

Follow these five steps to browse, customize, and receive your branded merchandise. Whether you're ordering for an event, a department, or a recognition program, this guide walks you through the entire process.

YOUR ORDERING JOURNEY

1. Browse	2. Build	3. Approve	4. Checkout	5. Receive
Find your store & explore products	Configure color, quantity & artwork	Review and approve your proof	Finalize through your purchasing system	Track delivery & provide feedback

STEP 1: BROWSE & SHOP

Find your store and start exploring products

Navigate to your store — Go to your institution's marketplace or portal and select the branded merchandise tile. You'll be redirected to your dedicated store.

Browse or search — Explore product categories or use the search bar to find specific items by name, type, or keyword.

Need something custom? — Can't find what you're looking for? Reach out to your account team for a personalized quote on any item.

STEP 2: BUILD YOUR PRODUCT

Configure color, quantity, and artwork

Choose your specs — Select "Build Product," then pick a color, enter your quantity (note any minimums), and choose your imprint type and location.

Add your artwork — Upload a custom graphic or use the comments field to indicate imprint text (e.g., "Celebrating 50 Years").

Save or continue — Add to cart, then keep shopping or save and continue. Set your delivery date and either save as a quote or submit the order.

STEP 3: REVIEW & APPROVE

Sign off on your proof before production begins

Watch for your proof — You'll receive a digital mockup by email from artwork@UMichConsolidus.com.

Approve or request changes — Review artwork, colors, and placement. Request edits or approve to move forward.

Production begins — Once your proof and payment are confirmed, your order moves into production.

STEP 4: CHECKOUT

Finalize through your purchasing system

Pay with your Shortcode — Select Shortcode as your payment method, then enter your Shortcode in the required field. This is the primary payment method for University of Michigan orders.

Use a P-Card if needed — If a Shortcode isn't available, select Secure Payment Processing (P-Card) to pay by purchasing card. This should only be used when Shortcode isn't an option.

Order is locked in — Once payment clears, your order is queued for shipping.

The screenshot shows a 'SECURE CHECKOUT' page. At the top, there is a warning message: 'Warning: you have been transferred to our secure server in order to securely process the remainder of your order.' Below this, the order total is displayed as '\$272.91'. The 'Select payment method' section has 'Shortcode' selected with a radio button. A blue box highlights the 'Shortcode' option with the text: 'Please select your Shortcode below. If you have a P-Card, please include it as well. Delays in obtaining a Shortcode or P-Card will cause delays in production/delivery of your items. Your current credit terms apply. (No credit line has been set up for your account. You may still place an order; the order will be processed upon approval of your credit terms application.)' Below this, the 'Secure Payment Processing (P-card)' option is unselected. At the bottom, there are two input fields: 'Purchase order / ShortCode (required)' and 'Additional instructions regarding orderpayment'. Navigation buttons for 'Back' and 'Continue' are visible at the bottom of the form.

STEP 5: RECEIVE YOUR ORDER

Track delivery and share your experience

Tracking by email — You'll get a shipping confirmation with tracking details and a copy of your invoice.

Delivery to your door — Carriers handle the rest — keep an eye on tracking for your estimated arrival.

Share your feedback — A short survey will follow delivery so we can keep improving.