

Inventory Goods Workflow



Inventory is received

Receipt is created
Undergoes quality check
Counted
Barcoded
Placed on shelves
Our system is updated



Order is sent to us via:

API
Emailed (your purchase order template is fine)
Entered by your team directly into our system
Provided via spreadsheet our team imports



Order is sent to be picked

Barcodes and scanners are used to ensure accuracy



Order is packed

Packing slip is added
Scanner used to ensure accuracy
Recycled and eco friendly materials are available



Order is shipped

Emails can be sent to you and/or your client with tracking information
Tracking number can be sent back via API
We typically ship on our account



Inventory

Is updated real time
You can access real time inventory and order status via our portal



Invoice

Our accounting team will work with you on an acceptable invoice format
If shipping on our account a separate invoice is sent weekly with shipping costs.

On-Demand Workflow (With or Without Inventory Items)



Order is sent to us via:

API
Emailed (your purchase order template is fine)
Entered by your team directly into our system
Provided via spreadsheet our team imports



Garment is received

Also includes any item that can be embroidered or heat pressed
Undergoes quality check
QR code attached



Item is decorated



Item is Received into our System

Another quality check is completed



Order is sent to be picked

Barcodes and scanners are used to ensure accuracy
Includes the on-demand items as well as any inventory items



Order is packed

Packing slip is added
Scanner used to ensure accuracy
Recycled and eco friendly materials are available



Order is shipped

Emails can be sent to you and/or your client with tracking information
Tracking number can be sent back via API
We typically ship on our account



Invoice

Includes decoration and garment
Our accounting team will work with you on an acceptable invoice format
If shipping is on our account, a separate invoice with shipping costs is sent weekly.

If the order is sent to us through Order Desk items from SanMar and/or S&S are ordered automatically