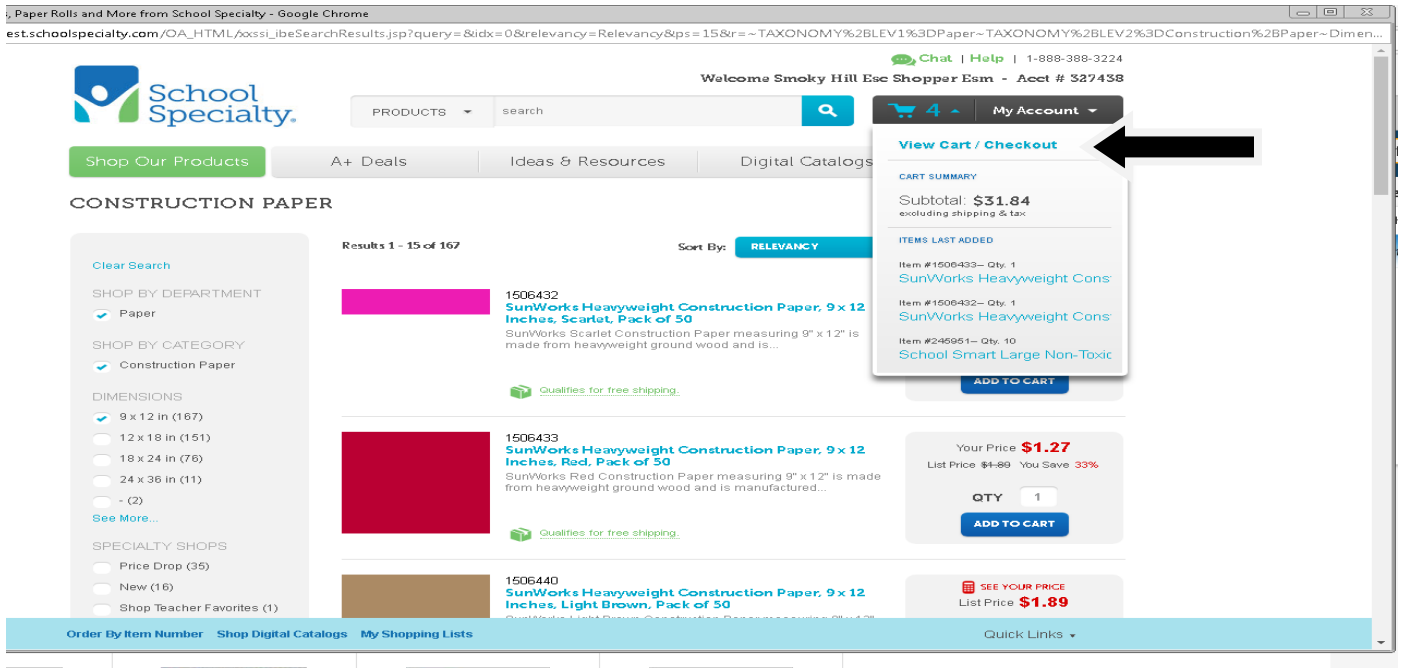


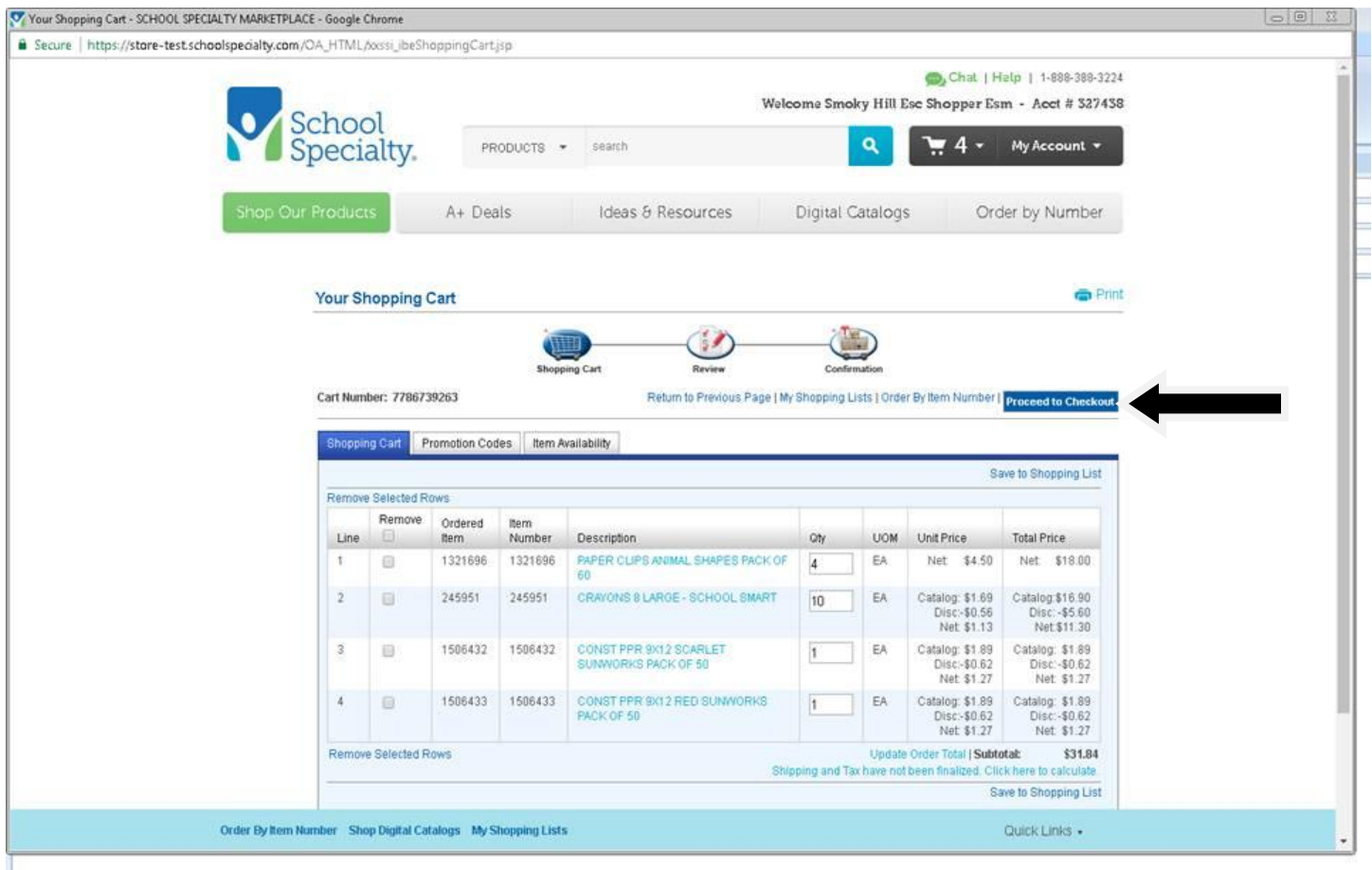


**TRANSFER CART USERS GUIDE**  
**FOR PUNCHOUT CATALOGS**

1. When you are done with your cart click on the Cart Icon “view cart/checkout”



2. You can edit your order here if needed. If done, click “proceed to checkout”



### 3. Click “submit”

Review - SCHOOL SPECIALTY MARKETPLACE - Google Chrome

Secure | [https://store-test.schoolspecialty.com/OA\\_HTML/xxssi\\_libCartReview.jsp?cartId=20652153&previousPage=SHOP\\_CART&pageType=CART\\_REVIEW\\_SINGLE](https://store-test.schoolspecialty.com/OA_HTML/xxssi_libCartReview.jsp?cartId=20652153&previousPage=SHOP_CART&pageType=CART_REVIEW_SINGLE)

Shop Our Products | A+ Deals | Ideas & Resources | Digital Catalogs | Order by Number

Review

Shopping Cart | Review | Confirmation

Cart Number: 7786739263 | [Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | **Submit**

Line	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	1321696	1321696	PAPER CLIPS ANIMAL SHAPES PACK OF 60	4	EA	Net: \$4.50	Net: \$18.00
2	245951	245951	CRAYONS 8 LARGE - SCHOOL SMART	10	EA	Catalog: \$1.69 Disc: -\$0.56 Net: \$1.13	Catalog: \$16.90 Disc: -\$5.60 Net: \$11.30
3	1506432	1506432	CONST PPR 9X12 SCARLET SUNWORKS PACK OF 50	1	EA	Catalog: \$1.89 Disc: -\$0.62 Net: \$1.27	Catalog: \$1.89 Disc: -\$0.62 Net: \$1.27
4	1506433	1506433	CONST PPR 9X12 RED SUNWORKS PACK OF 50	1	EA	Catalog: \$1.89 Disc: -\$0.62 Net: \$1.27	Catalog: \$1.89 Disc: -\$0.62 Net: \$1.27

Sub Total: \$31.84

How can I receive free shipping? | Shipping and Handling: \$9.95

Sales Tax (0%): \$0.00

Modify Line Items | **Total:** \$41.79

[Return to Previous Page](#) | [My Shopping Lists](#) | [Order By Item Number](#) | **Submit**

### 4. Click “transfer”. This will “transfer your cart to the ESM System.

School Specialty - Google Chrome

Secure | <https://store-test.schoolspecialty.com/servlets/cXML?action=checkout&sessionId=4015822&salt=b1b0aa3c&minisiteId=10206>

**Thank You for Shopping With School Specialty!**

Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.

**Transfer**

## 5. In the ESM System click on “cart”

The screenshot shows the ESM Purchase website interface. At the top right, there is a shopping cart icon labeled "Cart 16" and a total amount of "Total : 31.84 USD". A white arrow points to the cart icon. Below the search bar, there are four product cards under the heading "Recently Requested Products". Each card includes a product name, description, price, and an "Add to Cart" button. The products are:

- Filler, White Pine L-8: 6.50 USD
- NEON 8-1/2x11, 60 #: 6.86 USD
- Foil, 18 in. x 1000 ft. ro...: 69.50 USD
- 65 lb., Pastel Blue, LET...: 6.25 USD

On the right side, there is a "General Information" section with a Smoky Hill logo and a link to the eProcurement bulletin board.

## 6. If you are ready to send your cart to the designated person, click on “checkout”.

The screenshot shows the ESM Purchase website interface with the cart summary. The "Item Summary" table lists the items in the cart:

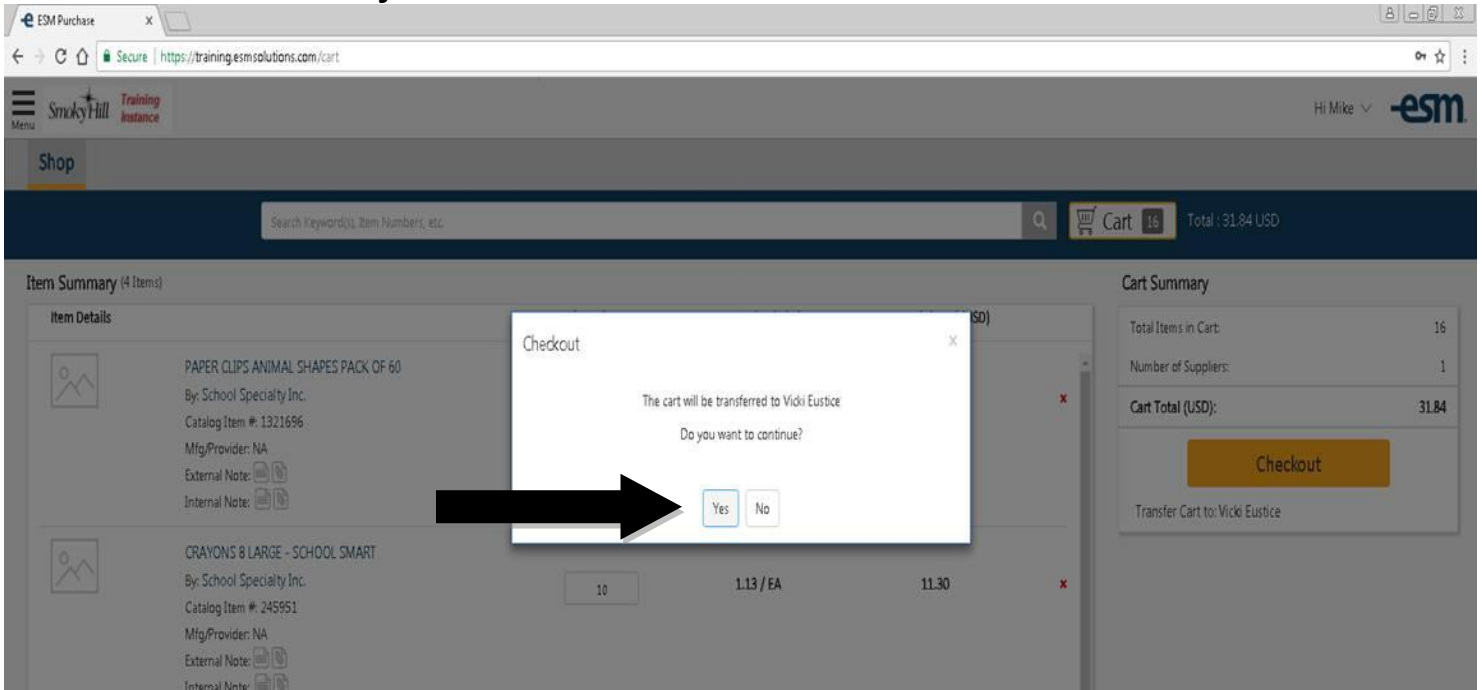
Item Details	Quantity	Price (USD)	Subtotal (USD)
PAPER CLIPS ANIMAL SHAPES PACK OF 60 By: School Specialty Inc. Catalog Item #: 1321696 Mfg/Provider: NA External Note: Internal Note:	4	4.50 / EA	18.00
CRAYONS 8 LARGE - SCHOOL SMART By: School Specialty Inc. Catalog Item #: 245951 Mfg/Provider: NA External Note: Internal Note:	10	1.13 / EA	11.30
CONST PPR 9X12 SCARLET SUNWORKS PACK OF 50 By: School Specialty Inc. Catalog Item #: 1506122	1	1.27 / EA	1.27

On the right side, the "Cart Summary" section shows:

- Total Items in Cart: 16
- Number of Suppliers: 1
- Cart Total (USD): 31.84

A yellow "Checkout" button is visible, with a black arrow pointing to it. Below the button, it says "Transfer Cart to: Vicki Eustice".

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



8. You will see a green window at the top of your page-see below.

