

START A PROJECT



Need Custom Merchandise?
You're in the right place.

Start Now

- To get started, select "START A PROJECT" from the blue bar at the top of the page or the "START NOW" button on the homepage.

NAME YOUR PROJECT

Name your project 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

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.

Electronic Signature of Authorized Representative 10/04/2022

[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. ABC Bank) is sponsoring an item; in most cases this will be NO.
- Resell: do you intend to sell these items? If so select yes.
- Funding: this should always be University Funds. "University Funds" means you will be paying using a P-card or through a university purchase order. If you intend to fund your purchase using personal funds or other (non-university) funds, please contact licensing@tamucc.edu.

CHOOSE YOUR PRODUCT CATEGORY

Choose your product category:

Choose a Product Category ? ?

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. Adidas).
- 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

Non-Apparel Item Quantities ?

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. tote bag), 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 ARTWORK DETAILS

Will this product be branded? Yes ?

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

Artwork Location 1

Select Artwork Location * ? Decoration Type * ?

Link: University Logos (reference and view only)

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

Yes, please! No, thanks.

Cancel Quote

- Artwork Location: select where you want artwork on the product.
- 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://www.tamucc.edu/marketing-and-communications/style-guide/color-palette.php> for specific colors in TAMU-CC'S brand palette.
- Upload Art: upload the logo/art you wish to use for the design. You can reference <https://www.tamucc.edu/marketing-and-communications/style-guide/official-logos.php> for official university logos.
- 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. We encourage selecting multiple vendors to explore pricing options. HUB vendors are indicated by an icon for easy reference.

SUBMIT YOUR QUOTE

Items in Project Request

	Item	Color	Additional Product Details	Brand	Supplier	Actions
+	standard t-shirt	royal blue			The Corexpand Supplier Network	Remove / Edit

[Add Another Product](#)

Project Summary

Project ID: P-31626

[EDIT](#)

SHIPPING ADDRESS

[EDIT](#)

BILLING ADDRESS

Project : Event t-shirts

Ashley Larrabee
6300 Ocean Dr.
Unit 5726
Corpus Christi, TX US 78412
361-825-3020

Ashley Larrabee
6300 Ocean Dr.
Unit 5726
Corpus Christi, TX US 78412
361-825-3020

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](#)

[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

Projects and Accepted Quotes Quick View

Open Project

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-31626	Event t-shirts	10/04/2022	TBD	TBD	Quote Request Submitted

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

REVIEW YOUR QUOTES

Open Project

Project ID	Project Name	Request Date	Offer(s) Awarded To	Accepted Quote #s	Status / Action
P-31590	ashley test	09/30/2022	TBD	TBD	Pending your review

[◀ Back to My Quotes](#)

Project Overview

Project Name: ashley test

Project Request ID: P-31590

Request Date: September 30, 2022

In-Hands Date: October 28, 2022

AUTHORIZATION FORM: [View](#)

Payment Track: Customer to pay supplier directly

[> Download Quotes Summary](#)


SHIPPING ADDRESS

Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-9020

BILLING ADDRESS

Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-9020

Metal Tumbler 1 of 1 Responded \$250.36



Version 1: [31590-20221003-V1](#)
Created: October 03, 2022

Quote Total: \$250.36

Version 1 Notes:
thx for your business!

[> Print or Download Quote](#)

[Accept & Send For Licensing Review](#)

[View Quote Details](#)

[Decline This Supplier's Quote](#)

QUOTE SUMMARY

QUOTE NUMBER: 31590-xyz
Supplier Name: CX Test Supplier 1
DATE: October 03, 2022
VALID UNTIL: 10/07/2022
Shipping Details: UPS Ground

- Pending your review: status of your project after a vendor responds.
- Please note that a vendor may respond with multiple versions, but you can only send one to licensing for review. **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	Accepted Quote #s	Status / Action
P-31626	Event t-shirts	10/04/2022	The Corexpand Supplier Network	TBD	Sent for Licensing Review

Project Overview

Project Name: Event t-shirts

Project Request ID: P-31626

Request Date: October 04, 2022

In-Hands Date: October 28, 2022

AUTHORIZATION FORM: [View](#)

Payment Track: Customer to pay supplier directly

> [Download Quotes Summary](#)

SHIPPING ADDRESS

Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-3020

BILLING ADDRESS

Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-3020

standard t-shirt
1 of 1 Responded
Pending Licensing Review

The CoreXpand Supplier

QUOTE SUMMARY

QUOTE NUMBER: 31626-xyz
Supplier Name: The Corexpand Supplier Network
DATE: October 06, 2022
VALID UNTIL: 10/07/2022
Shipping Details: UPS Ground

Version 1: [31626-20221004-V1](#)
Created: October 04, 2022

Quote Total: **\$598.66**

Quote Sent for Review

View Quote Details

Version 1 Notes:
thx Ashley!

> [View Licensing Comments and Attachments](#)
> [Print or Download Quote](#)

Version 2: [31626-20221004-V2](#)
Created: October 04, 2022

Quote Total: **\$298.57**

Declined

View Quote Details

Version 2 Notes:
buyer calls and asks for new quantities, supplier submits new version b4 buyer accepts. Now no need to redo, buyer simply accepts this quote.

> [Print or Download Quote](#)

- Select a version and send to Licensing for review. Status of the project will read "Quote sent for review"
- ****It is important to note that once you submit a quote to Licensing for review, your quote cannot be edited and if you need to make a change, you will need to submit a new quote.**
- Please allow 24-48 business hours for Licensing review. If you need a faster turnaround time, please email marcom@tamucc.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-31626	Event t-shirts	10/06/2022	The Corexpand Supplier Network	TBD	Quote Confirmed > Accept Quote

Project Overview

Project Name: Event t-shirts
Project Request ID: P-31626
Request Date: October 04, 2022
In-Hands Date: October 28, 2022
AUTHORIZATION FORM: [View](#)

Payment Track: Customer to pay supplier directly
> [Download Quotes Summary](#)

SHIPPING ADDRESS
Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-3020

BILLING ADDRESS
Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-3020

standard t-shirt 1 of 1 Responded Item Confirmed > Order Now

The CoreXpand Supplier

QUOTE SUMMARY
QUOTE NUMBER: 31626-xyz
Supplier Name: The Corexpand Supplier Network
DATE: October 06, 2022
VALID UNTIL: 10/07/2022
Shipping Details: UPS Ground

Version 1: [31626-20221004-V1](#)
Created: October 04, 2022
Quote Total: \$598.66

Version 1 Notes:
thx Ashley!

> [View Licensing Comments and Attachments](#)
> [Print or Download Quote](#)

Version 2: [31626-20221004-V2](#)
Created: October 04, 2022
Quote Total: \$298.57

Version 2 Notes:
buyer calls and asks for new quantities, supplier submits new version
b4 buyer accepts. Now no need to redo, buyer simply accepts this quote.

> [Print or Download Quote](#)

[Order Now](#)
[View Quote Details](#)
[Decline Order](#)

Declined
[View Quote Details](#)

- 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-31626	Event t-shirts	10/06/2022	The Corexpand Supplier Network	TBD	Action Required

Project Overview

Project Name: Event t-shirts
Project Request ID: P-31626
Request Date: October 04, 2022
In-Hands Date: October 28, 2022

SHIPPING ADDRESS
Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-3020

BILLING ADDRESS
Ashley Larrabee
6300 Ocean Dr. Unit 5726
Corpus Christi, TX 78412
PHONE
361-825-3020

AUTHORIZATION FORM: [View](#)

Payment Track: Customer to pay supplier directly
> [Download Quotes Summary](#)

The screenshot shows a quote summary for a 'standard t-shirt' with 1 of 1 responses. The quote is from 'The CoreXpand Supplier' and has a total value of \$598.66. The quote was created on October 04, 2022. The version is 31626-20221004-V1. The notes mention 'thx Ashley!'. There are three buttons: 'Pending Order Placement > Go to Checkout' (blue), 'View Quote Details' (green), and 'Decline Order' (blue). The quote number is 31626-xyz and the supplier name is The Corexpand Supplier Network.

- Action Required: this appears when you've clicked "Order Now," but did not complete the checkout process. Your order is not complete.
- Click "Pending Order Placement > Go to Checkout"
- Review your order and scroll to the bottom.
- Click "Submit Order"
 - Vendors will not be notified of your intent to place the order until this step is complete!

CONTACT VENDOR FOR PAYMENT

- AgoraCX is a bid acquisition platform only. Once you have accepted a vendor's quote, contact the vendor directly to arrange payment for the order via a Purchase Order or P-card following university purchasing guidelines.
- Note - production for your order will not start until you have coordinated payment with the selected vendor.