



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.”

est.schoolspecialty.com/OA_HTML/xxssi_lbeSearchResults.jsp?query=&sidx=0&relevancy=Relevancy&ps=15&r=~TAXONOMY%2BLEV1%3DPaper~TAXONOMY%2BLEV2%3DConstruction%2BPaper~Dimen...

Chat | Help | 1-888-388-3224
Welcome Smoky Hill Esc Shopper Esm - Acct # 327438

School Specialty

PRODUCTS search

Shop Our Products A+ Deals Ideas & Resources Digital Catalogs

CONSTRUCTION PAPER

Clear Search

SHOP BY DEPARTMENT
Paper

SHOP BY CATEGORY
Construction Paper

DIMENSIONS
9 x 12 in (167)
12 x 18 in (151)
18 x 24 in (76)
24 x 36 in (11)
- (2)
See More...

SPECIALTY SHOPS
Price Drop (35)
New (16)
Shop Teacher Favorites (1)

Results 1 - 15 of 167 Sort By: RELEVANCY

1506432 SunWorks Heavyweight Construction Paper, 9 x 12 Inches, Scarlet, Pack of 50
SunWorks Scarlet Construction Paper measuring 9" x 12" is made from heavyweight ground wood and is...

Qualifies for free shipping.

1506433 SunWorks Heavyweight Construction Paper, 9 x 12 Inches, Red, Pack of 50
SunWorks Red Construction Paper measuring 9" x 12" is made from heavyweight ground wood and is manufactured...

Qualifies for free shipping.

1506440 SunWorks Heavyweight Construction Paper, 9 x 12 Inches, Light Brown, Pack of 50

Qualifies for free shipping.

Your Price **\$1.27**
List Price ~~\$1.89~~ You Save 33%

QTY 1

ADD TO CART

SEE YOUR PRICE
List Price **\$1.89**

ADD TO CART

View Cart / Checkout

CART SUMMARY
Subtotal: **\$31.84**
excluding shipping & tax

ITEMS LAST ADDED
Item #1506433 - Qty: 1
SunWorks Heavyweight Cons
Item #1506432 - Qty: 1
SunWorks Heavyweight Cons
Item #245951 - Qty: 10
School Smart Large Non-Toxic

ADD TO CART

Order By Item Number Shop Digital Catalogs My Shopping Lists Quick Links

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

Your Shopping Cart - SCHOOL SPECIALTY MARKETPLACE - Google Chrome

Secure | https://store-test.schoolspecialty.com/OA_HTML/xxssi_lbeShoppingCart.jsp

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PRODUCTS search

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

Your Shopping Cart Print

Shopping Cart Review Confirmation

Cart Number: 7786739263 Return to Previous Page | My Shopping Lists | Order By Item Number | **Proceed to Checkout**

Shopping Cart Promotion Codes Item Availability Save to Shopping List

Remove Selected Rows

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	1321696	1321696	PAPER CLIPS ANIMAL SHAPES PACK OF 60	4	EA	Net: \$4.50	Net: \$18.00
2	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	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

Remove Selected Rows Update Order Total | Subtotal: **\$31.84**
Shipping and Tax have not been finalized. Click here to calculate

Save to Shopping List

Order By Item Number Shop Digital Catalogs My Shopping Lists Quick Links

3. Click "Submit."

Review - SCHOOL SPECIALTY MARKETPLACE - Google Chrome

Secure | https://store-test.schoolspecialty.com/OA_HTML/xxssi_lbeCartReview.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
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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=40158228&salt=b1b0aa3c8rminisitelid=10206>

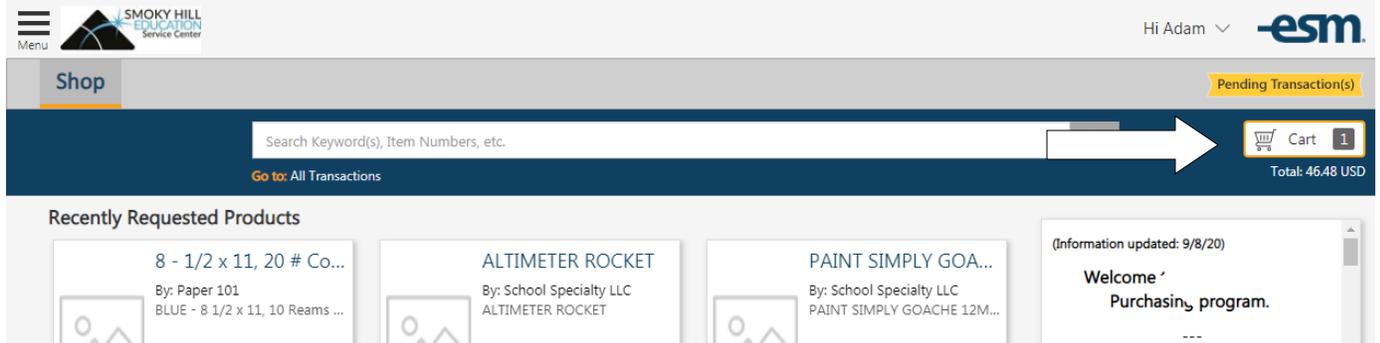
School Specialty.

Thank You for Shopping With School Specialty!

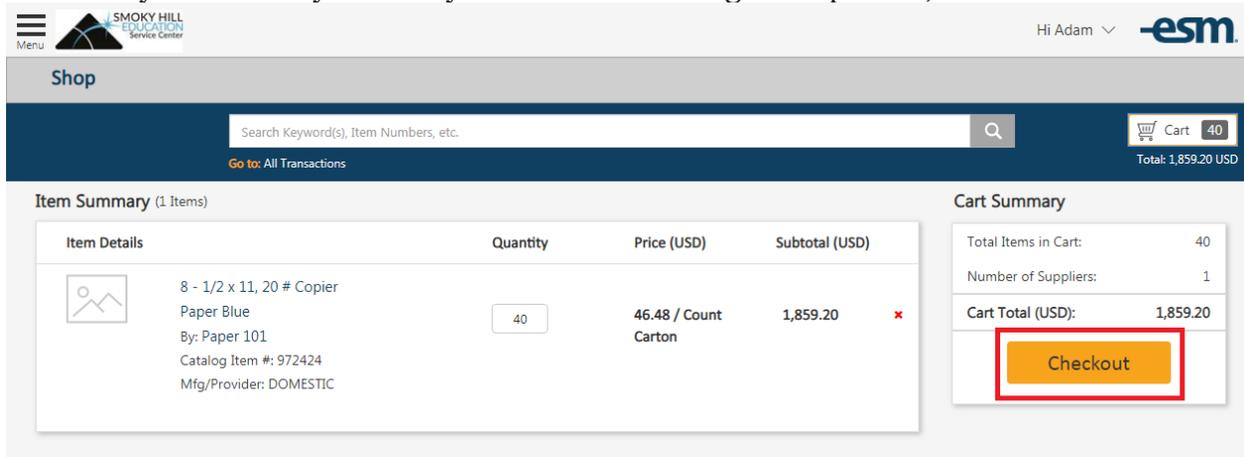
Your requisition is ready. Press the "Transfer" button below to transfer your requisition information to complete your order.

Transfer

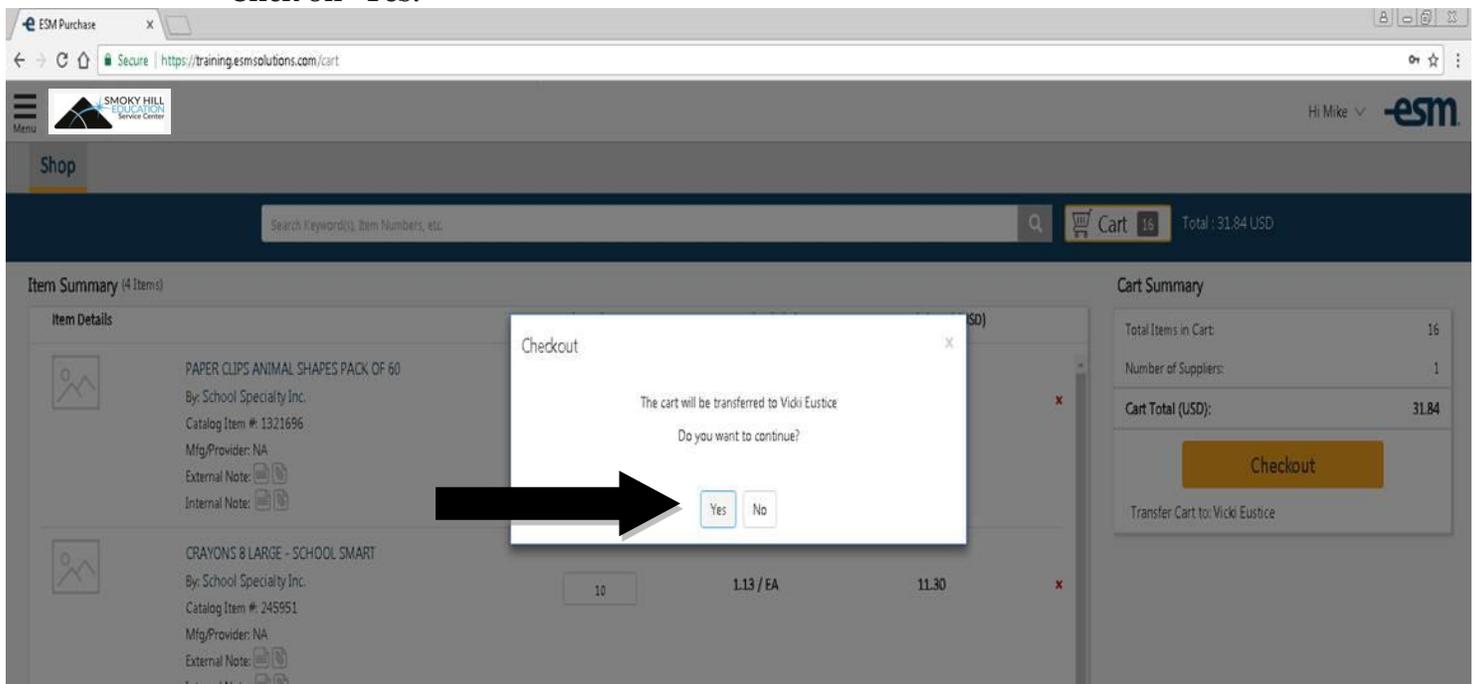
5. In the ESM system, click on “Cart.”



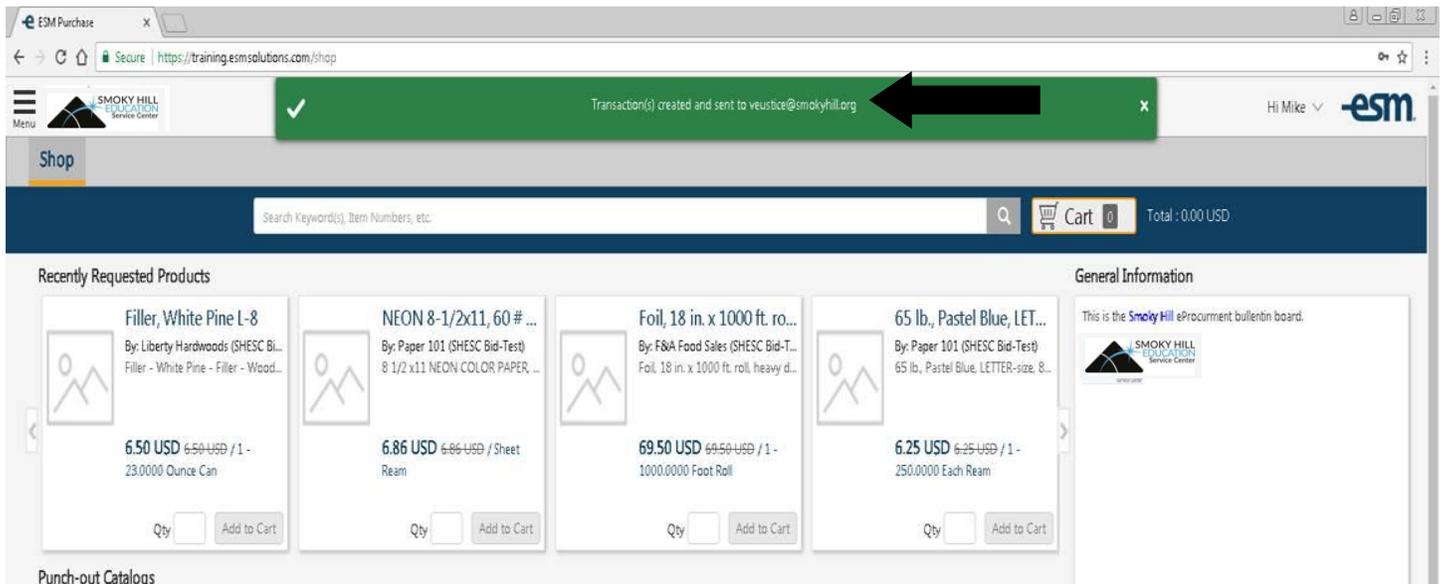
6. If you are ready to send your cart to the designated person, click on “Checkout.”



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.



The screenshot shows a web browser window with the URL <https://training.esmsolutions.com/shop>. At the top, a green notification bar with a checkmark icon contains the text "Transaction(s) created and sent to veustice@smokyhill.org". A black arrow points to this bar. The page header includes the "SMOKY HILL EDUCATION Service Center" logo, a "Shop" button, a search bar, a cart icon showing "0" items, and a "Total : 0.00 USD" label. Below the header, the "Recently Requested Products" section displays four items:

Product Name	Price	Quantity	Action
Filler, White Pine L-8 By: Liberty Hardwoods (SHESC Bi... Filler - White Pine - Filler - Wood...	6.50 USD	6:50-USD / 1 - 23.0000 Ounce Can	Qty <input type="text"/> Add to Cart
NEON 8-1/2x11, 60 # ... By: Paper 101 (SHESC Bid-Test) 8 1/2 x11 NEON COLOR PAPER, ...	6.86 USD	6:86-USD / Sheet Ream	Qty <input type="text"/> Add to Cart
Foil, 18 in. x 1000 ft. ro... By: F&A Food Sales (SHESC Bid-T... Foil 18 in. x 1000 ft. roll, heavy d...	69.50 USD	69:50-USD / 1 - 1000.0000 Foot Roll	Qty <input type="text"/> Add to Cart
65 lb., Pastel Blue, LET... By: Paper 101 (SHESC Bid-Test) 65 lb., Pastel Blue, LETTER-size, 8...	6.25 USD	6:25-USD / 1 - 250.0000 Each Ream	Qty <input type="text"/> Add to Cart

Below the products is a "Punch-out Catalogs" section. On the right, the "General Information" section contains the text "This is the Smoky Hill eProcurement bulletin board." and the "SMOKY HILL EDUCATION Service Center" logo.