

Using Consolidus**PROMOSHOP** for branded merchandise for Wichita State University
 A full punch out in **WuBuy**



Punching Out on Your Own

1. First, go to **WuBuy** and select the **Consolidus** tile (fig. 1)
2. **ConsolidusPromoShop** will open in a new window. If needed, check to be sure your pop-up blocker is not interfering.
3. Click on “*Welcome, Your Name*” in the upper right corner. This will open your Account Summary.
4. In the menu on the left, select **Manage Quotes**. You will see your quote here - select it and click **Load Cart**.
5. Click **Save and Continue** for the next 2 screens.
6. Review of your cart. Be sure everything is as you expected and choose **Continue**. The final step in the site is to **Continue to Punchout**. This will take you back to **WuBuy** to complete your request for PO.



fig. 1: WuBuy Tile

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.

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 WuBuy to complete the requisition.
5. Once the PO is received, the shopper will be notified and the order will move to production.

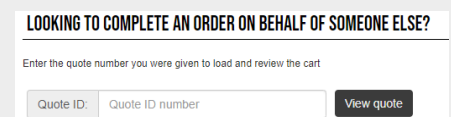


fig. 2: Area where users can search for quotes