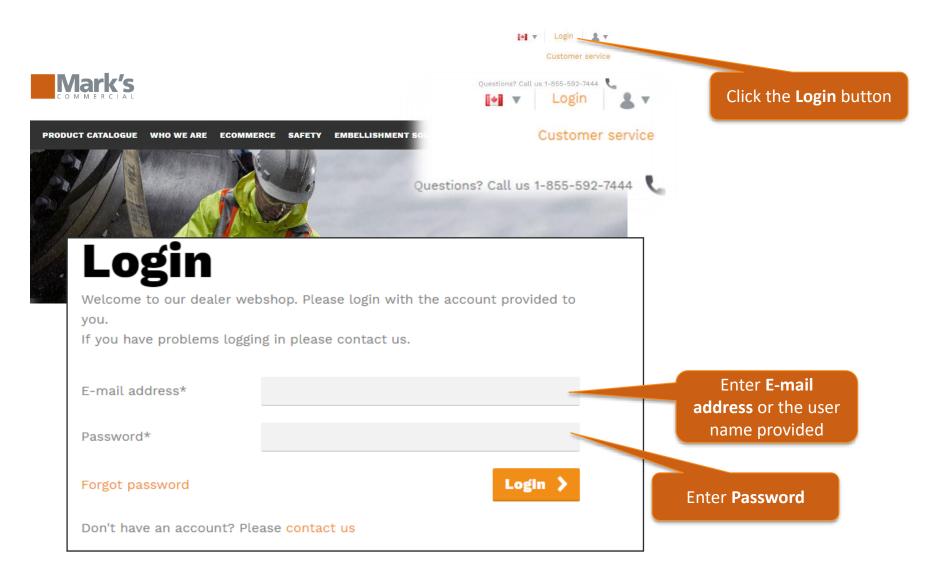
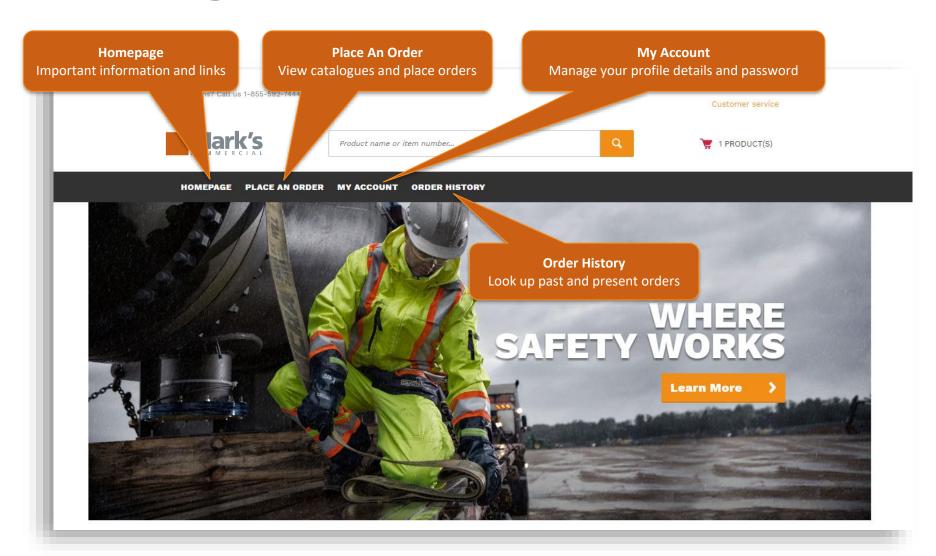


Logging in: https://www.markscommercial.com



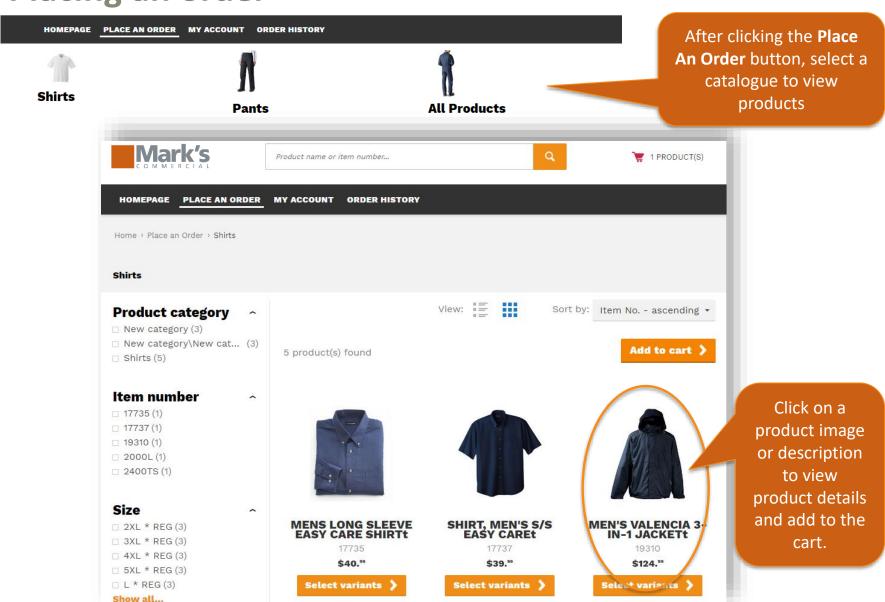


Home Page



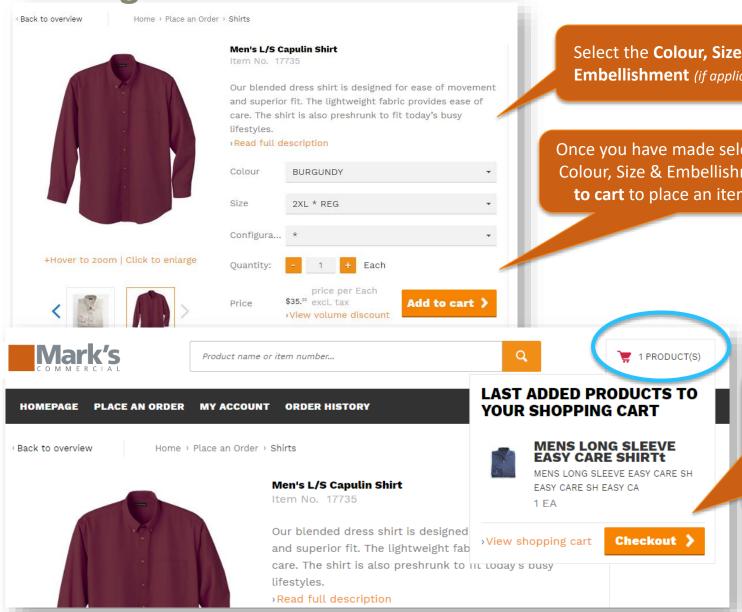


Placing an order





Placing an order



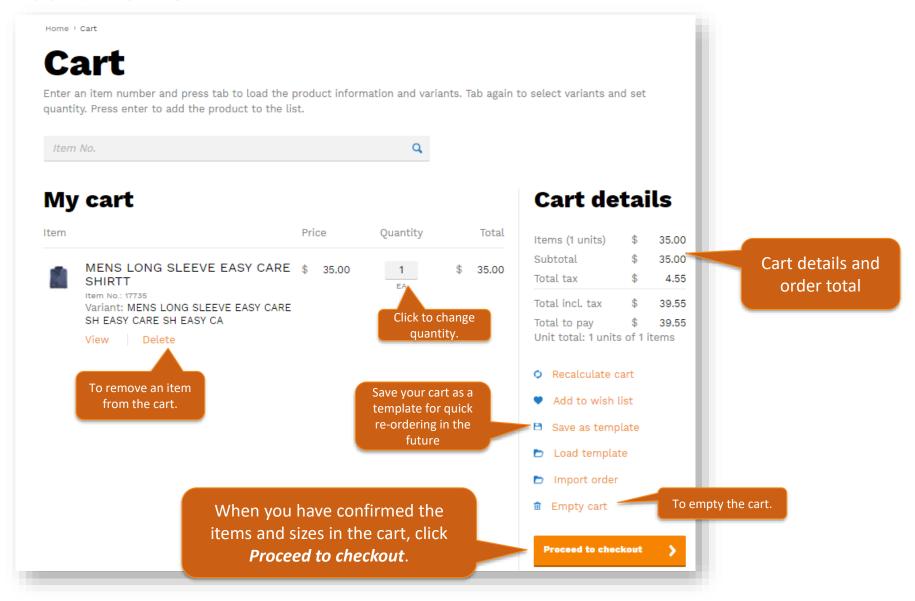
Select the Colour, Size and Embellishment (if applicable)

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

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



Cart Review





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

Choose where your order is delivered.

Shopping cart summary

Edit

No. # of items in cart:

Our payment methods



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.

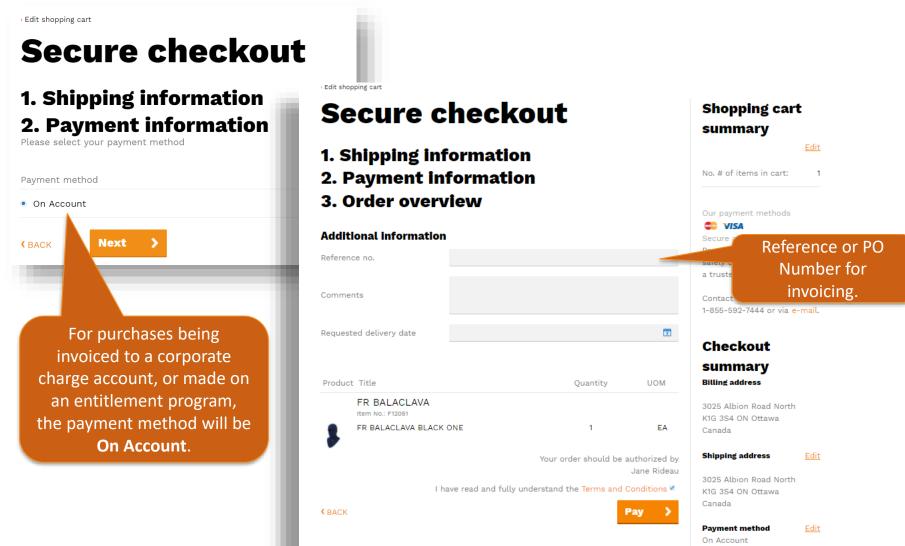
Checkout summary

Billing address

3025 Albion Road North K1G 3S4 ON Ottawa Canada



Checkout - Charge to Business Account





Edit shopping cart

Checkout - Credit Card required

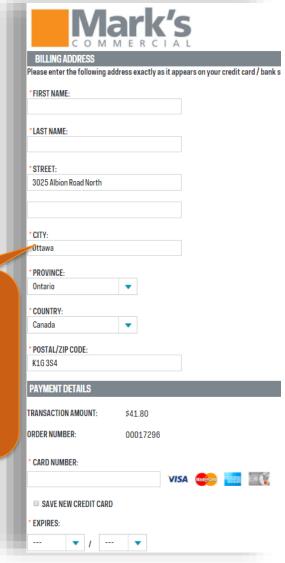
Secure checkout

- 1. Shipping information
- 2. Payment information Please select your payment method

Payment method Credit card Select stored credit card from the list New credit card Next **(**BACK

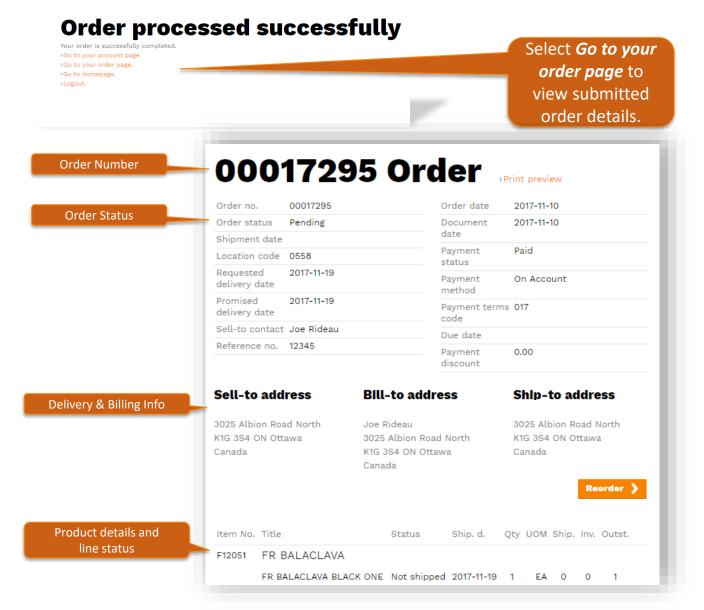
> For purchases requiring a credit card payment, or purchases made in excess of an entitlement amount, the payment method will be Credit Card.

All credit card information will be securely stored for use on future orders, by CTFS.





Checkout





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.

Please use this Return Form

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.

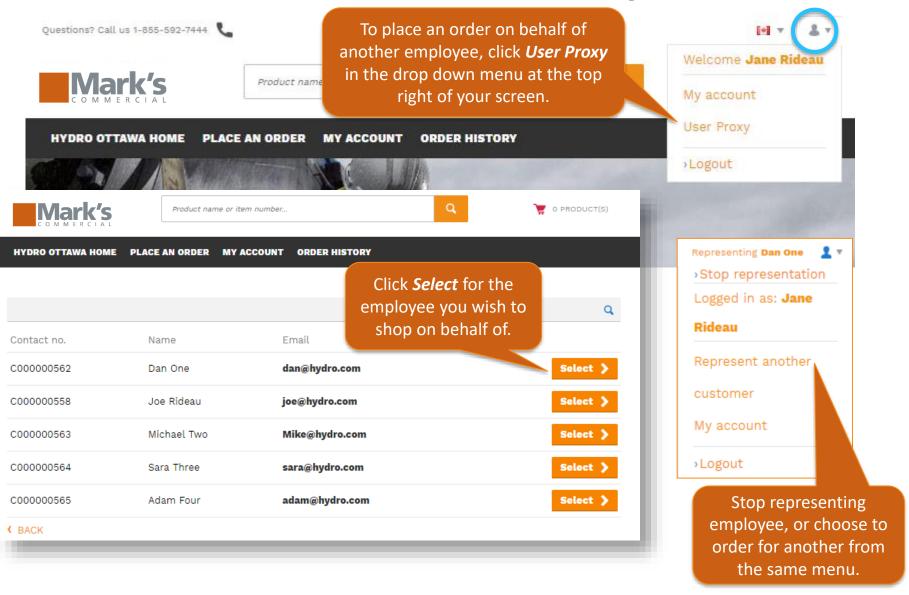
100-Day Boot Guarantee: We expect your boots to do the job they've been designed to do. Flawlessly. However, if at any time during the first 100 days after purchasing them you experience a manufacturer defect, we want to know about it. Simply bring them and your original receipt into any Mark's/L'Équipeur 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.

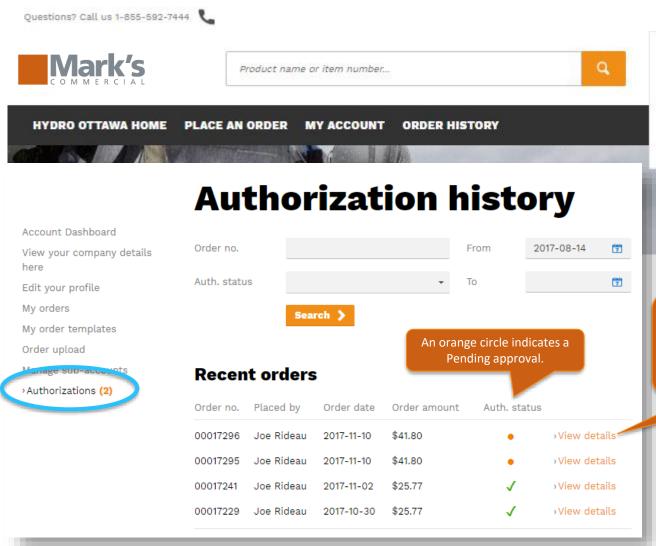


Administrative Features: *User Proxy*





Administrative Features: Authorizations



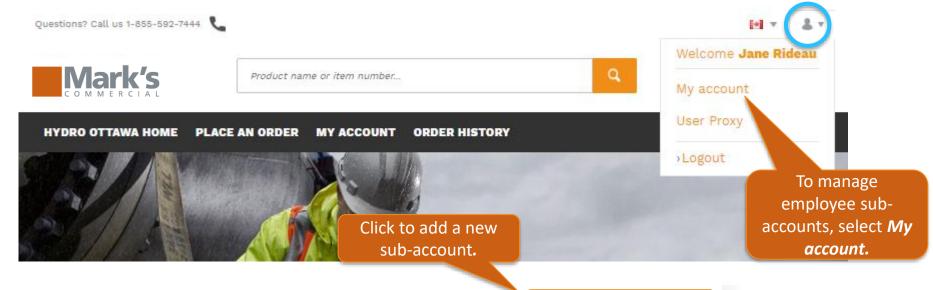


To review orders pending approval, select *My account*.

After selecting *Authorizations* on the left hand menu, click *View Details* to view review an order and approve or reject.



Administrative Features: Managing Sub-accounts



Sub-accounts

New sub-account

Account Dashboard
View your company details here
Edit your profile
My orders
My order templates
Order upload
Manage sub-accounts
Authorizations (2)

Name	Active	Authorize	Prices	Limit	Points value	
Adam Four	✓	×	×	-	23.00 Points	₽
Dan One	✓	×	✓	-	72.00 Points	₽
Michael Two	✓	×	✓	-	63.00 Points	₽
Sara Three	✓	×	✓	-	57.00 Points	1

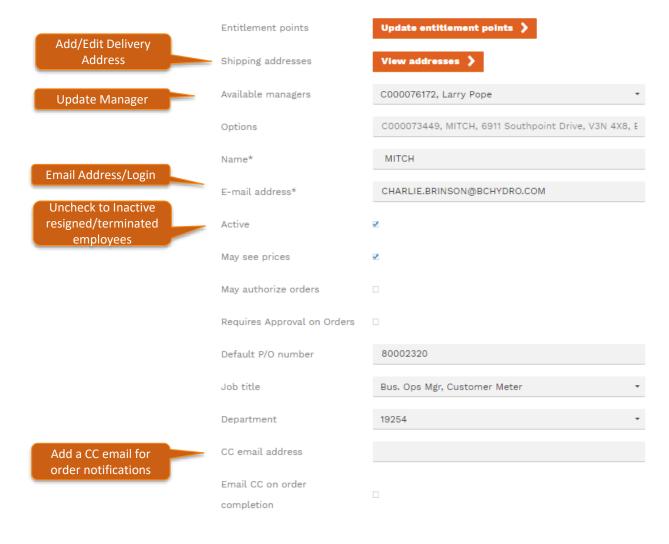
After selecting

Manage subaccounts on the left
hand menu, click the
pencil icon to view
employee accounts
and make edits



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	×
, i	May see prices	w.
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 notifications	CC email address	
Hothications	Email CC on order	
	completion	
	Email CC on shipment	
Enter the employee's phone	Phone number	
number	Manager	
	Allow delivery to address	×
Enterthe condense / adalises	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 catalogue is available	Function	00285872
Catalogue is available	Employee id	
	Office location	



Administrative Features: Updating Entitlement

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

To adjust entitlement for existing increase/decrease fields to make

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

employees use the

balance adjustments



Update entitlement points								Close X	
Entitlement program	Program description	Reward point id	Currency	Available points	Increase points	Decrease points	Transaction date	Comment	
EP000000144	00285872 - DEMO ACCOUNT	Amount (\$)	CAD	O	0	0	2019-01-(📆		i
								Update	>

