

Instructions for placing an order to ship to a PSST Contract Decorator

Including how to choose the Ship Via: "PSST Program"

Enter your Username and Password to log into SanMar.com. Check the "Keep Me Logged In" box to stay logged in until you click "Logout.". Click "Login." If you are not already a registered user, Click "New Web User."

Contact ▾ [New Web User](#) [New Customer Signup](#)

 [Login](#)

Keep Me Logged In [Forgot Username or Password?](#)

Search and shop on sanmar.com by entering the style number or product name/type in the search bar. You can also browse by brand or product via the Products Menu on the left side of the page.

Products Marketing Resources Sale Search for Products, Stock or Pricing 🔍

NEW ↑

- Brands
- T-Shirts
- Polos/Knits
- Sweatshirts/Fleece
- Caps
- Activewear
- Outerwear
- Woven/Dress Shirts
- Workwear
- Bags
- Accessories
- Ladies/Women's
- Youth
- Outlet
- SanMar U**
- Selling Occasions

YOU-NI-FORM
 EXPRESS YOUR UNIQUE STYLE
 EXPLORE THE TREND >

Marketing **Resources** **Sale** **About SanMar**



- [NEW Full-Line Catalog](#)
- [NEW Gifting Sales Guide](#)
- [NEW North Face Catalog](#)
- [The Style Network](#)
- [Shipping Cutoff Times](#)
- [Shipping Locations](#)
- [Outlet](#)
- [On Sale Now](#)
- [Value Basics](#)
- [Become a Customer](#)
- [Making A Difference](#)
- [Corporate Responsibility](#)

From the specific style page, select the **color** first, then input the **quantity** by size. **Make sure you're inputting the quantities in the line for the Warehouse closest to your preferred decorator.** Once finished, click "Proceed to Checkout."

S508
Port Authority® Short Sleeve Easy Care Shirt

See Product Details View Spec Sheet See Companion(s) Companion Options

Color selected: Royal/ Classic Navy Add To Shopping Box

Pricing	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Piece Price: \$	10.99	10.99	10.99	10.99	10.99	11.99	13.99	14.99	16.99	17.99
Dozen Price: \$	10.99	10.99	10.99	10.99	10.99	11.99	13.99	14.99	16.99	17.99
Case Price: \$	10.99	10.99	10.99	10.99	10.99	11.99	13.99	14.99	16.99	17.99
Case Size	36	36	36	36	36	36	12	12	12	12

Warehouse	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
Seattle, WA (Primary Warehouse)	6	87	161	235	274	159	86	20	0	0
Dallas, TX	36	150	282	500+	500+	328	174	79	24	41
Reno, NV	42	53	76	187	159	196	74	40	56	36
Robbinsville, NJ	8	201	267	262	414	215	160	55	0	0
Jacksonville, FL	24	245	415	472	500+	399	248	101	0	0
Minneapolis, MN	42	500+	500+	500+	500+	424	224	148	0	0
Phoenix, AZ	29	120	274	500+	500+	275	239	84	0	0
Cincinnati, OH	33	341	500+	500+	500+	500+	334	118	219	75
	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL

- Royal/ Classic Navy
- Athletic Gold/ Light Stone
- Bark
- Black/ Light Stone
- Bright Lavender
- Burgundy/ Light Stone
- Classic Navy/ Light Stone
- Clover Green
- Coffee Bean/ Light Stone
- Court Green
- Dark Green/ Navy
- Light Blue/ Light Stone
- Light Stone/ Classic Navy
- Maui Blue
- Mediterranean Blue
- Navy/ Light Stone
- Purple/ Light Stone
- Red/ Light Stone
- Steel Grey/ Light Stone
- Stone
- Strong Blue
- Teal Green
- Texas Orange/ Light Stone
- Ultramarine Blue
- White/ Light Stone
- Yellow

Place Backorder
Add To Shopping Box
➔
Proceed To Checkout

A summary of your Shopping Box will be provided. Verify that your order is correct and click “Continue Checkout.”

The screenshot shows the 'My Shopping Box' page with a progress bar at the top indicating four steps: 1. Shopping Box (active), 2. Shipping Address, 3. Ship & Pay, and 4. Submission. Below the progress bar, the page title is 'My Shopping Box'. Underneath, there is a section titled 'My Order' containing a table of items. The table has columns for Style, Color, Size, Quantity, Price, Merchandise Amount, Warehouse, and Weight (lbs). Two items are listed: two units of 'S508' in 'Royal/Classic Navy' color, one in size 'L' and one in size 'XL', both with a quantity of 4. Below the item list, a summary row shows 'Current In stock Total' with a quantity of 8, a merchandise amount of \$87.92, and a weight of 4.83 lbs. At the bottom of the page, there are four buttons: 'Continue Shopping', 'Remove All', 'Save Shopping Box', and 'Continue Checkout'. A blue arrow points to the 'Continue Checkout' button.

Style	Color	Size	Quantity	Price	Merchandise Amount	Warehouse	Weight (lbs)
S508	Royal/Classic Navy	L	4	\$10.99	\$43.96	Reno, NV	2.33
S508	Royal/Classic Navy	XL	4	\$10.99	\$43.96	Reno, NV	2.50
Current In stock Total			8		\$87.92		4.83

From the Ship & Pay screen, click on “Change Shipping Address” and select the PSST Contract Decorator you want the order shipped to from your saved Shipping Addresses.

The screenshot shows the 'Ship & Pay' page with a progress bar at the top indicating three steps: 1. Shopping Box, 2. Shipping Address, and 3. Ship & Pay (active). Below the progress bar, the page title is 'Ship & Pay'. There is a note '* Required fields'. The main content area is divided into two sections. The left section is titled 'Order will be Shipped to' and contains the address: 'SAMPLE', '123 MAIN LN', 'BRANDON, FL 33511'. Below this address is a blue button labeled 'Change Shipping Address'. A blue arrow points down to this button. The right section is titled 'Customer PO' and contains an empty text input field.

To add a new address, fill in the Add New Address section.

When finished, click “Proceed To Payment.”

Shipping Address

Required Fields *

Shipping option *

Ship to an address Pick Up at warehouse

Please select an existing address or enter a new one *

Saved Addresses

Search Sort By

<input checked="" type="radio"/>	SANMAR / TRAINING ACCOUNT 555 MAIN CT	MADISON, WI	95562
<input type="radio"/>	SANMAR TRAINING ACCOUNT 1433 Cavender Dr	HURST, TX	76053-4003
<input type="radio"/>	SANMAR TRAINING ACCOUNT 24945 183RD PL SE	KENT, WA	98042
<input type="radio"/>	SANMAR TRAINING ACCOUNT 28543 125TH AVE SE	MAPLE VALLEY, WA	98038
<input type="radio"/>	SANMAR TRAINING ACCOUNT 4949 FTEST	RENTON, WA	98059

Add New Address

Attention

Company Name *

Address *

Apt/Suite

City *

State *

Zip *

Drop ship-email

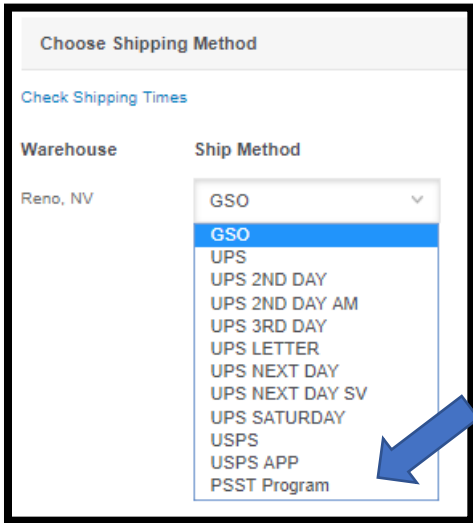
Save this address



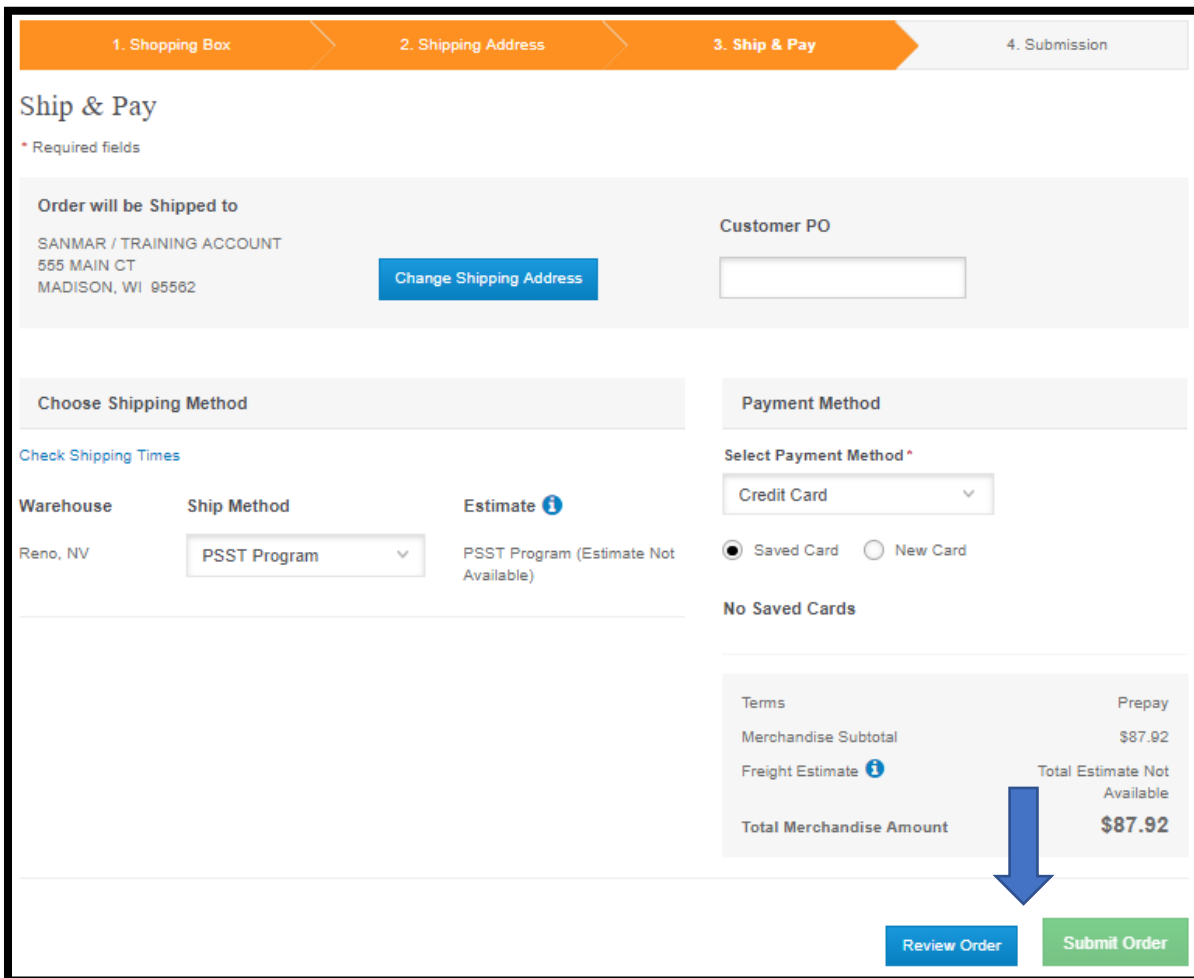
Choose the Shipping Method by selecting "PSST Program" from the drop down when shipping to a PSST Contract Decorator.

Complete the fields for "Customer PO" and select "Payment Method."

Review Order and then Submit Order.



The screenshot shows a 'Choose Shipping Method' section with a 'Warehouse' field set to 'Reno, NV' and a 'Ship Method' dropdown menu. The dropdown menu is open, showing a list of shipping options: GSO, UPS, UPS 2ND DAY, UPS 2ND DAY AM, UPS 3RD DAY, UPS LETTER, UPS NEXT DAY, UPS NEXT DAY SV, UPS SATURDAY, USPS, USPS APP, and PSST Program. A blue arrow points to the 'PSST Program' option.



The screenshot shows the 'Ship & Pay' checkout page. The progress bar at the top indicates the current step is '3. Ship & Pay'. The page is divided into several sections:

- Order will be Shipped to:** SANMAR / TRAINING ACCOUNT, 555 MAIN CT, MADISON, WI 53702. A 'Change Shipping Address' button is present.
- Customer PO:** An empty text input field.
- Choose Shipping Method:** Warehouse: Reno, NV; Ship Method: PSST Program; Estimate: PSST Program (Estimate Not Available).
- Payment Method:** Select Payment Method: Credit Card. Radio buttons for 'Saved Card' (selected) and 'New Card' are present. A 'No Saved Cards' section is also visible.
- Summary Table:**

Terms	Prepay
Merchandise Subtotal	\$87.92
Freight Estimate	Total Estimate Not Available
Total Merchandise Amount	\$87.92
- Buttons:** 'Review Order' and 'Submit Order' buttons are at the bottom right. A blue arrow points from the 'Total Merchandise Amount' in the summary table to the 'Submit Order' button.