## **Trademark Licensing and Promotional Items**

Beginning Fall 2020, Rutgers University has introduced Consolidus as the one-stop shop for all promotional and swag/giveaway needs. This includes all student organizations and University departments. To make things easy, every design on the website is now pre-approved and makes ordering items for your organization much easier!

All items can be viewed at swag.rutgers.edu. All students can log on and browse using their Net ID. Presidents and Treasurers of each organization have the authorization to place order. Please see your advisor for information on how to log in.

All orders will be paid by invoice directly to Consolidus and will require your treasurer to submit a check request to SABO. Please be sure to also email /submit the invoice with the "C" number in the subject line to SABO@echo.rutgers.edu.

On the next page you will find a Step-By-Step Guide on how to purchase your organization's promotional items.

## WORKFLOW DIAGRAM

Email to Student Org

Email to Advisor

Email to UCM

## swag.rutgers.edu Shibboleth login screen appears requesting Net ID login Students are asked which location they are from Student shops for branded merchandise. They identify product(s) and customize it. Cart is saved and proof is created. Student confirms artwork proof and order details are to their liking. This login will connect the buyer with the responsible student organization adviser. If Advisor does not approve, Advisor confirms the student group has email is sent to student org. money and should be ordering this. "Your advisor did not approve this order." Order is modified (if needed) and a new proof is sent to the student. If yes, advisor approves artwork proof. Order is sent to UCM for artwork and order approval. UCM will approve or request changes. If UCM does not approve, email is sent to student org. "UCM did not approve this order." Order is modified (if needed) and a new proof is Once approved, Student Org is notified that the order is ready to move. Student Org places order. sent to the student. Invoice is emailed to both Student Org and Advisor. Order is created and shipped. This icon indicates when someone will receive an email from the Consolidus system. Student Group brings invoice to Student

Activities Business Office for payment.