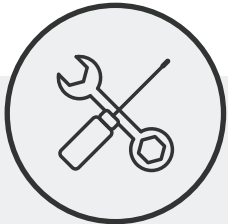


Shop for Branded Items

- Go to the Consolidus tile in eCUBE
- Browse product categories or search for something specific
- If you want a custom or unusual item, contact Consolidus:
Call: 330-842-6218 or Email: service@theysushop.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 (YSU approved marks)
 - 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
- Select your desired delivery date
- Submit to request a proof





Approval Process

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



Finalize Your Order

- Visit eCUBE and click on the “The YSU Shop” tile
- Click on Welcome, Your Name
- Select Manage Quotes and find the matching Quote ID number
- Confirm the details of your order, save your cart, and punch out to eCUBE
- Once in eCUBE, follow process to complete the requisition
- Confirm all details on the requisition – quantity, cost, additional services - to be sure it matches your quote
- Submit requisition



Order Ships

- When your order ships you will receive an email with tracking information
- Invoices will be sent when the last item ships showing \$0.00 balance from P-card payment
- After your order arrives, be sure to check in your products timely. Report any issues to your program manager for quick resolution.
- A week after your order ships, you will be emailed a feedback survey. These surveys help us ensure we are meeting your needs.

