

Log In

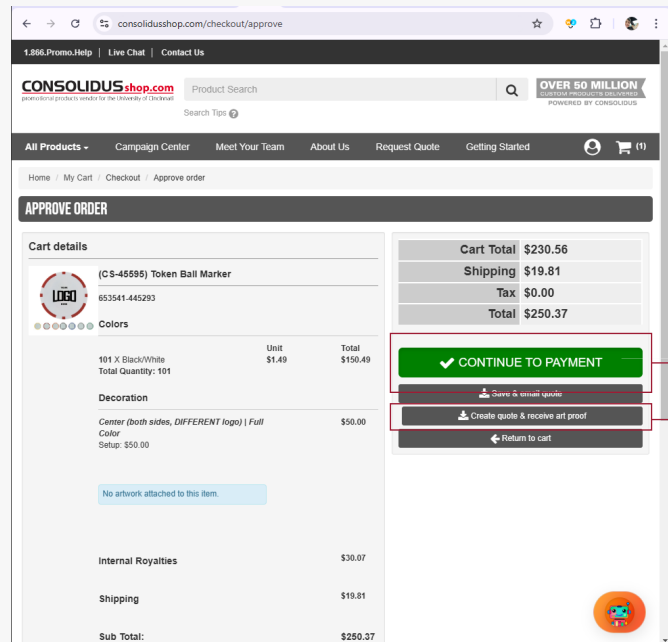


Log in through a PACE session or via ConsolidusShop.com's log-in page.

Build Quote



Build the colors, quantities, and imprints of your products and submit to request a proof.



Choose 'Continue to payment' if you plan to pay with PCard

Choose 'Create quote & receive art proof' if you are paying via PACE. All approvals must be received before you can punch out

Receive Proof Emails



Receive your art proof within 24 hours of submission.

You will also receive an automated email reminding you to submit your Internal Request Form.

First Email (sent with each proof)

Subject: Please Complete Your Licensing Request Form
Body: If your artwork incorporates any UC logos or information, we must have approval from UC Trademarks and Licensing before we can process your order.
 Links to 2024 Internal Request Form, and to their artwork proof.
 Attached: PDF copy of their quote

Second Email (artwork proof)

Subject: Your Artwork Proof is Ready
Body: Please review the artwork proof. Delays in proof approval can cause delays in production.
 Link: Links to their artwork proof



Submit Internal Request Form and Proof Approval



Approve your art proof(s) in the Consolidus system.

Submit your Internal Request Form for UC Licensing approval.

Internal Request Form

Internal Request Form
 Please complete multiple request forms if you are ordering multiple different products. If not, we will ask for you to re-submit the correct way and original submission will get denied.

Name *
 First Name: [] Last Name: []

Email *
 []
example@example.com

Phone Number *
 [(000) 000-0000]
Please enter a valid phone number.

What University of Cincinnati college department, administrative office, center, or club are you with?
 []

Vendor information:
 []

UC Licensing is notified when you submit your IRF

Consolidus Proof Approval Form

VIEW PRODUCT VIEW INVOICE

PLEASE REVIEW THE DETAILS AND OPTIONS BELOW

Please double check all details of this proof for accuracy. (i.e. phone numbers, email addresses, websites, etc.)
 Colors are for reference only. Colors on computer screens and/or printers may vary from the actual printed product.
 Customer is responsible for payment of all costs of printing if proof containing errors is approved. (screens, setup charges, any substrates), including corrections and reprints.

Approve proof
 Send to production as is.

Approve proof with comments
 Comments will be acknowledged, no additional proof will be sent.

Request change
 Comments will be acknowledged and an additional proof will be sent.

Consolidus is notified when you approve of the artwork

Consolidus Workflow Note

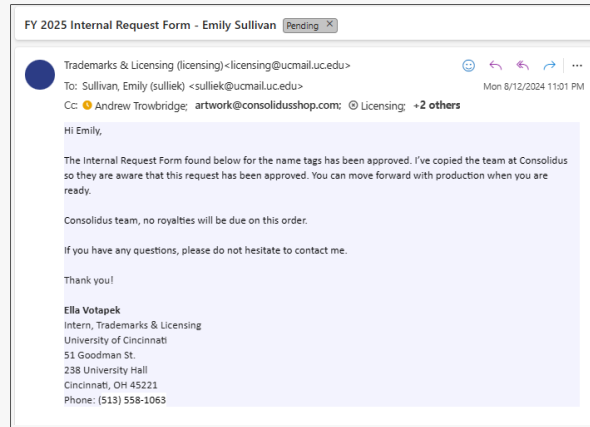
Once you approve your artwork, an email automatically goes to the Consolidus licensing team alerting them to the fact that we need approval on your Internal Request Form.

Receive UC Licensing Approval



The Consolidus team is copied on Licensing's response to the form.

- Program Manager: Watches to ensure the order stays on track, and that royalties are applied or removed as instructed
- Graphic Designer: Handles artwork revisions
- Consolidus Licensing: Marks UC's approval in the Consolidus system to trigger it to be ready for payment and production



UC Licensing copies Consolidus on decisions made on the requests

Submit Order Punchout or PCard



If you have already paid via PCard, your order will move to production.

If paying through PACE, the order is ready for punchout. Access ConsolidusShop through PACE, go to "Manage Quotes" and load your approved quote. Proceed to punchout back to PACE where you can submit for requisition. Consolidus will receive an electronic invoice, and your order will move to production.

If you haven't paid yet and you are paying with PCard, please email service@ConsolidusShop.com and request a payment link.

ID	Name	Created	Items	Total	PDF	Proofs
503889	---	04/10/2023 @ 07:17 AM	(150) X 1.25" x 1" Hard Enamel Pin	\$838.42		View Proofs & Quote Statuses

✓ PROCEED TO PUNCHOUT

When paying through PACE, access your account > Manage Quotes. Load your approved quote, double check details, and Proceed to Punchout

Receive



Your tracking information will be sent to you as soon as we receive it from the factory.

Note about Student Groups

RSOs (Registered Student Groups) need to have specific forms completed and approved prior to UC's licensing office being able to approve submissions that utilize University branding. If you are not sure if your Student Group is registered, please reach out to UC Trademarks & Licensing at licensing@ucmail.uc.edu