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ProfitMaker Order Entry has now been integrated with select vendor's online ordering system. This feature allows your operators to enter orders on select vendor's website, and have that order information populate back into your ProfitMaker order. As vendors are added to ProfitMaker, they will be available in the drop down vendor list on the line item tab of order entry. Vendors are continually being added so watch for them in the drop down.

Most vendors will not need any special setup. Sanmar is the only site that requires special setup and those procedures are outlined later in this document.

ProfitMaker Procedures

Load Order Entry in ProfitMaker and add a new order. Enter in all necessary customer and salesperson

information as normal. On the Line Item tab of the order, a new button labeled **SanMar** has been added underneath the line item grid. Click the drop down arrow to display the list of current online order vendors. Select the vendor you wish to order from and then click the "Shop" button launch the selected vendor's online order web page in internet explorer.

ProfitMaker will display the following message to let the operator know that an online order is in process. "Awaiting Receipt of Order entry is waiting to receive transmission of thePO"

Cancelling this message will stop the online ordering process in ProfitMaker. The Internet Explorer session for the Vendor's online ordering website will remain open and active. Continuing to place the order on the vendor's website after cancelling this message will submit the order to the vendor,

but will not bring the online order's Information back into the ProfitMaker order automatically.

In the internet Explorer session, follow your normal online order procedures for this site. After you place the order you need to then click the "Send to ProfitMaker" button.

A screen will appear showing the items transferring into the ProfitMaker order. All the line items from the Vendor's online order will be populated back into the ProfitMaker order. The lines will populate with item number, quantity, vendor number, cost, description, and extended description. On the Color/Imprint tab of the order, the web order number, ship from, and ship via will populate into the Factory Instructions for SanMar. On the Shipping tab, the Ship To address will populate with the address entered on the Vendor's website. If the order was paid on the Vendor's website by credit card, an order note will be added with this information.

The order may now be edited to add prices to the lines, add additional lines and vendors, and add any other information that is needed to complete the order.

After importing the Vendor's order information into ProfitMaker, if an options box appears asking if you wish to create a Master order, choose Yes. Choosing No will cause the order to lose the ship to information entered on the Vendor's website.

IMPORTANT

Once the online order has been submitted on the Vendor's website, any editing of the order within ProfitMaker will not update the Vendor's order on their website. Any changes to quantities or items will need to be communicated to the Vendor outside of ProfitMaker.

SanMar Integration Requirements

The only setup required to utilizing the ProfitMaker/SanMar integration is to install the online tools necessary to run SanMar's website. These can be

downloaded from <http://shop.sanmar.com>. On the left side of the window, click the #2 link which reads "Download Required Software".

At the next window, click the link for "Windows (All)".

Follow the instructions to update your internet explorer. Installation will require you to reboot your computer, so make sure to shut down any other programs prior to installing. Once the program has installed and you have rebooted your computer, the ProfitMaker/SanMar integration is ready to use.

SanMar Order Procedures

An internet window will load, which tests to make sure all the required files are installed to correctly run the interface. Click the **Continue** button to proceed to the SanMar website. If the test failed, look for a yellow bar near the top of your internet window (just below the address bar). Click this bar, and choose to allow/install all required components. Once this is done, the tool check should pass and allow you to continue. If you are still having problems getting the tool check to pass, contact ASI Computer Systems support.

After clicking **Continue**, the SanMar login window will appear. Enter in your login information and click the **Logon** button to proceed

The SanMar category page will appear. Select the items you wish to add to this order and add them to the Shopping Box. Click the **Proceed to Checkout** button when ready to complete the order.

The order confirmation page will appear. After confirming that items and quantities look correct, and no more items need to be added to this order, click the Proceed to Checkout button.

The checkout page will appear. Enter in the ship to information for this order. You may choose to **Save Address** if you plan on shipping to this location again in the future. If you have shipped to this location before, and

you chose to save the address at that time, you may select it from the list.

Next, choose the Ship Via for the order by selecting the shipping method from the drop-down box. Also note that the ProfitMaker order number has automatically populated the Customer PO field on the website. If you are paying for the SanMar order with your credit card, click the button to **Pay By Credit Card** and enter in your card information. When the final order is ready to be submitted, click the **Submit Order to SanMar - Send to ASICS ProfitMaker** button.

A screen will appear showing the items transferring into the ProfitMaker order. All the line items from the SanMar order will be populated back into the ProfitMaker order. The lines will populate with item number, quantity, vendor number, cost, description, and extended description. On the Color/Imprint tab of the order, the web order number, ship from, and ship via will populate into the Factory Instructions for SanMar. On the Shipping tab, the Ship To address will populate with the address entered on the SanMar website. If the order was paid on the SanMar website by credit card, an order note will be added with this information. The order may now be edited to add prices to the lines, add additional lines and vendors, and add any other information that is needed to complete the order.

You can use this for Broder, Alpha, NES and Sanmar.

Note: *Broder, Alpha and NES do have an issue with their website integration with ProfitMaker. If you select products prior to sign in/log in, the "Send to ProfitMaker" button will not appear, and the order transmit back to ProfitMaker will not occur. Log into the site first and then it will work*