QUICK START GUIDE

RUTGERS | SWAG BY CONSOLIDUS

Using the Rutgers Swag Portal | swag.rutgers.edu

Shop for Branded Items

- Go to **swag.rutgers.edu**
- Login with your Net ID
- Go to My Account area to confirm your email address and phone number
- Browse product categories or search for something specific
- If you want a custom or unusual item, contact Consolidus:
  Call: 330-319-7205 or Email: service@swagbyconsolidus.com
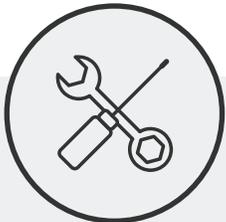
Build Your Product

- 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"
  - o Use the logo library (Rutgers approved marks)
  - o Or upload a custom graphic
  - o 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
- Select your desired delivery date
- Submit to request a proof

For additional questions contact **The Office of Trademark Licensing:** trademark@ucm.rutgers.edu, 848-932-0558, or the **Procurement Help Desk:** procure@finance.rutgers.edu

Approval Process

- Review and approve your proof – email from artwork@swagbyconsolidus.com
- Upon your approval, the proof will be sent to Rutgers Trademark Licensing for design approval and application of royalties, when appropriate
- After Trademark approval, your order is ready for checkout – email from service@swagbyconsolidus.com
- Take note of your **Quote ID** number

BRANDED SWAG
BY CONSOLIDUS

Finalize Your Order

- Visit RU Marketplace and click on the "Swag By Consolidus" tile
- Click on Welcome
- Select Manage Quotes and find the matching Quote ID number
- Confirm the details of your order, save your cart, and punch out to Marketplace
- Once in Marketplace, assign your cart or proceed to checkout
  - o Only one Quote ID/cart can be processed per PO
  - o For carts assigned to requisitioners, requisitioner will need to replace "prepared for" field with their own name
- Complete all required requisition fields (accounting string, room number, shipping address etc.)
- Confirm all details on the requisition – quantity, cost, additional services, royalties (if applicable)
- Submit requisition

Order Ships

- When your order ships you will receive an email with tracking information and a copy of your invoice
- Invoices will be approved and paid electronically through RU Marketplace
  - o Invoices over $5,000 will require approval by the requisitioner
- After your order arrives, you will be emailed a feedback survey Please take a minute to complete this survey to tell us about your swag portal experience.