

Obtaining a Purchase Order Number

Without the PO number, all is lost. We cannot ship anything to the store and expect to be paid for it

1. Model = the maximum pieces per item they will carry per hook.
2. Qty = Model – Actual pieces onhand per inventory slot
3. Calculate total cost and retail of the order. (tip – multiply sum of all the “like” price points by Qty) There are only 3 different price points. Calculate total cost and total retail.
4. If this is your first Order Form, you must calculate the total cost and retail using the “EXAMPLE ORDER FORM” on the website. Feel free to use a calculator. Text the total to 214-215-5663 to be cleared to write an order.

Quick tip for obtaining total retail – just take the total cost and divide by .60. That is the retail.

5. Even though our displays may be in several departments, we only need one PO, so you will give them just one total cost and retail. However, they may insist on giving multiple PO’s and if that is the case, we must oblige them.
6. Get with the designated store contact. If you do not know who this is, please ask Southwest Souvenir management. If we go to the wrong contact, they could refuse and even ask us to remove the product completely. In any case if they ever do this, you are not authorized and the request must be forwarded to our management.
7. Once the Purchase order is approved by the store management contact, then you can go to the “Invoice or UPC” office prior to 3PM to get the PO.
8. Immediately send the documents by scanning in a .pdf format and emailing to: sales@southwestsouvenir.com. If you do not have a scanner, then using your smart phone, download a free app called “DocScan.” Take a picture of each page, crop to edge and edit contrast so the picture background is white. There is a “slider” on left side of the page. Moving it straight up will lighten the image. It is easy to create a folder and put each page in the folder. Name the folder by using the store number. Now you can easily send the folder and the entire contents in one email. THERE IS NO CHARGE FOR THIS. Do not fax as they will charge for this.