



## Punching Out on Your Own

1. First, go to **XavierBuy** and select the **Consolidus** tile (fig. 1)
2. **XavierPromoShop** will open in a new window. If needed, check to be sure your pop-up blocker is not interfering.
3. Click on “*Welcome, Your Name*” in the upper right corner. This will open your Account Summary.
4. In the menu on the left, select **Manage Quotes**. You will see your quote here - select it and click **Load Cart**.
5. Click **Save and Continue** for the next 2 screens.
6. Review of your cart. Be sure everything is as you expected and choose **Continue**. The final step in the site is to **Continue to Punchout**. This will take you back to **XavierBuy** to complete your request for PO.

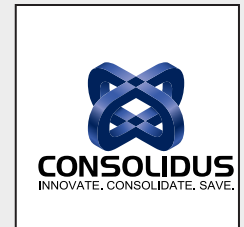


fig. 1: XavierBuy Tile

*Once we receive the PO, your order will move to production.*

## Completing an Order for Someone Else?

IMPORTANT: You should have received a 6-digit quote number from the shopper. You will use this number to process the PO request on their behalf.

To process the punchout on behalf of someone else:

1. Follow steps 1, 2, and 3 from above.
2. Next, in the center of the Account Summary page, you can enter the **Quote ID number** (see fig. 2) and click View Quote.
3. Load quote and accept notification that you have 24 hours to complete the punchout process.
4. Follow step 5-6 listed above to get back to XavierBuy to complete the requisition.
5. Once the PO is received, the shopper will be notified and the order will move to production.

LOOKING TO COMPLETE AN ORDER ON BEHALF OF SOMEONE ELSE?

Enter the quote number you were given to load and review the cart

Quote ID:  View quote

fig. 2: Area where users can search for quotes