

## World of Promotions Information

World of Promotions is an Advertising and Promotional Products punchout catalog. They offer a variety of customizable promotional products ranging from awards & recognition items to tote bags as well as writing instruments to magnets.

**! IMPORTANT:** When ordering from World of Promotions, the desired artwork must be added to the requisition in PDF format as an External Attachment. Upon receipt of the PO, a vendor representative will be in contact with you to finalize the details of the order.

### World of Promotions Punchout Pointers

- Product search options;
  - Search Catalog
  - Shop By Category
- Once an item is selected, the quantity/price options will display.
- Pricing includes set up fee.
- Enter desired quantity **Add to Cart**.
- Proceed to Checkout to transfer cart into iBuy to complete the requisition process where the desired artwork in PDF format can be added as an External Attachment.
- Shipping does not need to be added to the order. That fee is figured into the product cost.