

# QUICK START GUIDE

## Using Consolidus through Yo Mart



### Shop for Branded Items

- Go to **Yo Mart** and choose the **Consolidus** tile
- You will be redirected to **Consolidus**
- Browse product categories or search for something specific
- If you cannot find what you are looking for, reach out for a quote:  
*Call: 330-319-7200 or Email: [service@appstatepromos.com](mailto:service@appstatepromos.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 (**App State** 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
- If you have an event that you are purchasing your items for, select your desired delivery date
- Submit to request a proof



## Approval Process

- Review and approve your proof – email from [artwork@appstatepromos.com](mailto:artwork@appstatepromos.com)
- Upon your approval, the proof will be sent to *University Communications* for final design approval
- After Marketing approval, your order is ready for checkout – email from [service@appstatepromos.com](mailto:service@appstatepromos.com)
- Take note of your Quote ID number



## Finalize Your Order



- Visit **YoMart** and click on the **Consolidus** tile
- Click on **Welcome, Your Name** (upper right)
- Select Manage Quotes and find the matching Quote ID number

Load the Cart

- Confirm the details of your cart and choose Save & Continue  
If you have an event date, confirm it is correct or enter it here then choose Save & Continue again

Finally, choose Continue and then Click here to Punchout

- Once in **YoMart**, assign your cart or proceed to checkout
  - Only one Quote ID/cart can be processed per PO
- Complete all required requisition fields
- Confirm all details on the requisition – quantity, cost, etc.
- **Submit requisition**

Once the PO is approved, we will receive automatically and move your order to production

You will receive an email notifying you the PO was received



## Order Ships

- When your order ships you will receive an email with tracking  
This also triggers the electronic invoice in **YoMart**
- Invoices will be approved and paid electronically through **YoMart**
- After your order arrives, you will be emailed a feedback survey  
Please take a minute to complete this survey to tell us about your **Consolidus** experience.