



How to Use the Marcolin Eyewear B2B Ordering Site

1) Existing Marcolin web customers: No change; you should be able to access the ordering system as you always have.

2) Viva customers: To process orders on the Marcolin web site, you will need to create a Marcolin web account. On the sales login page, click “Register for a Marcolin account”:

A screenshot of the Marcolin B2B login page. The page has a dark blue header with the "MARCOLIN EYEWEAR" logo. Below the header, there is a "Language" dropdown menu set to "English". Underneath is a section titled "Access to B2B Marcolin web Site" with an empty input field. Below that is a "Password" input field. A checkbox labeled "Hide prices, cart and checkout for this session" is present. A "Login" button is located below the password field. At the bottom, there is a link "Forgot your password? Click Here." and a link "Register for a Marcolin account." which is highlighted with a yellow circle.

On the ensuing page, you will be asked to enter your Account Number and a recent invoice number or phone number. **If you do not know your Marcolin account number, please contact Customer Service at 1-(888)-MARCOLIN for assistance.** Once you have obtained your account number, you can process your web account registration accordingly.

3) New web site customers: If you have never before ordered from the Marcolin web site, you will need to create a Marcolin web account. Please follow the instructions for #2 above to complete the registration process.