

Follow these steps to place an order for Wor-Wic branded items through [MidAtlanticShop.com](https://MidAtlanticShop.com), accessed via the **Consolidus** tile in **Campus Cart**.



*Campus Cart tile*

## 1 Start at Campus Cart

- Log into **Campus Cart** and click the **Consolidus** tile — you'll be redirected to [MidAtlanticShop.com](https://MidAtlanticShop.com).
- Browse products using the **category menu** on the left, or type what you need into the **search bar** at the top.
- Click an item to view details, including **minimum order quantity** and **price breaks**.
- Need something custom or hard to find? Contact Consolidus at **330-319-7200** or [service@midatlanticshop.com](mailto:service@midatlanticshop.com).

## 2 Build Your Product

- From the product page, click **Build Product**.
- Choose your **color** and enter a **quantity** (must meet the minimum).
- Select your **imprint type** — e.g., screen print, full color, etc.
- Pick your **imprint location(s)**.
- Choose your **imprint color(s)**.
- Select your artwork from the **Logo Bank** (Wor-Wic approved marks), upload an art file, or reference past art in the artwork comments.
- If the artwork you need isn't in the Logo Bank, contact **Wor-Wic's Marketing Department** to have it uploaded.
- Click **Add to Cart**.

## 3 Review, Save & Submit Your Order

- From your cart, **add more items** or choose **Save & Continue**.
- Enter your **event date** if you have one. If you enter a date, you'll be asked for a short description of the event. If you have flexibility, answer **Yes** and explain in the comments — your **account manager** will reach out if there are any concerns with meeting your event date with the product selected.
- Click **Save & Continue** again to view your **full quote**, including shipping. This is a **fully executable quote** — it will match your requisition and final invoice.
- Click **Continue to Checkout** to return to Campus Cart and submit your requisition.

For additional questions, contact **CAMPUS CART Assistance**:  
**Angel 410-334-2913 | Allison 410-334-2918**

## 4 Art Approval Process

- Review and approve your proof — you will get an email from [artwork@midatlanticshop.com](mailto:artwork@midatlanticshop.com).
- Upon your approval, the proof will be sent to **Wor-Wic's Marketing Department** for final design approval.
- After final approval, your order will be ready for production once the Purchase Order is received.

## 5 Check Order Status

- Once your **Purchase Order is approved**, it routes back to Consolidus automatically and your order moves to production.
- Go to Campus Cart and click the **Consolidus** tile. You will be routed to MidAtlanticShop.com.
- Click **Welcome, [Your Name]** in the upper-right corner.
- Select **Order History** from the left-side menu and locate your order.
- The current status appears on the right (e.g., *Art Approval Received, In Production, Estimated Ship Date Scheduled, Shipped*).

## 6 When Your Order Ships

- You'll receive an email with **tracking information** when your order ships.
- Invoices are sent to [invoices@worwic.edu](mailto:invoices@worwic.edu) when your final item ships; a PDF copy is included in the tracking email.
- Inspect your products promptly after arrival — report any issues within 30 days to your **Account Manager** for quick resolution.
- A **feedback survey** will arrive by email about a week after shipment. These help us continue to meet your needs.

### Quick Tips

- Reach out to your **Account Manager** anytime: [service@midatlanticshop.com](mailto:service@midatlanticshop.com).
- Keep an eye on **Order History** in Campus Cart → Consolidus for real-time status updates.
- Any delays in approving proofs or PO approval may cause delays in receiving your items. If you are on a tight timeline, communicate with your **Account Manager** so you are aware of when things are needed to ensure smooth, timely delivery of your items. *Note: we cannot guarantee every item can be delivered in the timeline you request — your Account Manager is the best resource to navigate tight timelines.*