

TRANSFER CART USERS GUIDE FOR PUNCHOUT CATALOGS

1. When you are done with your cart, click on the cart icon and then "View Cart/Checkout."



2. You can edit your order here if needed. If done, click "Proceed to Checkout."

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3. Click "Submit."

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4. Click "Transfer." This will transfer your cart to the ESM System.



5. In the ESM system, click on "Cart."

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Shop	Pending Transaction(s)
Search Keyword(s), Item Numbers, etc. Go to: All Transactions	Cart 1 Total: 46.48 USD
Recently Requested Products 8 - 1/2 x 11, 20 # Co By: Paper 101 BLUE - 8 1/2 x 11, 10 Reams ALTIMETER ROCKET PAINT SIMPLY GOA BUE - 8 1/2 x 11, 10 Reams	(Information updated: 9/8/20) Welcome ' Purchasing program.

6. If you are ready to send your cart to the designated person, click on "Checkout."

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	Shop							
		Search Keyword(s), Item Numb Go to: All Transactions	ers, etc.				Q	Cart 40
Ite	em Summary (1 Items)					Cart Summary	
	Item Details		Quantity	Price (USD)	Subtotal (USD)		Total Items in Cart:	40
	<u>~</u>	8 - 1/2 x 11, 20 # Copier Paper Blue By: Paper 101 Catalog Item #: 972424 Mfg/Provider: DOMESTIC	40	46.48 / Count Carton	1,859.20	×	Number of Suppliers:	1 1,859.20

7. You will get a window that states to whom your cart will be sent. Click on "Yes."

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Item Summary (4 It	iems)					Cart Summary	
Item Details		Checkout		ISD)		Total Items in Cart	16
0.0	PAPER CLIPS ANIMAL SHAPES PACK OF 60	Checkout				Number of Suppliers:	1
	By: School Specialty Inc.		The cart will be transferred to Vicki Eustice		×	Cart Total (USD):	31.84
	Mfg/Provider: NA		Do you want to continue?			(ALCORD)	
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-			Yes No			Transfer Cart to: Vicki Eustice	
2	CRAYONS 8 LARGE - SCHOOL SMART						
	By: School Specialty Inc. Catalog Item # 245951	10	113/EA	11.30	×		
	Mfg/Provider: NA						
	External Note:						

8. You will see a green window at the top of the page confirming the transfer. See below.



Punch-out Catalogs