

Shopping Online for PepsiCo Branded Personalized Stationery



Customer: PepsiCo

Marfield Corporate Stationery (marfield.com) is a nationally certified woman-owned business specializing in office stationery, marketing collateral, brand, design and printing services for America's corporations, educational institutions, and governments. Beyond digital and offset, Marfield offers raised ink thermography, die cut shapes, embossing, engraving, and other print treatments all in-house. Marfield makes it easy to order branded business cards, letterhead, envelopes, brochures, and accessories online and through procurement punchout. Marfield provides quick delivery and ensures the integrity of your brand — across town or overseas. We are proud of our legacy of customer service, quality printing and accuracy.

American Product Distributors Inc. (americanproduct.com) is a nationally certified minority, service-disabled, veteran-owned small business specializing in custom SAAS e-catalog and punchout gateway solutions. Its APDmarketplace and eLink[™] systems provide clients with custom solutions for the procurement of office supplies and identity products, industrial/maintenance, repair and operation supplies.

For PepsiCo, Marfield handles stationery printing; APDmarketplace handles sales tax/payment processing.



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Connect Via SAP/ARIBA/APD

PepsiCo's Multiple Procurement Channels

While Marfield handles print production, APDmarketplace handles login credentials, sales tax and payment processing. Depending on your PepsiCo group, you may use different procurement methods including SAP, ARIBA, and other online shopping applications.

MyPepsiCo.com SAP

If you have access to MyPepsiCo.com and have SAP Requisitioner privileges:

- 1. In your browser, go to <u>MyPepsiCo.com</u> and log in.
- 2. Select the My SAP tab.
- 3. Select Purchasing.
- 4. Select Requisitioner.
- 5. Select Shopping Cart Full Functionality.
- 6. Under Add Items Section, select Marfield Corporate Stationery, then Select Products
- 7. Follow the instructions on the site. For more details, see <u>Create New Order</u> on page 9.

For help connecting to or navigating within SAP, please contact your Helpdesk.

PepsiCo ARIBA

If you have access to the PepsiCo ARIBA system with Buyer privileges:

- 1. In your browser, go to **buyer.ariba.com** and log in.
- 2. Select Catalogs.
- 3. Select American Product Distributors Inc.
- 4. Click Shop.
- 5. Click Go to Catalog.
- 6. Follow the instructions on the site. For more details, see Create New Order on page 9.

For help connecting or navigating within ARIBA, please contact your Helpdesk.

marfield.apdmarketplace.com

If you do not have MyPepsiCo SAP Requisitioner OR ARIBA PepsiCo Buyer rights:

- 1. In your browser, go to marfield.apdmarketplace.com and log in.
 - If you have not already registered, please do so. The system has enhanced security to no longer accept generic "pbg" and "flchips" logins. If you do not use SAP or ARIBA, APD requires individual accounts. See <u>Register for APDMarketplace</u> on page 4.
 - If you have not already done so, add apdmarketplace.com to your browser's Trusted Sites. See <u>Add APDMarketplace.com & Marfield.net to</u> Your Browser's Trusted Sites on page 5.
 - If you have not set a password, please do so. See <u>Set or Reset Password</u> on page 7
- 2. Click **Go to Catalog.**
- 3. Follow the instructions on the site. For more details, see Create New Order on page 9.

Shopping Online for PepsiCo Branded Personalized Stationery



For help navigating within APDmarketplace, contact APD Customer Service at 800-849-5842.

Register for APDMarketplace

Note: If you connect through **SAP or ARIBA**, this procedure is not needed. SAP and ARIBA use special PunchOut credentials, not individual APDMarketplace user accounts. If your group procures supplies through SAP or ARIBA, see <u>MyPepsiCo.com SAP</u> or <u>PepsiCo ARIBA</u> on page **3**.

American Products Distributors handles sales tax and payment processing through SAP, ARIBA, and its proprietary APDmarketplace. The APDmarketplace's security enhancements no longer accept generic "pbg" and "flchips" logins. The system requires individual accounts.

- 1. On marfield.apdmarketplace.com click the link to register.
- 2. All fields are required:
 - a. Company Name
 - b. First Name
 - c. Last Name
 - d. Email Address (must end with @pepsico.com)
 - e. Phone
 - f. Extension is optional
 - g. Address 1
 - h. Address 2
 - i. City
 - j. State
 - k. Zip
- 3. Proofread for accuracy.
- 4. Click the Submit button.

You will receive an email from

APDmarketplace confirming your username is your email address, along with further instructions.

See Add APDMarketplace.com & Marfield.net to Your Browser's Trusted Sites on page 5.

Next, see Set or Reset Password on page 7.

If you need help with your APDmarketplace account information, please contact APD Customer Service at 800-849-5842.

	CO Marfield
Registered User	egistration link
USERNAME PASSWORD	
Forgot your logn information? <u>click here</u> If you have not registered, please <u>slick here</u> User Guide <u>slick here</u>	3 IN
Create User Request	All fields are required
Create User Request	All fields are required
Create User Request Company Name*: First Name*:	All fields are required
Create User Request Company Name*: First Name*: Last Name*:	All fields are required
Create User Request Company Name*: First Name*: Last Name*: Email Address*: This becomes ye	All fields are required
Create User Request Company Name*: First Name*: Last Name*: Email Address*: This becomes your Phone*:	All fields are required
Create User Request Company Name*: First Name*: Last Name*: Email Address*: This becomes ye Phone*: Location	All fields are required
Create User Request Company Name*: First Name*: Last Name*: Email Address*: Phone*: Location Address 1*:	All fields are required
Create User Request Company Name*: First Name*: Last Name*: Email Address*: This becomes ye Phone*: Location Address 1*: Address 2:	All fields are required
Create User Request Company Name*: First Name*: Last Name*: Email Address*: Phone*: Location Address 1*: Address 2: City*:	All fields are required

Add APDMarketplace.com & Marfield.net to Your Browser's Trusted Sites

Why This Step is Required

All shoppers must update browser settings to allow **apdmarketplace.com** and **Marfield.net** as trusted sites and allow cookies. This step:

- Allows the PunchOuts for APDmarketplace, SAP, and ARIBA to load correctly.
- Allows your order information to be saved from page to page in session "cookies".

Internet Ont

- Prevents connection issues that can interrupt checkout.
- Prevents connection issues that can result in order data loss or delays.

Set Up Internet Explorer

Trusted Sites

- 1. In Internet Explorer, click **Tools** and select **Internet Options**.
- 2. Click the **Security** tab.
- 3. Click the **Trusted Sites** checkmark.
- 4. Click the Sites button.
- In the Trusted sites dialog box, type https://apdmarketplace.com and click Add It should appear in the Websites box.
- 6. Click Close.

Cookie Exceptions in Internet Explorer

- In Tools > Internet Options, go to the 3rd tab named Privacy.
- 2. Click the **Sites** button.
- 3. Enter Marfield.net and click Allow.
- 4. Enter apdmarketplace.com and click Allow
- Click **OK** to close the Per Site Privacy Actions box.
- 6. Click **OK** to close Internet Options.

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Trusted sites		Report website problems	
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To set a standard privacy (veril instead of settings, clack the Default button. S Custom - Advanced or imported set	Per Site Privacy Actions Manage Stes You can specify while cookies, regardless of th Type the exact address of th	ch websites are always or never allo f their privacy policy. e website you want to manage, and	wed to use then click Allow
Sites Import	or Block. To remove a site from the list and click the Remove buttor Address of <u>w</u> ebste: apdmarketpace.com	of managed sites, select the name i	of the website
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Set Up Firefox

- 1. In Firefox, click the Tools menu or Menu icon and click **Options**.
- 2. Click the **Privacy** tab
- 3. Under History, select Use custom settings for history.
- 4. Click the **Exceptions...** button.
- 5. Type **apdmarketplace.com** and click the **Allow** button. *It should appear in the Site list with Allow status.*
- 6. Then click Close.
- 7. Click **OK** to return to the browser.

Set Up Chrome

- 1. In Chrome, click the **Options Menu** icon and select **Settings**.
- 2. Scroll down to the bottom.
- 3. Click Show Advanced Settings.
- 4. Scroll down to **Privacy**, and click the **Content settings...** button.
- 5. Under **Cookies**, click the **Manage exceptions...** button.
- 6. Under Hostname pattern, enter apdmarketplace.com, make sure the Behavior is set to Allow, and click Done.
- 7. Then click **Done** to return to the main Settings tab. You may then close the **Settings** tab.

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	General Tabs Search Content Applications Privacy Security Sync Advanced
	- 10% + Tracking
	Tell sites that I do got want to be tracked Tell sites that I want to be tracked
	New Window New Prisets Seve Page O Do not tell sites anything about my tracking preferences
	Earn More
	History
	Find Options Add-ass Add-ass
the	Exceptions - Cookies cad history
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site	Address of website
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Chrome	Settings Downloads Ch(+)
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Extensions	Content settings Clear browsing data Help
Settings	Content settions X
1000	+ B
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	Allow local data to be set (recommended)
	Keep local data only until you quit your browser
	Block sites from setting any Cookie and site data exceptions X
	Block third-party cookies an Hostname pattern Behavior
	Manage exceptions All apdinarketplace.com Allow
	Bone



Set or Reset Password

Once you have registered for an account on APDMarketplace, you can set a password.

Note: If you connect through **SAP or ARIBA**, this procedure is not needed. SAP and ARIBA use special PunchOut credentials, not individual APDMarketplace user accounts. If your group procures supplies through SAP or ARIBA, see <u>MyPepsiCo.com SAP</u> or <u>PepsiCo ARIBA</u> on page **3**.

To set a new password on the APDMarketplace:

- 1. Go to https://marfield.apdmarketplace.com/shopping/ecommerce/user/resetPassword.xhtml
- Enter your Username. In most cases this is your email address ending @pepsico.com. However, if your email address does not work, contact <u>service@marfield.com</u> to request your PepsiCo APD Username.
- 3. Click Submit.
- Check your inbox for a Password Reset email from apdmarketplace.com with a timesensitive link. (For your security, the email link expires after a few hours.)
- 5. Click that link to the page where you may enter and confirm your new password.
- 6. Click Store changes.
- Your browser returns to the Home page, where you may use your Username and new password to log in.

AMERICAN PRODUCT DISTRIBUTORS INCORPORATED	
Reset Password	
SUBMIT	

Passwon	d Reset - Message (HTML)				
From:	no-reply@apdmarketplace.com		Sent:	Wed 2/11/201	5 12:50 F
To:	TereLyn Hepple				
Cc:					
Subject:	Password Reset				_
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Enter nev	v password.				
Confirm t	he new password				
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Store chan	ges				
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Log in to APDMarketplace

Once you have set up an account and password on APDMarketplace, you can log in.

Note: If you connect through **SAP or ARIBA**, this procedure is not needed. SAP and ARIBA use special PunchOut credentials, not individual APDMarketplace user accounts. If your group procures supplies through SAP or ARIBA, see <u>MyPepsiCo.com SAP</u> or <u>PepsiCo ARIBA</u> on page **3**.

To log in to the APDMarketplace:

- 1. Go to https://marfield.apdmarketplace.com
- Enter your Username. In most cases this is your email address ending @pepsico.com. However, if your email address does not work, contact <u>service@marfield.com</u> to request your PepsiCo APD Username.
- Enter your **Password**.
 If you forget or do not yet have a password, see <u>Set or Reset</u>
 <u>Password</u> on page 7.
- 4. Click Login.
- 5. Scroll down (if necessary) and click **Go to Catalog**.

PEPSICO AMERICAN PRODUCT DISTRIBUTORS INCORPORATED *THE SMARTER HIMF TO BHAVE DOWN COST*	Corporate stationery
Registered User	
PASSWORD	
Remember Me LOG IN Forgot your login information? <u>click here</u> If your have not registered, provise <u>click here</u> User Guide <u>click here</u> *	

GO TO CATALOG

Create New Order

Select From the Product Catalog

To create a new order:

- 1. Log in to MyPepsiCo SAP, PepsiCo ARIBA or the APD Marketplace.
- 2. Click Go to Catalog.
- 3. On the Select an Activity page, click Create a New Order.
- If prompted, enter your Email Address. (Used for order confirmation and looking up unsubmitted orders. In case of connection issues between the Marfield PunchOut, APD eLink system, and your SAP/ARIBA/PepsiCo network, you can review Unsubmitted Orders and continue where you left off.)
- 5. Click Continue.
- Click the logo of your Company Name. The selected logo appears on the stationery product(s) you order.
- 7. In the **Products Menu**, click the product category to browse individual items.
- 8. Select the item your wish to order, and click **Continue**.

Select An Activity Create New Order Review Unsubmitted Orders Review Order History Resubmit Previous Order	
Requestor Email Requ	ired to Create New Order
Allow 10 Business Days Personalized business card and stationery orders generally take 5- to process. typeset, proof, print, cut, pack, and ship. UPS Ground shipping usually takes another 3-4 business days to c If you need your order sconer, select a Rush option or expedited U iadditional charges may apply; see User Guide).	urn to Main Menu -6 business days deliver. PS Shipping option PS Shipping option
Marrieu nc. 1225 E. Crosby Road Suite B1 Carrollton, TX 75006 <u>service@marfield.com</u> Toll Free: 877.245.9122	Products Menu Nationally Certified Women-Owned Small Business Business Cards Business Cards
	Business Cards (Specialty Styles)
	Envelopes
	Labels
	Note Pads
	Note Cards Greeting Cards



Customizing Imprint Details and Quantity/Rush/Proof Options

- 1. Select a **Quantity** for the item you wish to order (required).
- 2. Fill out imprint details (if applicable).
- 3. Click View Proof. (if applicable).
 - Review the imprint details carefully for spelling and accuracy.
 - If you need to make changes, click **Change Imprint Information**.
 - The online preview is not print-ready format. As we process your order, the data you enter will be typeset according to corporate guidelines.
- 4. If required, select the option to have a manual proof to be emailed to you prior to printing.
- 5. If required, select a rush service. See Rush Service Options on page 15.
- 6. Click Add to Shopping Cart.
- 7. Once all shopping is complete, click Submit Final Order.
- 8. Click Confirm Order.

At this point your order is saved as an Unsubmitted Order in case of connection issues between the Marfield PunchOut, the APD elink system, and the SAP/ARIBA/PepsiCo network.

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Quantity:	Performance with Purpose Performance with Purpose	ane popular sur
	A Marfield representative will contact you.	Business Card Proof
	Information to Print on Business Cards	Applicable font styles and logo sizes according to corporate guidelines will be applied to the printed
Name:	John Dee	Please proofread carefully. Changes will not be allowed after 48 hours of receipt.
Tate Line 2	The The The The The	Cantal Card
Company Division:	Long Department of Something A	From or Card
Other Company (if	reporte evenages company	
required)	Disease have an end of the later second and the second	* PEPSICO
Legal Entity (if required):	Please type as you would like it to appear on your card.	John Dee
	Check here to omit address	Title Title Title Title Title
Address:	1 Street Address	Long Department of Something A Repsi Beveranes Company
City:	Metro	1 Street Address
State:	Alabama 🔹	Metro, Alabama 11111, USA
Zip	11111 . USA	john.doe@pepsico.com
Phone Descriptor:	direct Phone Number: 555 555	
Phone Descriptor:	Choose Phone Number:	Back of Card
Phone Descriptor:	Choose Phone Number:	
Phone Descriptor:	Choose Phone Number:	
Email:	john.doe@pepsico.com NO	
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	View Proof Return to Products Menu	MAK DOUDS AND AUGUN RUMAN (
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		Performance with Purpose www.pepsico.com

Complete Order with Payment Details

- 1. Fill out necessary information on APD's Check out Screen. Hints:
 - Enter the full **16 digit credit card number** (NO spaces, dashes, periods, etc.).
 - **Expiration date** requires the Month Year numbers in this format: MM-YYYY (For example February 2018 would be 02-2018)
 - All fields noted with a red * indicates a required field.
 - For **Billing** and **Shipping**, either select an existing location or enter the address.
 - Be sure to pick **a Shipping Method**: UPS (ground), Next Day, or Second Day.
 - If prompted, select a Recipient Type Address of Business or Residence.
 - In DEPT/FRAN/LOC* field, if you do not have a Department, Franchise, or Location ID, you may enter XXXXX.
- 2. Click on the red **Place Order** button.

You should receive an email confirmation.

Billing Information					
CUSTOMER PO#					
EMAIL ADDRESS*					
your.name@pepsico.com					
NAME ON CARD*					
CREDIT CARD NUMBER*		EXP DATE*		cw	
existing billto address selection					
ADDRESS 1*				•	
ADDRESS 2					
CITY*	STATE*		ZIP*		
Shipping Information					
	Deliver By				
SELECT AN EXISTING LOCATION	Feb 12, 2015				
				•	
COMPANY NAME	REQUESTOR NAME*		REQUEST	FOR PHONE #*	
RECIPIENT ADDRESS 1*					
RECIPIENT ADDRESS 2					
CITY*	STATE*		REQUEST	FER ZIP*	
COUNTRY*					
US •					
DEPT/FRAN/LOC*					
shipping method					
UF3					



Review Unsubmitted Orders

Once you have added an item to your cart, approved a proof as needed, and clicked Submit Final Order and Confirm Order, your order is saved as an Unsubmitted Order.

In case of connection issues between the Marfield PunchOut, the APD elink system, and the SAP/ARIBA/PepsiCo network, you can review these Unsubmitted Orders associated with your Requestor Email Address.

To review Unsubmitted Orders and continue where you left off:

- 1. If you haven't already done so, log in to MyPepsiCo SAP, PepsiCo ARIBA or the APD Marketplace and click **Go to Catalog**.
- 2. On the Select an Activity page, click Review Unsubmitted Orders.
- 3. If prompted, enter your Email Address.
- 4. Click Continue.
- 5. In the Review Unsubmitted Orders page, you can:
 - a. Click the **Description** link to review imprint details you've saved.
 - b. **Return to the Main Menu**, where you can Create a New Order, Review Order History, or Re-submit Previous Order.
 - c. **Specify Another Requestor Email** (to continue a colleague's order)
- 6. Click **Continue Order** to Confirm and edit imprint details for each line item, approve the proof, remove line items you no longer want, Continue Shopping to add new line items, and complete the order. See <u>Customizing Imprint Details and Quantity/Rush/Proof Options</u> on page 10 and <u>Complete Order with Payment Details</u> on page 11.

		Select An Activity Create New Order	
		Review Order History	Requestor Email Required to Create New Order
	_	Revie	Continue Return to Main Menu ew Unsubmitted Orders
Order Date	Item Qty	Return to Main Men Desc	nu <u>Specify Another Requestor Email</u> c Item Imprint Item Total Item Status
Continue Order Order # 5439 Modified: 1/29/2015 3:53:54 PM	250 500 1,000 3 Items	Business Cards - Get A Great Job Business Cards - Get A Great Job Business Cards - Get A Great Job	<u>o QR</u> 45.00 Pending <u>b QR</u> 60.00 Pending <u>b QR</u> 80.00 Pending
Continue Order Order # 5393 Nodified: 1/9/2015 3:48:45 PM	100 1 Items	Business Card - Standard Style -	Billion \$ Brand Backside John Doe 15.00 Pending Shopping Cart
2ontinue Order Order # 5392 Modified: 1/9/2015 3:46:00 PM	100 1 Items	Business Card - Standard Style -	Bill Quantity Product Description Imprint Summary Price Modify 250 Business Cards - Get A Great Job QR Option 1 Driver Backside 45.00 Edit Removies 500 Business Cards - Get A Great Job QR Option 1 Driver Backside 60.00 Confirm Removies 1,000 Business Cards - Get A Great Job QR Option 3 Warehouse Backside 80.00 Confirm Removies Note: You must confirm imprint for the items above before checking out. Marfield will not accept changes or cancellations after 48 hours from order receipt. Shipping Charges and applicable Sales Tax will be added. Continue Shopping

Review Order History

Once an order is complete, you can check status and track the package:

- 1. If you haven't already done so, log in to MyPepsiCo SAP, PepsiCo ARIBA or the APD Marketplace and click **Go to Catalog**.
- 2. On the Select an Activity page, click Review Unsubmitted Orders.
- 3. If prompted, enter your Email Address.
- 4. Click Continue.
- 5. In the Review Unsubmitted Orders page, you can:
 - a. Click **View Confirmation Email** in case you have changes you wish to communicate with <u>service@marfield.com</u> and do not have the confirmation email in your files.
 - b. Click the **Description** link to review imprint details you've saved.
 - c. Click a **Shipped** link and click the tracking number to track a package.
 - d. **Return to the Main Menu**, where you can Create a New Order, Review Unsubmitted Orders, or Re-submit Previous Order.
 - e. Specify Another Requestor Email to view a colleague's orders.

Requestor Email Required to Review Orders	
Requestor Email:	
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Review Orders Return to Main Menu	
Review My Orders	
Return to Main Manu Specify Another Requestor Email	
Item City Desc Item Imprint Item Total Item Status	
250 Business Card - Standard Style - Billion S Brand Backside Jason Wenglarski 20.35 Confirmed 1 Items Total Cost (not including shipping and applicable sales tax) 20.35	
250 Business Card - Standard Style - Billion S Brand Backside Jason Wenglarski 19.35 Shipped	
250 Business Gard - Standard Style - Billion S Brand Backside Shirley E. Harris 19:35 Shipped 2 Items Total Cost (not including shipping and applicable sales tax) 38:70	
100 Business Card - Standard Style - Billion S Brand Backside Jennifer Gorrell 15.00 Shipped	
2 Items Total Cost (not including shipping and applicable sales tax) 30.00	_
100 Business Car Review My Order Shipping Information	
2 Items Total Cost (n Return to Order Listing	
100 Business Car 10 Pads Note Pads ID	_
2 Items Total Cost (n Shipment Date Shipment Method Tracking Number	
1 Items Total Cost (n	J
250 Business Car Items Within Shipment	
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Solo Envelopes - #10 - PepsiCo Financial Shared Services Solo Envelopes - #10 - PepsiCo Financial Shared Services Solo Legacy Drive, Suite 100 - MD L2 681.96 Shipped	
205 1 Items Total Cost (not including shipping and applicable sales tax) 681.96	
500 Letterhead - 8-1/2 x 11 - PepsiCo Financial Shared Services 63.09 Shipped	
Low Dusiness Lorus - repair.0 Emancial Shared Services Shirely E. Harris 20x0 Shipped 250 Business Cards - PepsiCo Financial Shared Services Christy A. Basco 20.60 Shipped	
3 Items Total Cost (not including shipping and applicable sales tax) 104.29 1000 Envelopes - #10 - PentiCo Einopeil Shared Services 5340 Legacy Drive Suite 100 - MD 12- 146 67 Shipwad	
1 Items Total Cost (not including shipping and applicable sales tax) 146.67	
1 Items Total Cost (not including shipping and applicable sales tax) 1,000 Envelopes = #10 - PepsiCo Financial Shared Services 5340 Legacy Drive, Suite 100 - MD L2- 148.67 Shipped	
	Requestor Email Required to Review Orders Requestor Email Review Orders Review Orders Return to Main Menu Review My Orders New Management of the Status of t



Resubmit Previous Order

This page looks much like the Review Order History page; you can check status and track the package. However, it adds a **Create New Order** link. This makes it easy to reorder stationery — without having to re-enter all the imprint details. You can update the details as needed.

- 1. If you haven't already done so, log in to MyPepsiCo SAP, PepsiCo ARIBA or the APD Marketplace and click **Go to Catalog**.
- 2. On the Select an Activity page, click Resubmit Previous Order.
- 3. If prompted, enter your Email Address.
- 4. Click Continue.
- 5. In the Review Unsubmitted Orders page, you can:
 - a. Click Create New Order to edit Imprint details as needed, approve the proof, and complete the order. See <u>Customizing Imprint Details and Quantity/Rush/Proof</u> <u>Options</u> on page 10 and <u>Complete Order with Payment Details</u> on page 11.
 - b. Click **View Confirmation Email** in case you have changes you wish to communicate with <u>service@marfield.com</u> and do not have the confirmation email in your files.
 - c. Click the **Description** link to review imprint details you've saved.
 - d. Click a **Shipped** link and click the tracking number to track a package.
 - e. **Return to the Main Menu**, where you can Create a New Order, Review Unsubmitted Orders, or Re-submit Previous Order.

f.	Specify	Another Requestor	Email to	view a	colleague's	orders.
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Select An Act	vity	
<u>Create New O</u>	der Requestor Email Required to Review Orders	
Review Unsubmitte	1 Orders Requestor Email:	
Review Order H Resubmit Previou	story Review Orders Return to Main Menu	
	Resubmit Order from Previous Orders	
Allow 10 Business Days	Return to Main Menu Specify Another Requestor Email	
Personalized business card and stationery orders gener	ally take 5-6 t Order Date Item Oty Desc Item Imprint	ltem Total Item Status
to process, typeset, proof, print, cut, pack, and ship.	Create New Order 250 Business Card - Standard Style - Billion S Brand Backside Jason Wenglanski Order # 394515 Total Cost (not including shipping and applicable sales tax) Total Cost (not including shipping and applicable sales tax)	20.35 Confirmed 20.35
UPS Ground shipping usually takes another 3-4 busines User Guide If you need your order sooner, select a Rush option or es (additional charges may anoly: see User Guide)	s days to delli <u>Ver Confirmation Email</u> Status to delli <u>Ver Confirmation Ema</u>	19.35 <u>Shipped</u> 19.35 <u>Shipped</u>
	View Commanon Email 2 items 1 otal Cost (not including simpling and applicable sales tax) Shopping Cart	Shipped
When resubmitting a previous order, you must Confirm imprint details, Approve the Proof and Add to Cart. From your cart, you can	Quantity Product Description Imprint Summary Price Modify 250 Business Cards - Get A Great Job QR Option 1 Driver Backside 45.00 Edit Remove 500 Business Cards - Get A Great Job QR Option 2 Sales Backside 60.00 Confirm Remove 1,000 Business Cards - Get A Great Job QR Option 3 Warehouse Backside 80.00 Confirm Remove Note: You must confirm imprint for the items above before checking out. Marfield will not accept changes or cancellations after 48 hours from order receipt. Shipping Charges and applicable Sales Tax will be added. Continue Shopping	Shipped Shipped Shipped Shipped Shipped Shipped Shipped
Continue Shopping to add other	Mew Confirmation Email Create New Order 20 Pads Note Pads (Desk Of) - PepsiCo Financial Shared Services Robin Johnston	24.72 Shipped
items as needed.	Croler # 24167 Submitted: 10/8/2010 3:05:38 PM View Confirmation Email Total Cost (not including shipping and applicable sales tax)	24.72
	Create New Order 5,000 Envelopes - #10 - PepsiCo Financial Shared Services 5340 Legacy Drive, Suite 100 - MD Order # 279890 5.000 Envelopes - #10 - PepsiCo Financial Shared Services 5340 Legacy Drive, Suite 100 - MD	681.96 Shipped
	Sutimeter, ar20/2010/35/20 PM 1 Items Total Cost (not including shipping and applicable sales tax) Create New Order Son Literate Activity of the second activ	681.96
	Order # 275100-in Source Submitted: 7/7/2010 11:25:04 AM Services Submitted: 7/7/2010 11:25:04 AM Sources View Confirmation Email 250 Business Cards - PepsiCo Financial Shared Services Shirley E. Harris 250 Business Cards - PepsiCo Financial Shared Services Christy A. Basco 3 items Total Cost (not including shipping and applicable sales tax)	20.60 <u>Shipped</u> 20.60 <u>Shipped</u> 104.29
	Create Time Create 1.000 Envelopes _#10 - Pstp3Co Financial Shared Services 5340 Legacy Drive, Suite 100 - MD Create Time Create 1.000 Envelopes _#10 - Pstp3Co Financial Shared Services 15340 Legacy Drive, Suite 100 - MD Submitter, 7/6/2010 2:20 04 PM 1.1ems Total Cost (not including shipping and applicable sales tax) 1.2205	146.67 <u>Shipped</u> 146.67

Allow 5-6 Days for Customization

Personalized business card and stationery orders generally take 5-6 business days to process, typeset, proof, print, cut, and pack. Default ground shipping time adds 3-4 days.

If you need your order sooner, select a Rush Service or expedited UPS Shipping option (additional charges and conditions may apply; see below).

Rush Service Options

A rush charge is imposed for breaking into a production schedule. A rush charge does not include delivery or shipping charges.

1 Day Service: (Not Same Day) \$100.00

Order must be received complete by 12:00 CST Noon to ship by Noon on the next working day. (24 Hours Processing Time)

2 Day Service: \$75.00

Order must be received complete by 12:00 CST Noon to ship by Noon on the second working day after. (48 Hours Processing Time)

3 Day Service: \$25.00

Order must be received complete by 12:00 CST Noon to ship by Noon on the third working day after. (72 Hours Processing Time)

Rush Service Conditions Apply

- All services above are subject to paper and press availability
- All services above depend on schedule availability and may require additional charges
- All charges above apply per ordered item
- All charges above are in addition to the cost of purchase price of the item
- Orders requiring a specific time of delivery are subject to additional charges
- All charges listed above are in addition to the cost of shipping. We must be notified if expedited shipping is required
- Exceptions to the above quoted charges are items requiring foreign language translation, large quantity requests as well as orders where a proof is requested before printing



Allow 3-4 Business Days for Shipping

Unless you select otherwise at Checkout, your order will ship via UPS Ground.

UPS Ground shipping usually takes 3-4 business days to deliver. Custom print production time adds 5-6 business days.

Expedited Shipping: Next- or Two-Day

If you need your order sooner, select an expedited UPS Next-Day or UPS Two-Day.

Additional charges may apply, subject to pricing from United Parcel Service (ups.com) calculated once your package is ready to ship.

Cancellations and Changes

Cancel Order Within 24 Hours

If you wish to cancel your order, please do so in writing within 24 hours.

To do so, reply to your Confirmation Email with a message to <u>service@marfield.com</u>.requesting that we cancel your order. If you do not have your confirmation email, you can look it up online in Order History. See <u>Review Order History</u> on page 13. In this way, we will have the Marfield order number, APD number, and PepsiCo purchase order number so we can match your order details to any job ticket in production and cancel your billing transaction.

Order Changes Within 48 Hours

If you wish to make changes to your order quantity, product style, or imprint details, please do so in writing within 48 hours.

A manual typesetting fee of 7.50 may apply per line item where imprint details are changed.

To do so, reply to your Confirmation Email with a message to <u>service@marfield.com</u>.requesting specific changes to your order's quantity, product style, or imprint details. If you do not have your confirmation email, you can look it up online in Order History. See <u>Review Order History</u> on page 13. In this way, we will have the Marfield order number, APD number, and PepsiCo purchase order number so we can match your order details to any job ticket in production and update your billing transaction.

Guarantee & Returns

Your complete satisfaction is our priority. If you are dissatisfied with the quality of our product, you will receive equal replacement or full credit.

Contact us Toll Free 1-877-245-9122 or via email service@marfield.com.

Foreign Language Policy

We offer foreign translation and typesetting services for Dual-Language business cards.

The charges below will be assessed per business card order (per name) and are applicable for translation from English to one of the following languages. These charges may also apply when language translation is provided.

\$120	\$150
Chinese	Arabic
Japanese	Lao
Korean	Thai
Spanish	Vietnamese
French	Russian
Italian	Hindi
German	Turkish
Portuguese	Polish
U	Dutch
	Czechoslovakian
	Greek
	Armenian
	Basque*
	Catalan
	Swedish
	Finnish
	Danish
	Norwegian
	Hebrew

* Quoted at time of order.

Other languages available, call for rates.

All charges listed above will be assessed in addition to the printing price of each business card order.

Allow 2-7 business days for translation service. Printing production time is additional. Call for rush services and fees.

Disclaimer: Marfield uses qualified, reliable sub-contractors for these services. Marfield cannot guarantee the accuracy of the translation as many dialects and "slangs" exist in each language and only the actual translator or typesetter makes this distinction. Our experience is that many English words translate into multiple meanings, across the language barriers and the translators can only use the interpretation they determine to be accurate based on the information provided. Marfield recommends that our customers utilize all available resources to them for verifying that the proofs that we provide are accurately translated and typeset.