

PC Sample Process

1. Select Rep, line 20

- a. Your address will auto populate & attention to your name

- b. 20 | Sales # & Person SELECT REP

2. Select your purpose for the sample request, line 21

- a. 21 | Purpose

3. Enter the sample request reference name, line 24

- a. 24 | Sample Name:

Hide

4. Enter the PC item # in yellow column cell 30D

- a. Before entering in the item # in the cell start your code with a " " (the key next to the enter key)

- i.

Hide
'020384

- b. By doing this the rest of the information will auto populate

- i.

Quantity (each)	Hide	Item #	Description
1	020384	020384	DEEP COUPE BOWL 9 3/4 37.2OZ CREME ARTISAN ARIANE 6CS 020384

5. Hide the yellow column, column D

6. Save the sample request

7. Send the file to Premier Collections Sample UE_pc.samples@trimarkusa.com

Call Mike Rashleigh with any questions: 401.527.7013