



Punching Out on Your Own

1. First, go to **ESM** and select the **TheKSUshop** tile. (fig.1)
2. **TheKSUshop** 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.
4. In the menu on the left, select **Manage Quotes**.
5. Find your approved quote and **Load Cart**.
6. Click **Save and Continue** for the next 2 screens.
7. Be sure everything is as you expected and choose **Continue**.
8. The final step is to **Click Here to Punchout your Order**. *This will take you back to ESM to complete the request for PO.*
9. Once we receive the PO, you will receive an email notice and we will move the order to production.



fig. 1: TheKSUshop Tile

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 **ESM** 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: Quote ID number

fig. 2: Area where users can search for quotes