



Office Depot / Yuki Promo Marketplace User Guide

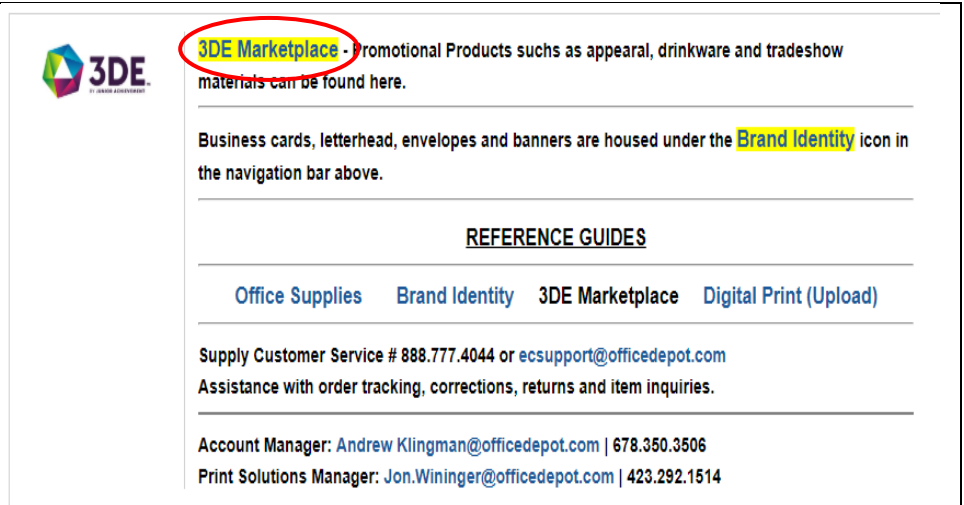
Only access when logged into
business.officedepot.com

Updated June 10, 2019

Reviewed by Taylor Sword – Director Operations

SHOPPING

Login to the business.officedepot.com home page and click on the **3DE Marketplace** link from the bulletin board.



The screenshot shows the 3DE Marketplace page. The 3DE logo is on the left. The text "3DE Marketplace" is circled in red. Below it, a paragraph states: "Promotional Products such as apparel, drinkware and tradeshow materials can be found here." Another paragraph says: "Business cards, letterhead, envelopes and banners are housed under the Brand Identity icon in the navigation bar above." A section titled "REFERENCE GUIDES" contains links for "Office Supplies", "Brand Identity", "3DE Marketplace", and "Digital Print (Upload)". At the bottom, contact information is provided: "Supply Customer Service # 888.777.4044 or ecsupport@officedepot.com" and "Assistance with order tracking, corrections, returns and item inquiries." Account and Print Solutions Manager contact details are also listed.

3DE

3DE Marketplace - Promotional Products such as apparel, drinkware and tradeshow materials can be found here.

Business cards, letterhead, envelopes and banners are housed under the **Brand Identity** icon in the navigation bar above.

REFERENCE GUIDES

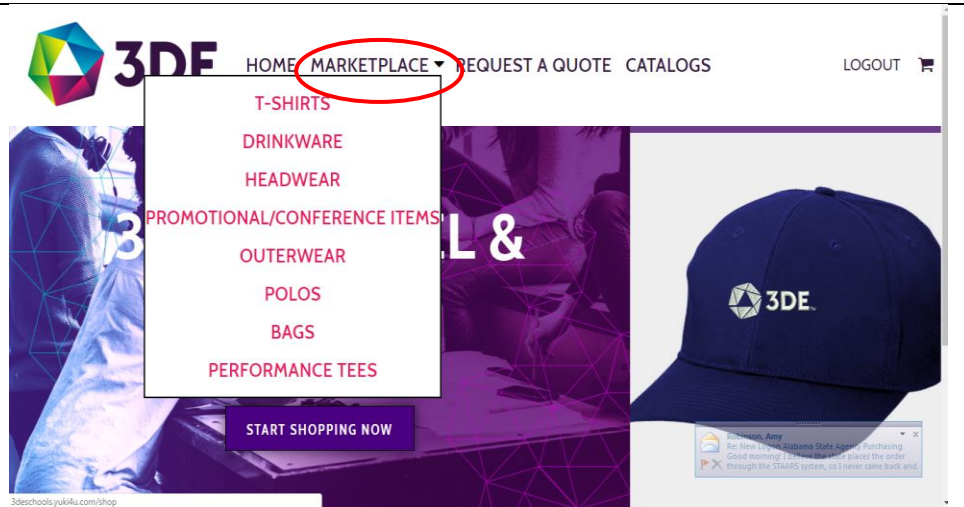
[Office Supplies](#) [Brand Identity](#) [3DE Marketplace](#) [Digital Print \(Upload\)](#)

Supply Customer Service # 888.777.4044 or ecsupport@officedepot.com
Assistance with order tracking, corrections, returns and item inquiries.

Account Manager: [Andrew Klingman@officedepot.com](mailto:Andrew.Klingman@officedepot.com) | 678.350.3506
Print Solutions Manager: Jon.Wininger@officedepot.com | 423.292.1514

The marketplace will open in a new window. **DO NOT SAVE** the site link as it must be accessed through the Office Depot portal.

Hover over the marketplace to see the available categories.



The screenshot shows the 3DE website with the "MARKETPLACE" link circled in red. A dropdown menu is open, listing categories: "T-SHIRTS", "DRINKWARE", "HEADWEAR", "PROMOTIONAL/CONFERENCE ITEMS", "OUTERWEAR", "POLOS", "BAGS", and "PERFORMANCE TEES". A "START SHOPPING NOW" button is at the bottom of the menu. The background shows a person working on a laptop and a 3DE baseball cap.

3DE

HOME **MARKETPLACE** REQUEST A QUOTE CATALOGS LOGOUT

T-SHIRTS
DRINKWARE
HEADWEAR
PROMOTIONAL/CONFERENCE ITEMS
OUTERWEAR
POLOS
BAGS
PERFORMANCE TEES

START SHOPPING NOW

3deschools.julifku.com/shop

Once you have selected a product, please be sure to complete any customization needed such as **color, size and quantity**.

Price breaks where available are shown directly above the product specifications and your total will update accordingly when you checkout.

3DE - ADULT LONG SLEEVE 5.4 OZ. 100% COTTON T SHIRT



\$26.51 USD

COLOR



White

SIZE

Small

Add Another Size



ADD TO CART

SIZING

View Product Specification

1-12	13-35	36-71	72-143	144-287
\$26.51 ea.	\$16.91 ea.	\$13.73 ea.	\$11.13 ea.	\$10.23 ea.

A no-frills t-shirt in our classic silhouette-with a very friendly price point.

- 5.4-ounce, 100% cotton
- Coverseamed neck
- Tag-free label
- Shoulder-to-shoulder taping

CHECKOUT

STEP 1

When finished shopping you can click **CHECK OUT** or click on the shopping cart in the top right corner of any page (not shown here).

[HOME](#) [MARKETPLACE](#) [REQUEST A QUOTE](#) [CATALOGS](#)

SHOPPING CART

Product



3DE - Adult Long Sleeve 5.4 oz. 100% Cotton T Shirt

[Edit](#) [Remove](#)

Options

Qty

Price

Total

Colors White

Size Medium x 37

37 x \$13.73 = \$508.01

Subtotal = \$508.01

Shipping = -

Total = \$508.01

All prices are in USD

You have qualified for Free Shipping !

[Continue Shopping](#)

CHECK OUT

STEP 2

From the checkout, you will need to provide your name, email and phone number.

The address book is under the Company field. Selecting your location will auto-populate the shipping address.

Please note this **DOES NOT** reflect the billing address. All invoices will be processed through 3DE National electronically per standard procedure.

Form fields and options:

- First Name: JOE
- Last Name *: SMITH
- Email Address *: JOE.SMITH@3DESCHOOLS.ORG
- Company: Select company (dropdown menu with options: Banneker, Douglass, Norcross, Northview, Osborne, Parkview, Savannah, Orlando, 3DE National)
- State *: Select state (dropdown menu)
- Zip Code *: [empty field]
- Country *: United States (dropdown menu)
- Phone #: 6783503506
- Radio buttons: ☒ SAME AS BILLING ADDRESS, ☐ SEPARATE SHIPPING ADDRESS

STEP 3

Proceed to shipping method. Standard delivery is free of charge. If you require expedited shipping, etc. please note accordingly and our team will contact you for further information. Any additional charges must be approved by 3DE National team prior to submission.

STEP 3 OF 5

Cart > Address > Shipping options > Review > Confirm

SELECT SHIPPING METHOD

Free Shipping: Allow up to 10 bus. day(s) (\$0 USD) ▼

ADD INSTRUCTIONS**Notes or instructions**

Need delivery by June 26th. Please confirm.

PROCEED TO PAYMENT METHOD

STEP 4

Confirm order to proceed to production. **Customized items are not returnable and cannot be altered once submitted.** If you do need to cancel and/or make changes, please send email with your order number to orders@yukillc.com within one business day.

REVIEW

Cart > Address > Shipping options > Review > Confirm

☒ YES, THIS IS WHAT I WANT TO ORDER

You will enter your payment at the end of the checkout process.

PROCEED TO CHECK ORDER INFORMATION

STEP 5

Review details one more time and click Complete Your Order.

IMPORTANT!!!

This is **NOT** the final step. Payment information for account billing will be required for final submission as the final step.

STEP 5 OF 5

Cart > Address > Shipping options > Review > Confirm

37 3DE - Adult Long Sleeve 5.4 oz. 100% Cotton T
Shirt USD \$508.01

CONFIRM ORDER INFORMATION

Please take time to verify your information is correct.

Subtotal = \$508.01

Total = \$508.01

All prices are in USD

BILLING & SHIPPING ADDRESS change

JOE SMITH

JOE.SMITH@3DESCHOOLS.ORG, 6783503506

225 Hamilton East Holmes Drive

Atlanta, Georgia, 30318-7421

United States, UPS does not ship to PO boxes. Please confirm that you are not using a PO Box as part of your ship to address

SHIPPING INFORMATION change

Method Free Shipping

Notes/Instructions Need delivery by June 26th. Please confirm.

COMPLETE YOUR ORDER!

Please wait for this to load in order to process to the payment method screen!



COMPLETING ORDER

Please wait while your order is processed.

Completing Order: Initializing...

STEP 6

From the payment method screen, please select your school, region and accounting code as applicable and then click Submit Order.

Note – If paying by credit card this can be entered as an alternative.

Payment Method

If you would like to bill this order to an account center, please click Submit Order under Cost Center Billing. Otherwise enter your credit card information and click Pay Now.

Credit Card

Name on Card

Credit Card Number

Expiration Date 01 - Jan 2019

CW

Pay Now

**Cost Center Billing**

School Region Account

Douglass

Georgia

62030

Submit Order

COMPLETE!

Your order number will appear as shown and you will receive an order confirmation from Yuki and Office Depot.



[HOME](#) [MARKETPLACE](#) [REQUEST A QUOTE](#) [CATALOGS](#)

[LOGOUT](#)

Thank you for your payment.

ORDER COMPLETED

Your order has successfully been submitted.

Order #: 26874

PAYMENT INSTRUCTIONS

Check your order status by logging in to the website and clicking on the "My Account" link at the top of the screen.

[CONTINUE SHOPPING](#)

[VIEW ORDER](#)



To **CHECK ORDER STATUS** please click on the link provided in your Yuki order confirmation as shown below.

 Fri 5/17/2019 11:00 AM
3DESchools <orders@yukilc.com>
[3DESchools] - Your details for order 26691
To  Andrew Klingman

Hello 3DE Schools,

Welcome to 3DESchools and thank you for your purchase.

You have just ordered the following items:

(All prices are shown in USD)

Product	Options	Unit Price	Qty	Total
3DE - Stadium Cup	Colors: Purple	\$1.20	150	\$180.00
Shipping Cost				\$0.00
Total				\$180.00

To view your order please go to: http://3deschools.yuki4u.com/user/view_order/2548511997

Payment Instructions

Individual orders will ship within 10-15 working days. Special priced orders will ship on date provided in the store. You will get another email once your order has been shipped. This will give y

Come back often as we are continually updating our offerings.

Order details and status can be found within this document. You can also print for your records and/or reorder as well.

[<< Return to Store](#)

[Purchases > 26874](#)

[Reorder](#) [PDF](#) [Histor](#)



ORDER SUMMARY

ORDER SUMMARY #26874

Date: 12 JUN 2019
Date Ship By: 26 JUN 2019
Shipping: Free Shipping
Maximum Delivery Days: 10

Billing Address

JOE SMITH
3DE - Douglas High
225 Hamilton East Homes Drive
Atlanta, Georgia United States 30315-7421
PH: 6783533606
Email: JOE.SMITH@3DESCHOOLS.ORG

Shipping Address

JOE SMITH
3DE - Douglas High
225 Hamilton East Homes Drive
Atlanta, Georgia United States 30315-7421

PLEASE NOTE: WE CANNOT SHIP TO POST OFFICE (PO) BOXES.

Product	SKU	Color	Size / Qty	Unit Price	Qty	Total
1. Sanmar PC54LS_R1025 - 3DE - Adult Long Sleeve 5.4 oz. 100% Cotton T-Shirt	639023	White	Medium x 37	\$13.73	37	\$508.01

If you are unable to find what you need through the current Marketplace portfolio, please click on the Catalogs tab and review one of several assortment options for potential quoting.

[HOME](#) [MARKETPLACE](#) [REQUEST A QUOTE](#) [CATALOGS](#)

If your request includes additional customization that is not shown as a current option or you wish to get a quote on one of the catalog items, please click on **REQUEST A QUOTE** tab from the homepage to fill out the form provided.

** If quote is accepted, please be sure to garner any internal approvals where applicable prior to order submission.*

Select state

Zip Code *

Country *

Phone # *

UPS does not ship to PO boxes. *

☒ Please confirm that you are not using a PO Box as part of your ship to address *

☐ CHOOSE ONE OF OUR PRODUCTS ☐ TELL US WHAT YOU NEED

Select Product

No file chosen

Need Delivery By

Extra Information