

# Quick Start User Guide



PRAIRIE VIEW  
A&M UNIVERSITY



## Prairie View A&M University Online Stationery Store

### Register/Sign In

**New Ordering Platform** - Registration is mandatory as existing profiles are no longer available. Click the link below to create your account.

<https://shopmarfield.com/PVAMU>

Click **“Create an account”** to sign up. All users must register or Login before they can view the catalog. Once you have an existing account, you can sign in with your User-Name/Password. If you have forgotten your password, click **“Forgot your password?”**

New to our store?  
Create an account  
 I accept the Terms & Conditions

### Begin Ordering

To place a new order, click the product image you wish to personalize or select from the top menu row. For your convenience, you may also search to locate the needed products more quickly.

Search products

To **reorder** a previously personalized item, click the Account icon and then select **“My orders.”**

### Personalize

Complete all required imprint fields, scrolling down as needed.

Click **Refresh Preview** to update your proof.

Click **Next** to move to the next section.

If you'd like to view a larger version of your proof, you can click on the Proof Preview, and it will open a larger preview.

*Watch for errors caused by entering information in the wrong format.*

*If you are interrupted during the order process, and the system logs you out, you can locate your draft orders by selecting the Account icon.*

### Approve and Specify Desired Quantity

The final step of personalization is selecting your Quantity, Rush Production needs, and PDF Proof option. Depending on your product, you may see additional options.

After you select your options, click **Recalculate** to update your Total Price.

Click **✓ Proof** to view your Proof one last time before adding it to your cart. If correct, check the box stating, “I APPROVE MY PROOF. I understand it will print EXACTLY as it appears.” You will not be able to add the product to your cart until you check this box.

*\*Note that our system will capture if you viewed your Proof.* **✓ Proof**

If you need to make an edit to your item, click **Back**

At the footer of the page, you will find information about Marfield, how to Contact Us, and our Rush Policy.

## Checkout

You are directed to your Shopping Cart after adding a product to your cart, or you may select the icon at the top of the page.

To add more items to your cart, click **Continue Shopping**

When you are ready to Checkout, click **Checkout**

### Billing Address

Enter the billing address associated with your order. If you intend to pay with a credit card, please ensure that the billing address matches the card you will pay with, or our payment processor will decline your transaction.

### Shipping

To **split ship** your order, click **Send to multiple addresses**

• You can **Add new address** or select/edit an address in your existing address book on this screen. Make sure to check the addresses you'd like to ship to and click **Next**

• Under **“To Address”** select from the addresses checked during the last step and then click **“Assign.”** Repeat this step for each item that will be shipped. And then click **Next**

• If you need to edit your shipping options click **Cancel multiple addresses shipment** **Edit shipments**

• Click **Next**

To Ship to a single location, you can ship directly from your address list or add a new location to the list by clicking **“Add.”** After selecting your address click **Next**

### Checkout - Order Summary

The next screen shows your Order Summary. Once completed, click **Place Order**. You will be taken to the PCI-Compliant Credit Card Authorization Form to complete your order. Please fill out this form completely, and click

Pay

*Please note that if you do not click the **Continue** button quickly, your transaction within our system will time out, and you'll have to start the checkout process over again. Please contact Marfield Customer Service to void your Credit Card Transaction if this should occur.*

After you click the button, you will receive an email confirmation from service@marfield.com.

If you wish to track the status of your order as it moves through the Marfield System, go to **My Account > My Orders**, and you'll be able to see all previous orders, their order status, tracking numbers, and receipts.

*If you have any questions or concerns, please contact Marfield Customer Service at Service@Marfield.com*