SanMar

Purchase Order Integration Guide

FTP & Web Services Order Submission

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Establishing Order Integration

To request purchase order integration access, please email sanmarintegrations@sanmar.com and we will send you our integration agreement. Once completed we will setup access to our data and our order testing environment. Order testing environment setup can take 24-48 hours.

Authentication

In our production environment, you can use your existing sanmar.com username and password. You can also setup a separate webuser account at:
https://www.sanmar.com/signup/webuser

For EDEV setup, please contact sanmarintegrations@sanmar.com with your account number and EDEV PO onboarding request details. A member of our support team will contact you with further instructions.

Payment Methods

For quick and efficient processing of your order we require either NET terms or a credit card saved to your account on sanmar.com. If you have questions about NET terms, please call the SanMar Credit Dept (800) 346-3369 or visit our website to apply for terms:
https://www.sanmar.com/resources/newcustomer/creditapp

Third Party Service Providers

If you are an ecommerce or software developer, please contact the SanMar Integration support team at sanmarintegrations@sanmar.com to obtain data access and a test account.

Please let us know when you are ready to begin order integration testing. The first test order will be submitted under your SanMar test account number in our EDEV environment. Once your test order has been received and verified you will need to have one or two SanMar customers that you are working with to send a test order to our EDEV environment for verification. After verification, we will then transition your customers to our production environment for live order submission.

Brand Restrictions

The following brands are prohibited from being sold without embellishment on any third party or direct to consumer website, including Amazon, eBay, and Craigslist:

Brooks Brothers	Eddie Bauer	OGIO	Tommy Bahama
Carhartt	New Era	The North Face	TravisMathew
Cotopaxi	Nike		

Map Pricing

All customers must adhere to our Minimum Advertised Pricing (MAP) policy. Per our sales policy, customers may not advertise or promote products at discounts greater than 10% off MSRP or SanMar promotional pricing for retail items or 20% for our private label brands. Customers also may not advertise any discount on bags by OGIO.

MAP of 10% OFF MSRP		MAP of 20% OFF MSRP	MAP of MSRP	No MAP
Alternative Apparel	Red House	AllMade	Carhartt	Anvil
Brooks Brothers	Red Kap	CornerStone	Nike Bags	Bella+Canvas
Bulwark	Russell Outdoors	District	Tommy Bahama	Comfort Colors
Champion	Spacecraft	Mercer+Mettle		Fruit of the Loom
Cotopaxi	The North Face	Port & Company		Gildan
Eddie Bauer	Travis Mathew	Port Authority		Hanes
New Era	WonderWink	Sport Tek		Jerzees
Nike		Volunteer Knitwear		Next Level
OGIO				Rabbit Skins

Global Trade Item Numbers (GTIN)

GTIN's for the following brands are available in the **SanMar_SDL_N.csv and SanMar_EPDD.csv** files on our FTP server:

Allmade	Champion	Hanes	Port Authority	The North Face
Alternative	Comfort Colors	Jerzees	Precious Cargo	Tommy Bahama
American Apparel	Cornerstone	Mercer+Mettle	Rabbit Skins	TravisMathew
Anvil	Cotopaxi	Next Level	Red House	Volunteer Knitwear
Bella+Canvas	District	Nike	Red Kap	Wonderwink
Brooks Brothers	Eddie Bauer	Ogio	Russel Outdoors	
Bulwark	Fruit of the Loom	Port & Co	Spacecraft	
Carhartt	Gildan		Sporttek	

Shipping Information

SanMar does not have special shipping rates. However, you can use our UPS shipping account at the standard rate, or your own shipping account which could delay processing due to the manual addition of the shipping information to each order.

Please visit our website for all our warehouse locations and addresses:
https://www.sanmar.com/resources/locationsshipping/warehouses

Shipping Cutoff Times

This applies to orders that have been approved by our credit department and have been queued for processing in the warehouse. SanMar will make reasonable efforts to ship orders received before the cutoff time on the same day. Orders received after the warehouse cutoff time will be shipped out the next business day.

Please visit our website for shipping cutoff times:
https://www.sanmar.com/resources/shipping-cutoff-times

Shipping Free Freight Policy

SanMar offers free freight on orders over $200.00 shipped via ground with SanMar's preferred carrier within the continental United States, excluding bags and oversized travel bags. Below are UPS resources for estimated shipping costs based on UPS zones/rates:

UPS Shipping Rates:
https://www.ups.com/us/en/support/shipping-support/shipping-costs-rates.page

PSST (Pack Separately. Ship Together.)

SanMar's PSST program is a collaboration between contract decorators and SanMar to offer high levels of service to Promotional Product Distributors. PSST Order Cutoff time is 1pm from your primary warehouse.

Please Note: To ensure efficient processing of PSST orders, the ship-to address on the order should be an exact match with the address in our system. We recommend that customers work with their SanMar account team to confirm the PSST decorator address. This also allows us to confirm whether the decorator is a PSST approved decorator. For more information please visit:
https://www.sanmar.com/resources/decorator-solutions

SanMar Standard Ship Methods

Ship Method	Description
UPS	UPS Standard Ground
UPS 2ND DAY	2nd business day delivery end of day
UPS 2ND DAY AM	2nd business day delivery 10:30 am
UPS 3RD DAY	3rd business day delivery end of day
UPS NEXT DAY	Next day delivery 10:30 am
UPS NEXT DAY EA	Next business day delivery 8:00 am
UPS NEXT DAY SV	UPS next day delivery 3:00 pm
UPS SATURDAY	Extends business day calculation to include Saturdays
USPS PP	United States Postal Service Parcel Post
USPS APP	USPS Air Parcel Post
PSST	Pack Separately. Ship Together program
TRUCK	Truck carrier service. All Orders over 200 pounds should use the Truck ship method. Truck carrier services are based on the destination zip code

SanMar PromoStandards Ship Methods

Ship Method	Ship Method Service	Description
UPS	Ground	UPS Standard Ground
UPS	2ND DAY	2nd business day delivery end of day
UPS	2ND DAY AM	2nd business day delivery 10:30 am
UPS	3RD DAY	3rd business day delivery end of day
UPS	NEXT DAY	Next day delivery 10:30 am
UPS	NEXT DAY EA	Next business day delivery 8:00 am
UPS	NEXT DAY SV	UPS next day delivery 3:00 pm
UPS	SATURDAY	Extends business day calculation to include Saturdays
USPS	APP	USPS Air Parcel Post
USPS	PP	United States Postal Service Parcel Post
PSST	PSST	Pack Separately. Ship Together program

SanMar Warehouse Will Call Ship Methods

If you would like to pick up your orders, please use one of the following warehouse codes in the ship method field to indicate the location of where you will be picking up the order. Please allow at least two-three hours for your order to be processed.

Note In order for Will Call orders to process successfully, your account must be configured for Warehouse Selection.

Warehouse Code	Warehouse Number	Location
PRE	1	Seattle, WA
CIN	2	Cincinnati, OH
COP	3	Dallas, TX
REN	4	Reno, NV
NJE	5	Robbinsville, NJ
JAC	6	Jacksonville, FL
MSP	7	Minneapolis, MN
PHX	12	Phoenix, AZ

Web Services PO Will Call Example
<shipMethod>REN</shipMethod>

Flat File PO Will Call Example (Custinfo.txt file)
1234,Sanmar,123 Test St.,Visalia,CA,93292,REN,,N,,,,W,

Integrated Ordering Shipping Options

Contact the SanMar integrations team and let us know which integration method (FTP or Web Service) and ordering option you would like to use.

Option 1: Warehouse Consolidation (Default Integration Account Configuration)

All orders are intended to ship completely out of the closest warehouse. If one item is out of stock, then the entire order will be moved to the next closest warehouse until the order can be shipped from one warehouse. If the order cannot be shipped complete, then it will auto-split into multiple orders from the closest warehouses where stock is available.

This option may delay the ship time for the entire order depending on the distance of the closest warehouse that has availability for all items but saves on shipping costs which can occur from shipping from multiple warehouses.

Option 2: Auto-split shipments (Integration Account Modification Required)

This option automatically ships each line item from the closest available warehouse. You can use this option to help ensure that orders are shipped as fast as possible, however, additional shipping charges can be incurred per warehouse. If you are using web services to place your orders, then we recommend using the GetPreSubmitPO service to check inventory before the use of the submitPO or PromoStandards sendPO methods.

This option may cause some orders to require manual intervention if there is not enough product to fulfill the quantity ordered on one-line items at one warehouse. In this case, the entire order will be put on hold in our system, and your account team will be notified to manually key-in the missing line item(s).

Option 3: Warehouse Selection (Integration Account Modification Required)
Required for Will Call order processing

The customer submits the warehouse number that they would like to ship the order from on each line item. We recommend that you keep track of our inventory to prevent delays in your order processing.

This option may require manual intervention if an item is not available in the chosen warehouse. In this case the entire order will be put on hold and your account team will need to manually key-in the order. If you are considering this option, please contact the SanMar Integration Team to discuss if this is the right option for you.

Order Processing Information

To set up your order processing, we will need the below information. Please be advised this information is hard coded in our system and cannot be changed on an order-by-order basis:

SanMar Account Number:
Shipping Notification Email Address:
Shipping Label Company Name:
SanMar.com Username:
Shipping Option:
Payment Method (Net Terms or Last 4 of Credit Card on File):

Please Note: If you are currently set up to use Pay Invoices on sanmar.com and you need these invoices accessible as well, then please use the associated sanmar.com username.

Integrated Order Testing

EDEV Test Verification

Once you have submitted your test order to our EDEV environment, please email us your test PO number and we will review your submitted information. At this time, you can review your holding file in your _EDEV/Done folder. The Holding file shows you the warehouse number and product availability for each line item. In production, once the order reaches our main system you will receive an email notification and shipping confirmation just like when you place an order with the account teams or on our website.

Please be advised that our testing environment may not match the inventory and pricing in our production environment. This environment is used for testing and process improvement and may be unavailable during internal updates from time to time.

We recommend using the following style/color/sizes for your test order.

Unique_Key | partId	Style | productid	Color	Size
538203	PC54	Gold	M
538205	PC54	Gold	XL
805562	DT6000	Black	S
708274	PC78H	Charcoal	L
1321104	DT564	Black	L
118155	PC61	Navy	XL

Production Setup

Upon successful testing in our EDEV environment, we will request a date/time you would like to go live in our production environment. We will also request the below order processing information:

Shipping Notification Email Address:
SanMar.com Username:
(If you are currently set up to use Pay Invoices on sanmar.com and you need these invoices accessible as well, then please use the associated sanmar.com username.)

Integrated Ordering Shipping Option:
(Warehouse Consolidation, Auto-split, or Warehouse Selection)

Production setup can take 24-48 hours. Once you are notified that your account has been setup in our production environment, you can prepare and submit a small order to our production 'In' and 'Release' folders via flat file, or by using the production standard SubmitPO WSDL, or the PromoStandards sendPO WSDL.

In production, once your order is processed and shipped you will receive an email notification and shipping confirmation just like when you place an order with the account teams or on our website. You can review your order's holding file in the 'Done' folder of our FTP server. The holding file shows you the style, color, size, warehouse number, and product availability for each line item with a Y or N flag.

Once your first small live order is submitted, we will verify the order for correctness. If successful, you can start submitting your orders at your convenience.

Duplicate Order Line Consolidation:
Our system confirms Inventory availability on a per line basis. Submitting multiple lines for the same product can result in inventory being sourced from a warehouse with insufficient stock to cover the full quantity of your order. Please ensure you are consolidating duplicate lines into one line with a total quantity rather than submitting duplicate lines to ensure timely processing and delivery.

    Example Details.txt File Duplicate Lines Data:
    FX34689,1003,10,3
    FX34689,1003,10,3

    Example Details.txt File Consolidated Lines Data:
    FX34689,1003,20,3

FTP and Web Service Order Integration: File Processing Overview

FTP order integration consists of creating and uploading 3 text files (CustInfo, Details, Release) to our FTP server. Web service order integration consists of submitting the SubmitPO XML schema through our WSDL which is then converted into 3 text files and automatically uploaded to our FTP server. All order files are submitted to the respective 'In' and 'Release' folders on our FTP server. When this occurs, a holding file (order acknowledgement) will be created in the 'Holding' folder. All files will transition to the 'Done' folder once the order has been processed.

Integration Order Folder Details

In & Release Folder: The CustInfo.txt and Details.txt files are uploaded to the 'In' folder, while the Release.txt is uploaded to the 'Release' folder for processing.

Done Folder: Order files in a successful order will be moved to the 'Done' folder. The order will then be entered into our main system where it will be sent to the warehouse**.**

Holding and Waiting Release Folder: Upon submission of your integration order the Holding.txt file will be created in the 'Holding' folder. This file will show which products are available and the warehouse number.

If you do not upload the release file, then the order will not be processed. The Holding file will still be created, however the CustInfo.txt and Details.txt files will be moved to the 'WaitingRelease' folder.

ErrorFiles Folder: If there is an issue with the format or data of your order files then they will be moved to the 'ErrorFiles' folder.

ResubmittedFiles Folder: If the file name for a submitted integration order has previously been processed, our system will move all files to the 'ResubmittedFiles' folder. The files in this folder will not be processed.

FTP Folder Set Example
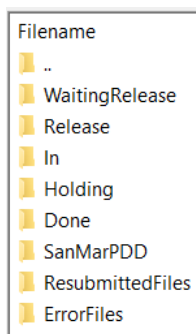
SanMar Standard Text File Order Integration

The following information outlines the required fields in each file. We provide sample ordering files within the Integration Information folder on our FTP server.

Text file order integration through our FTP server requires the creation of three comma-delimited ASCII text files: **Custinfo.txt**, **Details.txt**, **and Release.txt**. The order file names must be capitalized. Before you start creating the integration order files, you must understand how to appropriately format the file names, as purchase orders are associated by file name.

File names are determined by the following main components:
1. The **order name**. This entry can contain alphanumeric characters and dashes. Each set of PO order names must be unique. SanMar Recommends using the following **date / batch number** format for the **order name:**
   - The **current date** (SanMar recommends the date format should always be in the following format: MM-DD-YYYY)
   - The **batch number** (an incremental number marking the number of purchase orders sent over each day)
2. The **file name** (Example: CustInfo.txt, Details.txt, Release.txt). The order file names must be capitalized

Examples:
06-07-2022-1CustInfo.txt
06-07-2022-1Details.txt
06-07-2022-1Release.txt

Date	Batch Number	File Name
06-07-2022	-1	CustInfo.txt
06-07-2022	-1	Details.txt
06-07-2022	-1	Release.txt

Text File Date / Batch Name Formatting

Multiple orders will need to be batched in the file naming for all 3 files. For example, the first CustInfo.txt file sent on June 7, 2022, will be named "06-07-2022-1CustInfo.txt". The "-1" part of the filename represents the first order. The second order will be named "06-07-2022-2CustInfo.txt", and so on. The batch number is an incremental number marking the number of purchase order batches sent over each day. The batch number for the following day will start over at "1," so the first file for June 8, 2022, would be "06-08-2022-1CustInfo.txt."

Text Order Files Submission Timing Recommendations

To avoid timing errors resulting in failed processing, please ensure you submit a complete set of CustInfo and Details files before submitting the corresponding Release file. We recommend adding a timing delay of several seconds at least before submitting the Release file.

Details.txt File Formatting

The Details.txt file contains the product information for a given purchase order. Two of the fields (INVENTORY_KEY and SIZE_INDEX) are directly sourced from the SanMar Extended Product Descriptor Database (Sanmar_EPDD.csv file).

As the CustInfo.txt and the Details.txt together constitute your electronic purchase order (CustInfo.txt containing the shipping information and Details.txt containing the product information), the two files should always match in terms of date and batch number. So, along with the first CustInfo.txt file on June 7, 2022, there will also be a Details.txt file, correspondingly named "06-07-2022-1Details.txt". The next CustInfo.txt file sent on that same date will also have a correspondent Details.txt file, named "06-07-2022-2Details.txt," and so on.

Please Note: The INVENTORY_KEY required in the Details.txt file, is not the same number as our style number used in our catalog or online offering.

Details.txt File Field Descriptions

Field Name	Field Description	Char Max	Data Type	Required
PONUM	Purchase Order Number for your order	28	VARCHAR	Y
INVENTORY_KEY	SanMar Product Identifier	6	INT	Y
QTY	Item Quantity	5	INT	Y
SIZE_INDEX	Product Size Identifier	11	INT	Y
WHSE_NO	*Warehouse Number (**Leave Blank**)	2	INT	N

* Due to the need to verify stock in the submitted warehouse before placing your order, please contact the SanMar Integration Team to discuss if this is the right option for you.

PONUM	INVENTORY_KEY	QTY	SIZE_INDEX	WHSE NO
FX34689	1003	10	3	**Leave Blank**

Example Details.txt File Data:
FX34689,1003,10,3

CustInfo.txt File Formatting
   Please Note: Do Not Use Additional Commas in any Field Due to the Comma being our Delimiter in order files.

The CustInfo.txt file contains the shipping information for a purchase order.

CustInfo.txt File Field Descriptions

Field Name	Field Description	Char Limit	Type	Required
PONUM	Purchase Order Number for your order	28	VARCHAR	Y
Ship-to Address Field 1	Ship to Address. Please use these street abbreviations: ST, AVE, RD, DR, BLVD	35	VARCHAR	Y
Ship-to Address Field 2	Used for the Suite or APT #	35	VARCHAR	N
Ship-to City Name	Ship to City	28	VARCHAR	Y
Ship-to State Name	Ship to State	2	VARCHAR	Y
Ship-to Zip Code	Ship to Zip Code. 5 digits or 5 digits-4 digits. Examples: 00885 or 98007-1156 or 980071156 Valid Formats: XXXXX-XXXX XXXXX XXXXXXXXX	5-10 Min 5 Chars. Add Preceding Zeros if needed.	VARCHAR (Numbers Only)	Y
Shipping Method	Shipping Method. Examples: UPS or USPS	15	VARCHAR	Y
Ship-to Email	E-mail Address for Shipping Notification	105	VARCHAR	Y
Residence	Designates if the location is a residence. Example: Y or N	1	VARCHAR	Y
Department /Office Code	Leave Blank	6	VARCHAR	N
Notes	Leave Blank	54	VARCHAR	N
Ship-to Company Name	Ship to Company Name	28	VARCHAR	N
Integration Method	Leave Blank	1	VARCHAR	N
Ship-to Attention	User for the receiver's name or PO number	35	VARCHAR	N

PONUM	ADDRESS_1	ADDRESS_2	CITY	STATE	ZIP_CODE	SHIP_METHOD	SHIP_TO_EMAIL	RESIDENCE	DEPT	NOTES	CO NAME	INT_METHOD	ATTENTION
FX3469	123 GRIFFITH ST	STE 202	CHARLOTTE	NC	28217	UPS	sales@abco.com	N			My Decorator		DANA

Example CustInfo.txt file Data
FX34689,123 GRIFFITH ST,STE 202,CHARLOTTE,NC,28217,UPS,sales@abco.com,N,,,My Decorator,,DANA

Release.txt File Formatting

The Release.txt is the authorization file that releases the CustInfo.txt and Details.txt files for processing and fulfillment.

A purchase order will not be processed until a release file with the corresponding purchase order number is sent for release. A purchase order can be released for processing up to two weeks after a particular pair of CustInfo.txt and Details.txt files have been submitted. Product availability will be determined when the purchase order is released and processed.

Name formatting for the Release.txt file is the same as the Details and CustInfo files with the addition of the release number which is added to the end of the file description. This is added to distinguish the number of releases authorized each day. Because any given pair of CustInfo.txt and Details.txt files can reference more than one purchase order, the release file allows the flexibility to authorize for processing any one or combination of multiple purchase orders in the CustInfo.txt and Details.txt pair batch.

Example: If a pair of CustInfo.txt and Details.txt files references three purchase orders for three different products, the first release file sent on June 7, 2022 (named "06-07-22-1Release1.txt") may authorize only two of the purchase orders for processing and shipment. The third purchase order could be released later in the day or up two weeks later, and would be named "06-07-22-1Release2.txt," since it would be the second release authorization for the pair of CustInfo.txt and Details.txt files placed on June 7, 2022.

Release.txt File Field Descriptions

Field Name	Field Description	Char Limit	Type	Required
PO Number	Purchase Order Number for your order	28	VARCHAR	Y

PONUM
FX34689

Example Release.txt File Data

FX34689

Holding.txt File (Order Acknowledgement)

The Holding.txt file serves as your order acknowledgement for your integration purchase order. It is produced within 15 minutes after you submit your order. The processor converts the details data (Inventory Key and Size Index) into the holding file as style, color, and size. The holding file also displays the ship-from warehouse and product availability flag (Y or N) which tells you if there is stock for the submitted line item.

SanMar will check inventory prior to placing an order and will source each order from the closest warehouse to the destination zip code. If the inventory is unavailable, a SanMar customer service representative will notify the customer via phone for permission to ship short or find an alternate item to replace the out-of-stock inventory.

Holding.txt File Field Descriptions

Field Name	Field Description	Char Limit	Type
PO Number	Purchase Order Number for your order	28	VARCHAR
Style	Style number	10	VARCHAR
Color	Style Color	14	VARCHAR
Quantity	Item Quantity	Implied	INT
Warehouse Number	Ship-From Warehouse number	Implied	INT
Availability	Stock Availability. Y or N	1	VARCHAR

PONUM	Style	Color	Size	QTY	WHSE_NO	Availability
FX34689	363B	White	S	10	2	Y

Example Holding.txt data
FX34689,363B,White,S,10,2,Y

Warehouse Numeric Values
All warehouses are assigned a number which is displayed in the order integration holding file.

Warehouse Code	Warehouse Number	Location
PRE	1	Seattle, WA
CIN	2	Cincinnati, OH
COP	3	Dallas, TX
REN	4	Reno, NV
NJE	5	Robbinsville, NJ
JAC	6	Jacksonville, FL
MSP	7	Minneapolis, MN
PHX	12	Phoenix, AZ

SanMar Standard Web Services Order Integration

Order processing setup in both in both our EDEV and production environments can take 24-48 hours.

EDEV: https://edev-ws.sanmar.com:8080/SanMarWebService/SanMarPOServicePort?wsdl
PRODUCTION: https://ws.sanmar.com:8080/SanMarWebService/SanMarPOServicePort?wsdl

There are two functions available for this web service:

getPreSubmitInfo
SubmitPO

SanMar getPreSubmitInfo Service
Please Note: Do Not Use Additional Commas in any Field Due to the Comma being our Delimiter in order files.

This service returns a message confirming the availability of inventory from the closest warehouse location based on the drop ship location (State) and does not submit the order. If stock is confirmed from the closest warehouse, the message and the whseNo is returned in webServicePODetail-List of the response as follows: "Requested Quantity is confirmed and available in warehouse [whseNo] to ship to your destination." If stock is not available from any warehouse, a message is returned in the webServicePODetailList of the response as follows: "Requested Quantity is not in stock from any warehouse or from requested warehouse".

SanMar getPreSubmitInfo Service Request Parameters

Please Note: Each PO submission can contain multiple line items. Each line item must include both inventoryKey and sizeIndex, <u>or</u> style, color, and size.

Field Name	Field Description	Char Limit	Type	Required
attention	Receiver's Name or PO number	35	VARCHAR	N
internalMessage	Leave Blank		VARCHAR	N
notes	Leave Blank	54	VARCHAR	N
poNum	PO Number	28	VARCHAR	Y
poSenderId	Leave Blank	12	VARCHAR	N
residence	Y or N (Yes or No)	1	VARCHAR	Y
department	Leave Blank	6	VARCHAR	N
shipAddress1	Ship-to Company Address. Use the following street abbreviations: ST, AVE, RD, DR, BLVD	35	VARCHAR	Y
shipAddress2	Suite or Apt#	35	VARCHAR	N
shipCity	Ship-to City Name	28	VARCHAR	Y
shipEmail	Drop Ship Email address	105	VARCHAR	Y
shipMethod	Ex: UPS	15	VARCHAR	Y
shipState	Ship-to State Name	2	VARCHAR	Y
shipTo	Ship-to Company Name	28	VARCHAR	N
shipZip	Ship-to ZIP Code. 5 digits **or** 5 digits-4 digits. Add Preceding Zeros, if needed. Ex: 008054 or 98007-1156 or 980071156	5 - 10 Numbers. Min 5 Chars	VARCHAR	Y
color	Product Color. Ex: Black. (Must use the SANMAR_MAINFRAME_COLOR data. This can be retrieved from the Sanmar_SDL_N.CSV file on our FTP server, or through the SanMar Data Library file on SanMar.com)	50	VARCHAR	Y
errorOccured	Leave Blank			N
inventoryKey	20828	10	INT	Y
message	Leave Blank		VARCHAR	N
poId	Leave Blank	11	VARCHAR	N
quantity	Number of Products ordered EX:12	6	INT	Y
size	Product SIZE - Ex: XL	50	VARCHAR	Y
sizeIndex	5	11	INT	Y
style	Ex: K500	60	VARCHAR	Y
*whseNo	Leave Blank.	10	INT	N

* Warehouse selection requires a modification to your integration order processing, and you will need to utilize the inventory web service before placing orders. Please contact the SanMar Integration Team to discuss using this option.

SanMar getPreSubmitInfo Service XML Request:

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:web="http://webservice.integration.sanmar.com/">
  <soapenv:Header />
  <soapenv:Body>
    <web:getPreSubmitInfo>
      <arg0>
        <attention>SanMar Integrations</attention>
        <internalMessage>?</internalMessage>
        <notes>?</notes>
        <poNum>WEBSERVICES TEST</poNum>
        <poSenderId>?</poSenderId>
        <residence>N</residence>
        <department>?</department>
        <shipAddress1>22833 SE Black Nugget Rd</shipAddress1>
        <shipAddress2>STE 130</shipAddress2>
        <shipCity>Issaquah</shipCity>
        <shipEmail>sanmarintegrations@sanmar.com</shipEmail>
        <shipMethod>UPS</shipMethod>
        <shipState>WA</shipState>
        <shipTo>SanMar Corporation</shipTo>
        <shipZip>98029</shipZip>
        <webServicePoDetailList><!--Zero or more repetitions:-->
          <color>white</color>
          <errorOccured>?</errorOccured>
          <inventoryKey />
          <message>?</message>
          <poId>?</poId>
          <quantity>5</quantity>
          <size>m</size>
          <sizeIndex />
          <style>K500</style>
          <whseNo>?</whseNo>
        </webServicePoDetailList>
      </arg0>
      <arg1>
        <sanMarCustomerNumber>12345</sanMarCustomerNumber>
        <sanMarUserName>YourSanmar.comUsername</sanMarUserName>
        <sanMarUserPassword>YourSanMar.comPassword</sanMarUserPassword>
      </arg1>
    </web:getPreSubmitInfo>
  </soapenv:Body>
</soapenv:Envelope>
```

SanMar getPreSubmitInfo Service XML Response Scenario 1 - Inventory is available.

```xml
<S:Envelope xmlns:S="http://schemas.xmlsoap.org/soap/envelope/">
  <S:Body>
    <ns2:getPreSubmitInfoResponse
    xmlns:ns2="http://webservice.integration.sanmar.com/">
      <return>
        <errorOccurred>false</errorOccurred>
        <message>Information returned successfully</message>
        <response xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
        xsi:type="ns2:webServicePO">
          <attention>SanMar Integrations</attention>
          <department>?</department>
          <internalMessage>SUCCESS: Inventory Found</internalMessage>
          <notes>?</notes>
          <poNum>WEBSERVICES TEST</poNum>
          <residence>N</residence>
          <shipAddress1>22833 SE Black Nugget Rd</shipAddress1>
          <shipAddress2>STE 130</shipAddress2>
          <shipCity>Issaquah</shipCity>
          <shipEmail>sanmarintegrations@sanmar.com</shipEmail>
          <shipMethod>UPS</shipMethod>
          <shipState>WA</shipState>
          <shipTo>SanMar Corporation</shipTo>
          <shipZip>98029</shipZip>
          <webServicePoDetailList>
            <color>white</color>
            <errorOccured>false</errorOccured>
            <inventoryKey>20860</inventoryKey>
            <message>Requested Quantity is confirmed and available in
             warehouse '1' to ship to your destination.</message>
            <quantity>5</quantity>
            <size>m</size>
            <sizeIndex>3</sizeIndex>
            <style>K500</style>
            <whseNo>1</whseNo>
          </webServicePoDetailList>
        </response>
      </return>
    </ns2:getPreSubmitInfoResponse>
  </S:Body>
</S:Envelope>
```

SanMar getPreSubmitInfo Service Response Scenario 2 - Inventory is not available.

```xml
<S:Envelope xmlns:S="http://schemas.xmlsoap.org/soap/envelope/">
  <S:Body>
    <ns2:getPreSubmitInfoResponse
    xmlns:ns2="http://webservice.integration.sanmar.com/">
      <return>
        <errorOccurred>true</errorOccurred>
        <message>Requested Quantity is not in stock from any warehouse or from
        the requested warehouse for the following styles: [(K420,900)]</message>
        <response xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
        xsi:type="ns2:webServicePO">
          <internalMessage>Requested Quantity is not in stock from any
          warehouse or from the requested warehouse for the
          following styles: [(K420,900)]</internalMessage>
          <notes>?</notes>
          <poNum>WEBSERVICES-TEST</poNum>
          <poSenderId>0</poSenderId>
          <residence>N</residence>
          <shipAddress1>22833 SE Black Nugget Rd</shipAddress1>
          <shipAddress2>Ste 130</shipAddress2>
          <shipCity>Issaquah</shipCity>
          <shipEmail>noemail@sanmar.com</shipEmail>
          <shipMethod>UPS</shipMethod>
          <shipState>WA</shipState>
          <shipTo>SanMar Corporation Inc.</shipTo>
          <shipZip>98029</shipZip>
          <webServicePoDetailList>
            <color>Black</color>
            <errorOccured>true</errorOccured>
            <inventoryKey>9203</inventoryKey>
            <quantity>900</quantity>
            <size>S</size>
            <message>Requested Quantity is not in stock from any warehouse or
            from requested warehouse</message>
            <sizeIndex>2</sizeIndex>
            <style>K420</style>
          </webServicePoDetailList>
        </response>
      </return>
    </ns2:getPreSubmitInfoResponse>
  </S:Body>
</S:Envelope>
```

SanMar Standard submitPO Service

Please Note: Do Not Use Additional Commas in any Field Due to the Comma being our Delimiter in order files.

This service submits a purchase order to SanMar for processing. Each PO submission can contain multiple line items. Each line item must include an inventoryKey and sizeIndex, or style, color (SANMAR_MAINFRAME_COLOR), and size. We recommend using the inventoryKey and sizeIndex to reduce processing errors.

SanMar Standard submitPO Service Request Parameters

Field Name	Field Description	Char Limit	Type	Required
attention	Receiver's Name or PO number	35	VARCHAR	N
internalMessage	Leave Blank		VARCHAR	N
notes	Leave Blank	54	VARCHAR	N
poNum	PO Number	28	VARCHAR	Y
poSenderId	Leave Blank	12	VARCHAR	N
residence	Y or N (Yes or No)	1	VARCHAR	Y
department	Leave Blank	6	VARCHAR	N
shipAddress1	Ship-to Company Address. Use the following street abbreviations: ST, AVE, RD, DR, BLVD	35	VARCHAR	Y
shipAddress2	Suite or Apt#	35	VARCHAR	N
shipCity	Ship-to City Name	28	VARCHAR	Y
shipEmail	Drop Ship Email address	105	VARCHAR	Y
shipMethod	Ex: UPS	15	VARCHAR	Y
shipState	Ship-to State Name	2	VARCHAR	Y
shipTo	Ship-to Company Name	28	VARCHAR	N
shipZip	Ship-to ZIP Code. 5 digits **or** 5 digits-4 digits. Add Preceding Zeros, if needed. Ex: 008054 or 98007-1156 or 980071156	5 - 10 Numbers Only. Min 5 Chars	VARCHAR	Y
color	Product Color. Ex: Black. (Must use the SANMAR_MAINFRAME_COLOR data. This can be retrieved from the Sanmar_SDL_N.CSV file on our FTP server, or through the SanMar Data Library file on SanMar.com)	50	VARCHAR	Y
errorOccured	Leave Blank			N
inventoryKey	20828	10	INT	Y
message	Leave Blank		VARCHAR	N
poId	Leave Blank	11	VARCHAR	N
quantity	Number of Products ordered EX:12	6	INT	Y
size	Product SIZE - Ex: XL	50	VARCHAR	Y
sizeIndex	5	11	INT	Y
style	Ex: K500	60	VARCHAR	Y
*whseNo	Leave Blank	10	INT	N

*Warehouse selection requires a modification to your integration order processing, and you will need to utilize the inventory web service before placing orders. Please contact the SanMar Integration Team to discuss using this option.

SanMar Standard submitPO Service XML Request

The following demonstrates an API call to submit a PO for style K420, color black, size small (S), and a quantity of 10. This service submits the PO request and returns a message response of "PO Submission successful" or "Error: [error description]".

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:web="http://webservice.integration.sanmar.com/">
  <soapenv:Header />
  <soapenv:Body>
    <web:submitPO>
      <arg0>
        <attention>Please Delete</attention>
        <notes />
        <poNum>Integration Test Order</poNum>
        <shipTo>SanMar Corporation Inc.</shipTo>
        <shipAddress1>22833 SE Black Nugget Rd</shipAddress1>
        <shipAddress2>Ste 130</shipAddress2>
        <shipCity>Issaquah</shipCity>
        <shipState>WA</shipState>
        <shipZip>98029</shipZip>
        <shipMethod>UPS</shipMethod>
        <shipEmail>noemail@sanmar.com</shipEmail>
        <residence>N</residence>
        <department />
        <notes />
        <webServicePoDetailList>
          <inventoryKey />
          <sizeIndex />
          <style>K420</style>
          <color>Black</color>
          <size>S</size>
          <quantity>10</quantity>
          <whseNo />
        </webServicePoDetailList>
      </arg0>
      <arg1>
        <sanMarCustomerNumber>12345</sanMarCustomerNumber>
        <sanMarUserName>YourSanMar.comUseername</sanMarUserName>
        <sanMarUserPassword>YourSanmar.comPassword</sanMarUserPassword>
      </arg1>
    </web:submitPO>
  </soapenv:Body>
</soapenv:Envelope>
```

SanMar Standard submitPO Service XML Response

```
<S:Envelope xmlns:S="http://schemas.xmlsoap.org/soap/envelope/">
  <S:Body>
    <ns2:submitPOResponse
    xmlns:ns2="http://webservice.integration.sanmar.com/">
      <return>
        <errorOccurred>false</errorOccurred>
        <message>PO Submission successful</message>
      </return>
    </ns2:submitPOResponse>
  </S:Body>
</S:Envelope>
```

SanMar PromoStandards Web Services Order Integration

Order processing setup in both in both our EDEV and production environments can take 24-48 hours.

EDEV: https://edev-ws.sanmar.com:8080/promostandards/POServiceBinding?WSDL
PRODUCTION: https://ws.sanmar.com:8080/promostandards/POServiceBinding?WSDL

There are two functions available for this web service:

GetSupportedOrderTypes
SendPO

PromoStandards GetSupportedOrderTypes Service

This service returns supported Order types. This allows the consumer of the service to obtain supported purchase order data for their needs. Please be aware that the response will always state BLANK, because SanMar only ships blank products.

PromoStandards GetSupportedOrderTypes Service Request Parameters

Field	Description	Example	Required	Type	Max Chars
wsVersion	Promostandards Version	1.0.0	Yes	STRING	64
id	SanMar.com Username	YourSanmar.comUsername	Yes	STRING	64
password	SanMar.com Password	YourSanmar.comPassword	Yes	STRING	64

PromoStandards GetSupportedOrderTypes Service XML Request

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ns="http://www.promostandards.org/WSDL/PO/1.0.0/"
xmlns:shar="http://www.promostandards.org/WSDL/PO/1.0.0/SharedObjects/">
  <soapenv:Header />
  <soapenv:Body>
    <ns:GetSupportedOrderTypesRequest>
      <shar:wsVersion>1.0.0</shar:wsVersion>
      <shar:id>YourSanmar.comUsername</shar:id>
      <shar:password>YourSanmar.comPassword</shar:password>
    </ns:GetSupportedOrderTypesRequest>
  </soapenv:Body>
</soapenv:Envelope>
```

Field	Description	Type
supportedOrderTypes	An array of supported order types for this supplier. Signifies which order types the supplier supports. Values are enumerated: "Blank", "Sample", "Simple" "Configured"	ARRAY
ServiceMessageArray	An array of ServiceMessage objects.	OBJECT

PromoStandards GetSupportedOrderTypes Service XML Response

```
<S:Envelope xmlns:S="http://schemas.xmlsoap.org/soap/envelope/">
  <S:Body>
    <ns2:GetSupportedOrderTypesResponse
    xmlns:ns2="http://www.promostandards.org/WSDL/PO/1.0.0/"
    xmlns="http://www.promostandards.org/WSDL/PO/1.0.0/SharedObjects/">
      <ns2:supportedOrderTypes>Blank</ns2:supportedOrderTypes>
    </ns2:GetSupportedOrderTypesResponse>
  </S:Body>
</S:Envelope>
```

PromoStandards SendPO Service
Please Note: Do Not Use Additional Commas in any Field Due to the Comma being our Delimiter in order files.
This function will send a configured purchase order to a vendor.

PromoStandards SendPO Service Request Parameters

Field Name	Field Description	Char Limit	Type	Required
wsVersion	PromoStandards Version	64	STRING	Yes
id	SanMar.com Username	64	STRING	Yes
password	SanMar.com Password	64	STRING	Yes
orderType	The type of data transferred in the request; values are enumerated: "Blank"—This is data is for blank goods. "Sample"—This data is for a random sample order; "Simple"—The data in the purchase order is sent over without supplier configured data and will be processed manually; "Configured"—The data is sent over in conjunction with the supplier's Product Pricing and Configuration web service and designed for electronic processing of the purchase order.	64	VARCHAR	Yes
orderNumber	Purchase Order Number	28	VARCHAR	Yes
orderDate	Date and time of the purchase order. (2018-08-27T00:00:00)		DATE	Yes
totalAmount	The total dollar amount of the purchase order	12,4	DECIMAL	Yes
rush	Used to indicate a rush on the purchase order		BOOLEAN	Yes
currency	The currency the purchase order is transacted in ISO4217 format. (USD)	3	VARCHAR	Yes
termsAndConditions	The terms and conditions for this purchase order. Information that is order specific or information dealing with the configuration or shipment of the order should not be entered here.	255	VARCHAR	No
salesChannel	SanMar System Dept Code	3	VARCHAR	No
shipReferences	Array of two strings max of identifiers used as the reference fields used during the shipping process. A shipReference can be a purchase order number, customer number, company name, Bill of Lading number, or a phrase that identifies that shipment.	64	VARCHAR	Yes
comments	Comments regarding the shipment for further clarification. Note: Use comments only when absolutely necessary, as it may cause delays in order processing.	255	VARCHAR	Yes
allowConsolidation	Allow consolidation of shipments		BOOLEAN	Yes
blindShip	Require blind shipping		BOOLEAN	Yes
packingListRequired	Packing list required		BOOLEAN	Yes
carrier	The carrier name of the shipping vendor being requested. Use either UPS or USPS.	64	VARCHAR	Yes
service	The service code of the shipping carrier. **USPS**: PP: APP **USPS ShipMethod**: GROUND **UPS**: **ShipMethod**: GROUND,2ND DAY,2ND DAY AM, NEXTDAY, NEXT DAY SV, NEXT DAY EA,	64	VARCHAR	Yes

	SATURDAY, 3RD DAY, PSST: PSST **PSST**: PSST			
customerPickup	The shipment will be a pickup and will not be shipped.		BOOLEAN	Yes
attentionTo	Receiver's first and last name	35	VARCHAR	No
companyName	ShipTo Company Name	35	VARCHAR	No
address1	ShipTo Address line 1	35	VARCHAR	Yes
address2	ShipTo Address line 2	35	VARCHAR	No
city	ShipTo City (Seattle)	30	VARCHAR	Yes
region	The two-character US state abbreviation.	3	VARCHAR	Yes
postalCode	US postal code (98065)	10	VARCHAR	Yes
country	The country in ISO 3166-2 format (US)	2	VARCHAR	Yes
email	ShipTo email address	105	VARCHAR	No
phone	ShipTo Phone Number	32	VARCHAR	No
comments	Comments regarding the contact for further clarification. Note: Use comments only when absolutely necessary, as it may cause delays in order processing.	255	VARCHAR	No
shipmentId	The shipment Id		INT	Yes
lineNumber	The line number of the line item	64	VARCHAR	Yes
description	The description of the line item. For simple order type (not using a configuration), use this field to explain the details.	255	VARCHAR	Yes
lineType	The type of order; values are enumerated: • "New" –A new purchase order with no prior order reference • "Repeat" —An exact repeat of a previous purchase order with the vendor • "Reference" –An order that has the same artwork as a previous order.	64	VARCHAR	Yes
tolerance	An enumerator specifying the quantity tolerance allowed: AllowOverRun, AllowUnderrun, AllowOverrunOrUnderrun, ExactOnly. Specifying AllowOverRun, AllowUnderrun or AllowOverrunOrUnderrun without a value and uom will result in the supplier's discretion.	64	VARCHAR	
allowPartialShipments	Allow partial shipments of this line item		BOOLEAN	Yes
lineItemTotal	The total for the line item	12,4	DECIMAL	Yes
partId	The part Id from the supplier's PromoStandards Product Pricing and Configuration service	64	VARCHAR	Yes
customerSupplied	The part will be supplied by the customer or another entity other than the supplier		BOOLEAN	Yes
uom	The unit of measure; values are enumerated. Values are: {BX, CA, DZ, EA, KT, PR, PK, RL, ST, SL, TH} BX - Box CA - Case DZ - Dozen EA - Each KT - Kit PR - Pair PK - Package	2	VARCHAR	Yes

	RL - Roll ST - Set SL - Sleeve TH - Thousand			
value	The quantity value	2	VARCHAR	Yes
FobID	Indicate the FOB point (Warehouse Selection)	2	VARCHAR	No
locationLinkId	An array of location link Ids. This links the part to its configured locations.		INT	No

PromoStandards sendPO Service Request

```xml
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:ns="http://www.promostandards.org/WSDL/PO/1.0.0/"
xmlns:shar="http://www.promostandards.org/WSDL/PO/1.0.0/SharedObjects/">
  <soapenv:Header />
  <soapenv:Body>
    <ns:SendPORequest>
      <shar:wsVersion>1.0.0</shar:wsVersion>
      <shar:id>YourSanmar.comUsername</shar:id>
      <shar:password>YourSanmar.comPassword</shar:password>
      <ns:PO>
        <ns:orderType>Blank</ns:orderType>
        <ns:orderNumber>TEST01</ns:orderNumber>
        <ns:orderDate>2022-02-08T00:00:00</ns:orderDate>
        <ns:totalAmount>10.00</ns:totalAmount>
        <ns:rush>true</ns:rush>
        <shar:currency>USD</shar:currency>
        <ns:ShipmentArray> <!--1 or more repetitions:-->
          <shar:Shipment> <!--0 to 2 repetitions:-->
            <shar:shipReferences>1</shar:shipReferences>
            <shar:comments>?</shar:comments>
            <shar:allowConsolidation>false</shar:allowConsolidation>
            <shar:blindShip>false</shar:blindShip>
            <shar:packingListRequired>false</shar:packingListRequired>
            <shar:FreightDetails>
              <shar:carrier>UPS</shar:carrier>
              <shar:service>Ground</shar:service>
            </shar:FreightDetails>
            <shar:ShipTo>
              <shar:customerPickup>false</shar:customerPickup>
              <shar:ContactDetails>
                <shar:attentionTo>Test</shar:attentionTo>
                <shar:companyName>SanMar</shar:companyName>
                <shar:address1>123 Test St.</shar:address1>
                <shar:address2>Ste 2</shar:address2>
                <shar:city>Issaquah</shar:city>
                <shar:region>WA</shar:region>
                <shar:postalCode>12345</shar:postalCode>
                <shar:country>US</shar:country>
                <shar:email>noemail@sanmar.com</shar:email>
                <shar:phone>425-123-4567</shar:phone>
                <shar:comments>comments</shar:comments>
              </shar:ContactDetails>
              <shar:shipmentId>1</shar:shipmentId>
```

```
            </shar:ShipTo>
          </shar:Shipment>
        </ns:ShipmentArray>
        <ns:LineItemArray>
          <ns:LineItem>
            <ns:lineNumber>1</ns:lineNumber>
            <shar:description>?</shar:description>
            <ns:lineType>New</ns:lineType>
            <shar:fobId>1</shar:fobId>
            <shar:ToleranceDetails>
              <shar:tolerance>AllowOverrun</shar:tolerance>
            </shar:ToleranceDetails>
            <ns:allowPartialShipments>false</ns:allowPartialShipments>
            <ns:lineItemTotal>100</ns:lineItemTotal>
            <ns:PartArray>
              <shar:Part> <!--1 or more repetitions:-->
                <shar:partId>92032</shar:partId>
                <shar:customerSupplied>false</shar:customerSupplied>
                <shar:Quantity>
                  <shar:uom>PK</shar:uom>
                  <shar:value>25</shar:value>
                </shar:Quantity>
                <shar:locationLinkId>01</shar:locationLinkId> <!--Zero or more
                repetitions:-->
              </shar:Part>
              <shar:Part>
                <shar:partId>92033</shar:partId>
                <shar:customerSupplied>false</shar:customerSupplied>
                <shar:Quantity>
                  <shar:uom>PK</shar:uom>
                  <shar:value>25</shar:value>
                </shar:Quantity>
                <shar:locationLinkId>1</shar:locationLinkId>
              </shar:Part>
            </ns:PartArray>
          </ns:LineItem>
        </ns:LineItemArray>
        <ns:termsAndConditions>?</ns:termsAndConditions>
        <ns:salesChannel>?</ns:salesChannel>
      </ns:PO>
    </ns:SendPORequest>
  </soapenv:Body>
</soapenv:Envelope>
```

PromoStandards sendPO Service Response

Upon a successful submission, the sendPO response will display a transaction identifier which includes the PO number. If no transaction identifier is returned, a populated ErrorMessage is returned.

```
<S:Envelope xmlns:S="http://schemas.xmlsoap.org/soap/envelope/">
  <S:Body>
    <ns2:SendPOResponse xmlns:ns2="http://www.promostandards.org/WSDL/PO/1.0.0/"
    xmlns="http://www.promostandards.org/WSDL/PO/1.0.0/SharedObjects/">
      <ns2:transactionId>TEST01-p-5877-1679510682389</ns2:transactionId>
    </ns2:SendPOResponse>
  </S:Body>
</S:Envelope>
```

Change Log

April 2024
- Updated supported Edev Test Product IDs.
- Updated Brand Restrictions.

March 2024
- Updated Ship via guidance for PromoStandards 'Next Day'.

October 2023
- Changes to FileName Guidance.
- Updated Date Character Guidance.
- Updated Brand Restrictions.

June 2023
- Formatting Updates to Example Calls.
- Updated PO # Character Limit for PromoStandards Guidance
- Updated Brand Restrictions.

December 2022
- Updated PromoStandards GetSupportedOrderTypes Language
- Updated PromoStandards Submit PO Parameters for Office Code and Warehouse Submittal
- Updated Brand Restrictions
- Updated Po Submittals to refrain from using Commas
- Updated Supported Zip Code Formats
- Updated Integration Folder Information

August 2022
- Updated Guidance around Consolidating duplicate Line Items.
- Updated Brand Restrictions
- Updated Flat File Order Submission

February 2022
- Updated and revised all sections of the Purchase Order Integration Guide
- Updated EUAT WSDL'S to EDEV WSDL's

October 2020
- Updated PO character length from 12 to 28 max characters
- Added credit payment option for integration orders
- Added new brands; Allmade, Champion, Cotopaxi

May 2020
- Updated Truck ship methods
- Update Email Character Limit to 105
- Updated eUAT testing environment to the eUAT environment

August 2019
- Updated PromoStandards ship methods

May 2019
- Added PromoStandards ship method PSST
- Split PromoStandards carrier and service parameters
- Updated PromoStandards Ship Methods Information

September 2018
- Updated PromoStandards Purchase Order Information
- Added FEDEX ShipMethods

August 2018
- Added PromoStandards Purchase Order integration
- Added PSST ShipMethod and Information

December 2017
- Updated all links stage environment WSDLs from stage to eUAT for improved access and stability

October 2017
- Updated links to sanmar.com
- Updated Brand Restriction information
- Added The North Face to Brand Restrictions
- Added Rabbit Skins to Brand Restrictions