# **SS 26 Order Submission Guidelines**

## **Email**

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

A screenshot of a email

AI-generated content may be incorrect.

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. A close-up of a computer screen

   AI-generated content may be incorrect.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. A screenshot of a computer

   AI-generated content may be incorrect.Discount (add qualifying discount negotiated with rep)
4. A blue and white sheet with text

   AI-generated content may be incorrect.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)

A close-up of a box

AI-generated content may be incorrect.

1. A screenshot of a computer

   AI-generated content may be incorrect.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

A screenshot of a email

AI-generated content may be incorrect.