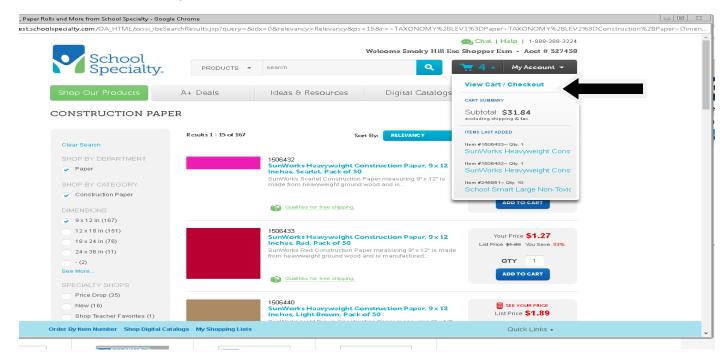


## TRANSFER CART USERS GUIDE FOR PUNCHOUT CATALOGS

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



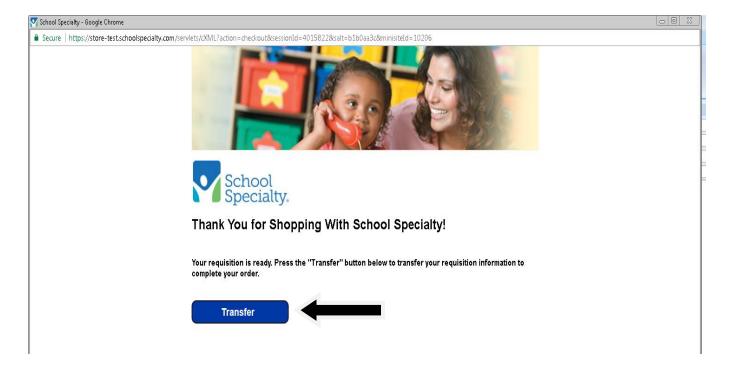
## 2. You can edit your order here if needed. If done, click "Proceed to Checkout."

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## 3. Click "Submit."

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	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
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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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Recently Requested Products				General Information	
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Qty Add to Cart Punch-out Catalogs	Qty Add to Cart	Qty Add to Cart	Qty Add to Cart		

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

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

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

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cently Requested Products				General Information
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6.50 USD 6.50 USD /1 - 23.0000 Ounce Can	6.86 USD 6.86 USD / Sheet Ream	<b>69.50 USD</b> <del>69.50 USD</del> / 1 - 1000.0000 Foot Roll	<b>6.25 USD</b> 6.25 USD / 1 - 250.0000 Each Ream	
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