

PSST

**PACK SEPARATELY
SHIP TOGETHER**

PSST ONLINE ORDERING INSTRUCTIONS 2017

PSST

PACK SEPARATELY
SHIP TOGETHER

1. Enter your Customer #, Username and Password to login to sanmar.com. Check the Keep Me Logged In box to stay logged in. If you are not a registered sanmar.com web user, call SanMar customer care at 800.426.6399 for your login details.

LOGIN



The screenshot displays the SanMar website's login page. At the top left is the SanMar logo. To the right, there are links for 'Contact Us', 'New Web User', and 'New Customer Setup'. Below these are three input fields: 'Customer #', 'Username', and 'Password'. A 'Login' button is positioned to the right of the password field. Below the input fields are two checkboxes: 'Keep Me Logged In' and 'Forgot Password?'. A large blue arrow points from the word 'LOGIN' above to the 'Login' button.

The main navigation menu includes 'PRODUCTS', 'MARKETING', 'RESOURCES', and 'SALE'. A search bar is located to the right of the menu. The 'PRODUCTS' menu is expanded, showing categories like Brands, T-Shirts, Polos/Knits, etc. The main content area features a promotional banner for 'MAJOR-LEAGUE LOOKS' with a 'SHOP' button. Below the banner are sections for 'Marketing', 'Resources', 'Sale', and 'About SanMar'. The footer contains 'Company Information' and 'Connect' links.

PSST

PACK SEPARATELY
SHIP TOGETHER

2. Search and shop on sanmar.com by entering the style number or product type in the search bar, or browse by brand or product via the Products Menu on the left side of the page.

PRODUCTS MENU

SEARCH BAR

The screenshot shows the SanMar website homepage. At the top left is the SanMar logo. To the right are links for 'Contact Us', 'New Web User', and 'New Customer Signup'. Below these are login fields for 'Customer #', 'Username', and 'Password', with a 'Login' button and a checkbox for 'Keep Me Logged In'. A search bar is located in the top right corner of the main navigation area.

The main navigation bar includes 'PRODUCTS', 'MARKETING', 'RESOURCES', and 'SALE'. The 'PRODUCTS' menu is expanded on the left, listing categories such as Brands, T-Shirts, Polos/Knits, Sweatshirts/Fleece, Caps, Activewear, Outerwear, Woven Shirts, Workwear, Bags, Accessories, Ladies, Youth, Juniors & Young Men, Infant & Toddler, and Tall.

The main content area features a banner for 'MAJOR-LEAGUE LOOKS' with a 'SHOP' button. Below the banner are sections for 'Marketing', 'Resources', 'Sale', and 'About SanMar'. The footer contains 'Company Information' and social media links.

Annotations: A blue arrow labeled 'PRODUCTS MENU' points to the left-hand navigation menu. Another blue arrow labeled 'SEARCH BAR' points to the search bar in the top right corner.

3. Add desired products to your Shopping Box. Make sure you're selecting products from the Distribution Center closest to your preferred decorator. Once finished, click Proceed to Checkout.


PRODUCTS
MARKETING
RESOURCES
SALE

Search Products and Inventory

Port & Company® - 5.4-oz 100% Cotton T-Shirt. PC54 Product Description Companion Options

PC54 - Aquatic Blue

[View Spec Sheet](#)



- Aquatic Blue
- Ash*
- Athletic Heather*
- Athletic Maroon
- Candy Pink
- Cardinal
- Carolina Blue
- Charcoal
- Clover Green
- Dark Chocolate Brown
- Dark Green
- Dark Heather Grey*
- Gold
- Heather Athletic Maroon*
- Heather Dark Chocolate Brown*
- Heather Navy*

Prices in red indicate on sale. Sale ends Apr 26, 2015.

Pricing	S	M	L	XL	2XL	3XL	4XL
Piece Price: \$	1.66	1.66	1.66	1.66	3.31	3.40	3.56
Dozen Price: \$	1.66	1.66	1.66	1.66	3.31	3.40	3.56
Case Price: \$	1.66	1.66	1.66	1.66	3.31	3.40	3.56
Original Price: \$	2.10	2.10	2.10	2.10	3.46	3.55	3.73
Case Size	72	72	72	72	36	36	36

Warehouses	S	M	L	XL	2XL	3XL	4XL
Seattle, WA (Primary Warehouse)	500+	500+	500+	500+	500+	284	258
Dallas, TX	500+	500+	500+	57	223	145	500+
Reno, NV	500+	500+	500+	500+	500+	500+	482
Robbinsville, NJ	500+	500+	500+	500+	450	298	473
Jacksonville, FL	500+	500+	500+	500+	500+	500+	15
Minneapolis, MN	43	39	7	1	122	86	77
Phoenix, AZ	500+	500+	500+	500+	500+	181	17
Cincinnati, OH	500+	500+	500+	0	67	229	187

S	M	L	XL	2XL	3XL	4XL
---	---	---	----	-----	-----	-----

Place a Backorder
Add To Shopping Box
Proceed To Checkout



**ADD TO
SHOPPING BAG**



**PROCEED TO
CHECKOUT**

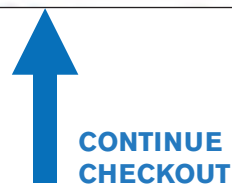
4. Verify that your order is correct and click Continue Checkout.

SanMar > Shopping Box

Shopping Box

Your Order

Style	Color	Size	Quantity	Price	Merchandise Amount	Warehouse	Weight (lbs)	Remove
PC54	Cardinal	S	<input type="text" value="25"/>	\$1.71	\$42.75	Seattle, WA	9.38	<input type="button" value="x"/>
			Quantity	Merchandise Amount		Weight (lbs)		
Totals:			25	\$42.75		9.38		



5. Select a saved PSST decorator's shipping address in Your Address Book or enter a new address. When finished, click Proceed To Checkout.

SANMAR [Contact Us](#) [My SanMar](#) [Saved Shopping Boxes](#) [Logout](#)

Welcome: **SANMAR**
25 Piece(s)
Sub-total \$42.75
[Checkout](#)

[PRODUCTS](#) [MARKETING](#) [RESOURCES](#) [SALE](#)

[SanMar](#) > [Shopping Box](#) > Shipping Address

Shipping Address

NOTE: If you are a Pickup customer, please select or enter any address from the list below, and then on the next page, from the Ship Method dropdown menu, please select Pickup from your preferred warehouse.

Addresses (Show All)					
<input type="radio"/>	%ABC COMPANY	1234 MAIN STREET	FORT DODGE	IA	50501
<input type="radio"/>	%DICK TRACY TEES	1234 AVE WEST	CEDAR RAPIDS	IA	52406
<input type="radio"/>	%CLASSIC EMBROIDERY	6939 W 59TH ST	CHICAGO	IL	60638
<input type="radio"/>	%EXCEL SP. AND EMB	10507 DELTA PKWY	SCHILLER PARK	IL	60176

All information is required except where noted as optional.

Attention (Optional)

Address 1 **Address 2** (Optional) **City** **State** **Zip**

Is this a residence?
 No Yes

Drop ship e-mail (Optional)

Customer PO (Optional)

[Proceed To Checkout](#)



**PROCEED TO
CHECKOUT**

- On the Shipping & Payments Methods page verify that your order will ship via PSST by selecting PSST Program in the Ship Method menu.

The screenshot displays the 'Shipping & Payment Methods' page. At the top, there are navigation tabs for 'PRODUCTS', 'MARKETING', 'RESOURCES', and 'SALE', along with a search bar labeled 'Search Products and Inventory'. Below the navigation, the breadcrumb trail reads 'SanMar > Shopping Box > Shipping Address > Shipping & Payment Methods'. The main heading is 'Shipping & Payment Methods'. Underneath, it states 'Order will be shipped to:' followed by the address: '%ABC COMPANY, 1234 MAIN STREET, FORT DODGE, IA 50501'. A 'Change Shipping Address' button is visible. The 'Choose Shipping Method' section includes a 'Check Ship Times' link and a table with columns for 'Warehouse' and 'Ship Method'. The 'Warehouse' dropdown is set to 'Seattle'. The 'Ship Method' dropdown is open, showing options like 'PICKUP PRESTON', 'UPS', 'UPS 2ND DAY', etc., with 'PSST Program' highlighted at the bottom. An 'Estimate*' section shows 'UPS (Freight Est: \$16.41)'. There is also a 'Promotional code if applicable:' field with a 'Redeem' button. At the bottom right, there is a 'Submit Order' button. A blue arrow points from the text 'SELECT PSST PROGRAM' at the bottom of the page to the 'PSST Program' option in the shipping method dropdown.

Warehouse

Warehouse	Ship Method
Seattle	PICKUP PRESTON
	UPS
	UPS 2ND DAY
	UPS 2ND DAY AM
	UPS NEXT DAY
	UPS NEXT DAY SV
	UPS NEXT DAY EA
	UPS SATURDAY
	UPS 3RD DAY
	USPS PP
	USPS APP
	LYNDENAIR STD
	LYNDENAIR ECO
LYNDENAIR PRI	
PSST Program	

Estimate*

UPS (Freight Est: \$16.41)

Promotional code if applicable: **Redeem**

Submit Order

*Shipping estimates that appear are only estimates, and do not include any applicable \$3.95 shipping or COD charges. All final merchandise, freight and additional charges will be available upon invoicing.

For California customers only: Before changing your next day ground shipping preference from UPS to Golden State Overnight (GSO), please click here to verify that your zip code is serviced by GSO. If your zip code is not listed, you will continue to receive next day ground shipments from UPS.

* Hemmed pants may delay an entire order by 24 hours. Please separate your order for faster delivery. Hemming fees do not apply to the \$200 free freight minimum purchase price.

SELECT PSST PROGRAM

7. A pop-up window will appear to remind you that to use this shipping method you must use a credit card or terms. Click OK.

The screenshot shows the SanMar website's checkout process. At the top, there is a navigation bar with links for 'Contact Us', 'My SanMar', 'Saved Shopping Boxes', and 'Logout'. The main header features the 'SANMAR' logo and a search bar. A user is logged in as 'SANMAR' with 25 items in their cart, totaling \$42.75. The page is titled 'Shipping & Payment Methods' and shows the shipping address as '%ABC COMPANY, 1234 MAIN STREET, FORT DODGE, IA 50501'. A pop-up window is displayed in the center, containing a globe icon and the URL 'https://www.sanmar.com'. The message reads: 'To be eligible for this method, you must be a member of the Pack Separately. Ship Together. (PSST) program. All PSST orders must be prepaid via a credit card if your terms are COD.' An 'OK' button is visible in the bottom right of the pop-up. Below the pop-up, the 'Choose Shipping Method' section shows 'Seattle' as the warehouse and 'PSST Program' as the selected method. The 'Choose Payment Method' section includes fields for Customer Number (2), Order Reference Number (135103012), Terms (NET), and Total Merchandise Amount (\$42.75). There are radio buttons for 'Net Terms' (selected) and 'Credit Card'. A 'Redeem' button is present next to a promotional code field. A 'Working...' indicator is shown in the bottom right corner. At the bottom, there are two footnotes: one about shipping estimates and another about California customers.

Shipping & Payment Methods

Order will be shipped to:

%ABC COMPANY
1234 MAIN STREET
FORT DODGE, IA 50501

Choose Shipping Method

Check [Ship Times](#)

Warehouse	Ship Method	Estimate*
Seattle	PSST Program	PSST Program (Calculating estimate ..)

Choose Payment Method

Customer Number	2	Promotional code if applicable:
Order Reference Number	135103012	<input type="text"/>
Terms	NET	<input type="button" value="Redeem"/>
Total Merchandise Amount	\$42.75	
Payment Method	<input checked="" type="radio"/> Net Terms <input type="radio"/> Credit Card	

*Shipping estimates that appear are only estimates, and do not include any applicable \$3.95 shipping or COD charges. All final merchandise, freight and additional charges will be available upon invoicing.

For California customers only: Before changing your next day ground shipping preference from UPS to Golden State Overnight (GSO), please [click here](#) to verify that your zip code is serviced by GSO. If your zip code is not listed, you will continue to receive next day ground shipments from UPS.

* Hemmed pants may delay an entire order by 24 hours. Please separate your order for faster delivery. Hemming fees do not apply to the \$200 free freight minimum purchase price.

8. Review your credit card or terms information in the Choose Payment Method section.
9. Once you have finalized all of the details on this page, select Submit Order to complete your order.