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.”
3. Click “Submit.”

4. Click “Transfer.” This will transfer your cart to the ESM System.
5. In the ESM system, click on “Cart.”

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

7. You will get a window that states to whom your cart will be sent. Click on “Yes.”
8. You will see a green window at the top of the page confirming the transfer. See below.