



## Shop for Branded Items



- Visit the **Florida Atlantic Promos** tile in **WORKDAY**
- You will be redirected to **Florida Atlantic Promos.com**
- Browse product categories or search for something specific
- If you want a custom or an unusual item, contact Consolidus:
  - Call: 866.776.6643, or Email: [service@FloridaAtlanticPromos.com](mailto:service@FloridaAtlanticPromos.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 (**Florida Atlantic University** 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

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

If you have questions about placing a punchout purchase order, please directly go to: <https://fau.edu/training/workday>. If you have further questions, email [purchasing@fau.edu](mailto:purchasing@fau.edu) for assistance.



## Approval Process

- Review and approve your proof — email from **artwork@FloridaAtlanticPromos.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@FloridaAtlanticPromos.com**
- Take note of your Quote ID number



## Finalize Your Order



- Visit the **Florida Atlantic Promos** tile in **WORKDAY**
- 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 RUNWAY, 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 **WORKDAY**
- Invoices will be approved and paid electronically through **WORKDAY**
- After your order arrives, you will be emailed a feedback survey. Please take a minute to complete this survey to tell us about your **Florida Atlantic Promos** experience.