

To Place P.S.S.T. Scheduled Online Orders with SanMar

1. Go to www.sanmar.com
2. Click on login in the upper right corner
3. Login with your username and password
 - a. If you are not a registered user yet you can call our Customer Care Center at 800-426-3369 for immediate registration or select New User to register online



1. Log in with your credentials in the Universal Login Screen

The screenshot shows the "Universal Login" screen. It features a white form on a grey background. The form has three input fields: "Customer #" with the value "90020", "Username" with the value "lesliehagan", and "Password" with masked characters. Below the password field is a blue link that says "forgot my password". At the bottom of the form is a "Submit" button with a right-pointing arrow. Below the form are two checkboxes: "Remember Me" and "Clear Information".

P.S.S.T. Pack Separately, Ship Together

1. You may now use the Shop option to browse by category or
2. Enter the style number in the Express Order field



1. Browse through the list to look for your decorator who is on the PSST program
2. If you are now able to locate it then you may enter it as a new address in the bottom of this screen
3. Click Continue Shopping on bottom

Shipping Address

Express Ordering -- As easy as 1-2-3
1. Select Shipping Address to set your source warehouse
2. Select Product, Size and Color
3. Confirm Order and Shipping Method

Your Address Book

<input type="radio"/>	%EDDIE BAKER	3639 WOODLAWN AVE N	SEATTLE	WA	98103
<input type="radio"/>	%JIM ARMSTRONG	16425 NE 170TH PL	WOODINVILLE	WA	98072
<input type="radio"/>	%TOM WOLF	28006 NE 21ST ST	CARNATION	WA	98014
<input checked="" type="radio"/>	PRESTON	30500 SE 79TH ST	ISSAQUAH	WA	98027
<input type="radio"/>	%JOSEPH KLINGER	200 E HAVEN DR	WATERTOWN	WI	53094

Please select a ship to address from above or enter a new address in the form below.

ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP
<input type="text" value="PRESTON"/>	<input type="text" value="30500 SE 79TH ST"/>	<input type="text" value="ISSAQUAH"/>	<input type="text" value="WA"/>	<input type="text" value="98027"/>

Please double-check address and ZIP to ensure accurate and timely shipment.

Is this a residence? No Yes

Drop ship e-mail

Customer PO

Continue Express Shopping

P.S.S.T. Pack Separately, Ship Together

1. Add items to your shopping cart
2. When complete select proceed to check out

Express Shopping

Port Authority® - Pique Knit Sport Shirt. K420

Style	Color	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
K420	Orange			12							
		500+	500+	500+	500+	500+	500+	500+	282	207	157
	Piece Price, \$	8.99	8.99	8.99	8.99	8.99	9.99	11.99	12.99	15.99	17.99
	Dozen Price, \$	8.99	8.99	8.99	8.99	8.99	9.99	11.99	12.99	15.99	17.99
	Case Price, \$	8.99	8.99	8.99	8.99	8.99	9.99	11.99	12.99	15.99	17.99
	Case Size	36	36	36	36	36	36	12	12	12	12

Your shopping box was successfully updated.

Port Authority® - Pique Knit Sport Shirt. K420

Style Color

Select a color or enter/select another style

1. Review your order and then continue to checkout

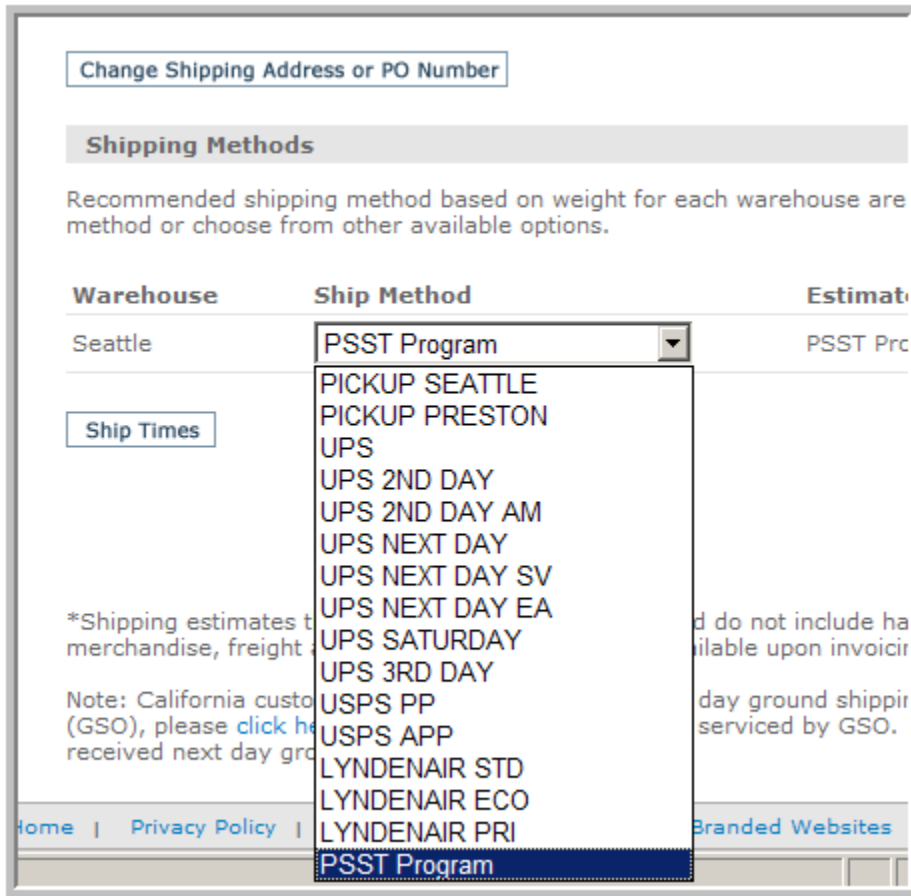
CHECKOUT : Review Order > Shopping Box

Shopping Box

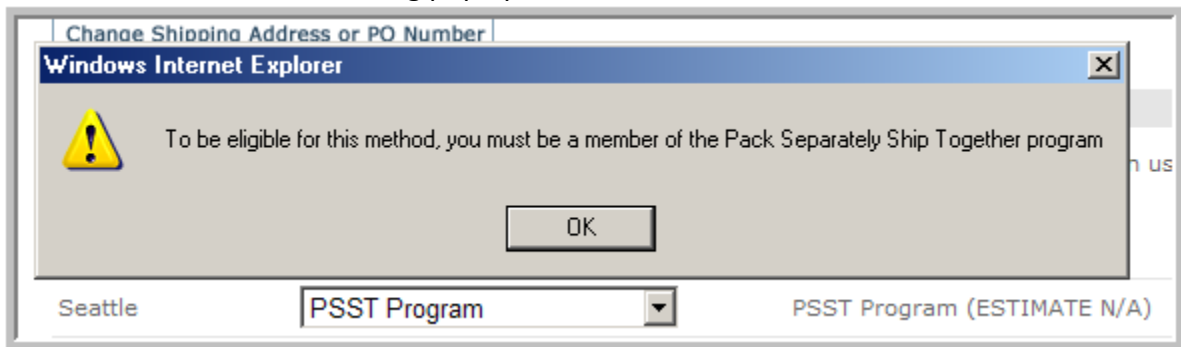
Style	Color	Size	Quantity	Price	Merchandise Amount	Warehouse	Weight, lbs	Remove
K420	Orange	M	<input type="text" value="12"/>	\$8.99	\$107.88	<input type="text" value="Seattle"/>	9.13	
Style	Color	Size	Quantity	Price	Merchandise Amount	Warehouse	Weight, lbs	Remove
Total			12		\$107.88		9.13	

THIS NEXT STEP IS VERY IMPORTANT IF YOUR ORDER IS TO GO ON YOUR DECORATORS NEXT PSST SHIPMENT

1. You should now be on the shipping method screen.
2. VERIFY the ship to address is for the decorator on the PSST program
3. SCROLL DOWN until you see shipping method
4. Select PSST program from list



1. Click OK on the following pop up window



You may now complete your order.