

# Shopping Online for PepsiCo Branded Personalized Stationery



## Customer: PepsiCo

**Marfield Corporate Stationery** ([marfield.com](http://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](http://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<sup>TM</sup> 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 [MyPepsiCo.com](https://MyPepsiCo.com) 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 [Create New Order](#) 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](https://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](https://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 [Register for APDMarketplace](#) on page 4.
  - If you have not already done so, add apdmarketplace.com to your browser’s Trusted Sites. See [Add APDMarketplace.com & Marfield.net to Your Browser’s Trusted Sites](#) on page 5.
  - If you have not set a password, please do so. See [Set or Reset Password](#) 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.

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


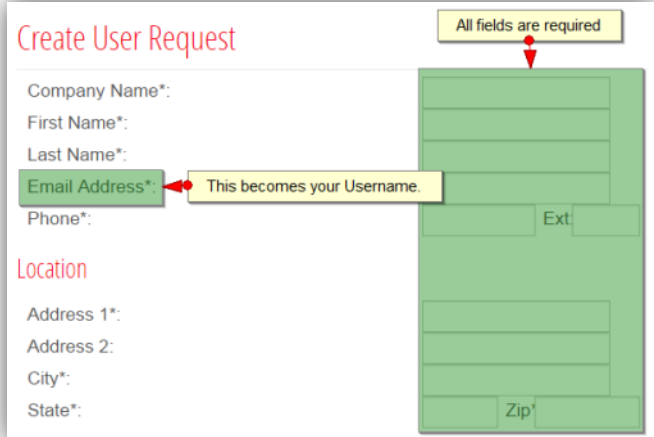
# Register for APDMarketplace

**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 [MyPepsiCo.com SAP](#) or [PepsiCo ARIBA](#) 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](http://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.

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

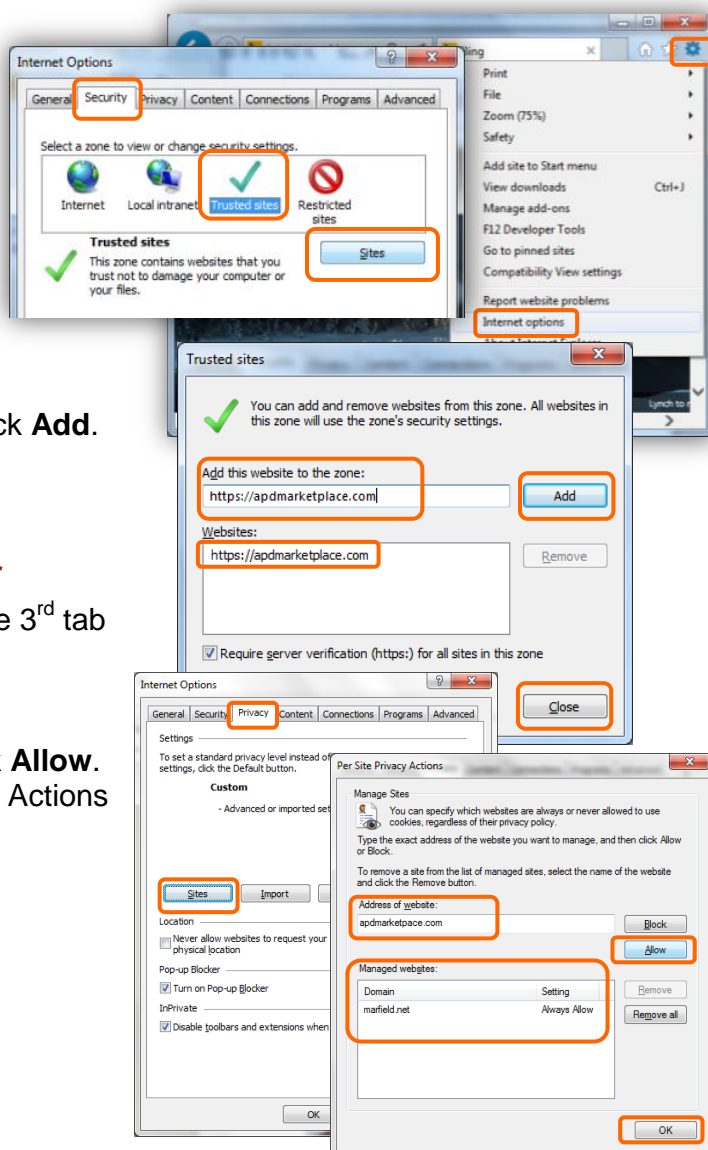
## Set Up Internet Explorer

### 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.
5. In the Trusted sites dialog box, type **https://apdmarketplace.com** and click **Add**.  
*It should appear in the Websites box.*
6. Click **Close**.

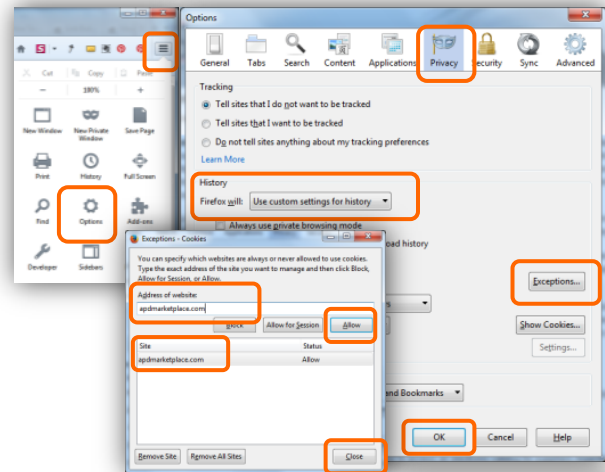
### Cookie Exceptions in Internet Explorer

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



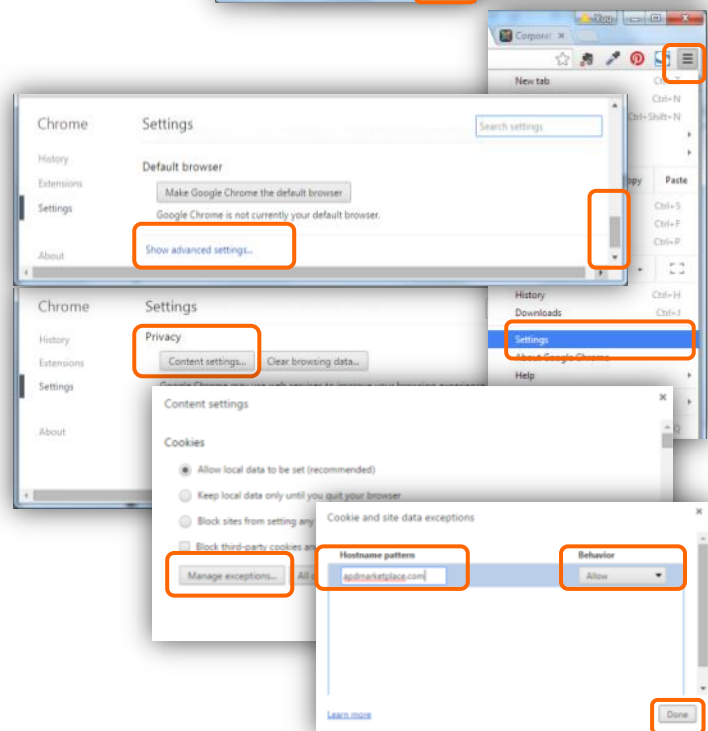
## Set Up Firefox

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.



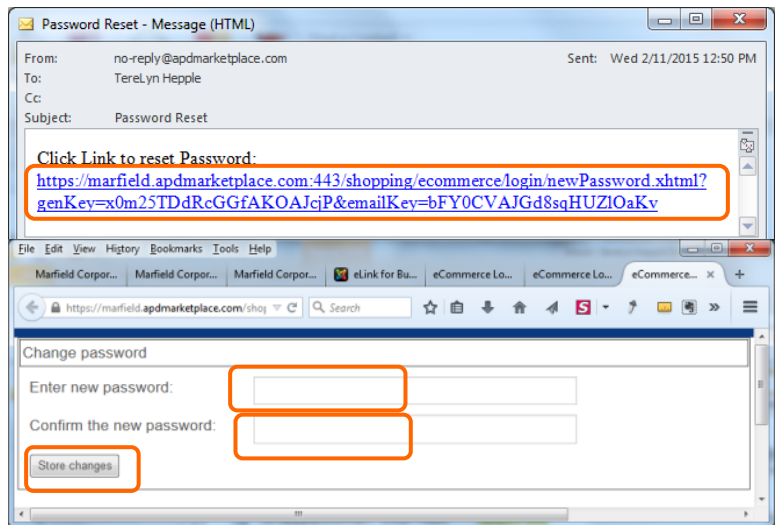
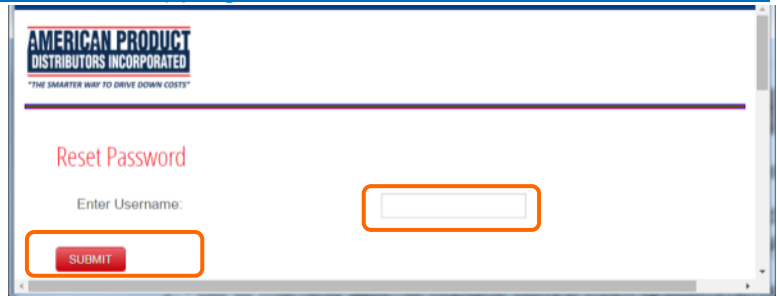
# Set or Reset Password

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 [MyPepsiCo.com SAP](#) or [PepsiCo ARIBA](#) on page 3.

To set a new password on the APDMarketplace:

1. Go to <https://marfield.apdmarketplace.com/shopping/ecommerce/user/resetPassword.xhtml>
2. Enter your **Username**.  
In most cases this is your email address ending **@pepsico.com**. However, if your email address does not work, contact [service@marfield.com](mailto:service@marfield.com) to request your PepsiCo APD Username.
3. Click **Submit**.
4. Check your inbox for a **Password Reset** email from apdmarketplace.com with a time-sensitive 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**.
7. Your browser returns to the Home page, where you may use your Username and new password to log in.



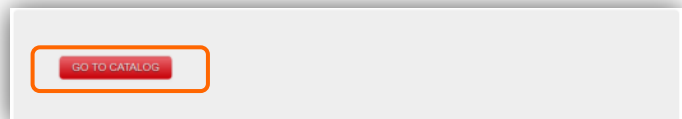
# Log in to APDMarketplace

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 [MyPepsiCo.com SAP](#) or [PepsiCo ARIBA](#) on page 3.

To log in to the APDMarketplace:

1. Go to <https://marfield.apdmarketplace.com>
2. Enter your **Username**.  
In most cases this is your email address ending **@pepsico.com**. However, if your email address does not work, contact [service@marfield.com](mailto:service@marfield.com) to request your PepsiCo APD Username.
3. Enter your **Password**.  
If you forget or do not yet have a password, see [Set or Reset Password](#) on page 7.
4. Click **Login**.
5. Scroll down (if necessary) and click **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**.
4. 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**.
6. 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**.

## 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.

The image shows two overlapping screenshots of a web application interface for creating business cards.

**Business Card Imprint (Left Screenshot):**

- Quantity:** A dropdown menu is set to "100 - \$15.00".
- Information to Print on Business Cards:**
  - Name: John Doe
  - Title: Title Title Title Title
  - Title Line 2: Long Department of Something A
  - Company Division: Pepsi Beverages Company
  - Address: 1 Street Address, Metro, Alabama 11111, USA
  - Phone Number: 555 555
  - Email: john.doe@pepsico.com
- View Proof:** A button is highlighted with an orange box.

**Business Card Proof (Right Screenshot):**

- Front of Card:** Shows the PepsiCo logo and the contact information for John Doe.
- Back of Card:** Shows a grid of various PepsiCo brand logos including Lay's, Quaker, Tropicana, G, Fritos, M&M's, Pepsi, Tostitos, Walkers, Doritos, Aquafina, Ruffles, and Cheetos.
- Options:**
  - If you require a proof be emailed to you prior to printing there is an additional fee of \$7.50
  - No Rush Required:** A dropdown menu is set to "No Rush Required".
  - Add to Shopping Cart:** A button is highlighted with an orange box.

## Complete Order with Payment Details

- 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.
- Click on the red **Place Order** button.

You should receive an email confirmation.

**Billing Information**

CUSTOMER PO#

EMAIL ADDRESS\*

NAME ON CARD\*

CREDIT CARD NUMBER\*

EXP DATE\*

CVV

existing billto address selection

ADDRESS 1\*

ADDRESS 2

CITY\*

STATE\*

ZIP\*

**Shipping Information**

Deliver By

SELECT AN EXISTING LOCATION

COMPANY NAME

REQUESTOR NAME\*

REQUESTOR PHONE #\*

RECIPIENT ADDRESS 1\*

RECIPIENT ADDRESS 2

CITY\*

STATE\*

REQUESTER ZIP\*

COUNTRY\*

DEPT/FRAN/LOC\*

shipping method

# 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 [Customizing Imprint Details and Quantity/Rush/Proof Options](#) on page 10 and [Complete Order with Payment Details](#) on page 11.

**Select An Activity**

- Create New Order
- Review Unsubmitted Orders**
- Review Order History
- Resubmit Previous Order

**Requestor Email Required to Create New Order**

Requestor Email required in case of web timeout to retrieve Unsubmitted Order:

Continue Return to Main Menu

**Review Unsubmitted Orders**

[Return to Main Menu](#) [Specify Another Requestor Email](#)

Order Date	Item Qty	Desc	Item Imprint	Item Total	Item Status
<a href="#">Continue Order</a> Order # 5439 Modified: 1/29/2015 3:53:54 PM	250	<a href="#">Business Cards - Get A Great Job QR</a>		45.00	Pending
	500	<a href="#">Business Cards - Get A Great Job QR</a>		60.00	Pending
	1,000	<a href="#">Business Cards - Get A Great Job QR</a>		80.00	Pending
	3 Items				
<a href="#">Continue Order</a> Order # 5393 Modified: 1/9/2015 3:48:45 PM	100	<a href="#">Business Card - Standard Style - Billion \$ Brand Backside</a>	John Doe	15.00	Pending
	1 Items				
<a href="#">Continue Order</a> Order # 5392 Modified: 1/9/2015 3:46:00 PM	100	<a href="#">Business Card - Standard Style - Billion \$ Brand Backside</a>			
	1 Items				

**Shopping Cart**

Quantity	Product Description	Imprint Summary	Price	Modify
250	Business Cards - Get A Great Job QR	Option 1 Driver Backside	45.00	<a href="#">Edit</a> <a href="#">Remove</a>
500	Business Cards - Get A Great Job QR	Option 2 Sales Backside	60.00	<a href="#">Confirm</a> <a href="#">Remove</a>
1,000	Business Cards - Get A Great Job QR	Option 3 Warehouse Backside	80.00	<a href="#">Confirm</a> <a href="#">Remove</a>

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 [service@marfield.com](mailto:service@marfield.com) 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.

**Select An Activity**

- [Create New Order](#)
- [Review Unsubmitted Orders](#)
- [Review Order History](#)
- [Resubmit Previous Order](#)

**Requestor Email Required to Review Orders**

Requestor Email:

[Review Orders](#) [Return to Main Menu](#)

**Review My Orders**

Order #	Order Date	Item Qty	Desc	Item Imprint	Item Total	Item Status
Order # 334515	Submitted: 2/10/2015 11:15:07 AM	250	Business Card - Standard Style - Billion \$ Brand Backside	Jason WenglarSKI	20.35	Confirmed
Order # 377717	Submitted: 5/8/2014 1:45:34 PM	250	Business Card - Standard Style - Billion \$ Brand Backside	Jason WenglarSKI	19.35	Shipped
Order # 342247	Submitted: 10/25/2012 5:50:12 PM	100	Business Card - Standard Style - Billion \$ Brand Backside	Jennifer Gorrell	15.00	Shipped
Order # 339560	Submitted: 9/19/2012 4:45:21 PM	100	Business Card - Standard Style - Billion \$ Brand Backside	Kurt Canfield	15.00	Shipped
Order # 335309	Submitted: 7/25/2012 4:25:34 PM	100	Business Card - Standard Style - Billion \$ Brand Backside		30.00	
Order # 317800	Submitted: 12/12/2011 1:00:54 PM	250	Business Card - Standard Style - Billion \$ Brand Backside			
Order # 316090	Submitted: 11/14/2011 4:30:38 PM	250	Business Card - Standard Style - Billion \$ Brand Backside			
Order # 303475	Submitted: 6/9/2011 10:45:05 AM	250	Business Card - Standard Style - Billion \$ Brand Backside			
Order # 264187	Submitted: 10/8/2010 3:05:38 PM	20	Note Pads (Desk Of) - PepsiCo Financial Shared Services - 5-1/2 x 8-1/2	Robin Johnston	24.72	Shipped
Order # 275890	Submitted: 8/26/2010 3:35:28 PM	5,000	Envelopes - #10 - PepsiCo Financial Shared Services	5340 Legacy Drive, Suite 100 - MD L2-205	681.96	Shipped
Order # 275100	Submitted: 7/7/2010 11:25:04 AM	500	Letterhead - 8-1/2 x 11 - PepsiCo Financial Shared Services	Shirley E. Harris	63.09	Shipped
Order # 275020	Submitted: 7/6/2010 2:20:04 PM	250	Business Cards - PepsiCo Financial Shared Services	Christy A. Basco	20.60	Shipped
Order # 263767	Submitted: 2/11/2010 5:15:06 PM	1,000	Envelopes - #10 - PepsiCo Financial Shared Services	5340 Legacy Drive, Suite 100 - MD L2-205	146.67	Shipped
		500	Letterhead - 8-1/2 x 11 - PepsiCo Financial Shared Services		63.09	Shipped
		2	Total Cost (not including shipping and applicable sales tax)		209.76	

**Review My Order Shipping Information**

Return to Order Listing

Order Item Details

Shipment Date: 5/15/2014

Shipment Method: UPS (Ground)

Tracking Number: 1Z1X00Y0356389053

Items Within Shipment

Order Date	Order #	Quantity	Desc	Item Imprint
5/8/2014 1:45:34 PM	377717	250	Business Card - Standard Style - Billion \$ Brand Backside	Jason WenglarSKI

# 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 [Customizing Imprint Details and Quantity/Rush/Proof Options](#) on page 10 and [Complete Order with Payment Details](#) on page 11.
  - b. Click **View Confirmation Email** in case you have changes you wish to communicate with [service@marfield.com](mailto:service@marfield.com) 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.

**Note:**

When resubmitting a previous order, you must Confirm imprint details, Approve the Proof and Add to Cart.

From your cart, you can Continue Shopping to add other items as needed.

Order Date	Item Qty	Desc	Item Imprint	Item Total	Item Status
Create New Order Order # 394515 Submitted: 7/10/2014 11:15:07 AM <a href="#">View Confirmation Email</a>	250	Business Card - Standard Style - Billion \$ Brand Backside	Jason Wenglaraki	20.35	Confirmed
	1	Total Cost (not including shipping and applicable sales tax)		20.35	
Create New Order Order # 377717 Submitted: 5/8/2014 1:45:34 PM <a href="#">View Confirmation Email</a>	250	Business Card - Standard Style - Billion \$ Brand Backside	Jason Wenglaraki	19.35	Shipped
	250	Business Card - Standard Style - Billion \$ Brand Backside	Shirley E. Harris	19.35	Shipped
	2	Total Cost (not including shipping and applicable sales tax)		38.70	

Quantity	Product Description	Imprint Summary	Price	Modify
250	Business Cards - Get A Great Job QR	Option 1 Driver Backside	45.00	<a href="#">Edit</a> <a href="#">Remove</a>
500	Business Cards - Get A Great Job QR	Option 2 Sales Backside	60.00	<a href="#">Confirm</a> <a href="#">Remove</a>
1,000	Business Cards - Get A Great Job QR	Option 3 Warehouse Backside	80.00	<a href="#">Confirm</a> <a href="#">Remove</a>

**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](#)

Submitted: 6/26/2011 10:46:05 AM <a href="#">View Confirmation Email</a>	20 Pads	Note Pads (Desk. Of) - PepsiCo Financial Shared Services	Robin Johnston	24.72	Shipped
Create New Order Order # 284187 Submitted: 10/8/2010 3:05:38 PM <a href="#">View Confirmation Email</a>	1 Items	Total Cost (not including shipping and applicable sales tax)		24.72	
Create New Order Order # 279990 Submitted: 8/26/2010 3:35:26 PM <a href="#">View Confirmation Email</a>	5,000	Envelopes - #10 - PepsiCo Financial Shared Services	5340 Legacy Drive, Suite 100 - MD L2-205	681.96	Shipped
	1	Total Cost (not including shipping and applicable sales tax)		681.96	
Create New Order Order # 275103 Submitted: 7/7/2010 11:25:04 AM <a href="#">View Confirmation Email</a>	500	Letterhead - 8-1/2 x 11 - PepsiCo Financial Shared Services		63.09	Shipped
	250	Business Cards - PepsiCo Financial Shared Services	Shirley E. Harris	20.80	Shipped
	250	Business Cards - PepsiCo Financial Shared Services	Christy A. Basco	20.80	Shipped
	3	Total Cost (not including shipping and applicable sales tax)		104.29	
Create New Order Order # 275020 Submitted: 7/6/2010 2:20:04 PM <a href="#">View Confirmation Email</a>	1,000	Envelopes - #10 - PepsiCo Financial Shared Services	5340 Legacy Drive, Suite 100 - MD L2-205	146.67	Shipped
	1	Total Cost (not including shipping and applicable sales tax)		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 [service@marfield.com](mailto:service@marfield.com) requesting that we cancel your order. If you do not have your confirmation email, you can look it up online in Order History. See [Review Order History](#) 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 [service@marfield.com](mailto:service@marfield.com) 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 [Review Order History](#) 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](mailto: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.

<b>\$120</b>	<b>\$150</b>
Chinese	Arabic
Japanese	Lao
Korean	Thai
Spanish	Vietnamese
French	Russian
Italian	Hindi
German	Turkish
Portuguese	Polish
	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.