



**Stay Visible is a WMBE Promotional Products Provider for Pace Branded Merchandise**



### **Requesting a quote from Stay Visible**

1. Click on the following link [Stay Visible](#)
2. Choose your product(s)
3. Click on Request Quote
4. Complete the requested information
5. You will see your cart quote summary
6. Proceed to check out
7. Complete information requested at the checkout
8. Submit (This does not create an order, only a request for a quote)
9. A tracking number for reference is provided
10. You will receive an email confirmation with your tracking number for the quote request
11. Once you receive a quote you will enter a requisition in Eprocurement and attach your quote and competitive quotes if required\*

Stay Visible will be contacting you soon regarding the quote request. In the meantime, if you have any questions, please call or email Stay Visible at 888-746-2111 or [info@stayvisible.com](mailto:info@stayvisible.com).

***The new Promotional Items Policy applies to all orders. Please review the policy found under the Media Showcase on the home page of E-Procurement. Follow the quote guidelines of the policy, which became effective January 1, 2021.***

Any questions Email: [purchasing@pace.edu](mailto:purchasing@pace.edu)