

To use our Subsidized freight truck and order online with SanMar, please follow these instructions:

1. Select products from the SanMar Florida warehouse location.**

**If items are out of stock in the Jacksonville, FL location, please contact a SanMar sales representative at 800.426.6399 for assistance.

Port Authority® - Pique Knit Sport Shirt, K420

K420 - Athletic Gold

Sizes	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
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
Jacksonville, FL (Primary Warehouse)	0	104	319	500+	500+	500+	142	54	0	0
Seattle, WA	83	104	100	153	287	64	15	12	0	0
Cincinnati, OH	6	280	280	476	458	228	112	52	53	40
Dallas, TX	38	276	352	500+	398	188	78	37	11	32
Reno, NV	32	93	294	434	328	130	53	18	18	23
Cranbury, NJ	9	200	222	396	209	114	55	13	0	0
Sizes	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL

NEW! Companion Options

2. Select the Add to Shopping Box option to add selected items to your total order.

3. Repeat steps 1 and 2 until you have completed your order.

4. When you have finished selecting all of your items and have added them to your box, Click on Proceed to Checkout.

The order confirmation window will pop up to show all of the items you have ordered.

The screenshot shows the SanMar website's checkout page. At the top, there is a search bar and navigation links for Shop, Market, Learn, and About Us. The main content area is titled "CHECKOUT : Review Order > Shopping Box". Below this, there is a "Shopping Box" section with a table of items. A red arrow points to the "Remove" column of the table.

Style	Color	Size	Quantity	Price	Merchandise Amount	Warehouse	Weight, lbs	Remove
K420	Athletic Gold	M	<input type="text" value="24"/>	\$8.99	\$215.76	Florida	18.88	
K420	Athletic Gold	L	<input type="text" value="24"/>	\$8.99	\$215.76	Florida	20.50	
K420	Athletic Gold	XL	<input type="text" value="24"/>	\$8.99	\$215.76	Florida	21.88	
Style	Color	Size	Quantity	Price	Merchandise Amount	Warehouse	Weight, lbs	Remove
			Total		72		\$647.28	61.26

Buttons at the bottom of the table: Refresh, Remove All, Save Box, Continue Checkout.

5. Please review the items carefully. Be sure your order is complete and the warehouse is listed as Florida. If you have items that must ship from an alternate location due to an out-of-stock situation in Florida, please contact a SanMar sales representative at 800.426.6399 for assistance. In order to receive the items from another warehouse under the PSST program (with no additional freight costs), a SanMar representative will need to assist you.

6. When you are ready to accept the order as is, select the **Continue Checkout** option to proceed to the shipping screen.

After proceeding to Checkout, you will need to select a ship to address.

Shipping Address screen:

Search Easy Search Category, Color, Price

SANMAR
Family Owned & Operated Since 1971

View Shopping Box
View Saved Boxes
Order History
Log Out

Shop Market Learn About Us

NEW! Inventory/Price Check NEW! Express Order Quick Links: Custom Catalogs | Flyers | Custom Websites

CHECKOUT : Review Order > Shipping Address

Shipping Address

Your Address Book

<input type="radio"/>	8405 LA VELA DR	WHITTIER	CA	90605	
<input checked="" type="radio"/>	%IDEX INTERNATIONAL	14501 MCCORMICK DR TAMPA	FL	33626	
<input type="radio"/>	%DICK TRACY TEES	1234 AVE WEST	CEDAR RAPIDS	IA	52406
<input type="radio"/>	%LINDAS SCREEN MACHINE	123 RODEO DR	OREGONIA	OH	45054
<input type="radio"/>	%SCREEN DESIGNS	1212 W 3434 S	OGDEN	UT	84403

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

ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP
%IDEX INTERNATIONAL	14501 MCCORMICK DR	TAMPA	FL	33626

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

Is this a residence? No Yes

Drop ship e-mail

Customer PO

[Click here to add address to address book](#)
Note: Additions or changes to an existing address will take 24 hours to appear in your address book.

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7. If **Idex International** is already in your Address Book, you may simply select it from your list. The system will automatically add the address to the appropriate fields.

The drop ship address must reflect:

Idex International
14501 McCormick Dr
Tampa, FL 33626

If Idex International is not currently in your address book, you may add it by selecting

[Click here to add address to address book](#)

8. You may add drop ship email address and customer PO number as applicable.

Once you have completed and verified the **Shipping Address**, added a drop ship email and/or customer PO number (as applicable), click on the **Continue Checkout** button to proceed to the Shipping Method screen

Shipping Method screen:

The screenshot shows a web interface for the Shipping Method screen. It includes a navigation menu on the left with options like CATEGORY, BRAND, COLOR, and PRICE. The main content area is divided into several sections: Order Summary, Shipping Address, Shipping Methods, and a table for Warehouse and Ship Method. Red arrows point to the Order Reference Number, the Shipping Address, the Ship Method dropdown menu, and the Submit & Continue button.

Order Summary

Customer Number 2
Order Reference Number 11154033
Terms NET
Total Merchandise Amount** \$647.28

Promotional code if applicable: Redeem

Pay By Credit Card

Shipping Address

Address 1 IDEX INTERNATIONAL
Address 2 14501 MCCORMICK DR
City TAMPA
State FL
Zipcode 33626
Residence N
E-mail
PO 12345

Change Shipping Address or PO Number

Shipping Methods

Recommended shipping method based on weight for each warehouse are listed below. You can use the recommended method or choose from other available options.

Warehouse	Ship Method	Estimate*
Florida	PICKUP JACKSONVILLE	PICKUP JACKSONVILLE (ESTIMATE N/A)

Ship Times

Submit & Log Off Submit & Continue

The Shipping Method screen gives you the opportunity to view you the Order Summary that includes:

- The customer number being billed for the order.
- Order reference number that you can use to call in to our sales department at 800.426.6399 for assistance or for tracking purposes.
- Terms of payment (no COD orders will be accepted**)
**If you are a COD customer, please pay by credit card

Next, you will need to choose the Shipping Method in order to use the **IDEX International PSST truck**:

9. Use the drop down menu next to the warehouse location.
Select **"PICKUP JACKSONVILLE"** as your shipping method

This will ensure that your packages will be **P**acked **S**eparately but **S**hipped **T**ogether.

10. Once you have verified all of the information on the Shipping Method screen is correct,
Click on either:

Submit & Log off if you wish to accept the order and log out of your session or
Submit & Continue if you wish to accept the order and continue on to another order

Remember:

- The orders selected for this special **I dex International PSST Truck** service mainly ship from the SanMar Florida warehouse 4 times a week – Monday, Tuesday, Wednesday, and Thursday
- The orders must be submitted to the SanMar ordering system by 11:00am EST in order to be processed the same day for this service.
- If you are submitting your order close to the 11:00am EST cut-off, it might be best to call a SanMar representative at 800-426-6399 instead of using the Online Ordering system.
- If you have questions regarding the ordering process, please contact a SanMar representative for assistance.

Thank you!