



MidAtlanticShop

Your Branded Materials Solution
POWERED BY CONSOLIDUS

Quick Start Guide



Using MidAtlanticShop.com for branded merchandise for Harford Community College



Shop for Branded Items

- Go to MidAtlanticShop.com
- Click on My Account (Upper right)
- Choose Register for your first visit and Login after that
- Browse product categories or search for something specific
- If you want something you do not see, contact your Program Manager (PM):

Call: 330.319.7200 or Email: service@MidAtlanticShop.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 (Harford approved marks)
 - 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
- Select Continue
- Select “Submit for Proofs & Approvals”


Cart Total	\$561.12
Shipping	\$136.00
Tax	\$0.00
Total	\$697.12

✓ SUBMIT FOR PROOF AND APPROVALS

For additional questions, contact Trademarks & Branding:
or the Office of Purchasing:



Approval Process

 Your request has been received!

Great News! Your quote has been submitted and received by our art team. Within 24 hours, you will receive a virtual proof.

You'll be able to finalize your order soon. Until then, hang tight and we'll get that proof over to you as soon as we can.

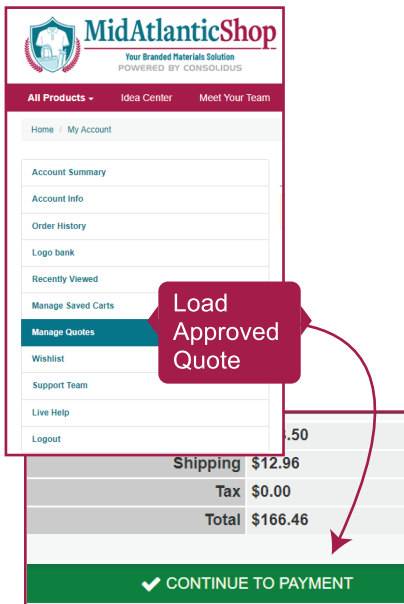
Questions? Please contact service@MidAtlanticShop.com

- **Review and approved your proof -**
Email from artwork@MidAtlanticShop.com
- **Upon your approval, the proof will be sent to BrandManager 360**
for design approval and application of royalties, when appropriate
- **After art is fully approved, your order is ready for payment -**
Email from service@MidAtlanticShop.com



Payment

- **If you are paying with a Purchase Order (PO):**
 1. Choose **Welcome, Your Name** in the upper right of the homepage
 2. Open **Manage Quotes** and find the approved quote
 3. **To the right, you will see an option to download a PDF**
 4. **Submit PDF to request PO through Cecil's PO process**
 5. **Upon approval, go to Manage Quotes, choose quote, follow screens to payment and choose Credit Terms - enter PO at the bottom and submit**
- **If you are paying with a CC or P-card:**
 - **Follow 1 and 2 above**
 - **Load the quote, follow the screens to payment and choose Online Credit Card input your CC information and submit**
- **Upon receipt of the PO or payment, your order will move to production**



MidAtlanticShop
Your Branded Materials Solution
POWERED BY CONSOLIDUS

All Products - Idea Center Meet Your Team

Home / My Account

Account Summary

Account Info

Order History

Logo bank

Recently Viewed

Manage Saved Carts

Manage Quotes

Wishlist

Support Team

Live Help

Logout

Shipping \$12.96

Tax \$0.00

Total \$166.46

✓ CONTINUE TO PAYMENT



Order Ships

- **When your order ships, you will receive an email with tracking information and a copy of your invoice for a PO/receipt for CC/P-card**
- **After your order arrives, please check it in promptly and let us know immediately of any issues so we can address quickly**
- **You will be emailed a feedback survey - please take a minute to complete this survey to tell us about your experience**