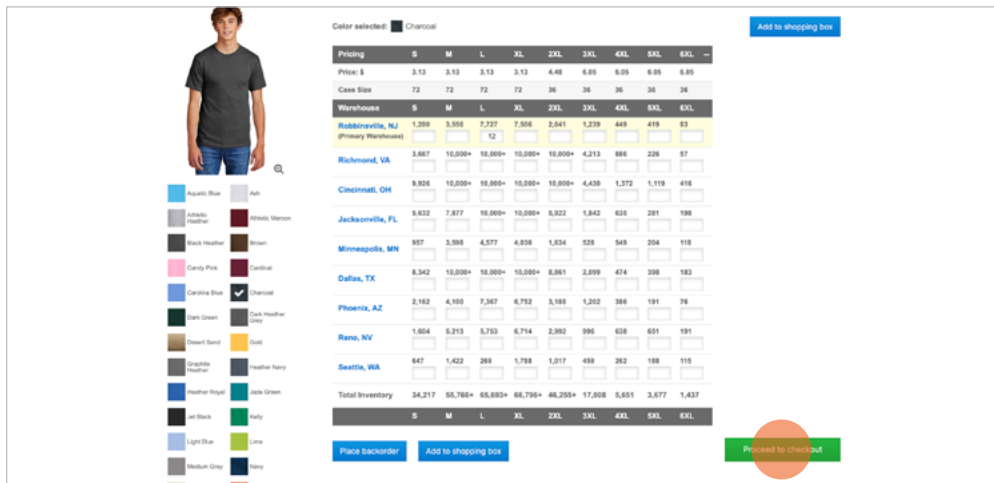


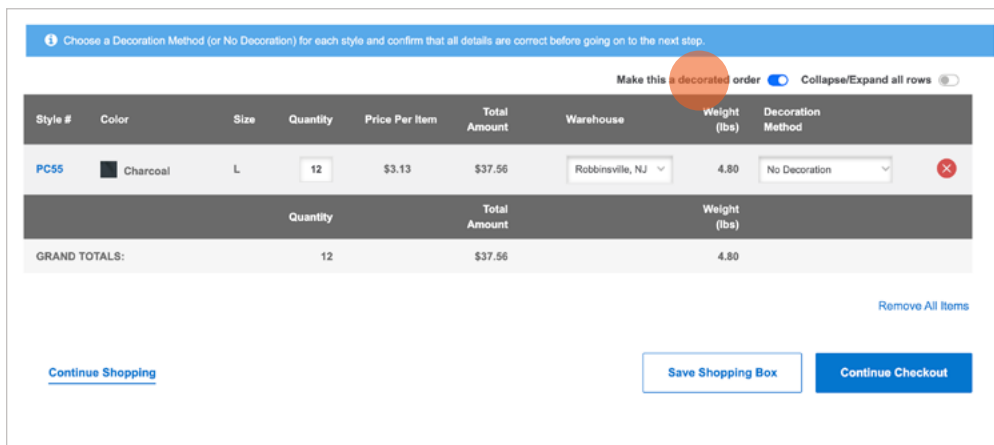
# How to use sanmar.com to order decorated products

- 1 Add products to your Shopping Box on sanmar.com as you normally would. Click **“Proceed to Checkout”** when you’re ready to continue.

NOTE: If you need to order some blank products, please add those to a separate Shopping Box. You cannot place an order for decorated and undecorated items at the same time

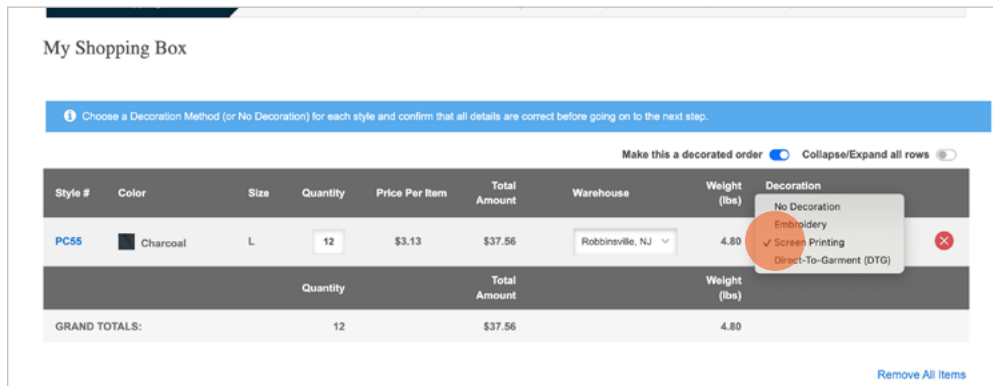


- 2 You’ll now see a new toggle option in your Shopping Box: **Make this a decorated order**. Click this toggle to add decoration options to the products you’re ordering.



## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

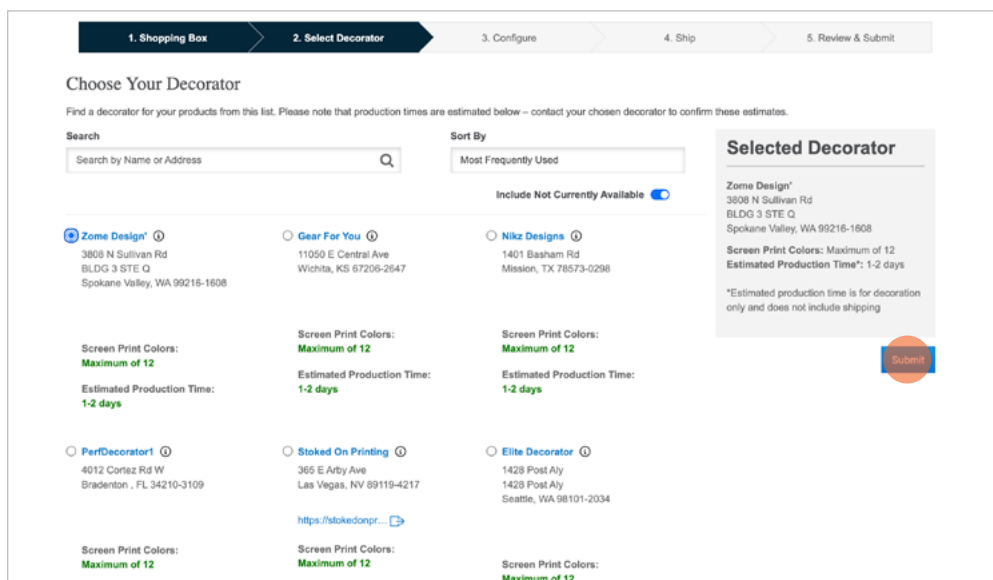
- Now you can add a decoration method to each product on your list. Click on the dropdown menu in the **Decoration Method** column in each row to choose available decoration methods.



- When you've chosen a decoration method for all products, click **Continue Checkout**.

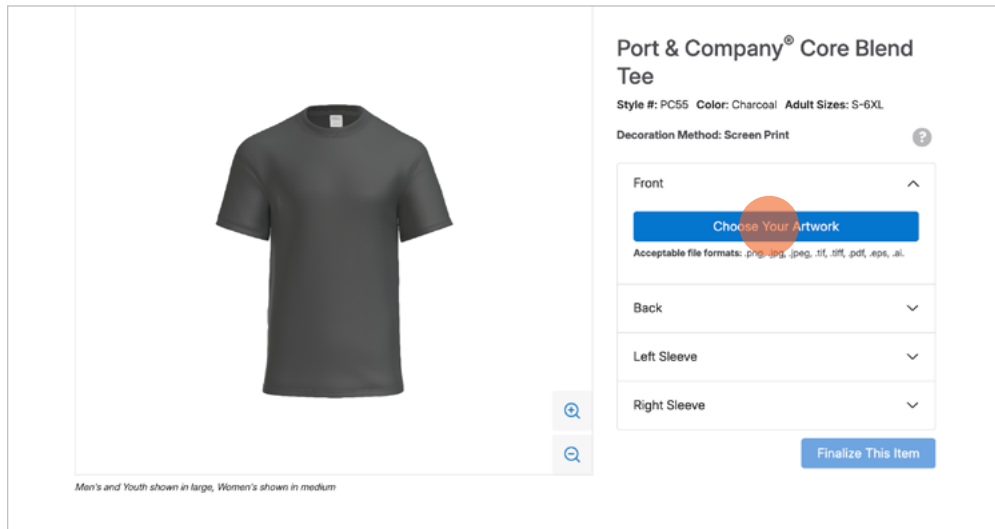
**NOTE:** If there are any items in your order missing a decoration method, you'll be prompted to choose a decoration type or save these undecorated items into a separate Shopping Box.

- All the decorators on the "Choose Your Decorator" screen are able to do the type of decoration you've chosen. You can search for a specific decorator by name or address, or sort your list based on the decorator name, location, turnaround time or how often you're worked with them. Once you've chosen the right decorator, click **Submit**.

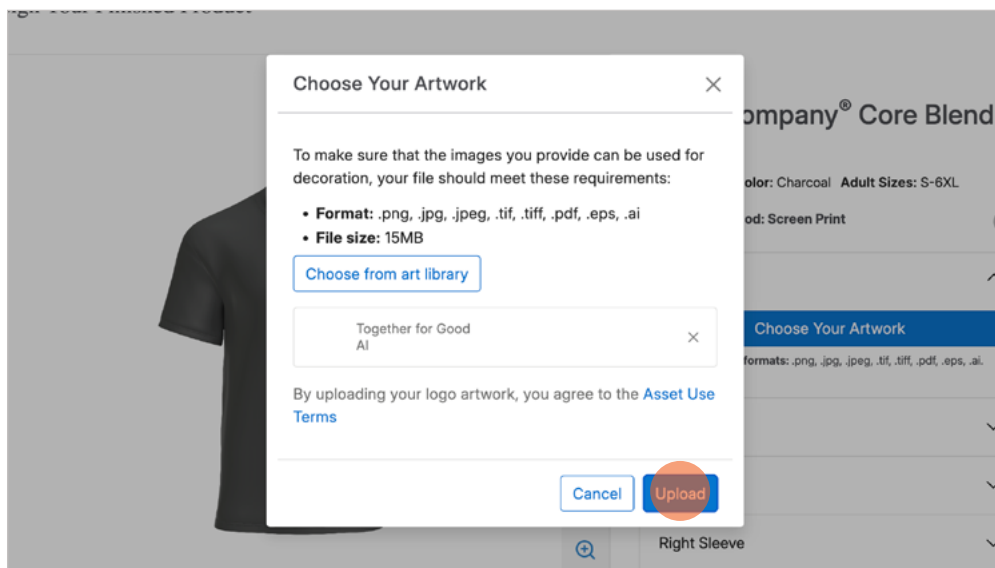


## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

- 6 Now let's have some fun and design how your finished products should look. You can add one or more decorations to each item you've ordered. Click a product and click **Choose Your Artwork** to get started.

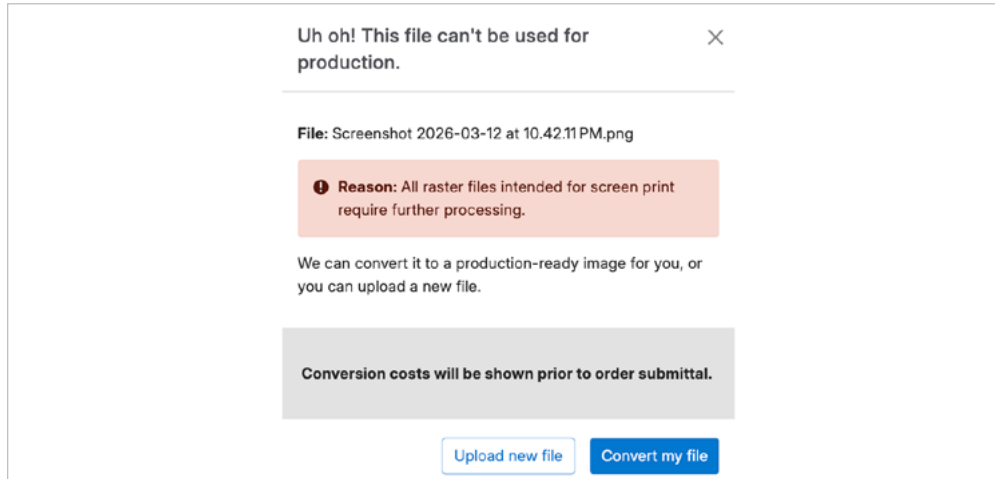


- 7 Click **Choose from computer** and select the artwork you'd like to use. You'll be able to save this artwork to your art library for future use after configuring the product. Click **Upload** once you've chosen your artwork.

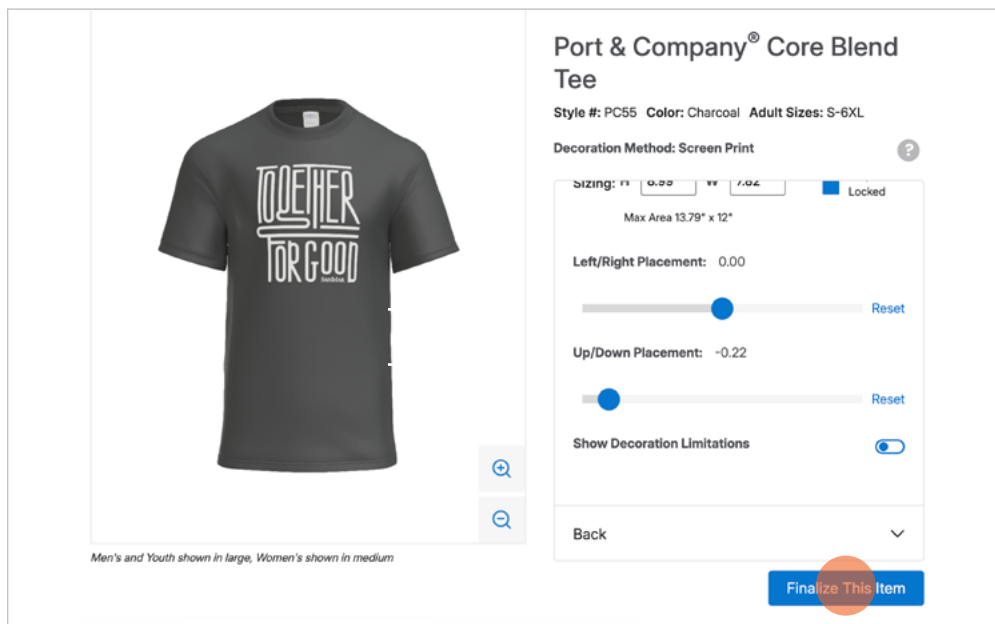


## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

- 8 If your artwork isn't production-ready, we'll let you know why at this point. You can upload a new file or we can convert it for you for an added fee. You'll see all artwork conversion costs before you submit your order.



- 9 Next you can adjust sizing and placement of the chosen artwork. You can also trim the background or remove it completely. Each product has visual markers to indicate the maximum decoration area, as you see on the hat here. Click **Finalize This Item** once you've completed your adjustments..



## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

- 10 Once you've added and placed all your decorations, click **Go To Shipping**.

The screenshot shows the SanMar.com order configuration interface. At the top right, there are input fields for 'Sizing: H" 8.99' and 'W" 7.82', with a 'Proportions Locked' indicator and a 'Max Area 13.79" x 12"' note. A 'Finalize This Item' button is located below these fields. The main content area is divided into several sections: a merchandise preview for 'Port & Company Core Blend Tee' (Style # PC55, Charcoal), a 'MERCHANDISE' table with a total quantity of 12 and a price of \$37.56, a 'DECORATION' table with a price of \$48.72, and 'DECORATION DETAILS' including file name 'Together for Go...', dimensions (8.99in x 7.82in), method (Screen Printing), placement (Front Chest), and number of colors (2). To the right is an 'Order Summary' table:

Order Summary	
Merchandise	\$37.56
Decoration	\$48.72
Screen Print Set Up Fee	\$2.00
Usage Fee	\$4.95
<b>Order Total</b>	<b>\$93.23</b>

A 'Go To Shipping' button is located at the bottom right of the page.

- 11 First you'll choose your shipping method for the initial leg of your order's journey, from a SanMar distribution center to your chosen decorator.

The screenshot shows the 'Shipping Details' page. At the top, there is a progress bar with five steps: '1. Shopping Box', '2. Select Decorator', '3. Configure', '4. Ship', and '5. Review & Submit'. The '4. Ship' step is currently active. Below the progress bar, the page title is 'Shipping Details' and a sub-header is 'From SanMar to Decorator'. The address for the decorator is 'Zome Design', 3808 N Sullivan Rd, Spokane Valley, WA 99216-1608. There is a toggle for 'Include extended shipping options' which is currently turned off. The warehouse is 'Robbinsville, NJ'. A table lists shipping options:

Shipping Option	Estimated Delivery Date	Order Cutoff Time	Freight Cost
<input checked="" type="radio"/> PSST Program	April 01		PSST Program (Freight Not Available)
<input type="radio"/> UPS	April 6		\$27.58
<input type="radio"/> USPS Priority Mail	April 7	4:00 p.m. ET	\$34.15
<input type="radio"/> USPS Ground Advantage	April 6		\$24.10

## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

- 12 Scroll down to choose how to ship from the decorator to your customer, starting with their address. You can select an address you've already saved or add a new one. If you add a new address, we'll validate it to make sure it looks right. Click **Submit** to confirm you have the right address.

The screenshot shows a web interface for address management. On the left, there is a 'Saved Addresses' section with a search bar and a list of saved addresses including 'SanMar', 'Jason Murphy', 'JJ of Dallas', and 'SanMar Rep Phil Osborn'. A modal window titled 'Address Validation' is open in the center, displaying a message: 'We couldn't confirm the address you entered. Please choose one of the options below.' It offers two options: 'Suggested Address' (selected) with the address '22833 SE Black Nugget Rd Ste 130, Issaquah, WA 98029-3621' and 'Let me fix the address' with the instruction 'I'll go back and make changes.' A 'Submit' button is visible in the bottom right corner of the modal. In the background, a form for entering a new address is partially visible, with fields for 'SanMar', '22833 SE Black Nugget Road', 'Suite 130', 'Issaquah', and 'Washington'.

- 13 Once you're chosen or added an address for your customer, click **Confirm Address**.

The screenshot displays the 'Shipping Address' section of the checkout process. On the left, the 'Saved Addresses' list is shown with columns for name, location, and zip code. The 'Main Sanmar' address is selected. On the right, the 'Shipping Address' form is populated with the selected address details: 'Main Sanmar', '22833 SE Black Nugget Rd', 'Ste 130', 'Issaquah', 'Washington', and '98029-3621'. Below the form, there are buttons for 'Save this address', 'Create New', and 'Edit'. A large green 'Confirm Address' button is highlighted with a red circle. At the bottom, a 'Select Shipping Method' table is visible with columns for 'Shipping Option', 'Estimated Delivery Date', and 'Freight Cost'.

## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

- 14 Now you can choose a shipping method for the shipment to your customer. Click **Proceed To Payment** once you've selected a shipping method here.

Select Shipping Method

Shipping Option	Estimated Delivery Date	Freight Cost
<input checked="" type="radio"/> UPS	April 14	\$16.44
<input type="radio"/> UPS 2nd Day Air	April 15	\$39.17
<input type="radio"/> UPS Next Day Air	April 14	\$127.98
<input type="radio"/> UPS Next Day Air Saver	April 14	\$116.39

[Proceed To Payment](#)

- 15 Review your order and select your payment method from the drop down menu, add a program name or PO number, or specific comments to the decorator. You can also select an email address to receive order confirmation and acknowledgement messages here.

**NOTE:** No further changes or cancellations can be made once an order has been submitted.

**Payment Method**  
You can still update your payment method if you like.  
Nat


**Campaign/Program Details**  
Add a name for your customer's campaign or program (optional)  
Enter Program Name  
Add an internal PO number (optional)  
Enter PO Number  
Add comments for your decorator (optional)  
Add specific details here. If this order is event-driven, let the decorator know the desired in-hand date. (Please note, this is not a guarantee that the order will be received on this date.)

**Notification Preferences**  
 Send me an order confirmation via email  
Order confirmation recipient's email address \*  
emeraldcityqa@sanmar.com  
Up to five email addresses allowed, separated by a comma.  
 Send me shipping notifications via email  
Shipping acknowledgement recipient's email address \*  
emeraldcityqa@sanmar.com  
Up to five email addresses allowed, separated by a comma.  
 Save my notification preferences

- 16 Once you verify that everything is correct, click "Submit Order."

**Product Details**

Please note that **no further changes or cancellations** can be made to your order after it has been submitted.

 <b>Port &amp; Co™ Core Blend Tee</b> Style # PC55 Charcoal	<b>MERCHANDISE</b> \$35.88 <b>DECORATION</b> \$83.04 <b>TOTAL QUANTITY</b> 12 <b>SIZES AND QUANTITIES</b> L: 12	<b>DECORATION DETAILS</b> File: Together for Go... Dimensions: 8.99in x 7.82in Method: Screen Printing Placement: Front Chest Number of Colors: 2
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[Submit Order](#)

## HOW TO USE SANMAR.COM TO ORDER DECORATED PRODUCTS

- 17 On the order confirmation page, you can download the order for your records or see an order summary. At the same time, a work order is created and sent to the decorator so they can begin their part of this project.

### Thank You For Your Order

**Web Reference #:** 309019547

We have received your order and we're getting ready to process it.

We'll send you an email confirmation after your order has been invoiced, which will include freight charges (if applicable) and the final invoice total.

If you'd like to download this order for your records, choose a format below.

Download as File

Select

[View Order Summary](#)

IF YOU HAVE ANY QUESTIONS, PLEASE REACH OUT TO [DECORATEDORDERS@SANMAR.COM](mailto:DECORATEDORDERS@SANMAR.COM).