

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"

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Page 2

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

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Page 3

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

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

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