

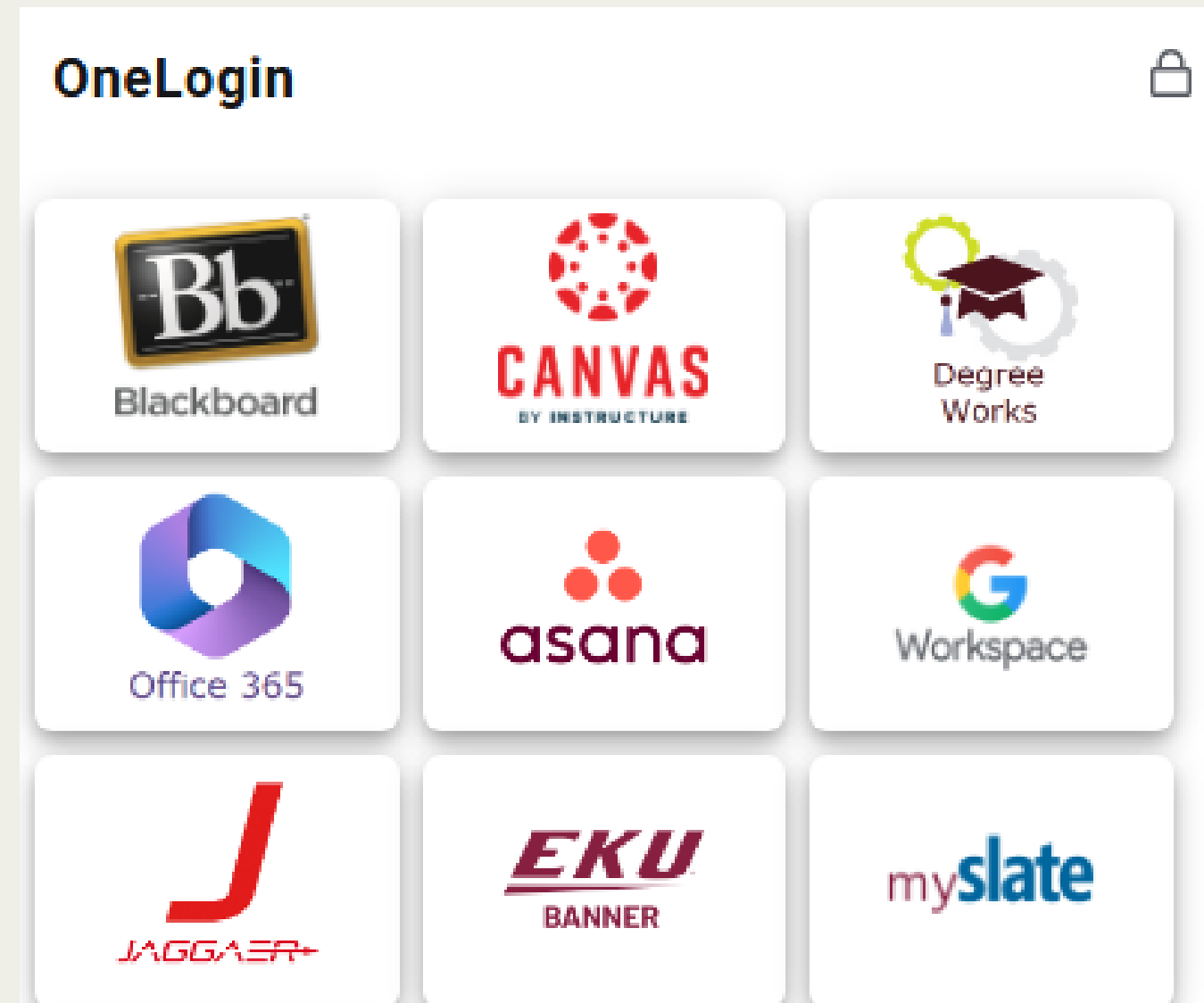
CLUB COLORS



E K U J A G G A E R

PUNCHOUT CATALOG OVERVIEW

Login to JAGGAER

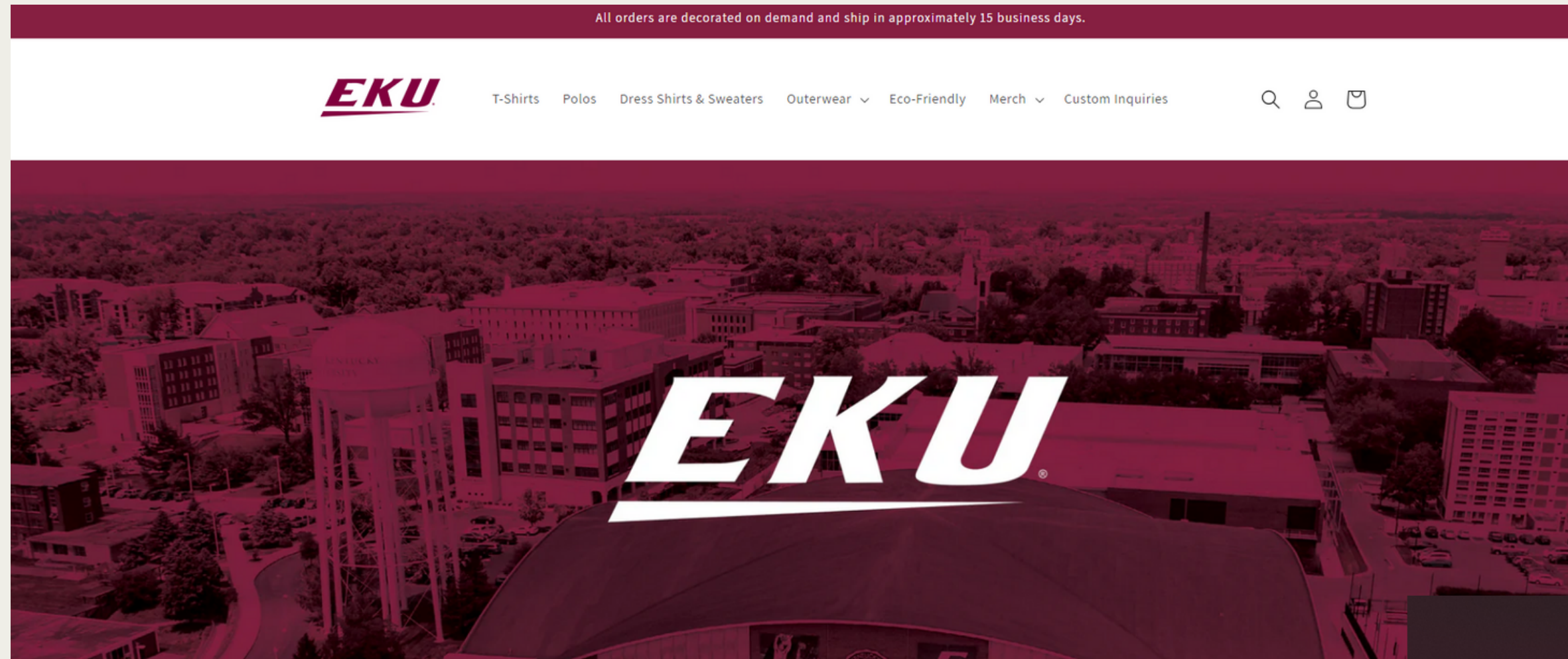


Choose the Club Colors icon located in the Catalog section of the
EKU JAGGAER Shopping Home Page



Only access the catalog for orders through EKU JAGGAER
DO NOT try and use a direct URL link to the catalog.

You will be redirected to the page shown below

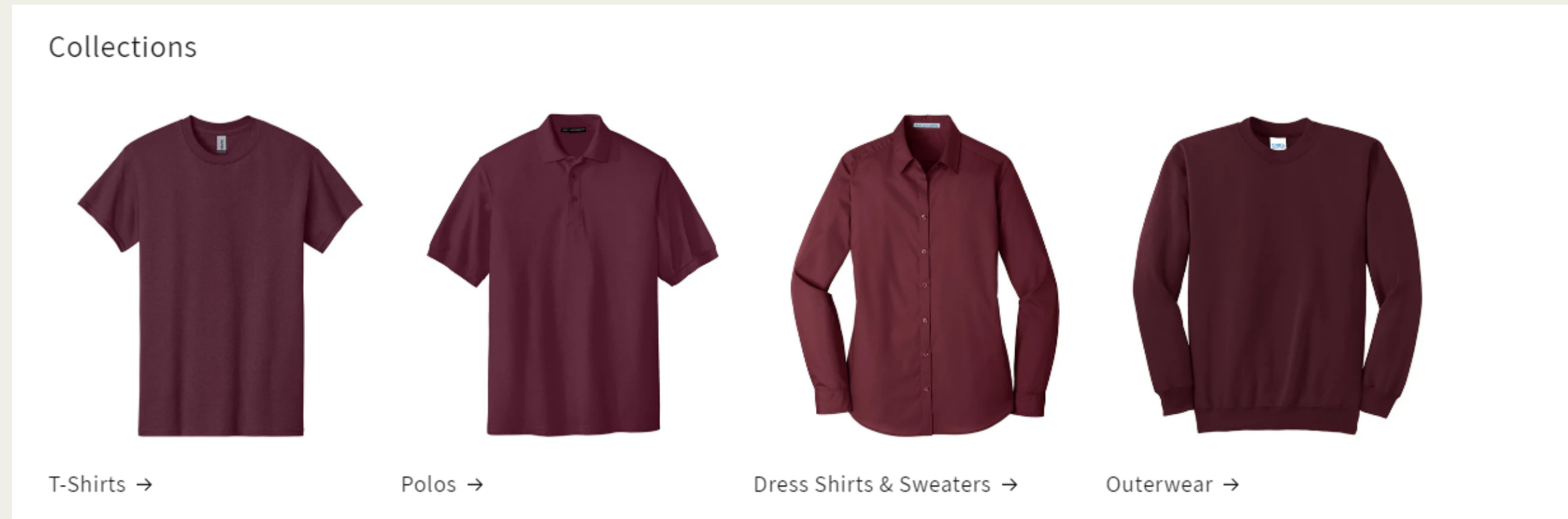


Item categories are listed at the top of the page.
All items viewable in the catalog are pre-approved
for branding use through CBM and Procurement.

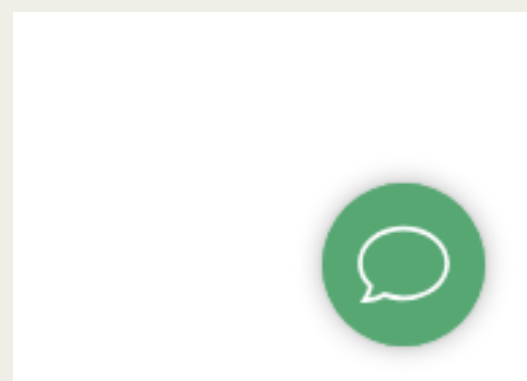
Shoppers DO NOT Need to Submit Items Chosen in
the Catalog to the CBM Approval Form

[T-Shirts](#)[Polos](#)[Dress Shirts & Sweaters](#)[Outerwear](#) ▼[Eco-Friendly](#)[Merch](#) ▼[Custom Inquiries](#)

Pre-populated Categories are Listed on the Bottom of the Catalog Landing Page



Assistance for the working inside the catalog is available via the green Chatra based bot or the listed email / phone number. For assistance with errors bringing orders into ECU JAGGAER from the catalog, please contact adm.purchasing@ecu.edu

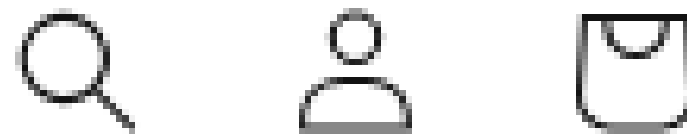


Need assistance? We are here to help

1-847-490-3636

help@clubcolors.com

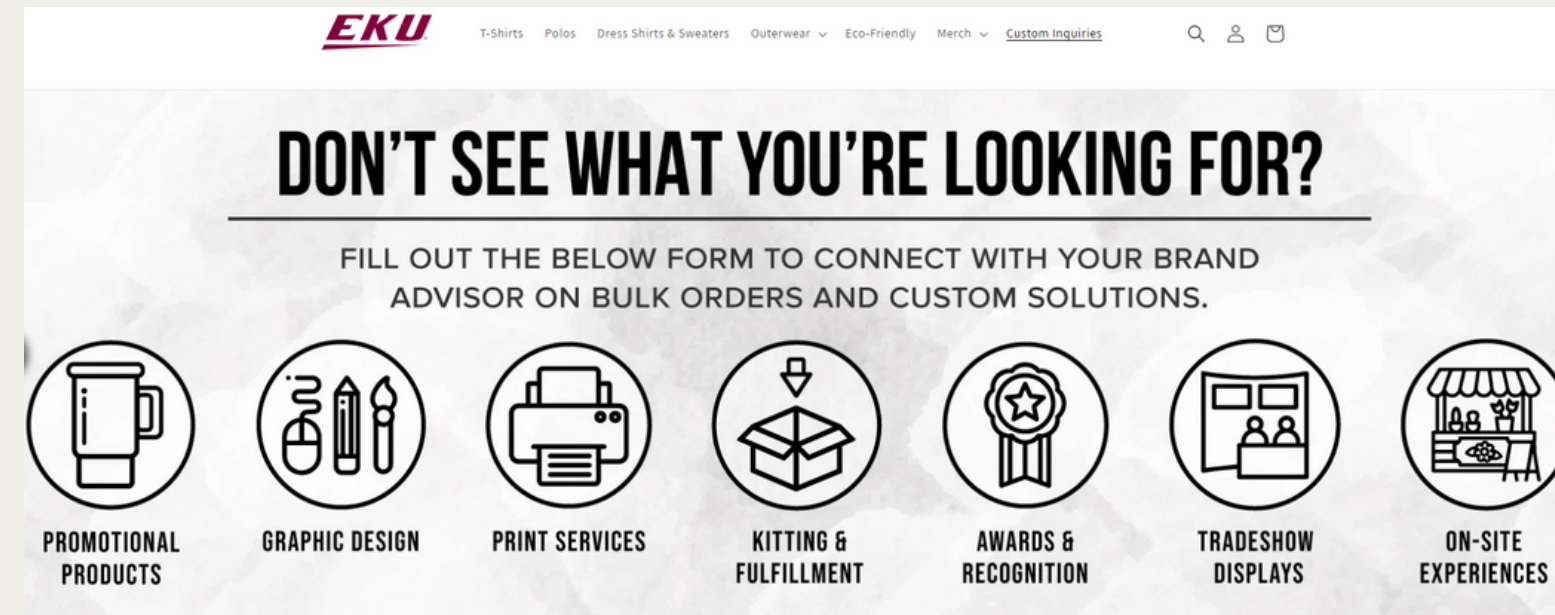
Search Icon



Cart Icon

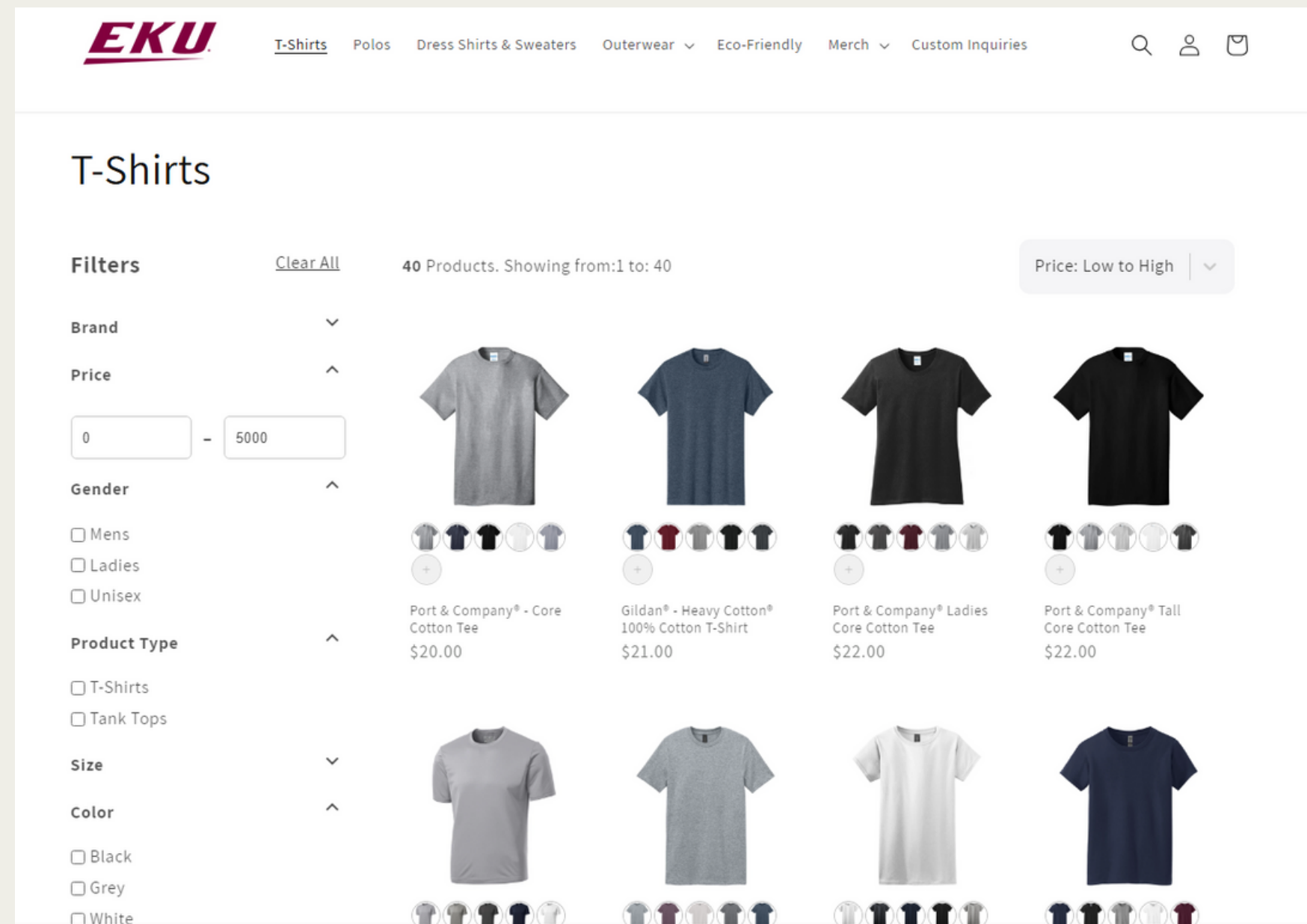
Login Icon (Do Not Use)

For inquiries about items not standard to the ECU JAGGAER Club Colors catalog you may contact Club Colors via the Custom Inquiries contact area.

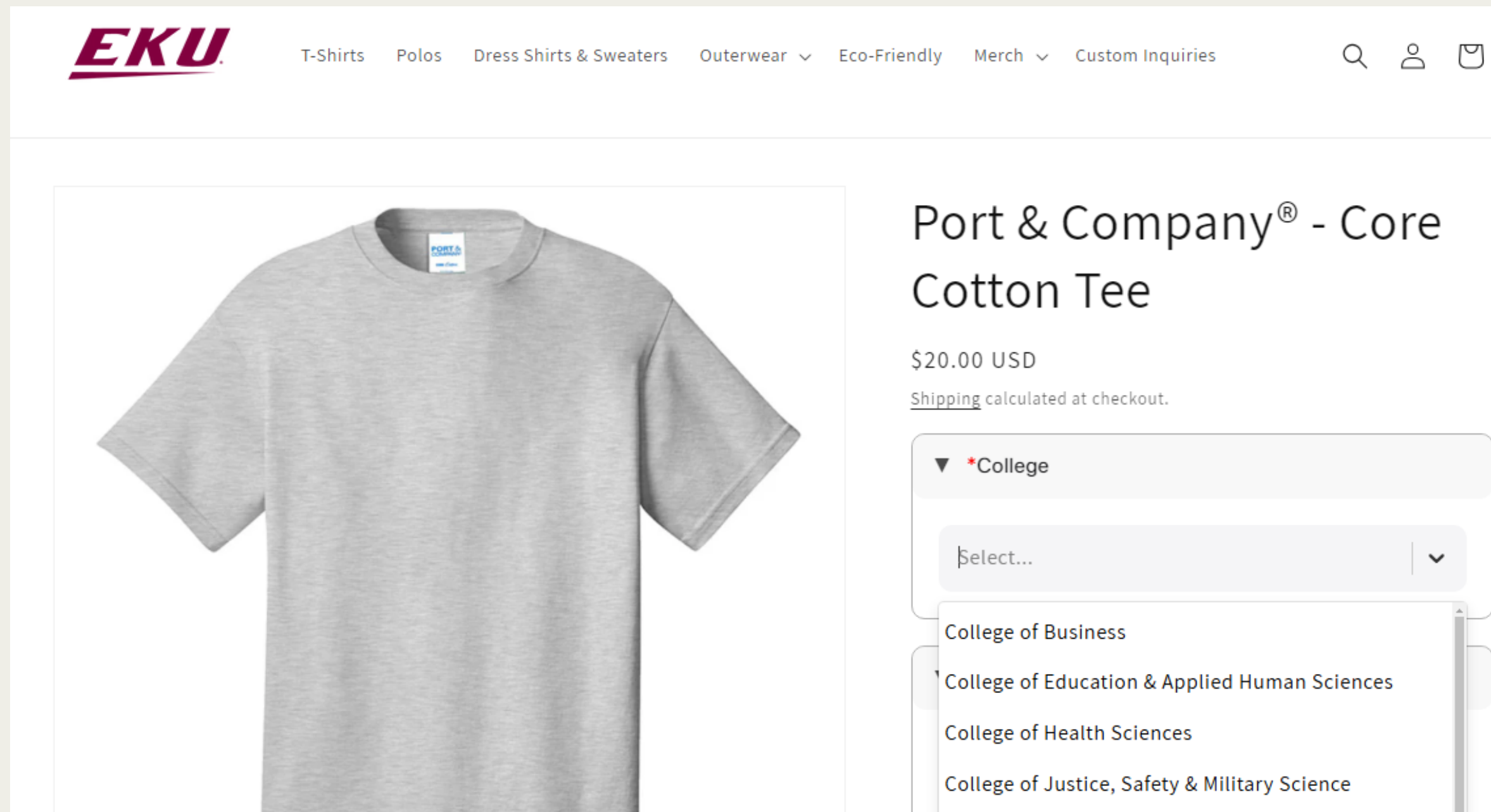


All non-standard items will be subject to review by CBM prior to order with Club Colors. Upon final approval, a Custom Inquiry Number will be presented to the shopper from Club Colors via email. You then search for the number and it will appear as a unique item in the catalog. Select the item as you would a standard item to add to your cart.

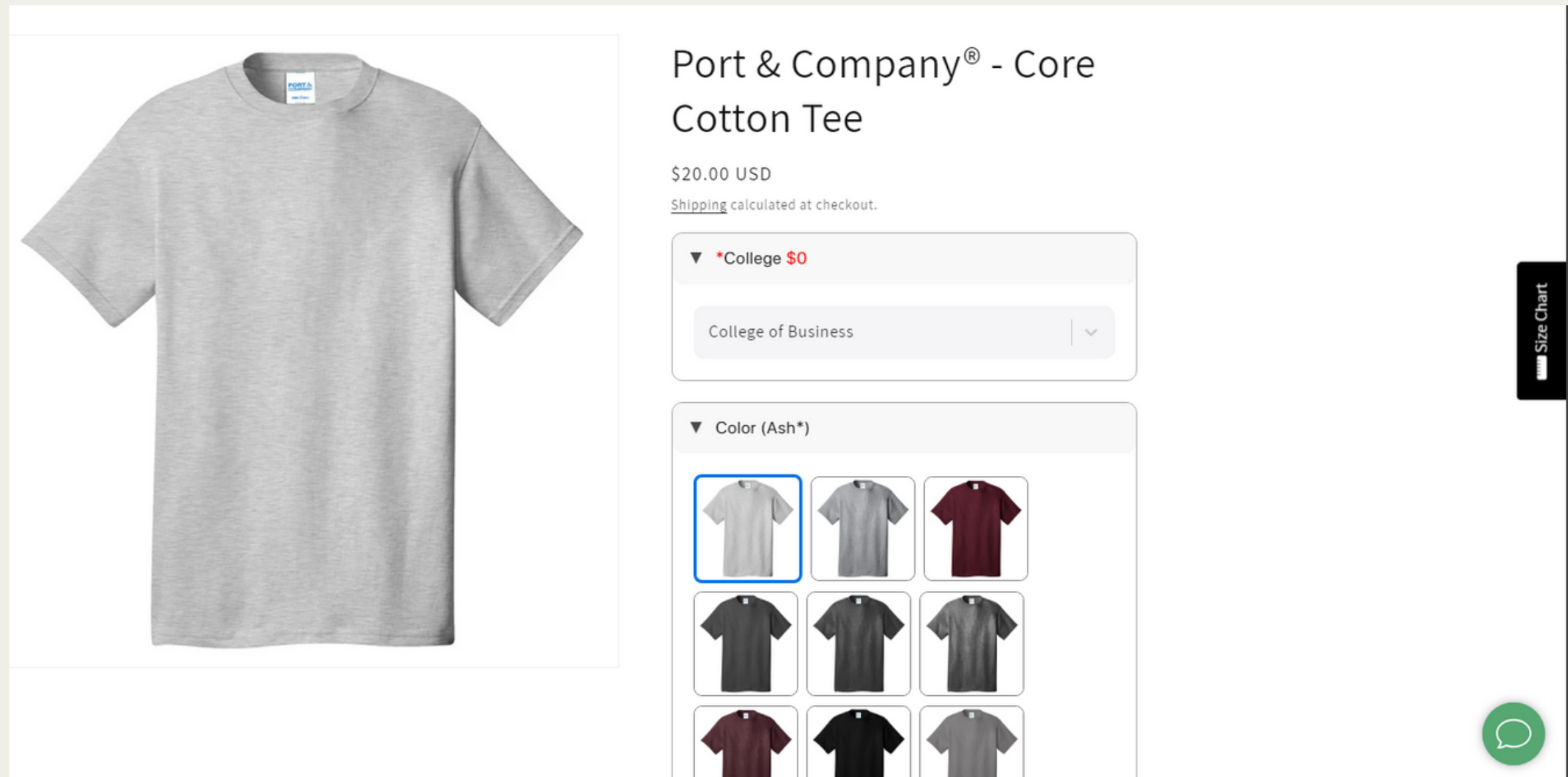
When shopping by item category, you will see a variety of optional filters which can be used to refine your search. Add and remove filters to match your need via the checkbox or menu selection.



You may choose among preexisting ECU Colleges for departmental branding if desired.



Color choices will update the item appearance when selected. Continue to scroll down the item page for additional item choices



A pop-up sizing chart is always available at the end of the page for the item being viewed

Once all item specific selections are made, choose the quantity desired and click add to cart.



Your paragraph text

A confirmation will appear that your item is now in your shopping cart. Choose to go to the cart or to continue shopping for additional standard items.

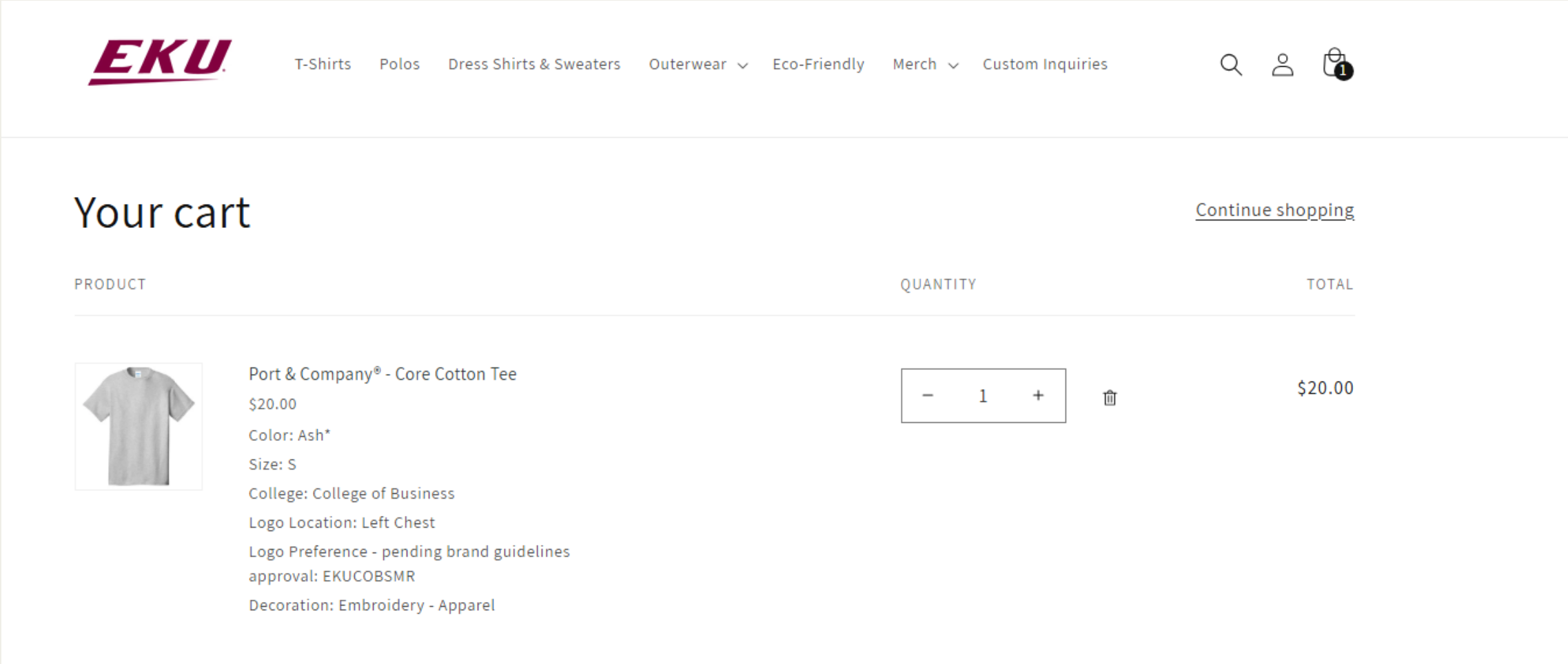


Added To Cart!

Your product is now added to the cart.
Continue shopping to add more exciting
products

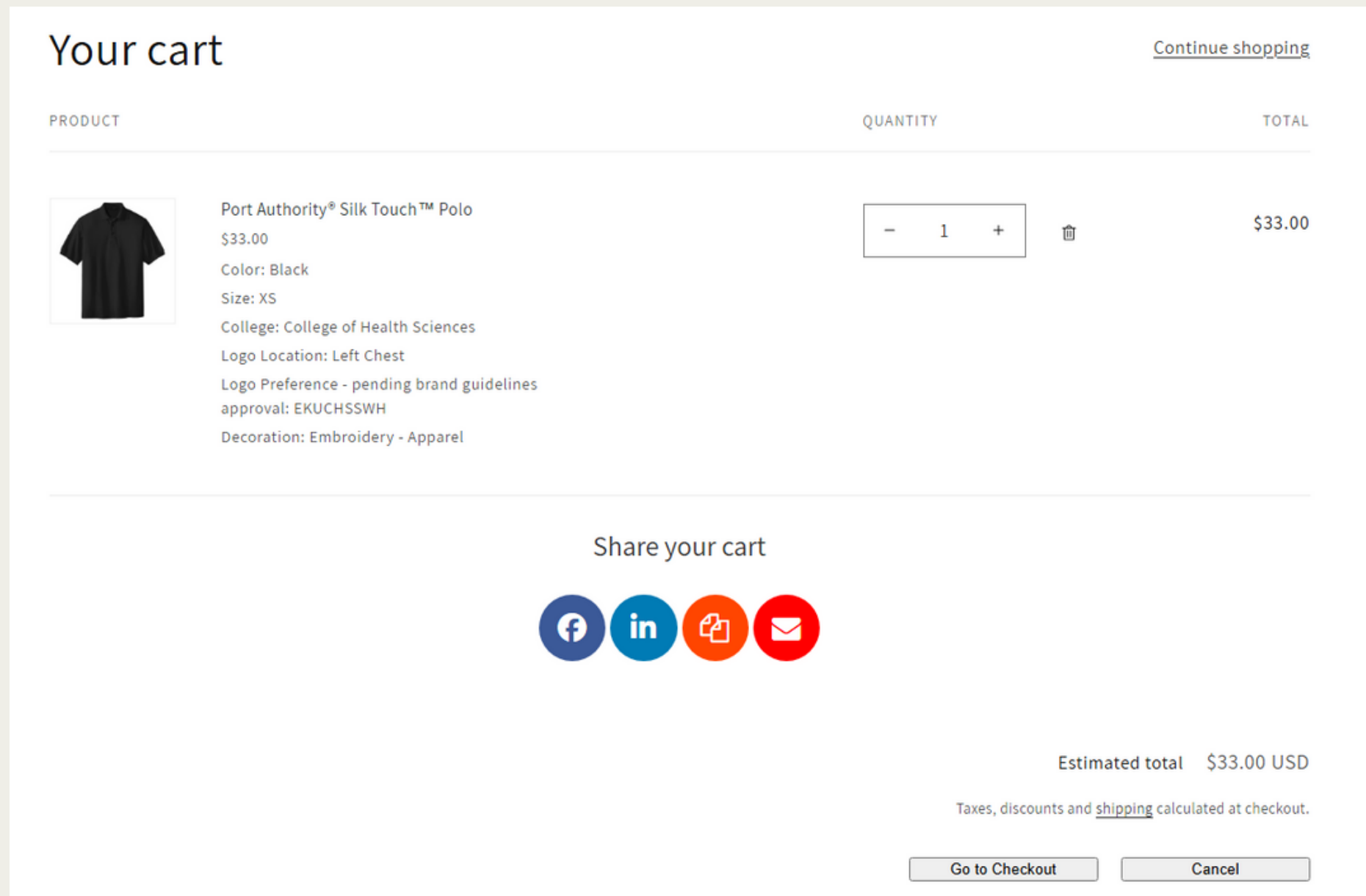
[Go to Cart](#)[Continue Shopping](#)

Whether you go into your cart or continue shopping, you will see the cart icon reflect the number of items in your cart



Once in your cart, use the Continue Shopping link to leave the cart or simply click the ECU logo or an item category

The quantity field can be used to adjust individual items in the cart or delete items entirely via the trash can icon. Click on the cart icon to refresh following changes to the cart.



Social media links for sharing your cart are for informational purposes only, cart assignments are to be performed in JAGGAER after the cart has been brought across from the catalog via the Transfer Order button

When you have finished shopping, click the Go to Checkout link on the bottom of the cart page

If you are not yet ready to bring your cart from Club Colors catalog into ECU JAGGAER, click the Return to Store link

Checkout

[< Return to Store](#)

Contact

your info will be here

Transfer Order

¹

Port Authority® Silk Touch™ Polo

\$33.00

Gift card or discount code

Apply

Subtotal

\$33

Total

USD **33**

Please remember to assure that your existing ACTIVE shopping cart in ECU JAGGAER does not contain a DPR or Travel Form before doing the Transfer Order. Trying to add items for purchase to an ACTIVE shopping cart which already contains a DPR or Travel Form will cause a "CHECK REQUEST ERROR" and you will lose your catalog items.

If you are ready, click the Transfer Order button to bring the contents of the cart into ECU JAGGAER.

Now your Club Colors order has been brought into your ACTIVE ECU JAGGAER cart and may be processed as needed like any other cart. Please remember to not adjust the line items in anyway once they have been transferred from the Club Colors catalog. This is a punch-out catalog order, and cannot be changed as you would with a non-catalog form. It will cause an error at the end of the approval process when the field data is changed.

Shopping Cart • Shopping Cart

Description

Accounting Date

mm/dd/yyyy

1 Item

Club Colors Buyer, LLC • 1 Item • 33.00 USD

SUPPLIER DETAILS

Fulfillment Address 1: dba Club Colors, 6213 F...

Contract

no value

PO Number

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Port Authority® Silk Touch™ Polo - College of Education & Applied Human Sciences - Left Chest - EKUEAHSHWH - Embroidery - Apparel - dZr8MMwRVvIipOnbvvqoXRusSsbYjM1QeMUHkbEMbinHRsC9D4 - Black / XS	K500-XS-Black	EA (Each)	33.00	1 EA (Each)	33.00

ITEM DETAILS

Supplier Part

c8f58695-df86-4bf8-aa6a-c0e90205c99b/1

Contract:

Select price or contract...

Business Purpose

1000 characters remaining expand | clear

Required

Note to Supplier

1000 characters remaining expand | clear

Summary

Details

For Jeffrey Burks

Total (33.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

33.00

Shipping

0.00

Handling

0.00

Total

33.00

Once the requisition is submitted and approved, the purchase order is transmitted to Club Colors. Upon receipt of the PO, you will receive a confirmation email from them (“Eastern Kentucky University BrandShop”) as well as the usual system notification for the approval from ECU JAGGAER.

Your paragraph text

When your order has shipped, Club Colors will send you an email to confirm and provide tracking information.

Purchase Order • Club Colors Buyer, LLC • P0073483 Revision 0										
Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts 1	Invoices 1	Comments	Attachments	History

When the order items are received, the requestor who submitted the order for approval in ECU JAGGAER will need to do a PO receipt to reflect the items received.

Invoice No. ↓	Supplier Invoice No.	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
I232797 ↗	9100000007-INV	12/8/2024	12/9/2024	Invoice	Paid	424.99 USD	System

The invoice for the order will be transmitted via cXML to the purchase order. The order requestor will not need to obtain an invoice nor create a PO invoice. This would then be approved and the order would then be paid out to remove the encumbered funds.