WRIGHTSTATEPROMOS.COM
Your Promotional Products Provider | Available Through WrightBuy

POWERED BY CONSOLIDUS

How to Punchout

Using Consolidus via WrightStatePromos
for branded merchandise for the Wright State University
A full punch out solution in WrightBuy



Punching Out on Your Own

So, you have it at your fingertips, here is how you punch out the order!



(fig. 1)

1. Go to your ***WrightBuy*** portal
2. Find the **Consolidus/WrightStatePromos icon/button,** click on that, it will take you to ***WrightStatePromos***. *(fig. 1)*
3. In the menu bar in the top right, you'll see *Welcome (with your name)*, click on it
4. Go to **"Manage Saved Carts",** then **"load cart"**
5. Then you just continue through the process and punch out the order!

Once we receive the PO, your order will move to production.

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.

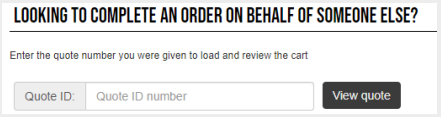

fig. 2: Area where users can search for quotes

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 Jagger to complete the requisition.

Having trouble within ***WrightBuy?*** Submit a Jagger Help Case