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# **SanMar PSST Online Registration and Ordering Instructions**

# 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 interface. At the top left is the 'SANMAR' logo. To the right, there are navigation links: 'Contact Us', 'New Web User', 'New Customer', and 'Sign Up'. Below these is a login form with fields for 'Customer #', 'Username', and 'Password', a 'Keep Me Logged In' checkbox, a 'Forgot Password?' link, and a 'Login' button. A large black arrow points to the 'Login' button. Below the login form is a navigation bar with 'PRODUCTS', 'MARKETING', 'RESOURCES', and 'SALE' tabs, and a search bar labeled 'Search Products and Inventory'. The main content area features a large banner for 'MAJOR-LEAGUE LOOKS' with a 'SHOP' button. Below the banner are four columns of links: 'Marketing' (NEW Bulwark FR Apparel, NEW 2015 Arrivals, NEW Sport-Tek 2015), 'Resources' (NEW The Style Network, Shipping Cutoff Times, Locations), 'Sale' (Outlet, On Sale Now, Value Basics), and 'About SanMar' (Become a Customer, In The News, Social Responsibility). At the bottom, there is a 'Company Information' section with links to 'About SanMar', 'Terms of Use', 'Contact Us', 'Careers at SanMar', and 'Supply Chain Disclosure', along with social media icons for Facebook, Twitter, Pinterest, and YouTube. The footer contains the copyright notice: 'Copyright © 2015 SanMar Corp. All rights reserved.'

# PSST

PACK SEPARATELY  
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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**

**SANMAR**      Contact Us ▾      New Web User      New Customer Signup

Customer #      Username      Password      Login

2      SANMAR      \*\*\*\*\*       Keep Me Logged In      [Forgot Password?](#)

**PRODUCTS**      **MARKETING**      **RESOURCES**      **SALE**      Search Products and Inventory 🔍

**Brands** ▾  
T-Shirts ▾  
Polo/Knits ▾  
Sweatshirts/Fleece ▾  
Caps ▾  
Activewear ▾  
Outerwear ▾  
Woven Shirts ▾  
Workwear ▾  
Bags ▾  
Accessories ▾  
Ladies ▾  
Youth ▾  
Juniors & Young Men ▾  
Infant & Toddler ▾  
Tall ▾

**MAJOR-LEAGUE LOOKS** SHOP ▾

**Marketing**  
NEW Bulwark FR Apparel  
NEW 2015 Arrivals  
NEW Sport-Tek 2015

**Resources**  
NEW The Style Network  
Shipping Cutoff Times  
Locations

**Sale**  
Outlet  
On Sale Now  
Value Basics

**About SanMar**  
Become a Customer  
In The News  
Social Responsibility

**Company Information**      About SanMar | Terms of Use | Contact Us | Careers at SanMar | Supply Chain Disclosure

**Connect**

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# PSST

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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 <small>(Primary Warehouse)</small>	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

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

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 checked="" type="checkbox"/>
			<b>Quantity</b>	<b>Merchandise Amount</b>		<b>Weight (lbs)</b>		
<b>Totals:</b>			<b>25</b>	<b>\$42.75</b>		<b>9.38</b>		



**CONTINUE  
CHECKOUT**

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 > 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**

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

**PRODUCTS**   **MARKETING**   **RESOURCES**   **SALE**   Search Products and Inventory

SanMar > Shopping Box > Shipping Address > Shipping & Payment Methods

### Shipping & Payment Methods

**Order will be shipped to:**  
%ABC COMPANY  
1234 MAIN STREET  
FORT DODGE, IA 50501   [Change Shipping Address](#)

**Choose Shipping Method**

Check Ship Times

Warehouse	Ship Method	Estimate*
Seattle	<input checked="" type="checkbox"/> UPS	UPS (Freight Est: \$16.41)
	<input type="checkbox"/> UPS 2ND DAY	
	<input type="checkbox"/> UPS 2ND DAY AM	
	<input type="checkbox"/> UPS NEXT DAY	
	<input type="checkbox"/> UPS NEXT DAY SV	
	<input type="checkbox"/> UPS NEXT DAY EA	

**Choose Payment Method**

Customer Number:    Promotional code if applicable:    [Redeem](#)

Order Reference Number:

Terms:  USPS PP    USPS APP

Total Merchandise:

Payment Method:  **PSST Program**    Credit Card

[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**

# PSST

PACK SEPARATELY  
SHIP TOGETHER

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.

**SANMAR** Contact Us My SanMar Saved Shopping Boxes Logout

Search Products and Inventory

SanMar > Shopping Box > Shipping Address > Shipping & Payment Methods

**Shipping & Payment Methods**

**Order will be shipped to:**  
%ABC COMPANY  
1234 MAIN STREET  
FORT DODGE, IA 50501

**Choose Shipping Method**

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

**Choose Payment Method**

Customer Number: 2 | Order Reference Number: 135103012 | Terms: NET | Total Merchandise Amount: \$42.75

Payment Method:  Net Terms  Credit Card

**Pop-up Message:**  
https://www.sanmar.com  
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.

**Working...**

\*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.