

Trademark Materials Request

1. When you are ready to begin filling out your Trademark Materials Request form, return to the ShopBlue “Shopping Home” page and look for the Special Request tab under showcase (Figure 1).

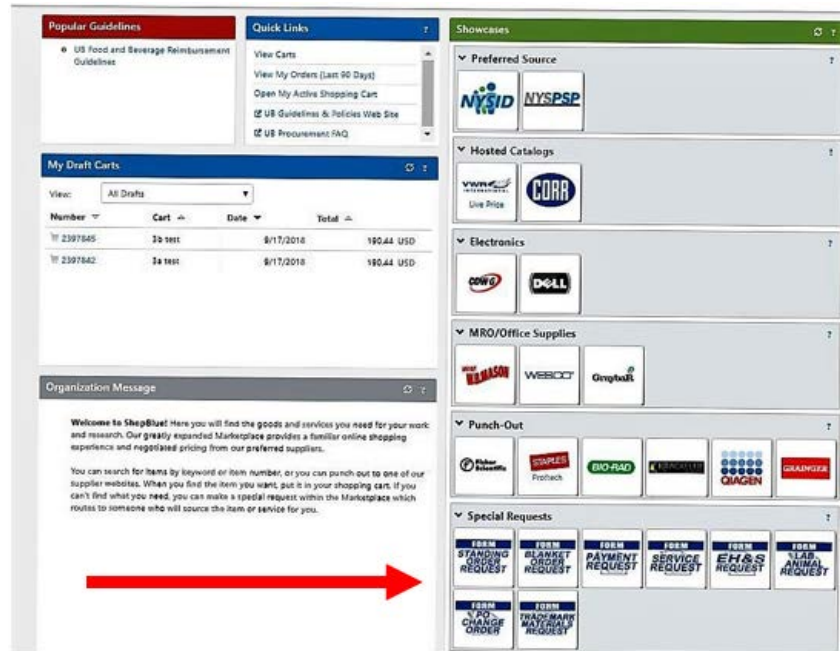


Figure 1

2. In the Special Request tab, click Trademark Materials Request (Figure 2).



Figure 2

3. The first step of the form is to search for and select your desired supplier (Figure 3).



Figure 3

SHOPBLUE

4. After the supplier has been selected, continue on to the form field sections. There are five required fields, once completed, you will add this form to your cart and proceed to checkout (Figures 4 and 5).

2. Contact Information ?

Are you the person to contact with any questions concerning this request? ☐ No (provide Contact below) ☐ Yes

If NO above provide the Primary Contact information here

Contact Name/Title:

Contact Department / Group / Office:

Contact Email and/or Phone Number:

100 characters remaining expand | clear

3. Product Use ?

How will this product be used? (select all that apply)

Resale for Profit ☐

Class / Office Use ☐

Promotion / Giveaway ☐

Uniform ☐

Resale: At Cost ☐

Resale: Above Cost ☐

Other (Identify below) ☐

Other (detail)

Hints:

- If selecting **NO**, be prepared with the Name, Department and Email of the person who should be contacted with questions
- Multiple boxes can be selected here

Figure 4

4. Identity Mark(s) and Text Details ?

Is the Imprinter different for the Supplier selected for this request? ☐ No ☐ Yes (provide details below)

If YES above, provide the Imprinter information here:

Imprinter; Name, Address, Phone Number, Email, etc.

500 characters remaining expand | clear

Attach all proposed Designs including all text and images that will be used on the final product (REQUIRED)

Internal Attachments

Add Attachments

5. Item / Material Details ?

Item / Product

Description	Price	Quantity	Ext. Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Packaging (UOM) 1 EA - Each

Attachments to be sent to Supplier
Supplier quote or supporting documentation

External Attachments

Add Attachments

Hints:

- If you are selecting **YES**, be prepared with the name, Address, Phone Number and Email of the vendor who is doing the Imprinting
- Be prepared with an electronic file of all proposed designs or you will not be able to complete this section
- Enter item description, quantity and price. If you need more than three line items, scroll to the top and select "Save to Cart and Add Another." Delete the line items that you previously entered and add your additional line items then select "Complete form and go to cart."

Figure 5

- When you have completed sections 1-5, scroll down to section 6 and select Yes or No to acknowledge this product is of satisfactory quality to represent the University (Figure 6).

6. Department / Organization Acknowledgement

I acknowledge the product requested here:

1. Is of satisfactory quality to represent our campus.

2. Will NOT be sold at a profit or used in a commercial promotion.

☐ No
☐ Yes

Total 0.00

Figure 6

- When you have completed the form, scroll up to the right hand corner and click “go” next to “Complete Form and Go to Cart” (Figure 7). Note: A form cannot be added to a cart that has either catalog or non-catalog items in it, so make sure your active cart is empty. If your active cart is not empty, please select “Add to new Cart” from the available actions dropdown.

Trademark / Artwork Request

Available Actions: Complete Form and Go To Cart Go Close

SUNY Trademark / Artwork Request

- This form must be used for any requests involving Campus logo imprinted materials. This includes: apparel, signage, banners, giveaways, exact reprints etc.
- All final design(s) and artwork must be attached to this request. All requests will require Trademark approval.
- You may identify/select a particular Supplier for this request, however Procurement Services may select a different Supplier in certain instances based on licensing guidelines, availability, etc.

Figure 7

- After you have submitted the form to your cart you will be able to proceed to checkout (Figure 8).

Shopping Cart for MICHAEL O'HARE

Continue Shopping

Name this cart: 2018-09-26 mpohare 01

Share my cart with others: No user groups available. Click here to create shared cart user groups.

Have you made changes? Update

Help Empty Cart Create New Cart Perform an action on (0 items selected) Select All

Great Idea Promotions Incorporated Edit more info...

S001MAINCHECK 10057 Greiner Road, Suite 7, ClarenceXYZ, NY 14031 US

Product Description	Unit Price	Quantity	Total
Trademark / Artwork Request open form...			0.00 USD
Summarized form fields Commodity Code: 00000000-0000000-53600 Default	0.00	1	0.00 USD
Supplier subtotal			0.00 USD

Hint: Click blue text to edit form before submitting

Figure 8

8. You are almost ready to go! Your last step, before placing your order, is to complete the sections that do not have a green check next to them (Figure 9).

Almost ready to go! The list below needs to be addressed before the request can be submitted.

- Required field: Account Source
- Required field: Account-SUNY
- Required field: Award-RF
- Required field: Exp Major-RF
- Required field: Exp Minor-RF

This is a partial list of errors. Click here to see all (16)

Requisition
2018-09-26 mpohare 01
Status: Draft
Document Total: 0.00 USD
What's next for my order?

Requisition

- General ✓
- Shipping ✓
- Billing ✓
- Purchasing Information ✓
- RF Approval Certification ✓
- Accounting Codes** ✓
- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Supplier Information ✓
- Final Review ✓

Accounting Codes

Account Source	Fiscal YR- SUNY	Account- SUNY	Account Override- SUNY	Project-RF	Project End Date	Task-RF	Award-RF	Award End Date	Exp Major- RF	Exp Minor- RF	TTO Docket- RF
no value Required field	no value Required field	no value Required field	no value	no value Required field	no value	no value Required field	no value Required field	no value	no value Required field	no value Required field	no value

SUNY Object

UNSPSC/Commodity	Object
no value	no value

Lines

Great Idea Promotions Incorporated

5001MAINCHECK

Figure 9

9. When the “Final Review” section has a green check next to it, your order is ready to be placed (Figure 10).

This order is ready to be placed.

Requisition
2018-09-26 mpohare 01
Status: Draft
Document Total: 0.00 USD
What's next for my order?

Requisition

- General ✓
- Shipping ✓
- Billing ✓
- Purchasing Information ✓
- RF Approval Certification ✓
- Accounting Codes ✓
- Internal Notes and Attachm... ✓
- External Notes and Attachm... ✓
- Supplier Information ✓
- Final Review** ✓

Final Review

General

Cart Name	2018-09-26 mpohare 01
Description	no value
Priority	Normal
Prepared by	MICHAEL O'HARE
Prepared for	MICHAEL O'HARE
Campus	University at Buffalo (28030)
Department	Assistant VP Procurement Services (1107)

Shipping

Ship To

Attn: Michael O'Hare
University at Buffalo
Bldg: Crofts Hall
North Campus

Place Order **Assign Cart**

Figure 10