Total' button. Below this, the 'SHIPPING - ENTIRE REQUISITION' section is visible. It includes a 'See Line Item Shipping Details' checkbox, a 'Ship To' dropdown menu set to 'DGS - VIRGINIA DISTR', a 'Deliver To' dropdown menu set to 'Lydia Edwards', and a 'Need-by Date' field set to 'Tue, 29 Jul, 2014' with a calendar icon. The 'COMMENTS - ENTIRE REQUISITION' section follows, with a 'Comments' text area containing 'DOC Buyer presentation test order'. Below the comments, there is a 'Visible to Supplier' checkbox which is checked, and a 'Mark as Proprietary and Confidential' checkbox which is unchecked. The 'ATTACHMENTS - ENTIRE REQUISITION' section is at the bottom, featuring an 'Add Attachment' button. A red arrow points to the calendar icon, another red arrow points to the 'Visible to Supplier' checkbox, and a third red arrow points to the 'Submit' button at the bottom right of the page.