

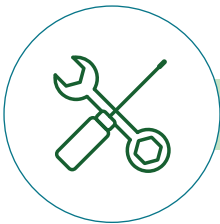


A complete guide for using **MarshallPromoShop** to purchase custom branded merchandise for Marshall University.



## Shop for Branded Items

- Access MarshallPromoShop.com through Marshall Marketplace by clicking on the appropriate tile
- You will be taken to MarshallPromoShop and an account is created for you
- Click on “My Account” (upper right) to verify your contact information
- Browse product categories or search for something specific
- If you want something you don’t see, contact your Program Manager (PM):  
Call: 330.319.7200 or Email: [service@MarshallPromoShop.com](mailto:service@MarshallPromoShop.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
  - 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
- Confirm Cart details and Submit for proof and approvals



## Approval Process

- Review and approve your proof
  - email from artwork@MarshallPromoShop.com
- Upon your approval, the proof will be sent to Marshall University licensing for approval
- After art approval, you will be notified that your order is ready to finalize
  - You will get an email from service@MarshallPromoShop.com

<input type="radio"/> Approve proof <i>Send to production as is.</i>
<input type="radio"/> Approve proof with comments <i>Comments will be acknowledged; no additional proof will be sent.</i>
<input type="radio"/> Request change <i>Comments will be acknowledged and an additional proof will be sent.</i>



## Finalizing Your Order

- Once prompted via email, you can access your approved quote by going to your Account page and selecting “Manage Quotes” from the left-hand menu
- Load your approved quote
- Verify details one last time and select, “Proceed to Punchout”
- You will be taken back to Marshall Marketplace where you will submit for requisition
- Your order will move to production once payment is sent from Marshall Marketplace



## Order Ships

- When your order ships, you will receive an email with tracking information and a copy of your receipt
- Please check your order to make sure everything looks good
- After your order arrives, you may be emailed a feedback survey  
Please take a minute to complete this survey to tell us about your experience using MarshallPromoShop.com