

Supplier FAQ

1) How do I become an SPS supply partner?

To distribute your products through SPS, submit your product line through the **Product Information Request** (PIR) process.

1. [Complete the PIR form.](#)
2. Submit the PIR form to newpir@symbiontlogistics.com

2) How do I add new products to the SPS portfolio if I'm already a supply partner?

To add new products to the SPS portfolio, submit your product line through the **Product Information Request** (PIR) process.

1. [Complete the PIR form.](#)
2. Submit the PIR form to newpir@symbiontlogistics.com

3) How do I update my product information?

- 1) To update the SPS system, email pricing@spsco.com for a **Request for Change Document** and they will provide.
- 2) To update products already existing online, email spscatalogrequest@spsco.com to update the SPS websites. These updates could include new images, text & content, sizing charts, PDFs, category changes, etc.

4) How do I advertise my products through SPS channels?

You can advertise your products through the SPS Co-Op Marketing Program. To learn about all advertising opportunities, please contact [Coleson Chase](#), Director of Marketing.

5) Who do I contact with general questions?

Email customerservice@spsco.com and they will contact the appropriate person or department to follow up.