



TRANSFER CART USERS GUIDE
FOR PUNCHOUT CATALOGS

- When you are done with your cart, click on the cart icon and then “View Cart/Checkout.”

The screenshot shows the School Specialty website with a search for 'CONSTRUCTION PAPER'. The page displays several product listings for SunWorks Heavyweight Construction Paper in different colors (Scarlet, Red, Light Brown). A black arrow points to the 'View Cart / Checkout' button in the top right corner of the page.

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

The screenshot shows the 'Your Shopping Cart' page. The cart contains four items. A black arrow points to the 'Proceed to Checkout' button in the top right corner of the cart area.

Line	Remove	Ordered Item	Item Number	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	1321896	1321896	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

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

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**

Shopping Cart

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=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.”

The screenshot shows the ESM Purchase website interface. At the top right, there is a user greeting "Hi Mike" and the ESM logo. Below the navigation bar, a search bar is present. To the right of the search bar, a shopping cart icon displays "Cart 16" and a total amount of "Total : 31.84 USD". A white arrow points to this cart icon and total amount. Below the search bar, there are sections for "Recently Requested Products" and "General Information". The "Recently Requested Products" section displays four product cards, each with a product image, name, description, price, and an "Add to Cart" button. The "General Information" section contains a Smoky Hill logo and a message about 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, specifically the cart page. The top navigation bar includes the user greeting "Hi Mike" and the ESM logo. Below the search bar, the cart icon shows "Cart 16" and "Total : 31.84 USD". The main content area is divided into two sections: "Item Summary (4 Items)" and "Cart Summary".

The "Item Summary" section contains a table with the following data:

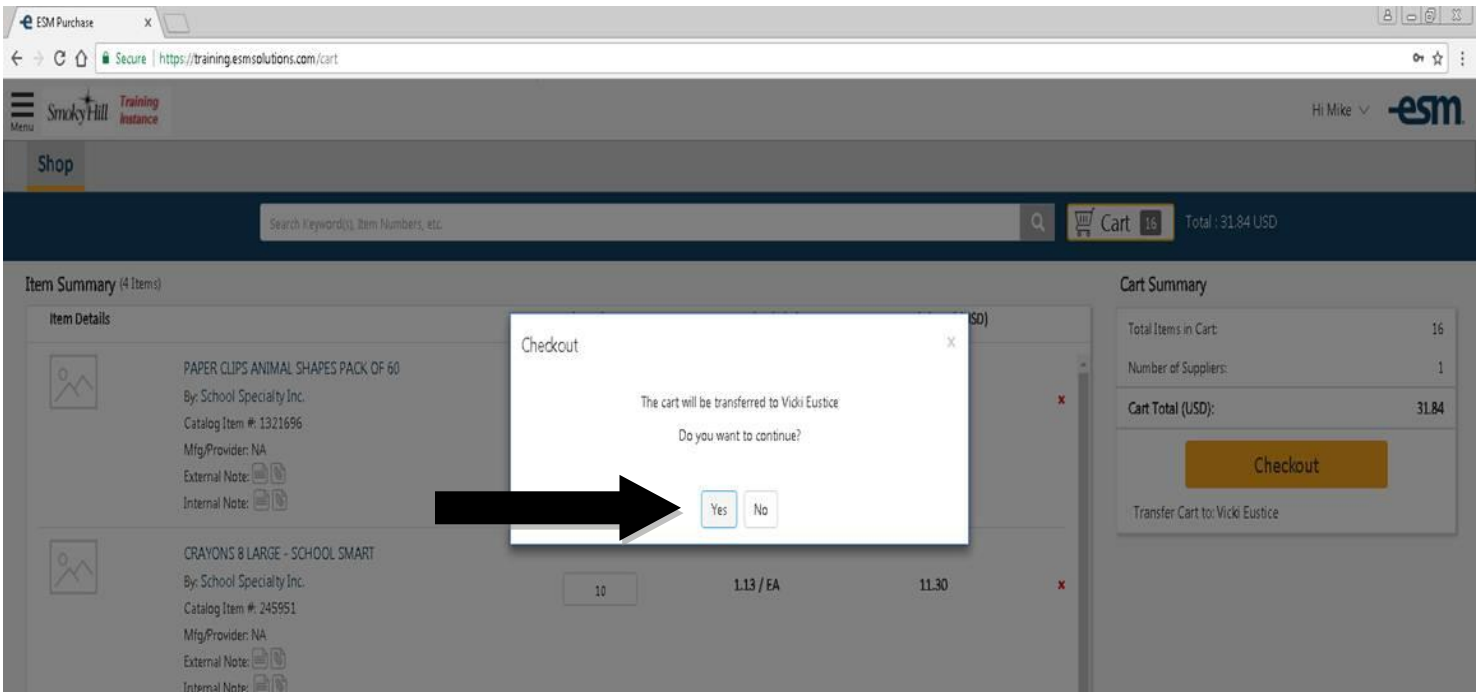
Item Details	Quantity	Price (USD)	Subtotal (USD)
 PAPER CLIPS ANIMAL SHAPES PACK OF 60 By: School Specialty Inc. Catalog Item #: 1321696 Mfg/Provider: NA External Note:   Internal Note:  	4	4.50 / EA	18.00
 CRAYONS 8 LARGE - SCHOOL SMART By: School Specialty Inc. Catalog Item #: 245951 Mfg/Provider: 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 #: 1506222	1	1.27 / EA	1.27

The "Cart Summary" section on the right displays the following information:

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

Below the cart summary, there is a prominent orange "Checkout" button. A black arrow points to this button. Underneath the button, it says "Transfer Cart to: Vicki Eustice".

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



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

