



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”
 - Use the logo library (Rutgers approved marks)
 - 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
- On the billing and shipping screen, enter your Student Organization’s **account code and Student Organization name**
- Continue and select Submit for proof and approvals



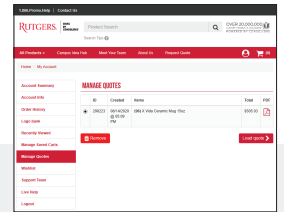
Approval Process

- Review and approve your proof – email from artwork@swagbyconsolidus.com
- Upon your approval, the **proof and invoice details** will be sent to the advisor for the Student Organization you designated
- Once the advisor approves, the proof will go to Rutgers Trademark Licensing for design approval
- After Trademark approval, your order is ready for checkout – email from service@swagbyconsolidus.com



Checkout Your Order

- Visit your account area on swagbyconsolidus.com
- Go to **Manage Quotes**, and load the quote you are working on
- Verify billing, shipping, and Student Org, then save & continue
- On the Secure Checkout screen, choose **Standard Payment**
- Your order will move to production and you will receive an order confirmation email



Delivery and Payment

- When your order ships, you will receive an email with tracking information and a copy of your invoice
- **Forward the invoice** via email to the Student Activities Business Office at sabo@echo.rutger.edu
- Treasurer enters the invoice into the sabo online system and receives a check request number
- Upon receipt of invoice and with successful matching of the check request to the invoice, Sabo will pay the invoice mailing the payment directly to the vendor