



Shop for Branded Items



- Go to **Jagger**, and choose the **Consolidus** tile
- You will be redirected to **TBRPromos.com**
- Browse product categories or search for something specific
- If you want a custom or an unusual item, contact Consolidus:
 - Call: 330.842.6218, or Email: service@TBRPromos.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 (**TBR** approved marks)
 - Or upload a custom graphic
 - Or use the comments area to indicate text to imprint (e.g., 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

Marketing POC - Virginia Moreland - virginia.moreland@tbr.edu

Procurement POC - Michelle Terry - michelle.terry@tbr.edu



Approval Process

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



Finalize Your Order



- Visit [Jagger](#) and click on the [Consolidus](#) tile
- Click on **Welcome, Your Name** (upper right)
- Select Manage Quotes and find the matching Quote ID number and load the cart
- Confirm the details on 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 **Jagger** assign your cart or proceed to checkout
 - Note: Only one Quote ID/cart can be processed per order
- Complete all required fields including shipping address
- Be sure to confirm the details of your order - quantity, cost, etc.
- **Submit Payment**
- Once submitted, we will receive your order and will move it to production
- You will receive an acknowledgement at this time letting you know your order was received.



Order Ships

- When your order ships you will receive an email with tracking.
- After your order arrives, you will be emailed a feedback survey. Please take a minute to complete this survey to tell us about your [TBRPromos.com](#) experience.