START A PROJECT

- Select "START A PROJECT" from the gold bar at the top of the page

NAME YOUR PROJECT

Name your project | TEST: AgoraCX Tutorial | E.g. "Swim Team Swag", "Art Department Spirit Gear"

Will the design include co-branding with outside entities?

○ Yes   ● No

Do you intend to resell your items?

○ Yes   ● No

How will you pay for your order?

● University Funds   ○ Non-University Funds

Which department on campus?

Creative Services

I verify that the fundraising/promotional project described above is only for the purpose the organization I represent and not for the profit of an individual.

Priya Exantus	▲˅	09/04/2019

Cancel Quote   I ACCEPT, Let's Create My Quote

- Name your project: you can name your project whatever you'd like.
- Co-Branding: this is for when an outside entity (i.e. PNC Bank) is sponsoring an item; in most cases this will be NO.
- Resell: this should be <u>NO</u>. Items intended for resale may not be ordered using AgoraCX. Please contact licensing@towson.edu for information on reselling items.
- Funding: this should always be University Funds. "University Funds" means you will be paying using a Procard, a university purchase order, or through a foundation account. If you intend to fund your purchase using personal funds or other (non-university) funds, please contact licensing@towson.edu.

CHOOSE YOUR PRODUCT CATEGORY

Choose your product category:

| Choose a Product Category | ▾ | ? | | Nothing selected | ▾ | ? |

Tell us more about the product you want:

Keep in mind, the more detail you can provide, the more helpful suppliers will be in returning offers to you. It will also help speed up the process.

| Type of Product* | ? | | Desired Item Brand | ? |
| Desired Item Color | | | Style/SKU (Optional) | |

Upload Idea

Would you like to receive quote offers for comparable style options?

○ Yes, please!   ○ No, thanks.

Additional comments

?

- Product Category: choose between Apparel and Non-Apparel.
- Sub Category: select the option that best describes the item you are looking to purchase.
- Type of Product: the item you are looking to purchase (water bottle, pen, t-shirt, etc.).
- Brand: indicate if you want a specific brand (i.e. Under Armour).
- Color: item color.
- Style/SKU: specify if you want a particular style (Gildan 5000). If you are open to options, or don't have a specific style in mind, leave this blank.
- Upload Idea: in order to give the vendor a better idea of what you are looking for, it is highly recommended that you upload an image of, or similar to, the item of interest. A Google image is great!
- Comparable Styles: select yes if you are open to options. Select no if you are looking for a very specific style.
- Comments: enter additional details of the item.

ENTER PRICING AND QUANTITY

Tell us your thoughts on pricing:

Do you have a budget for this item?

○ Yes   ○ No   ○ I'm not sure. I'll know better once I receive some offers.

Overall, what level of quality are you looking for in this item?

○ Good (cheapest option)   ○ Better (mid-range price / quality)   ○ Best (cost more / highest quality)

Enter item quantities: ⓘ

If you're not sure of the exact number, enter your best guess. Then be sure to let us know your numbers are estimates.

For Apparel Items

Men's or Unisex Sizes & Quantities

MXS	MSM	MMD	MLG	MXL	M2XL	M3XL	M4XL

Women's Sizes & Quantities

WXS	WSM	WMD	WLG	WXL	W2XL	W3XL	W4XL

Youth Sizes & Quantities

YXS	YSM	YMD	YLG	YXL

For Non-Apparel Items (or unique apparel sizes not included in the table above, like 6XL, etc.) ⓘ

Size	QTY	⊗

Are the quantities you entered estimates or the exact quantities you need?

○ Estimates   ○ Exact

Additional comments for quantity ranges, etc.

- Budget: a ballpark figure allows your vendors to recommend items that fall within your budget.
- Quality: choose the level most appropriate for your item/order.
- Quantities: if you don't know the exact numbers, estimate them as best as you can – vendors have to manually enter the quantities they are quoting, so they can adjust the numbers after you submit the quote if changes need to be made.
- Non-Apparel Items/Unique Apparel Sizes: if your item doesn't qualify a size (i.e. a pen), leave the size field blank. If your item warrants a size (i.e. a mug), please enter a size.
- Exact vs. Estimates: let your vendors know if the quantities you have listed are exact or if they are estimates and could potentially change.

ENTER DECORATION DETAILS

Will this product be decorated? (Yes) (?)

Keep in mind, the more detail you can provide, the more helpful suppliers will be in returning offers to you. It will also help speed up the process.

Decoration Location 1

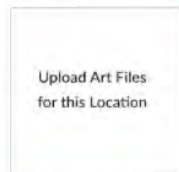| Select Decoration Location * ▾ (?)	Decoration Type * ▾ (?)
	Color 1: [PMS] [HEX]
	Total number of colors used in this decoration: 0

See the Towson Style Guide

Upload Art Files
for this Location

Upload Art

Additional Comments (?)

Save Location 1

Would you like to see different pricing options based on decoration methods, number of colors, or number of locations?

○ Yes, please!   ○ No, thanks.

- Decoration Location: select where you want the product to be decorated.
- Decoration Type: select how this product will be decorated.
  - Screen Printing: ink based printing that is best suited for larger quantities.
  - Digital Printing: computer based printing that is best suited for intricate designs involving a large number of colors and/or low quantities.
  - Embroidery: decorating technique using needle and thread.
  - Engraving: the process of cutting or carving a design on a hard surface
  - Sublimation: Also referred to as dye sublimation. It is a digital printing method that uses full color artwork that works with polyester and polymer-coated substrates.
  - Embossed/Debossed: processes of creating either raised (embossed) or recessed (debossed) relief images and designs in paper and other materials.
- Color: enter every PMS color you will be using in your design; you can reference https://brand.towson.edu/visual-guidelines/color/ for specific colors in TU'S brand palette.
- Upload Art: please upload the logo you wish to use in PDF format; the PDF verions of the logo are vector art and what the vendor will need from you for production purposes.
- If you need additional imprint locations (i.e. front and back), click "Save Location 1" and then provide details for the additional location(s).
- Pricing Options: if you select yes, please enter in the comments box the alternative options you'd like to see (i.e. 1 color vs. 3 color, screen print vs. digital print vs. embroidery).
- Select the vendor(s) that you want quotes from.

SUBMIT YOUR QUOTE

Items in Project Request

	Item	Color	Additional Product Details	Brand	Supplier	Actions
⊕	T Shirt				Towson Demo Supplier	Remove / Edit

[Add Another Product]

Project Summary

Project ID: P-29942	EDIT	SHIPPING ADDRESS	EDIT	BILLING ADDRESS	EDIT

Project : Test

Quote By:

When do you need to hear back from Supplier ? If this isn't a rush order, make sure you provide at least one week.

Quote By Date

In-Hands Date:

Please provide as much time as possible to allow adequate delivery time. Generally, Supplier need 1-4 weeks for delivery, depending on the item.

In-Hands Date

Shipping Preference:

I need this shipped

Authorization Form Review: View

SHIPPING ADDRESS
Priya Exantus
8000 York Road
Towson, MD US 21252
410-704-4261

BILLING ADDRESS
Priya Exantus
8000 York Road
Towson, MD US 21252
410-704-4261

[Cancel Request] [Save as Draft] [Add Another Product] [Submit Request]

- Quote By Date: when you need to receive quotes back from the vendors.
- In Hands Date: when you need the items delivered by; if you need them for an event, it is best to pad this date by a few days/weeks.
- Shipping Preference: select the option that best suits your needs.
- Shipping/Billing Address: if you are a new user, you will need to edit these fields to continue. The system will remember your entry and save the information moving forward, but you will always be able to update it if you need to change this information for any reason.
- Click "Submit Request". After this step, you will no longer have the ability to edit the quote.

CHECK THE STATUS OF YOUR QUOTE

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-29942	Test	11/04/2021	TBD	TBD	Quote Request Submitted
P-22481	TEST: AgoraCX Tutorial				Draft

- Double check that your project status says "Quote Request Submitted". If it says "Draft", your quote was <u>not</u> sent to the vendor(s).

REVIEW YOUR QUOTES

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-29942	Test	11/04/2021	TBD	TBD	Pending your review

Project Overview

Project Name: Test
Project Request ID: P-29942
Request Date: November 04, 2021
In-Hands Date: January 01, 2022
AUTHORIZATION FORM: View
Payment Track: Customer to pay supplier directly
> Download Quotes Summary

SHIPPING ADDRESS
Priya Exantus
8000 York Road
Towson, MD 21252
PHONE
410-704-4261

BILLING ADDRESS
Priya Exantus
8000 York Road
Towson, MD 21252
PHONE
410-704-4261

T Shirt — 1 of 1 Responded — $436.14

TOWSON DEMO SUPPLIER

Version 1: 29942-20211104-V1
Created: November 04, 2021

Version 1 Notes:
> Print or Download Quote

Quote Total: $436.14

Accept & Send For Licensing Review
View Quote Details
Decline This Supplier's Quote

QUOTE SUMMARY

QUOTE NUMBER: 29942-P-29942
Supplier Name: **Towson Demo Supplier**
DATE: **November 04, 2021**
VAILD UNTIL: **12/31/2021**
Shipping Details: **UPS 3 Day**

- Pending your review: status of your project after a vendor responds.
- Please note that a vendor may respond with multiple versions, <u>but you can only send one to licensing for review.</u> If there are elements that you like in both versions, please ask the vendor to create an additional version that encompasses all of the details.
- Once you send your quote to Licensing for review, vendors will not be able to submit multiple versions. The quote is final.

SELECT A QUOTE TO SEND TO LICENSING FOR REVIEW

Project ID	Project Name	Request Date	Offer(s) Awarded To	Order #s	Status / Action
P-22483	TEST: AgoraCX Tutorial	09/04/2019	Towson Demo Supplier	TBD	Sent for Licensing Review

Project Overview

Project Name:TEST: AgoraCX Workshop

Project Request ID:20786

Request Date: April 23, 2019

In Hands Date: June 30, 2019

Authorization Form: View

Payment Method: Credit Card via AgoraCX

SHIPPING ADDRESS
Priya Exantus
8000 York Road
Towson,MD 21252
PHONE
410-704-4261

BILLING ADDRESS
Priya Exantus
8000 York Road
Towson,MD 21252
PHONE
410-704-4261

Koozie   1 of 1 Responded   Pending Licensing Review

TOWSON DEMO SUPPLIER

Version 1: 20786-20190423-V1

Created: April 23, 2019

Version 1 Notes:

Quote Total: $269.05

Quote Sent for Review
View Quote Details

Version 2: 20786-20190423-V2

Created: April 23, 2019

Version 2 Notes:
200 is the minimum on this item

Quote Total: $578.55

Declined
View Quote Details

QUOTE SUMMARY

QUOTE NUMBER: 20786-20786

Supplier Name: Towson Demo Supplier

DATE: July 11, 2019

VAILD UNTIL: 06/08/2019

Shipping Details: UPS Ground

- Select a version and send to Licensing for review. Status of the project will read "Sent for Licensing Review"
- **It is important to note that once you submit a quote to Licensing for review, your quote <u>cannot be edited and if you need to make a change, you will need to submit a new quote.</u>
- Please allow 24-48 hours for Licensing review. If you need a faster turnaround time, please email licensing@towson.edu with the Project ID number.

FINALIZE YOUR ORDER

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-29942	Test	11/04/2021	Towson Demo Supplier	TBD	Quote Confirmed > Accept Quote

Project Overview

Project Name: TEST: AgoraCX Workshop
Project Request ID: 20787
Request Date: April 23, 2019
In Hands Date: June 30, 2019
Authorization Form: View
Payment Method: Credit Card via AgoraCX

SHIPPING ADDRESS
Priya Exantus
8000 York Road
Towson, MD 21252
PHONE
410-704-4261

BILLING ADDRESS
Priya Exantus
8000 York Road
Towson, MD 21252
PHONE
410-704-4261

T-Shirt	1 of 1 Responded	Quote Confirmed by Licensing

TOWSON DEMO SUPPLIER

Version 1: 20787-20190423-V1
Created: April 23, 2019

Version 1 Notes:

Quote Total: **$194.44**

Declined

View Quote Details

Version 2: 20787-20190423-V2
Created: April 23, 2019

Version 2 Notes:
This is a performance tee that is a 50/50 blend of polyester and cotton.

Quote Total: **$240.79**

Order Now

View Quote Details

Decline Order

QUOTE SUMMARY

QUOTE NUMBER: **20787-20787**

Supplier Name: **Towson Demo Supplier**

DATE: **April 23, 2019**

VAILD UNTIL: **06/08/2019**

Shipping Details: **UPS Ground**

- Quote Confirmed > Order Now: Licensing has confirmed your quote and you need to finalize your order
- Click "Order Now"; this does NOT confirm your order – please continue to the next steps!

SUBMIT YOUR ORDER

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-29942	Test	11/04/2021	Towson Demo Supplier	TBD	Action Required

Project Overview

Project Name: Test

Project Request ID: P-29942

Request Date: November 04, 2021

In-Hands Date: January 01, 2022

AUTHORIZATION FORM: View

Payment Track: Customer to pay supplier directly

> Download Quotes Summary

SHIPPING ADDRESS
Priya Exantus
8000 York Road
Towson, MD 21252
PHONE
410-704-4261

BILLING ADDRESS
Priya Exantus
8000 York Road
Towson, MD 21252
PHONE
410-704-4261

T Shirt	1 of 1 Responded	Pending Order Placement

Version 1: **29942-20211104-V1**
Created: November 04, 2021

Version 1 Notes:

> View Licensing Comments and Attachments

> Print or Download Quote

Quote Total: **$436.14**

Pending Order Placement > Go to Checkout

View Quote Details

Decline Order

TOWSON DEMO SUPPLIER

QUOTE SUMMARY

QUOTE NUMBER: **29942-P-29942**

Supplier Name: **Towson Demo Supplier**

DATE: **November 04, 2021**

VAILD UNTIL: **12/31/2021**

Shipping Details: **UPS 3 Day**

- Action Required: this appears when you've clicked "Order Now", but did not complete the checkout process. Your order is <u>not</u> complete.
- Click "Pending Order Placement > Go to Shopping Cart".
- Review your order and scroll to the bottom.
- Click "Submit Order"
  - o Vendors will NOT begin fulfillment of your order until this step is complete!

CHECK THE STATUS OF YOUR PROJECT

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-29942	Test	11/04/2021	Towson Demo Supplier	34483	Accepted Quote | Archive

- Please note: your order will NOT enter production until the Status/Action reads "Accepted Quote | Archive".