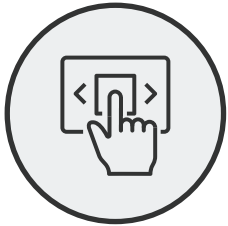


QUICK START GUIDE

CONSOLIDUS *PromoItems* in buyBAMA



Shop for Branded Items

- Go to the **Consolidus** tile in **buyBAMA**
- Browse product categories or search for something specific
- If you don't see what you need, contact Consolidus:
Call: 330-319-7200 or Email: service@consoliduspromoitems.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 (Alabama 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
- Select your desired delivery date
- Submit to request a proof



Approval Process

- Review and download your proof and quote
- Submit proof and quote through the **Branding and Licensing Form**
- Once you receive your approved form, return to Consolidus to approve your item(s)
- Once complete, you will receive an email within a day or two from service@consoliduspromoitems.com that your order is ready for checkout
- Take note of your Quote ID number



Finalize Your Order

- Visit **buyBAMA** and click on the **“Promo Items by Consolidus”** tile
- Click on **Welcome, Your Name**
- Select Manage Quotes and find the matching Quote ID number
- Confirm the details of your order, save your cart, and punch out to **buyBAMA**
- Once in **buyBAMA**, follow process to complete the order
- Confirm all details on the order – quantity, cost, additional services - to be sure it matches your quote
- Submit P-card payment to finalize the order and move to production



Order Ships

- When your order ships you will receive an email with tracking information
- Invoices will be sent when the last item ships showing \$0.00 balance
- After your order arrives, be sure to check in your products timely.
 - * Report any issues to your program manager for quick resolution.
- A week after your order ships, you will be emailed a feedback survey. These surveys help us ensure we are meeting your needs and your feedback is greatly appreciated.