

QUICK START GUIDE

Using **Consolidus** through **myFIUmarket**

FIU Promos

POWERED BY CONSOLIDUS



Shop for Branded Items

- Go to **myFIUmarket** and choose the **Consolidus** tile
- You will be redirected to **FIUpromos**
- 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@FIUpromos.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 (**FIU** 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 quote for Proofs and Approvals

Cart Total	\$285.60
Shipping	\$12.96
Tax	\$0.00
Total	\$298.56

✓ SUBMIT FOR PROOF AND APPROVALS

⚠ You must initiate a Punchout Session from myFIUmarket in order to complete this order. [Click here](#) to be redirected to your procurement system.

Licensing questions / Artwork : brand@fiu.edu
or myFIUmarket / Procurement questions : controller@fiu.edu or extension 7-7200



Approval Process

- Review and approve your proof – email from **artwork@FIUpromos.com**
- Upon your approval, the proof will be sent to *Licensing* for final design approval
- After Marketing approval, your order is ready for checkout – email from **service@FIUpromos.com**
- Take note of your Quote ID number



Finalize Your Order



- Visit **myFIUmarket** 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 **myFIUmarket**, 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 **myFIUmarket**
- Invoices will be approved and paid electronically through **myFIUmarket**
- After your order arrives, you will be emailed a feedback survey
Please take a minute to complete this survey to tell us about your **FIUpromos** experience.