

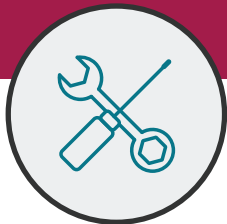


Using **MidAtlanticShop** to purchase branded merchandise for **Salisbury University**



Shop for Branded Items

- Go to www.MidAtlanticShop.com
- Click on “My Account” (upper right)
- Choose “Register” for your first visit or Login after that
- Browse product categories or search for something specific
- If you want something you don’t 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 (WSU 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
- Confirm Cart details and Submit for Proof and Approvals

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

SUBMIT FOR PROOF AND APPROVALS

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



Approval Process

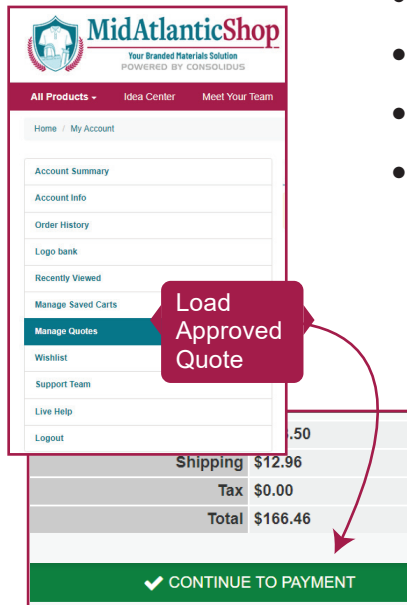
- Review and approve your proof – email from **artwork@MidAtlanticShop.com**
- Upon your approval, the proof will be sent to *brand@salisbury.edu* for design approval
- After art approval, you will be notified that your order is ready to finalize – email from **service@MidAtlanticShop.com**

<input type="radio"/> Approve proof <i>Send to production as is.</i>
<input type="radio"/> Approve proof with comments <i>Comments will be acknowledged; no additional proof will be sent.</i>
<input type="radio"/> Request change <i>Comments will be acknowledged and an additional proof will be sent.</i>



Finalizing and Payment

- Access your approved quote from your account page under **Manage Quotes**
- Select “Load Quote” and Save & Continue
- Double check details and Continue to payment
- If you are paying with a P-card, you can enter your P-card info
- If you are not paying with a P-card, select, “Third Party Payment” and enter Lori Borselli’s email address: **laborselli@salisbury.edu**
 - You will need to place a procurement request in the ticketing system
 - <https://support.salisbury.edu/plugins/servlet/desk/portal/4>
 - Make sure to select Central Purchasing
 - Include your estimate/invoice
 - Procurement will be able to connect the order to the site



Order Ships

- When your order ships you will receive an email with tracking information and a copy of your receipt
- Please check your order to make sure everything looks good
- After your order arrives, you may be emailed a feedback survey Please take a minute to complete this survey to tell us about your experience using MidAtlanticShop.com