



HOW TO PUNCHOUT



Punching Out on Your Own

To finalize your order after approvals are received, you will need to go to Marshall Marketplace. Our tile is **Consolidus** (fig. 1). The portal will open in a new window. If you don't have something come up immediately – check to be sure your pop-up blocker is not interfering.



fig. 1: Consolidus Tile

From there, when you get to the portal, click on “Welcome, Your Name” in the upper right corner. This will open your Account Summary. In the menu on the left, select **Manage Quotes**. You will see your quote here - select it and click **Load Cart**.

You will then click Save and Continue for the next 2 screens (if you need your items by a certain event date and have not put that in yet, the second screen will allow you to update that here).

Then you will see another review of your cart. Be sure everything is as you expected and choose Continue. The final step in the portal is to **Continue to Punchout**. This will take you back to Marketplace to complete your request for PO. Once we receive the PO, your order will move to production.

Having Another Person Punchout For You

If you need to send your cart/quote to another person to punchout, instruct them to follow the same method to get to the portal. From there, they can choose “Welcome, Their Name” in the upper right.

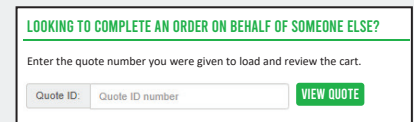


fig. 2: Area where users can search for quotes

In the center of their Account Summary they will see a place to put a quote number on behalf of someone else (fig. 2).

You will need to have provided them with your six digit cart/quote number. Your quote number can be found in the art proof emails or under the **Manage Quote** section of your account page.