

Logging in: https://www.markscommercial.com





Home Page





Placing an order

HOMEPAGE Ministry Shirts	PLACE AN ORDER MY ACCOUNT OR	DER HISTORY	All Products	After An Ord cat	clicking the Place l er button, select a alogue to view products
	HOMEPAGE PLACE AN ORDER	Product name or item number MY ACCOUNT ORDER HISTORY	٩	🏹 1 PRODUCT(S)	
	Home > Place an Order > Shirts Shirts Product category ^		View: 🚔 🚺 Sor	t by: Item No ascending 🔻	
	 New category (3) New category/New cat (3) Shirts (5) Item number ^ 17735 (1) 17737 (1) 	5 product(s) found		Add to cart >	Click on a product image
	 □ 19310 (1) □ 2000L (1) □ 2400TS (1) Size ^ □ 2XL * REG (3) □ 2XL * REG (3) 	MENS LONG SLEEVE	SHIRT, MEN'S S/S EASY CAREt	MEN'S VALENCIA 3: IN-1 JACKETt	or description to view product details and add to the
	 3XL * REG (3) 4XL * REG (3) 5XL * REG (3) L * REG (3) Show all 	17735 \$40.59 Select variants	17737 \$39." Select variants	19310 \$124.99 Select variations	cart.



Placing an order

Back to overview

HOMEPAGE

Back to overview

Home > Place an Order > Shirts



MY ACCOUNT

Home > Place an Order > Shirts

Men's L/S Capulin Shirt Item No. 17735

Our blended dress shirt is designed for ease of movement and superior fit. The lightweight fabric provides ease of care. The shirt is also preshrunk to fit today's busy lifestyles.

Read full description

Colour	BURGUNDY	•
Size	2XL * REG	•
Configura	*	-
Quantity:	- 1 + Each	
Price	price per Each \$35.∞ excl. tax	Add to cart >

Select the Colour, Size and **Embellishment** (if applicable)

Once you have made selections for Qty, Colour, Size & Embellishment click Add to cart to place an item in the cart.

> T 1 PRODUCT(S)

LAST ADDED PRODUCTS TO YOUR SHOPPING CART



Q

EASY CARE SHIRTE MENS LONG SLEEVE EASY CARE SH EASY CARE SH EASY CA 1 E A

MENS LONG SLEEVE

>View shopping cart

Checkout)

Click View cart to review/modify the cart OR click Checkout to move directly to checkout



PLACE AN ORDER

Men's L/S Capulin Shirt Item No. 17735

ORDER HISTORY

>View volume discount

Our blended dress shirt is designed and superior fit. The lightweight fab care. The shirt is also preshrunk to in today's pusy lifestyles.

>Read full description



Cart Review

Home • Cart

Cart

Enter an item number and press tab to load the product information and variants. Tab again to select variants and set quantity. Press enter to add the product to the list.

Item No.

Q,

Cart details

My cart





Checkout

Edit shopping cart

Secure checkout

1. Shipping information

Please select your shipping address below.

- Deliver the order to the same address as the billing address,
- Deliver the order to an address from address book.
- Deliver the order to a different address.

Next

When you have confirmed delivery address, click *Next.*

2. Payment information 3. Order overview

Shopping cart summary

<u>Edit</u>

No. # of items in cart:

Our payment methods

😂 🗸 😂

Choose

where your

order is

delivered.

Secure and Safe Payments are processed safely using your own bank in a trusted environment.

Contact our service desk at 1-855-592-7444 or via e-mail.

Checkout summary Billing address

3025 Albion Road North K1G 3S4 ON Ottawa Canada



Edit

1

Reference or PO

Number for

invoicing.

Edit

Edit

Shopping cart

summary

😂 VISA

Secure

a truste

Contact

Checkout summary

3025 Albion Road North

3025 Albion Road North

K1G 3S4 ON Ottawa

Shipping address

K1G 3S4 ON Ottawa Canada

Payment method

On Account

Canada

No. # of items in cart:

1-855-592-7444 or via e-mail.

Checkout – Charge to Business Account

Edit shopping cart

Secure checkout

1. Shipping information 2. Payment information

Please select your payment method

Payment	method
• On Acc	count
〈 BACK	Next >
-	
i cha ai	For purchases being nvoiced to a corporate arge account, or made on n entitlement program,
the	payment method will be On Account.

Edit shopping cart Secure checkout **1. Shipping information** 2. Payment information 3. Order overview Additional information Reference no. Comments 7 Requested delivery date UOM Product Title Ouantity FR BALACLAVA Item No.: F12051 FR BALACLAVA BLACK ONE 1 EA Your order should be authorized by Jane Rideau I have read and fully understand the Terms and Conditions 🗹 **K**BACK Pay >



- ()

VISA Masterland

'S

Please enter the following address exactly as it appears on your credit card / bank s

\$41.80 00017296

BILLING ADDRESS

* FIRST NAME:

*LAST NAME:

* STREET

Checkout – Credit Card required

Edit shopping cart

Secure checkout

1. Shipping information 2. Payment information

Please select your payment method

Payment method		3025 Albion Road North	
 Credit card Select stored credit card from the list New credit card 		°CITY: Ottawa	
(BACK Next >	All credit card information will be securely	* PROVINCE: Ontario * COUNTRY: Canada * POSTAL/ZIP CODE: K1G 3S4	•
For purchases requiring a credit card payment, or purchases made in excess	stored for use on future orders, by CTFS.	PAYMENT DETAILS Transaction amount: order number: * Card number:	\$41.8 00017
of an entitlement amount, the payment method will be Credit Card.		SAVE NEW CREDIT CARD * EXPIRES:)



Checkout

Order processed successfully

Your order is successfully completed. Go to your account page. Go to your order page. Go to homepage. Logout.

Select *Go to your* order page to view submitted order details.

1

Order Number

Order Number	000	1729	5 Ord	ler 🔎	rint preview
	Order no.	00017295		Order date	2017-11-10
Order Status	Order status	Pending		Document	2017-11-10
	Shipment date			date	- • •
	Location code	0558		Payment status	Paid
	Requested delivery date	2017-11-19		Payment method	On Account
	Promised delivery date	2017-11-19		Payment terms code	017
	Sell-to contact	Joe Rideau		Due date	
	Reference no.	12345		Payment discount	0.00
Delivery & Billing Info	Sell-to add	ress	Bill-to addr	ess	Ship-to address
	3025 Albion Roa K1G 3S4 ON Ott: Canada	ld North awa	Joe Rideau 3025 Albion Roa K1G 3S4 ON Otta Canada	d North awa	3025 Albion Road North K1G 3S4 ON Ottawa Canada
					Reorder 📏
Product details and	Item No. Title		Status	Ship. d. Q	ty UOM Ship. Inv. Outst.
line status	F12051 FR B	BALACLAVA			

FR BALACLAVA BLACK ONE Not shipped 2017-11-19 1 EA 0 0



Returns, Cancellations, Inquiries

• The Mark's Commercial Return Policy and Return Form can be found on the Returns page located in the Footer.

RETURN POLICY

At Mark's Commercial & L'Équipeur, we stand behind everything we sell. If you are not 100% satisfied with your Mark's Commercial purchase, within 100 days, please return your unused, unworn, unaltered, unembellished or Manufacturer defective item for a full refund.

Contact Returns.MarksCommercial@Marks.com to coordinate your return and provide the following information in your email:

- Sales Order number
- Style #
- Reason for Return

Terms and Conditions

- · Refunds will be in the same form of payment originally used for the purchase.
- · Return shipping charges for online orders can not be refunded.
- To ensure your order is delivered safely and directly to you a shipping carrier is automatically determined by Mark's Commercial/L'Equipeur.
- Please allow 30 days from date of receipt to process your return.
- Remote returns may be utilized for defective product. Defects include embellishment errors, incorrect fulfillment and flaws in the fabrication of the garment.

100-Day Boot Guarantee: We expect your boots to do the job they've been designed to do. Flawlessly. However, if at any time during the first 100 days after purchasing them you experience a manufacturer defect, we want to know about it. Simply bring them and your original receipt into any Mark's/L'Équipeur store and we will replace them. Refunds and exchanges cannot be processed after 100 days.

Web Orders: Returns of web ordered product will not be accepted at Mark's/L'Équipeur stores across Canada. Please utilize the returns email to coordinate your return.

Store Orders: Returns of store ordered products will be accepted at Mark's/L'Équipeur stores across Canada with a copy of your receipt.

the same menu.



Administrative Features: *User Proxy*







Administrative Features: *Authorizations*





Administrative Features: Managing Sub-accounts





Administrative Features: *Managing Sub-accounts*

Edit sub-account





Administrative Features: Adding New Sub-accounts Create new subaccount

Enter employee First and Last Name	Name*	
	E-mail address*	
Enter Email address which will be used for login and must be unique	Active	×
	May see prices	×
Select for employees that will	May authorize orders	
require approval	Requires Approval on Orders	
	Default P/O number	
	Job title	Power •
	Department	Power *
Add a CC email for order	CC email address	
	Email CC on order	
	completion	
	Email CC on shipment	
Enter the employee's phone	Phone number	
number	Manager	
	Allow delivery to address	
	from address book	*
Enter the employee's delivery address	Address	
	City	
Choose the correct	Postal code*	
Function/Uniform Class for the new	Country*	+
account to ensure the appropriate	Function	•
	Employee id	
	Office location	



Administrative Features: *Updating Entitlement*

Select **Update entitlement points** to add or adjust entitlement on the Manage Sub-accounts screen

Edit man	ager account
Entitlement points	Update entitlement points 🕻
Shipping addresses	View addresses 义
Options	C000090785, Amelie Amyot-Cantin, 916 42nd Ave 🝷
Name*	Amelie Amyot-Cantin
E-mail address*	Amelie.Amyot-Cantin@marks.com
Active	2

To adjust entitlement for existing employees use the increase/decrease fields to make balance adjustments

Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment
P000000144	00285872 - DEMO ACCOUNT	Amount (\$)	CAD	0	0	0	2019-01-(7	

To adjust entitlement for a new employees, first add the entitlement program and then use the increase/decrease fields to make balance adjustments

Jpdate enti	tlement p	oints						Close 🗙
Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment
Select program		N	o entitlemen	t points avalia	able			
EP00000089								
Select program		Add prog	ram)					