# **SS 26 Order Submission Guidelines**

## **Email**

1. Add your subject. It must include: Account Name, Account Number, SS26



1. Attach your order form. The Excel file must be saved with the Account Name, Account Number and SS26 (Example: Soft Moc – 10000104 – SS26)

## **Order Form**

1. Enter your Account Number, PO number, and the date you are placing the order
2. Enter your Account Name and your Ship-To Details (Including your Ship-To Number and specific identifiers for the location). If you have multiple locations, please use separate forms. No tabs are allowed to be added to the form.
3. Discount (add qualifying discount negotiated with rep)
4. Enter the material numbers you wish to order.
5. Enter the Delivery Date and Cancellation Date (It must be after the Initial Delivery Date in the “Not Available Before” Column)



1. Enter the quantities under the sizes you are ordering.
2. The Excel file must be saved with the Account Name, Account Number and SS26
	1. Example: Soft Moc – 10000104 – SS26

