



M.A. FOLKES COMPANY, INC.

Customer Online Ordering Process – www.mafolkes.com

STEP NO.	Field Name	INPUTS	RESULT / INFORMATION
1.	Customer Login	http://customer.mafolkes.com/login.asp to get directly to the login screen	Or on web page the customer login is in the top right hand of the screen
2.	If there is no log in information	Send an email to customerservice@mafolkes.com	
3.	Input log in info	Press Log in	Order History will appear
4.	Place a new order	Click Inventory Status	Located on the left hand side of the screen
5.	Locate line item needed	Search by description to narrow the search	
6.	Enter Qty needed	Click Add to Cart as you go or after all items have been accounted for	Verify for accuracy in the shopping cart
7.	Check Out	Click Checkout at the bottom of the screen	Verify ship to and bill to info
8.	PO	Enter a PO # (Blanket or otherwise)	Verify again for accuracy
9.	Send Order	Click Send order	
	NOTE:	Email confirmation will be sent to customerservice@mafolkes.com and the email address from log on	We will send the SO via email once the order is converted

NOTE: Email all questions to customerservice@mafolkes.com and we will respond as soon as we are able. Feel free to call 513-737-9888 and we will be happy to help.