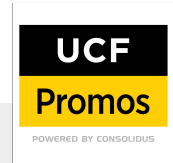


QUICK START GUIDE

Using Consolidus through Workday



Shop for Branded Items



- Go to **Workday** and choose the **UCFpromos** tile
(this is accessible through the create requisition task > connect to supplier website)
- You will be redirected to **UCFpromos.com**
- Browse product categories or search for something specific
- If you cannot find what you are looking for, reach out for a quote:
*Call: 330-319-7200 or Email: **service@UCFpromos.com***



Build Your Product

- Once you choose an item select “Build Product”
- Select a Color and Input a Quantity – note quantity minimums
- Select Your Imprint type and location
- Select “Choose Imprint Colors”
- Select “Designate Artwork”
 - Use the logo library *(UCF approved marks or upload department/college marks here: <https://www.ucf.edu/brand/uil-search/>)*
 - Or upload a custom graphic
 - Or use the comments area to indicate text to imprint
(ex: Celebrating 50 Years)
- Add it to your cart
- Add another item or Save and Continue
- If you have an event that you are purchasing your items for, select your desired delivery date
- Submit to request a proof

✓ SUBMIT FOR PROOF AND APPROVALS

⚠ Your request has been received!

Great News! Your quote has been submitted and the approval process has begun. Once you approve your proof, it will go to Licensing for final review.

Questions? Please contact service@ucfpromos.com

Licensing questions / Artwork : courtney.bowles@ucf.edu
or Workday / Procurement questions : Submit a Workday Help Case

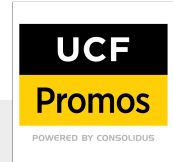


Approval Process

- Review and approve your proof – email from **artwork@UCFpromos.com**
- Upon your approval, the proof will be sent to *Licensing* for final design approval
- After Licensing approval, your order is ready for checkout – email from **service@UCFpromos.com**
- Take note of your Quote ID number



Finalize Your Order



- Visit [Workday](#) and click on the **UCFpromos** tile
(this is accessible through the create requisition task>connect to supplier website)
- Click on **Welcome, Your Name** (upper right)
- Select Manage Quotes and find the matching Quote ID number
Load the Cart
- Confirm the details of your cart and choose Save & Continue
If you have an event date, confirm it is correct or enter it here
then choose Save & Continue again

Finally, choose Continue and then Click here to Punchout

- Once back in [Workday](#), assign your cart or proceed to checkout
 - Only one Quote ID/cart can be processed per PO
- Complete all required requisition fields
- Confirm all details on the requisition – quantity, cost, etc.
- **Submit requisition for approval**
- Once the PO is approved, we will receive automatically and move your order to production
- You will receive an email notifying you the PO was received



Order Ships

- When your order ships you will receive an email with tracking
This also triggers the electronic invoice in [Workday](#)
- Invoices will be approved and paid electronically through [Workday](#)
- After your order arrives, you will be emailed a feedback survey
Please take a minute to complete this survey to tell us about your **Consolidus** experience.