



Steps to Punchout your order using PACE:

To finalize your order:

1. Go to PACE
2. Under Business Services, click **ConsolidusShop.com** (see fig. 1). PACE will open ConsolidusShop in a new window. (If a new window doesn't pop-up immediately, disable your pop-up blocker and repeat step 2.)
3. Click **Welcome, "Your Name"** in the upper right corner. This will open your Account Summary.
4. Select **Manage Quotes** from the menu on the left.
5. Select your quote and click **Load Cart**, click **Save and Continue**.
6. Add your requested delivery date (if applicable), then click **Save and Continue**.
7. Review your cart, click **Continue**.
8. Lastly, click **Continue to Punchout**. This will take you back to PACE to complete your PO request. Once we receive the PO, your order will move to production.



fig. 1: PACE Tile

Having someone else Punchout for you?

IMPORTANT: Please provide the person completing the punchout with your six digit quote number. The quote number can be found in the emails containing your art proof(s) or under the Manage Quote section within your Account Summary.

Instruct them to:

1. Follow steps 1 and 2 from above.
2. From here, they will click **Welcome, "Their Name"** in the upper right corner. This will open their Account Summary.
3. In the center of their Account Summary they can enter the **Quote ID number** (see fig. 2) and click **View Quote**.
4. Follow steps 6 through 8 from above.

A screenshot of a web form titled 'LOOKING TO COMPLETE AN ORDER ON BEHALF OF SOMEONE ELSE?'. Below the title is the instruction 'Enter the quote number you were given to load and review the cart'. There is a text input field labeled 'Quote ID:' with 'Quote ID number' inside it, and a red button labeled 'View quote' to its right.

fig. 2: Area where users can search for quotes