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](image)

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

![Figure 2](image)

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

![Figure 3](image)
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).

Hint: If selecting NO, be prepared with the Name, Department and Email of the person who should be contacted with questions.

Hint: Multiple boxes can be selected here.

Figure 4

Hint: If you are selecting YES, be prepared with the name, Address, Phone Number and Email of the vendor who is doing the imprinting.

Hint: Be prepared with an electronic file of all proposed designs or you will not be able to complete this section.

Figure 5

Hint: 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.”
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).

![Figure 6](image)

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.

![Figure 7](image)

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

![Figure 8](image)

Hint: Click blue text to edit form before submitting.
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).

![Figure 9](image)

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

![Figure 10](image)