



Marriott User Guide



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1. Landing page

- Users are directed to the Marriott Merchandise Shop login page upon arrival.
- Registered users can log in by entering their valid credentials (email and password).
- Captcha verification is implemented to enhance security and prevent automated access.
- SSO facility can be provided for selected users.
- New users can create an account by clicking the **Create Account** button.
- Quick access links to **Contact Us**, **FAQ**, and **Privacy Policy** are available at the bottom of the page for user assistance.

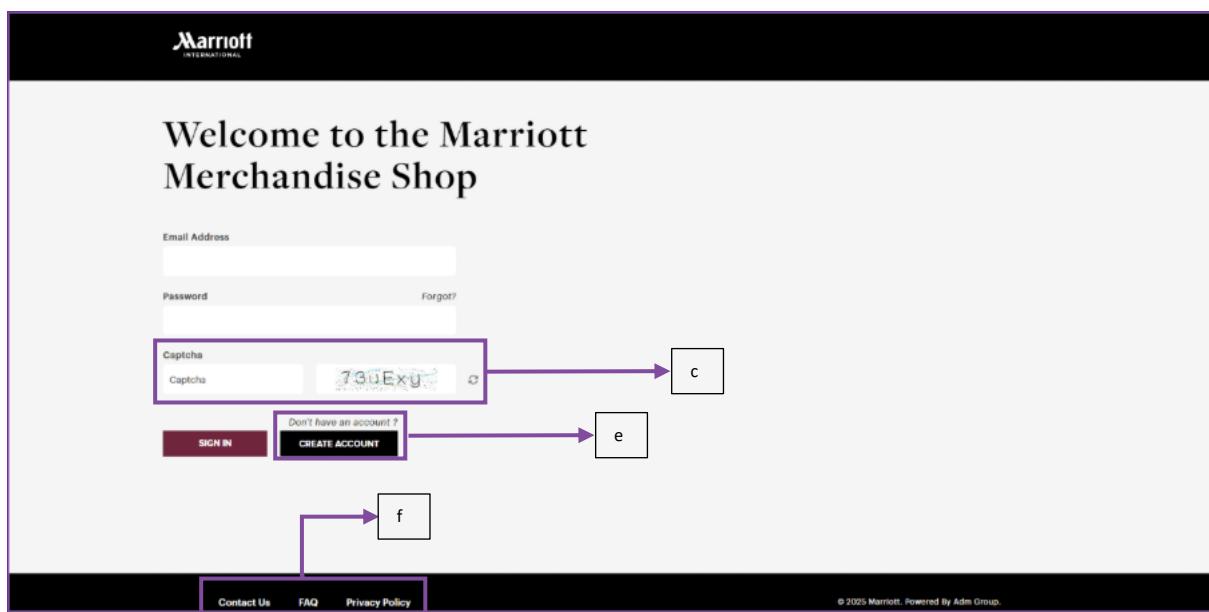


Fig 1.1

1. New customer registration form

- Clicking the **Create Account** button redirects users to the registration form.

- b. Users must complete all mandatory fields marked with an asterisk (*).
- c. After filling the form correctly and completing captcha verification, users should click the **Submit** button to create their account.

Marriott
INTERNATIONAL

Create an Account

Required fields are noted with *.

Personal Information

First Name*
Last Name*

Email Address*
Phone Number*

Property Name*
Department*

Billing Address

Country*
Street Address*

Street Address Line 2
City*

State*
Zip*

Accounts Payable

Account Payable First Name*
Account Payable Last Name*

Account Payable Email Address*
Account Payable Phone Number*

General Manager

General Manager First Name*
General Manager Last Name*

General Manager Email Address*

Captcha*

Enter Captcha

C

CANCEL SUBMIT

Contact Us FAQ Privacy Policy © 2025 Marriott. Powered By Adm Group.

Fig 2.1

1) Registration Successful

- a) Upon successful form submission, users are redirected to the **Registration Success** page as shown in Fig 3.1

- b) The admin receives a notification to review and approve the new registration.
- c) Once approved, users receive an email with instructions to set up their password as shown in Fig 3.2.

2) Set profile Password

- a) When the user clicks the "Create Your Password" button in the email, they are redirected to a password setup page.
- b) Here user can set up their password. User needs to create password that fits the conditions shown in Fig 3.3.
- c) To confirm password user needs to re-enter the password.
- d) Once the password is created successfully user can click on activate account button that will redirect user to login page.
- e) If user does not wish to set password, they can click on the Decline invitation button.

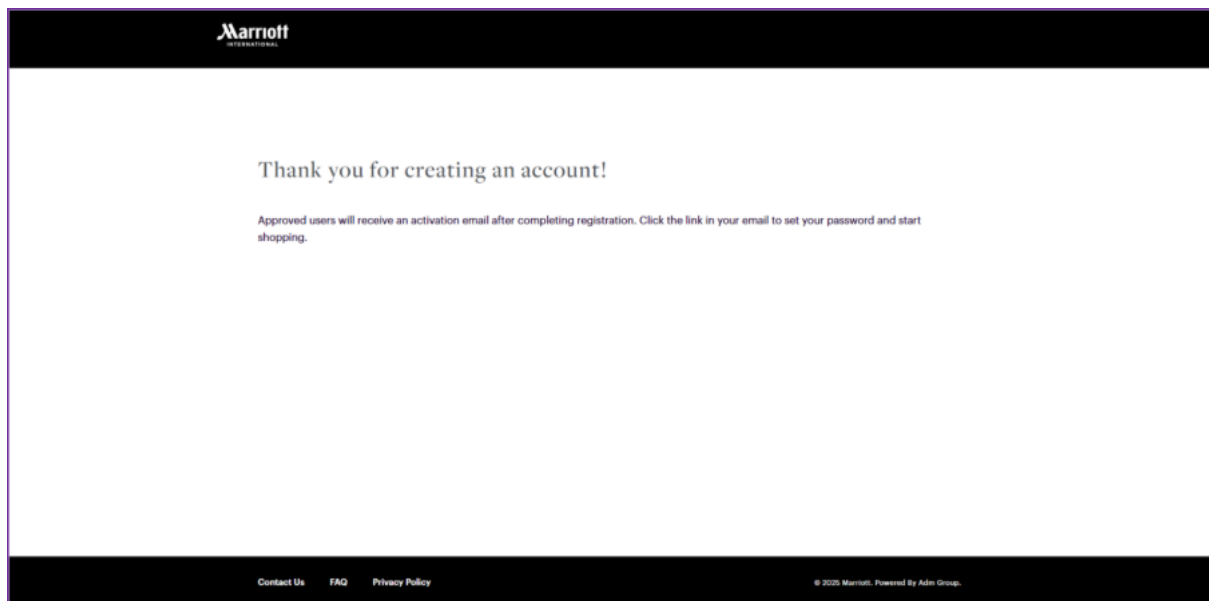


Fig 3.1

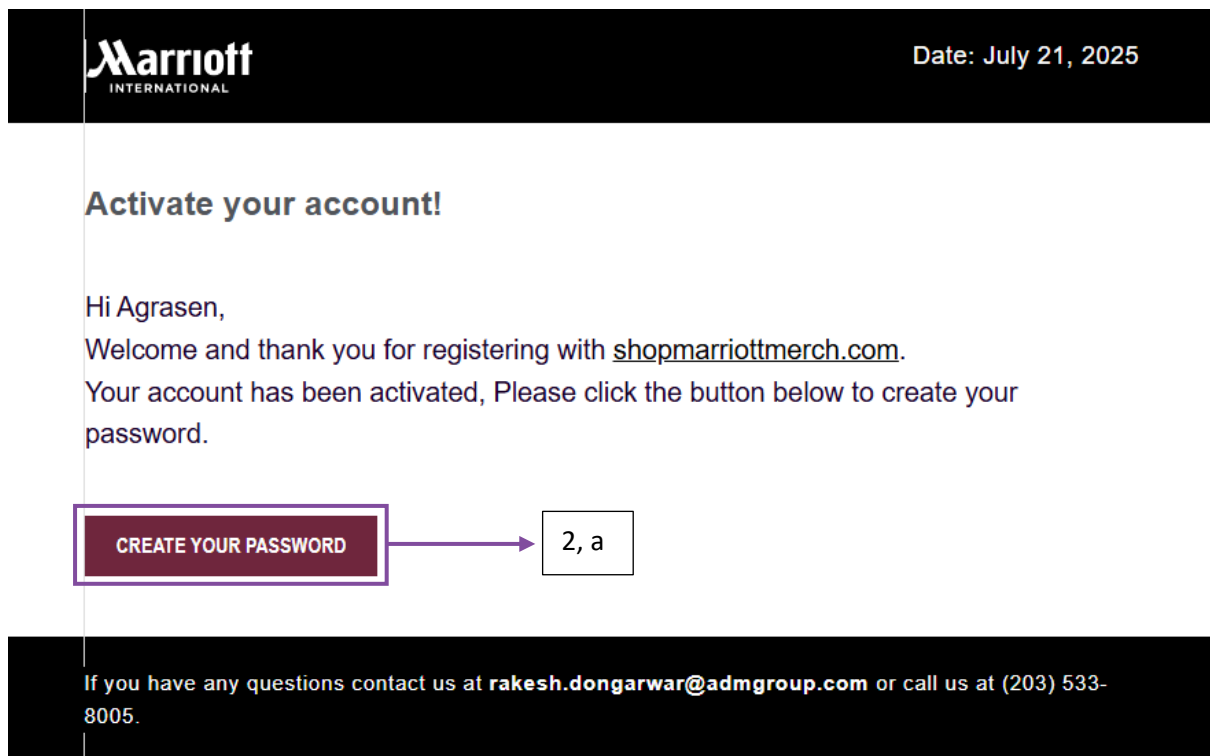


Fig 3.2

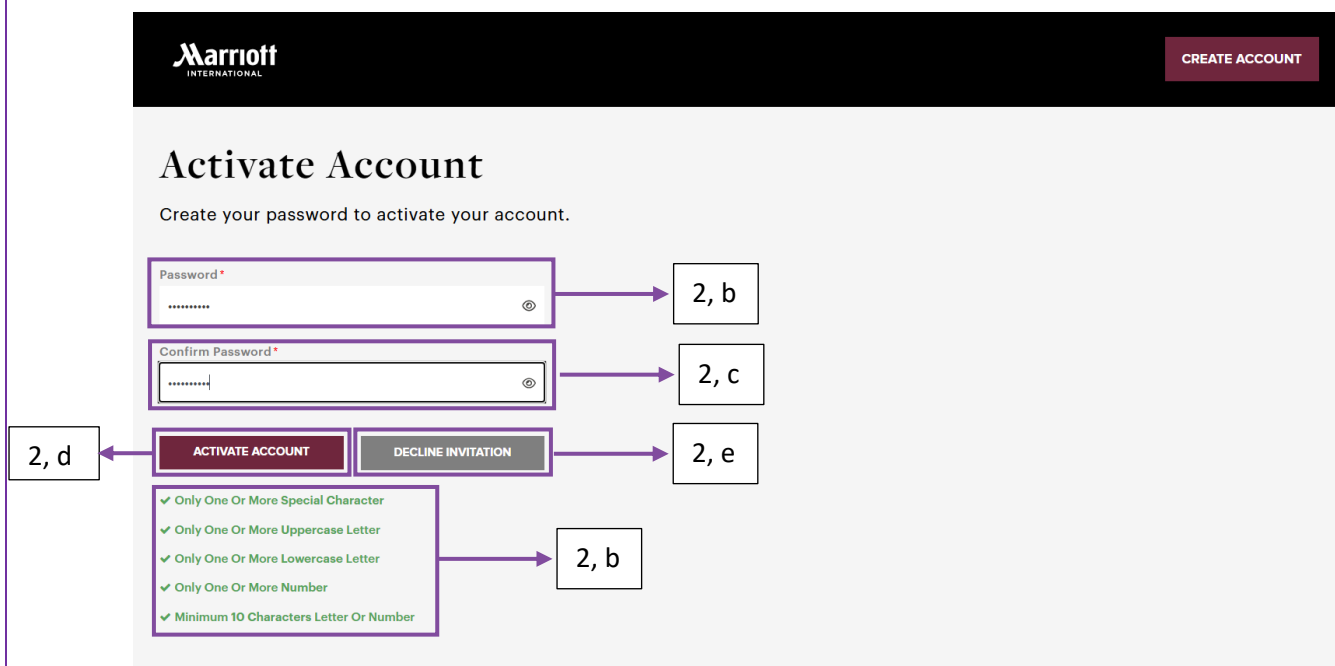


Fig 3.3

1) Home Page

- a) After login, users are redirected to the Home Page.
- b) Users can navigate to a specific brand's product listing page by clicking on the corresponding brand tile.
- c) Clicking a brand logo in the footer also directs users to that brand's product listing page.
- d) A search bar is available for users to search products by name, SKU, brand, and other criteria.
- e) The **Shop All** button redirects users to a product listing page featuring items from all brands.
- f) Users can initiate a new project by clicking the **New Brief** button.
- g) The header includes a brand selection dropdown allowing users to shop products from a specific brand.
- h) Profile settings and features are accessible via the profile dropdown menu.
- i) The cart can be accessed by clicking the cart button in the header.

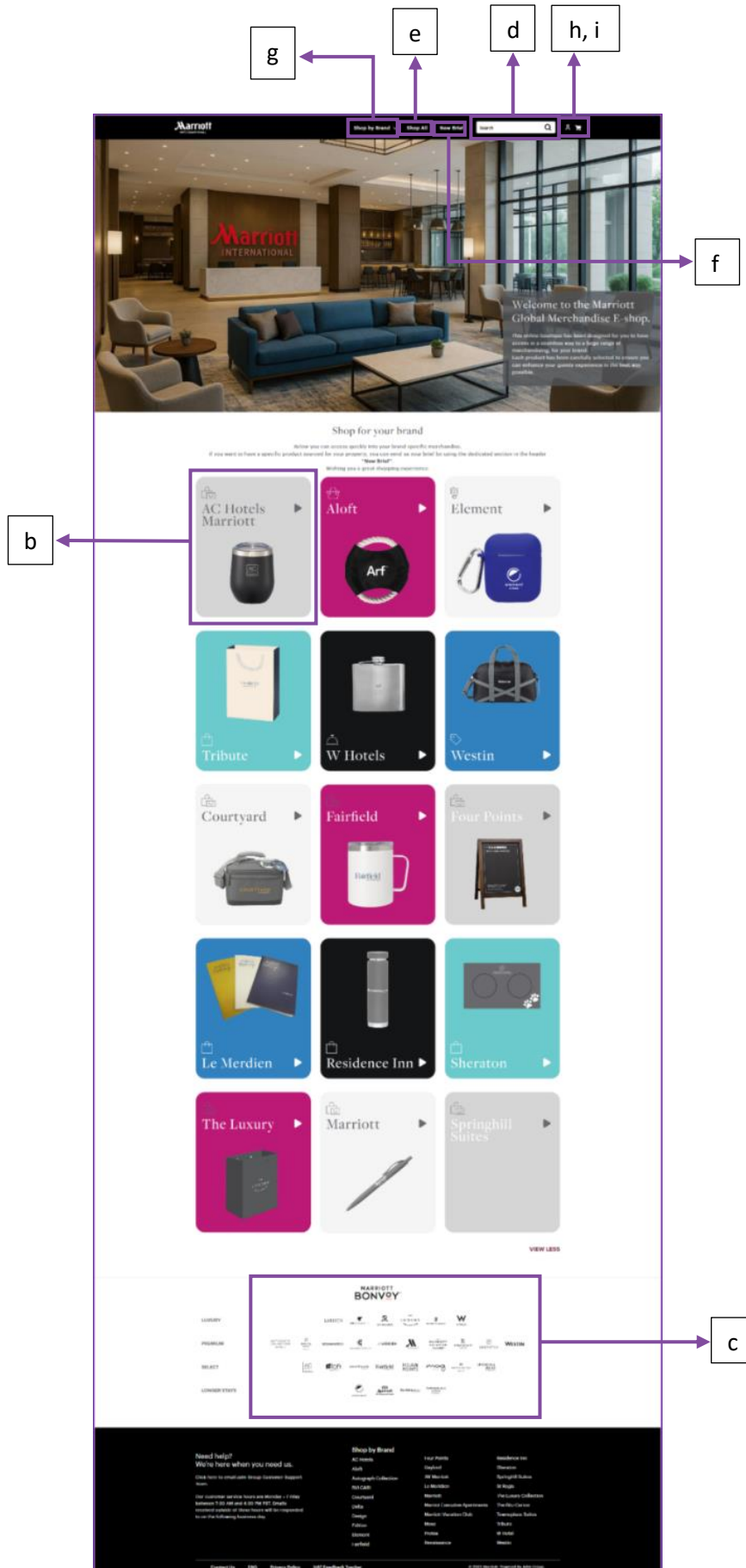


Fig 4.1

1) Account Settings

- a) From account settings tab user can navigate to required account settings.
- b) Under Account info tab user can view profile information that was filled during customer registration as shown in Fig 5.1.
- c) Under Credit tab a user can track their credit information as shown in Fig 5.2
- d) Under the draft orders user can keep track of their draft orders as shown in Fig 5.3. A draft order scenario can occur due to either API failure or insufficient credit.
 - i) User can view all the order details.
 - ii) User gets the option to filter on basis of date.
 - iii) There is advanced search option where user can search specific orders on basis of order id.
 - iv) To complete the order user needs to click on the Checkout button which will redirect user to checkout page.
- e) User can track their orders from the orders tab as shown in Fig 5.4
 - i) In this menu they can track their orders and view order details.
 - ii) User get the option filter orders on basis of order status and date of order.
 - iii) There is also advanced search option that allows users to search for specific orders by order id or tracking id.
- f) Under the Quotes tab user can keep track of the quotes requested in a paginated table as shown in Fig 5.5.
 - i) User can view the quote with a download quote button by clicking on the listed quote as shown in Fig 5.6.
 - ii) User can check the quote status (Under process / Created).
 - iii) User gets a master search bar where they can search for specific quotes.
 - iv) User gets all the quotes listed in an excel file downloaded after clicking on the Export button.

My Account

Home > Account > My Account info

ACCOUNT INFO

CREDIT

DRAFT ORDERS

ORDERS

QUOTES

LOGOUT

Personal Information

First Name: Agrasen, Last Name: Dighade

Email Address: agrasen.dighade@admgroup.net, Phone Number: 74857345745868

Property Name: Wells Operations US LLC, Department: Select

Billing Address

Country: United States, Street Address: 501 Nutt st

Street Address Line 2: Street Address Line 2 (Optional), City: Wilmington

State: North Carolina, Zip: 28401

Accounts Payable

Account Payable First Name: Agrasen, Account Payable Last Name: D

Account Payable Email Address: agrasen.dighade@admgroup.net, Account Payable Phone Number: +1 714-605-3695

General Manager

General Manager First Name: Agrasen, General Manager Last Name: D

General Manager Email Address: Agrasen.Dighade@admgroup.net

Fig 5.1

Credit & Usage

Home > Account > Credit

ACCOUNT INFO

CREDIT

ORDERS

QUOTES

LOGOUT

YOUR CREDIT		
Credit Limit (\$)	Available Credit (\$)	Past Due (\$) ?
500,000.00	467,847.11	32,152.89

Fig 5.2

Home > Account > My Draft Orders

Filters

From

MM/DD/YYYY

To

MM/DD/YYYY

Search

Advanced Search

Order #

Search

Order#

Order Date

Ship To

Order Qty

Original Ship Date

Order Details

MARRD000012

08/13/2025

Agrasen Dighade

1

08/19/2025

Shipping Address

Agrasen Dighade

Courtyard by Marriott

1705 Northeast

Amberglen Parkway

Hillsboro, OR '97006

United States

15038631639

Shipping Cost

\$0.00

Order Comments

SKU # : MI2024AL

Aloft Key Drop Box

Product Total : \$119.89

Tracking # :

Est. Ship Date : 08/19/2025

Qty : 1

Status : Ordered

Subtotal

\$119.89

Total Qty : 1

Sales Tax : \$0.00

Total : \$119.89

Checkout

Fig 5.3

Marriott INTERNATIONAL

Shop by Brand

Shop All

New Brief

Search

My Orders

Home > Account > My Orders

Filters

--Select Status--

From

MM/DD/YYYY

To

MM/DD/YYYY

Search

Advanced Search

Order #

Tracking #

Search

Order#

Order Date

Ship To

Order Qty

Original Ship Date

Order Details

MARRD0000270

08/19/2025

Agrasen D

1

08/25/2025

Shipping Address

Agrasen D

Aloft Wilmington At Coastline Center

501 Nutt St

Wilmington, NC 28401

United States

+1 714-605-3695

Order Comments

Shopify Replica

SKU # : MI2024AL

Aloft Key Drop Box

Product Total : \$119.89

Tracking # :

Ships On Or Before: 08/25/2025

Qty : 1

Status : Processing

Subtotal

\$119.89

UPS Ground

\$24.93

Sales Tax

\$10.16

Total Qty: 1

Total: \$154.98

Fig 5.4

Shop by Brand
Shop All
New Brief

My Quotes

Home > Account > My Quotes

ACCOUNT INFO

CREDIT

DRAFT ORDERS

ORDERS

QUOTES

LOGOUT

Show 25 Entries

Action	Quote#	Quote Status	Quote Created Date (EST)
Create Order	MARRQT-000021	Quotation Under Process	08-05-2025 09:00:49
Create Order	MARRQT-000020	Order Created	08-01-2025 07:20:50
Create Order	MARRQT-000018	Quotation Under Process	07-30-2025 08:00:16
Create Order	MARRQT-000017	Order Created	07-24-2025 05:27:02
Create Order	MARRQT-000016	Quotation Under Process	07-22-2025 06:56:48
Create Order	MARRQT-000015	Order Created	07-22-2025 06:13:14
Create Order	MARRQT-000014	Order Created	07-22-2025 04:33:56
Create Order	MARRQT-000013	Quotation Under Process	07-22-2025 04:18:06
Create Order	MARRQT-000012	Quotation Under Process	07-22-2025 04:10:56
Create Order	MARRQT-000010	Quotation Under Process	07-21-2025 09:07:10
Create Order	MARRQT-000006	Order Created	07-21-2025 06:05:29
Create Order	MARRQT-000001	Quotation Under Process	07-21-2025 05:58:48

Showing 1 to 12 of 12 entries

Fig 5.5

Shop by Brand
Shop All
New Brief

Quote Details

Quote #MARRQT-000021

Quotation Under Process

f, i

Download Quote

Bill to Name:

Agrasen Dighade

Quote Date:

08/05/2025

Bill to Address:

Agrasen D
adm
54 Springhill
Bottom Road
Dallas , Texas , 75221
United States
agrasen.dighade@admgroup.net
(07) 5385 2030

Ship to Address:

Agrasen D
92 Elizabeth Street
Neerdlie, Queensland, 4570
Australia
Agrasen.Dighade@admgroup.net
1111111111

Payment Method	Payment Terms	Shipment Type	Shipment Terms	Requested in Hands Date
Credit Card	Cash in Advance	International Shipping	DDP - Delivered duty paid	09/30/2025

Image	Product	SKU	Quantity	Unit Price (\$)	Product Total (\$)
	Element Jute Tote Bag Blue	MI3621ELBL	999	3.75	3,746.25
Subtotal					3,746.25
Freight					Pending
Taxes & Duties					Pending
Total					3,746.25

This is a quotation on the goods named, subject to the conditions noted below: All Quotes are valid for thirty (30) days unless otherwise specified. All stated invoice prices are those specified in the Quote presented to the Customer. Prices do not include applicable taxes and, unless expressly identified and itemized, do not include freight, handling or insurance. Payment in full of all invoices is due thirty (30) days or negotiated terms from date of invoice. Payment terms are subject to Customer maintaining a credit status acceptable to Lapine. Orders received in excess of approved credit status will be subject to prepayment up to 100% of the total. Credit Card orders are subject to a handling fee of 3% of total invoice. Customer may request Expedited Delivery of Products. "Expedited Delivery" means shipment of Products within a time frame that is sooner than the earliest date of availability from the manufacturer or outside Lapine's normal turnaround for order to shipment. If Lapine accepts such request Lapine will assess an Expedited Delivery fee equal to \$15.00 for the applicable Products unless otherwise specified in a Quote.

Check Out

Fig 5.6

1) Product Listing Page

- Users can view product details in the product tiles and go to respective product description page by clicking on any product tile.
- Products can be sorted by price (ascending/descending) or alphabetically using the sorting options.
- Brand-specific filters allow users to narrow down products by selected brands.
- Users can filter products within a specific price range.
- All applied filters can be reset by clicking the **Clear Filters** button.

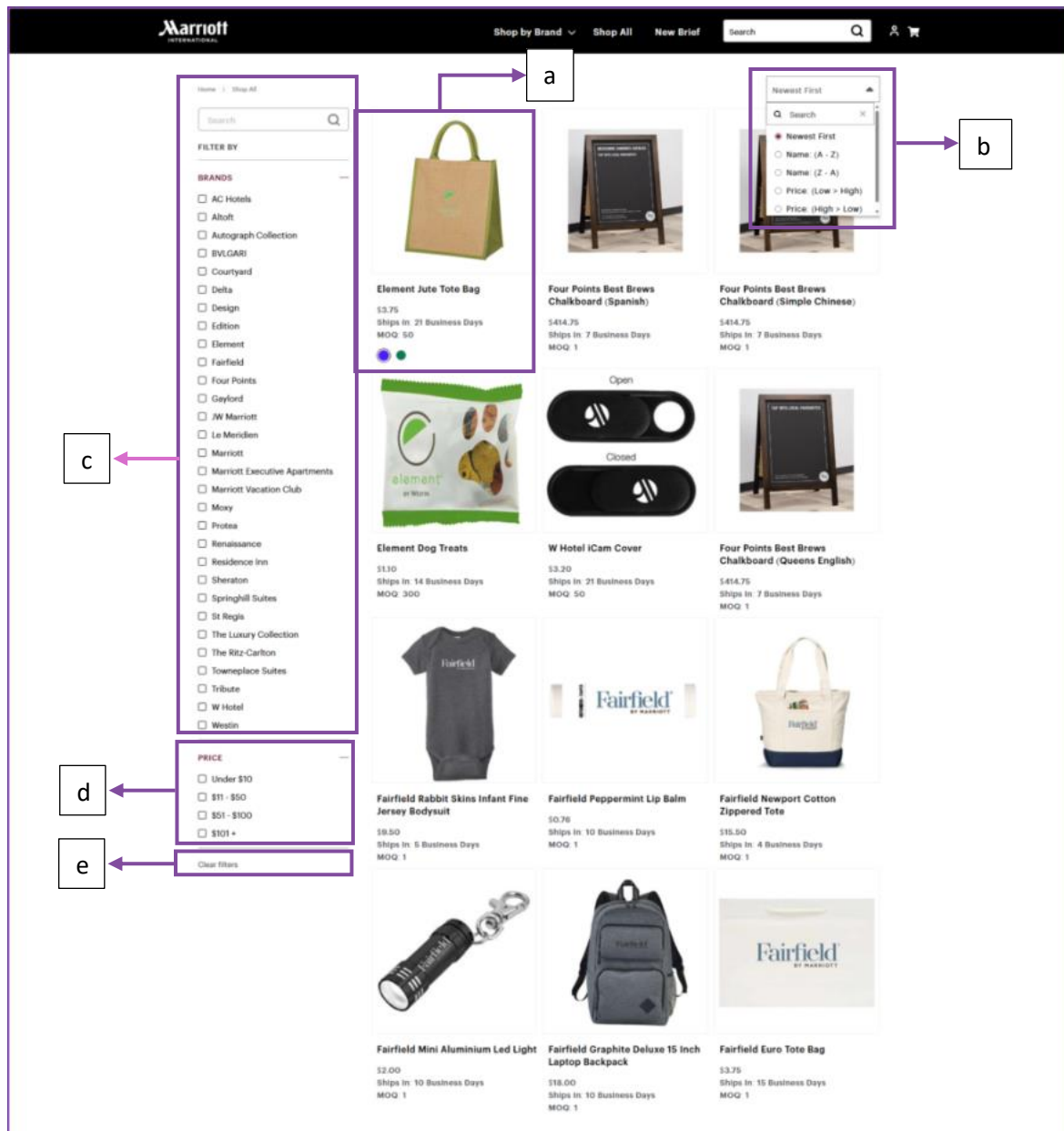


Fig 5.1

1) Product Description Page

- Users can view detailed information about the product on this page.
- The quantity box allows users to enter the desired number of units to order, displaying the subtotal below. (Note: Quantity must be between MOQ and available stock.)
- For products with variants, users can select the preferred variant from the available options.
- After entering the required quantity, users click the **Add to Cart** button to add the product to their cart.
- Recommended products related to the current item are displayed as floating product tiles.
- Users can continue shopping using recommendations, search, brand selection, or by clicking **Shop All**.
- To review or purchase items in the cart, users can click the cart icon, which redirects to the Cart Page.

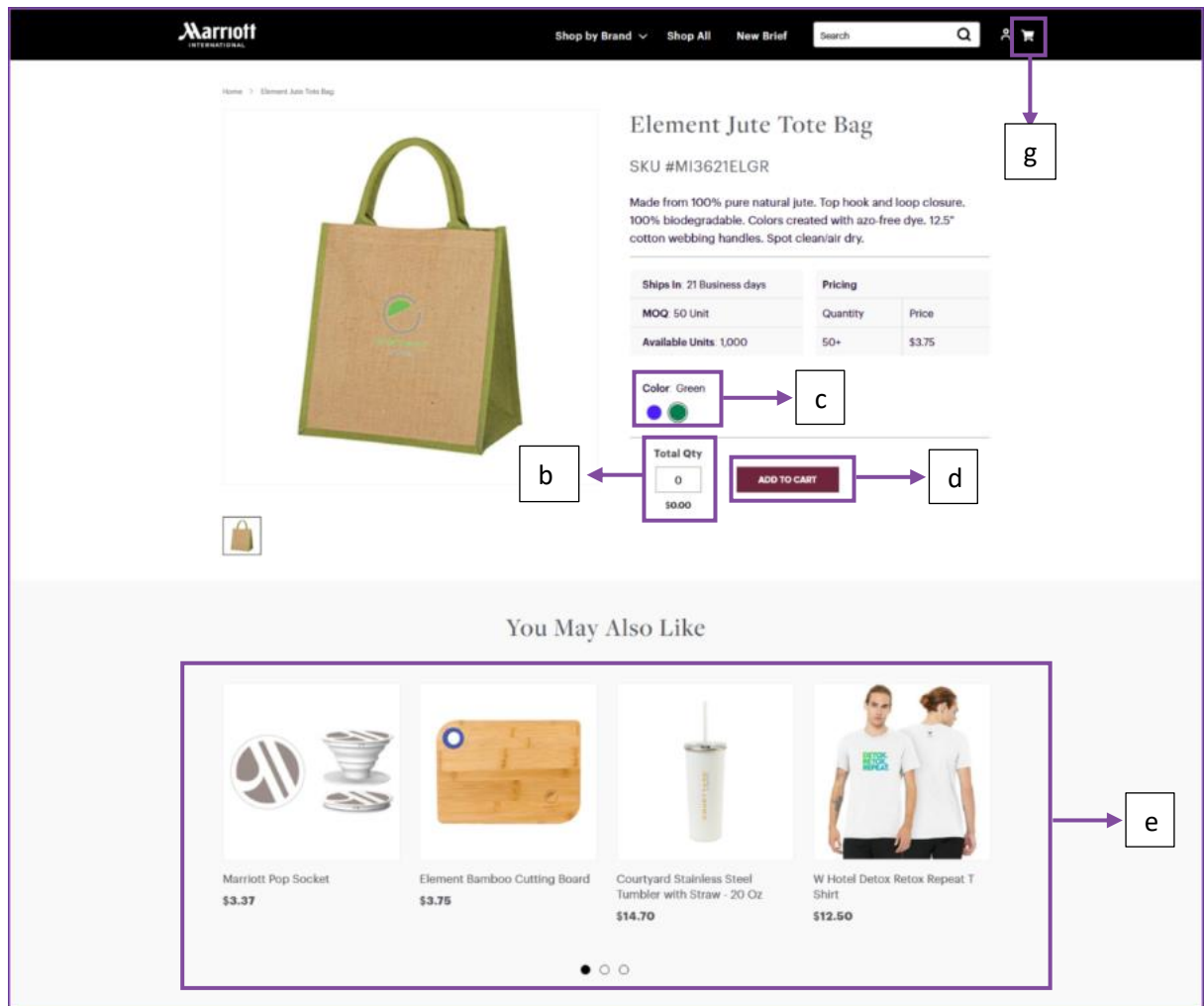


Fig 6.1

1) Cart page

- Users can view a detailed list of all products added to the cart.
- Promo codes can be applied by entering the code in the promo code box for discounts.
- Region-specific instructions for **LATAM, Mexico, and outside US/Canada** are displayed below the product listing.
- Users can adjust product quantities directly within the quantity box.
- Products can be removed from the cart by clicking the **Remove** button.
- Clicking **Continue Shopping** redirects users back to the Home Page.
- After verifying cart details, users click the **Continue** button to proceed to the Checkout Page.

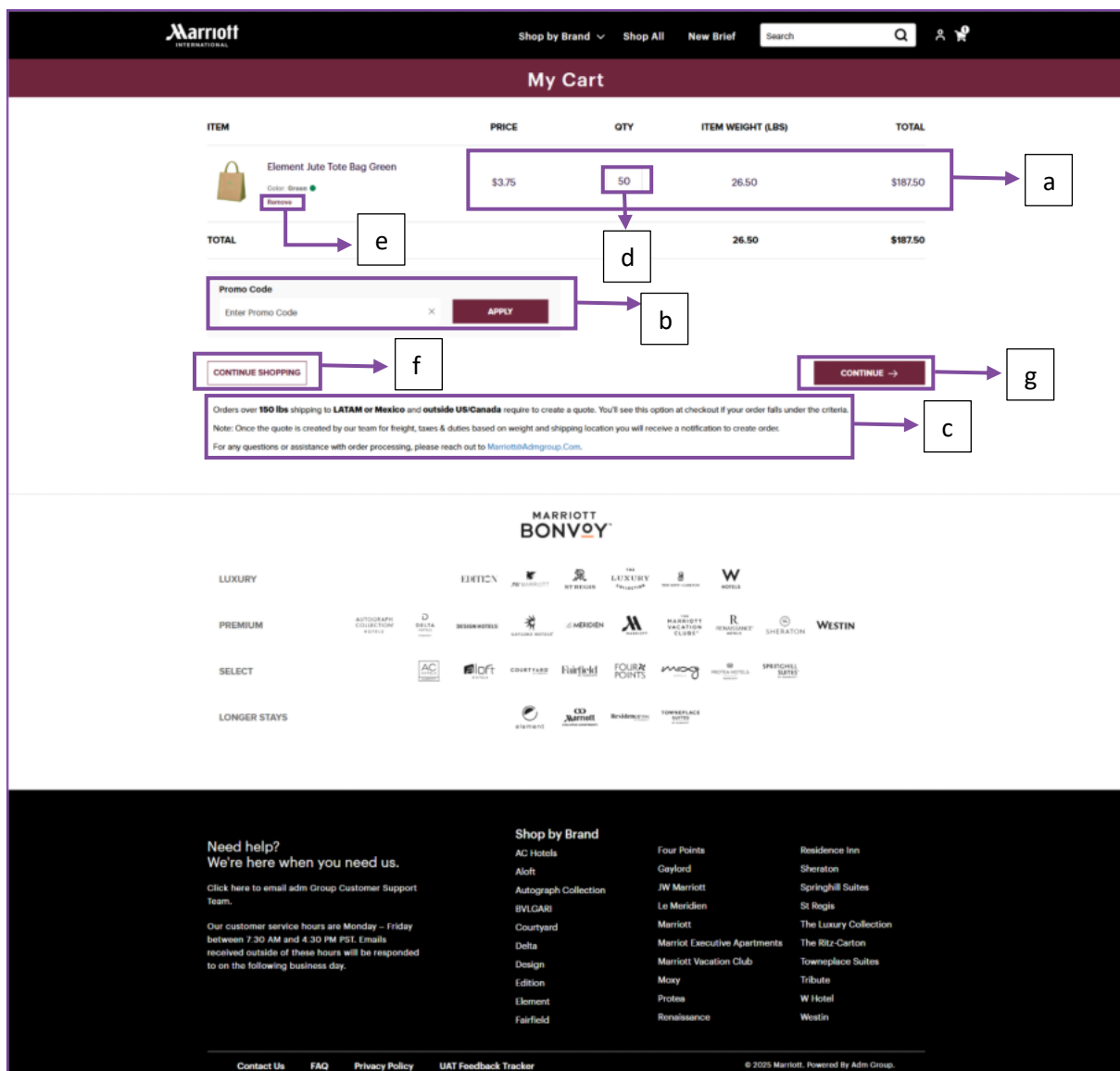


Fig 7.1

1) Checkout page

- a) The billing address entered during registration is displayed and can be edited by clicking the **Edit** button that will open a form as shown in fig 8.2.
- b) Users select their preferred shipping method from available options, with shipping charges shown in brackets beside each method.
- c) Selecting **Same As Billing** ships the order to the billing address as shown in fig 8.1.
- d) To ship to a different address, users click **Ship To A Different Address**, which opens a form to enter a new shipping address or select one from the saved address book as shown in fig 8.3.
- e) New shipping addresses can be saved to the address book for future use.
- f) Upon saving or updating the shipping address, shipping charges and taxes are automatically recalculated and reflected in the order details.
- g) Users select a payment method from the available options and enter the required payment details.
- h) Clicking **Complete Order** initiates order processing and prompts a confirmation checklist as shown in fig 8.4.
- i) After reviewing and confirming all checklist items, users click **Confirm and Complete Order**, which redirects them to the Order Confirmation page.

2) Checkout Page – Draft orders

- a) When there is either API failure or insufficient credit the order becomes a draft order.
- b) User gets a note of reason for failure as shown in Fig 8.5.
- c) User can save the order as a draft order by clicking on the save order button.
- d) Once order is saved the user is redirected to draft order confirmation page as shown in Fig 8.6. Here user can view their draft orders by clicking on **“My draft order”**.

Marriott INTERNATIONAL Shop by Brand Shop All New Brief Search

Checkout

Billing Address

Agrasen D
Courtyard by Marriott
Aventura Mall 2625 ne 191
st street
aventura, FL 33180
United States

agrasen.dighade@admgroup.net
(07) 6385 2030

Shipping Address

☒ Same As Billing

☐ Ship To A Different Address

Shipping Method

☒ UPS Ground \$53.96

☐ UPS Second Day Air \$283.75

Payment Method

☒ Credit Card

☐ Pay By Invoice

Order Comments

Enter Order Comments

Max 250 characters are allowed

It is in test mode. Please use only valid test cards, visit <https://stripe.com/docs/testing>.

Enter credit card details below

5454 5454 5454 5454 05 / 44 455 [Save with link](#)

COMPLETE ORDER

[RETURN TO CART](#)

Element Jute Tote Bag Green
\$187.50

SUBTOTAL	\$187.50
SHIPPING CHARGE	\$53.96
SALES TAX	\$0.00
TOTAL	\$241.46

Fig 8.1

Marriott INTERNATIONAL Shop by Brand Shop All New Brief Search

Checkout

Billing Address

Agrasen D
Courtyard by Marriott
Aventura Mall 2825 ne 191
st street
aventura, FL 33180
United States

agrasen.d@admgroup.net
(07) 5385 2030

Billing and Account Payable info

Account Payable First Name*

Agrasen

Account Payable Last Name*

D

Company Name

Courtyard by Marriott

Billing Address Line 1*

Aventura Mall 2825 ne 191

Billing Address Line 2 (Optional)

st street

City*

aventura

Country

United States

State*

Florida, FL

Zip Code*

33180

Invoice Delivery Email*

agrasen.d@admgroup.net

Phone Number*

(07) 5385 2030

Element Jute Tote Bag Green
\$187.50

SUBTOTAL \$187.50

SHIPPING CHARGE \$53.96

SALES TAX \$0.00

TOTAL \$241.46

a

Fig 8.2

Marriott INTERNATIONAL Shop by Brand Shop All New Brief Search

Checkout

Billing Address

Agrasen D
Courtyard by Marriott
Aventura Mall 2825 ne 191
st street
aventura, FL 33180
United States

agrasen.d@admgroup.net
(07) 5385 2030

Shipping Address

☐ Same As Billing

☒ Ship To A Different Address

Select From Address Book / New Address

Select From Address Book / New Address

Company

Company

Full Name*

Full Name

Email Address* Phone Number*

Email Address Phone Number

Address*

Address

Address Line 2 (Optional)

Address Line 2 (Optional)

City*

City

Country* State*

Select Country Select State

Zip Code*

Zip Code

Element Jute Tote Bag Green
\$187.50

SUBTOTAL \$187.50

SHIPPING CHARGE \$53.96

SALES TAX \$0.00

TOTAL \$241.46

d

Fig 8.3

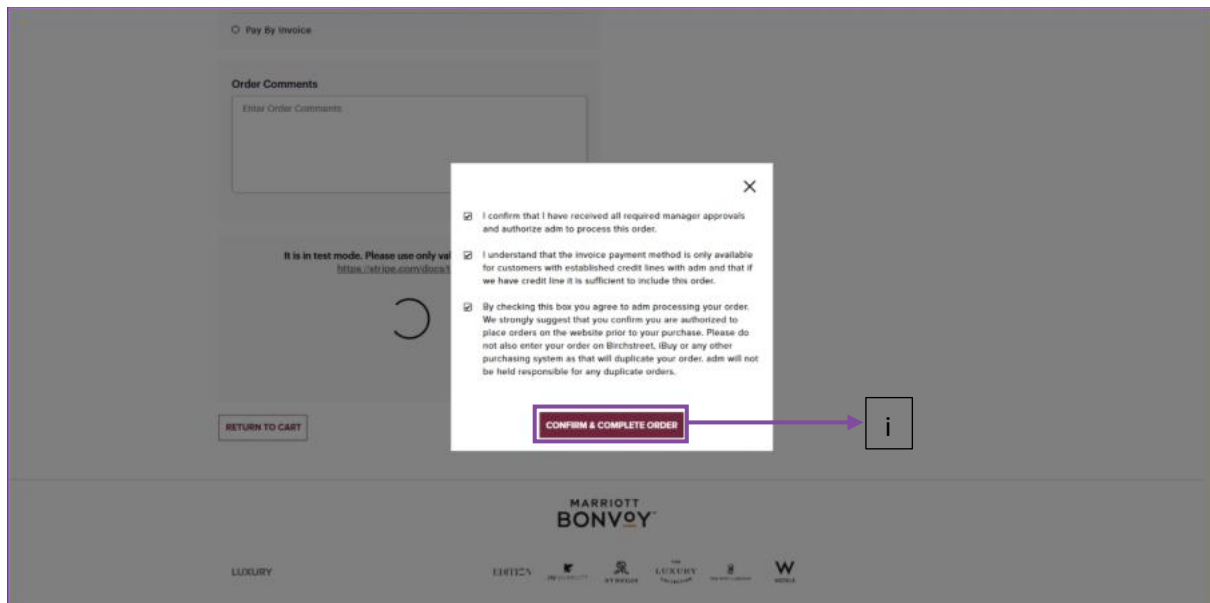


Fig 8.4

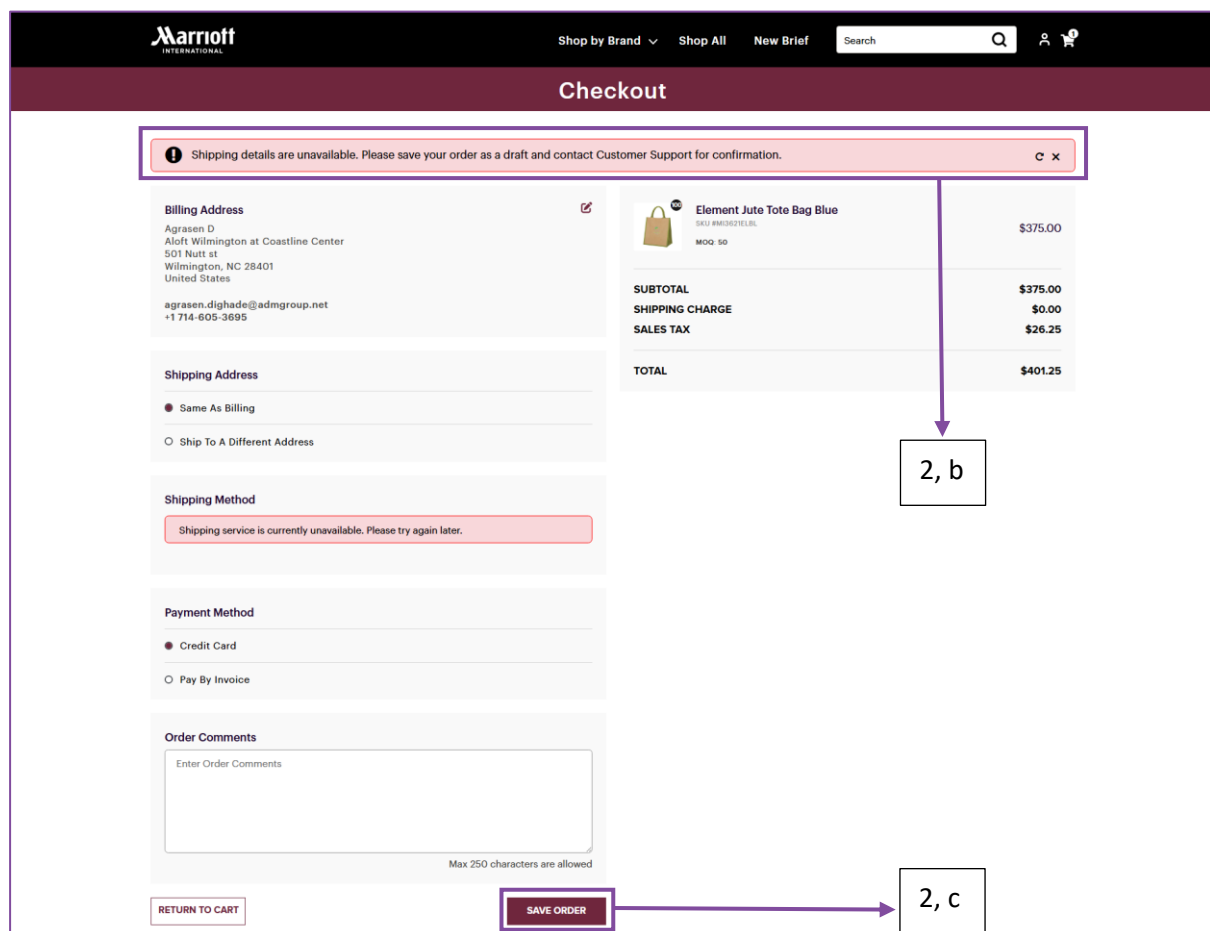


Fig 8.5

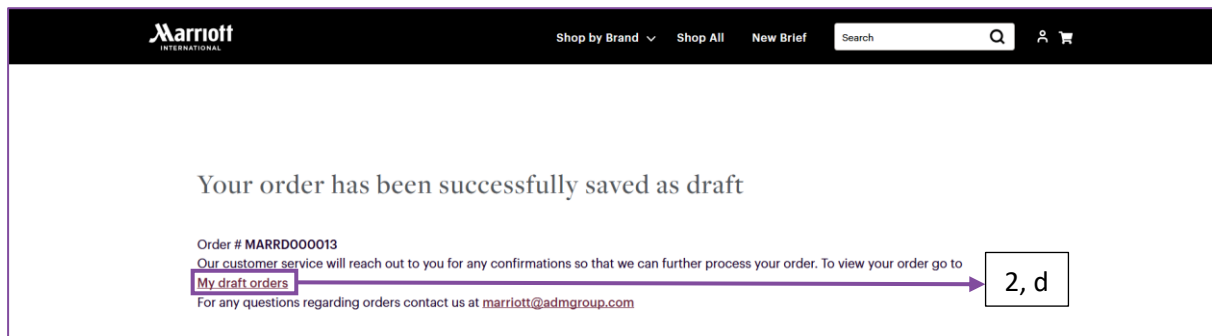


Fig 8.6

1) Order confirmation page

- a) Users receive an on-screen confirmation message with their **Order ID** for reference.
- b) Clicking the **Click Here** button allows users to view their order history.
- c) An order confirmation email is sent to the user's registered email address.
- d) For order-related concerns, users can contact support via the provided email address.
- e) Users may log out via the profile dropdown or continue shopping.

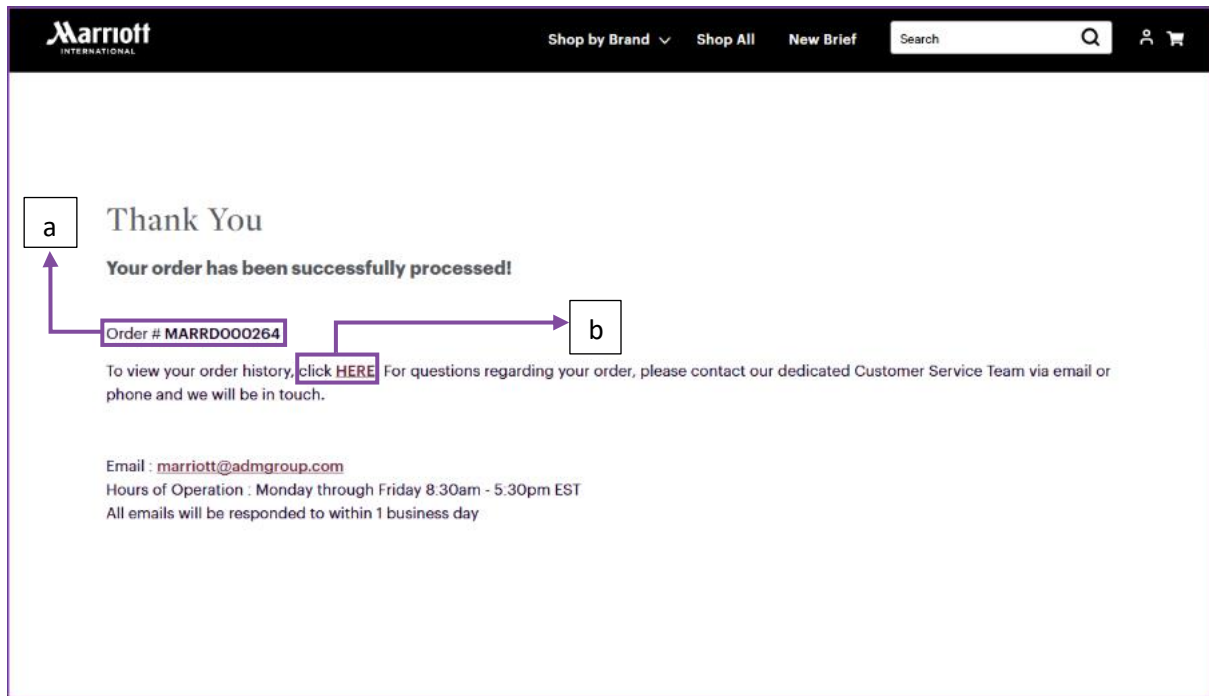


Fig 9.1