

Welcome to your MarketPlace Pro platform, formally known as File Cabinet! MarketPlace Pro is your new, custom online website to order Lab Books, Note Pads and other customizable print materials.

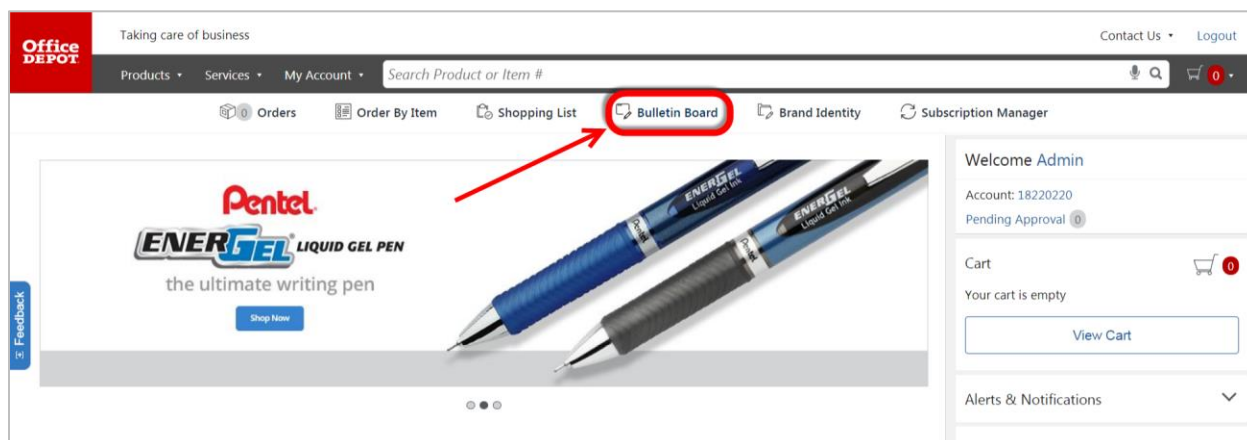
*For assistance with a MarketPlace Pro order, or if you have questions about how to place an order please use the following contact information:*

Email – [CPD.CustomerOnlineSupport@OfficeDepot.com](mailto:CPD.CustomerOnlineSupport@OfficeDepot.com)

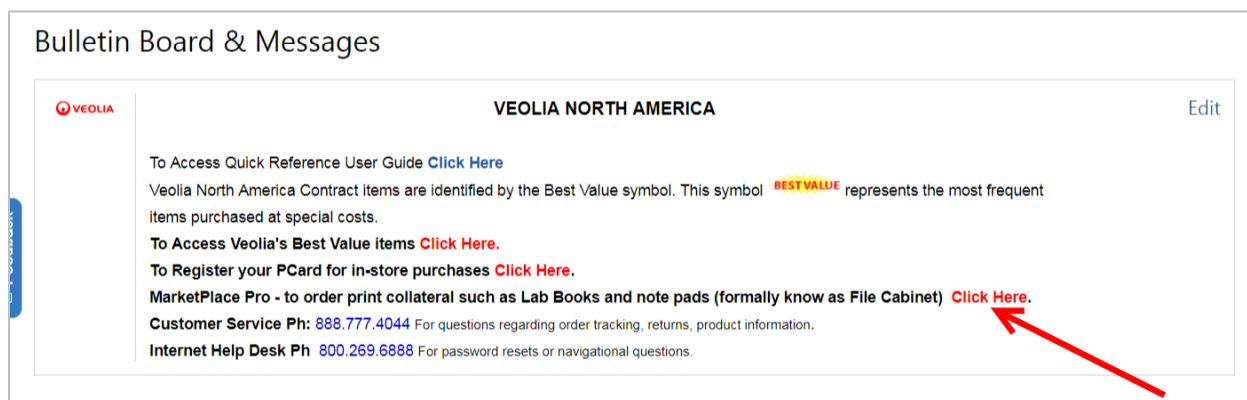
Phone – 1-855-302-8768

## How to access MarketPlace Pro

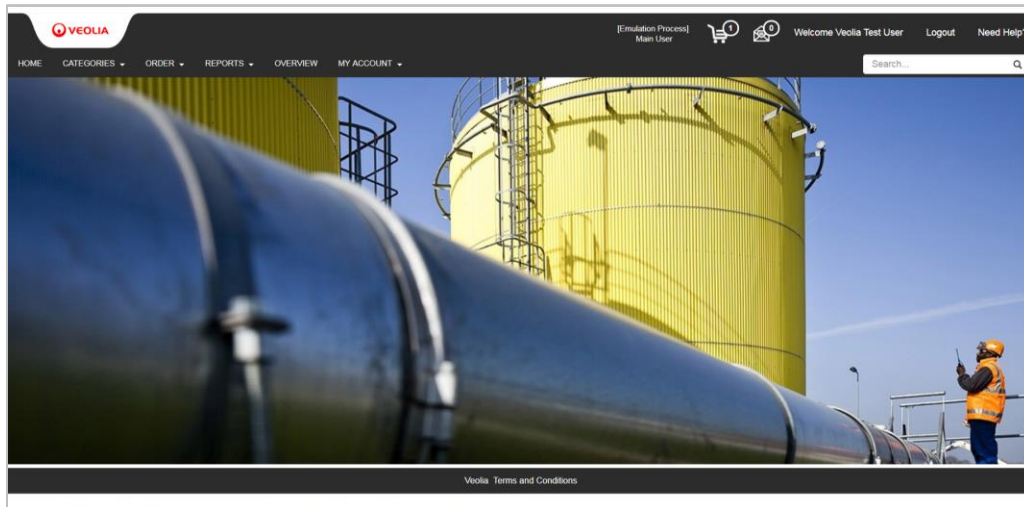
1. Log into Business.OfficeDepot.com and click on “Bulletin Board”



2. Click on the MarketPlace Pro link -

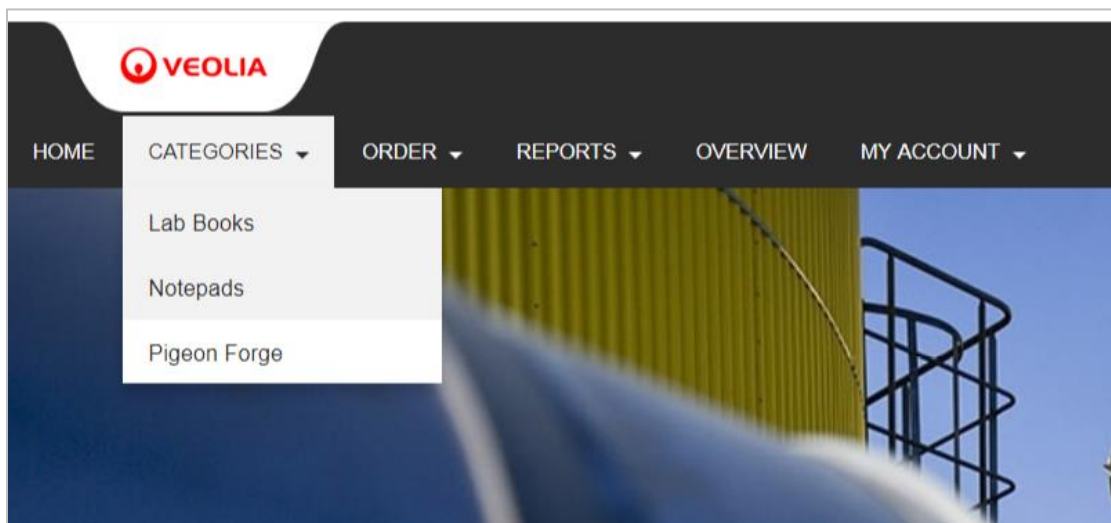


- The system will recognize your BSD login and automatically log you directly into MarketPlace Pro

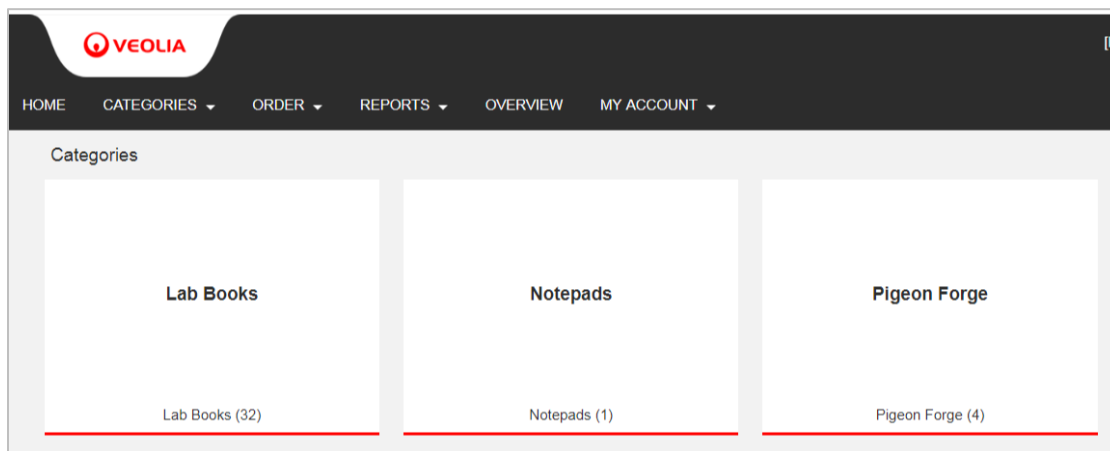


## Site Navigation

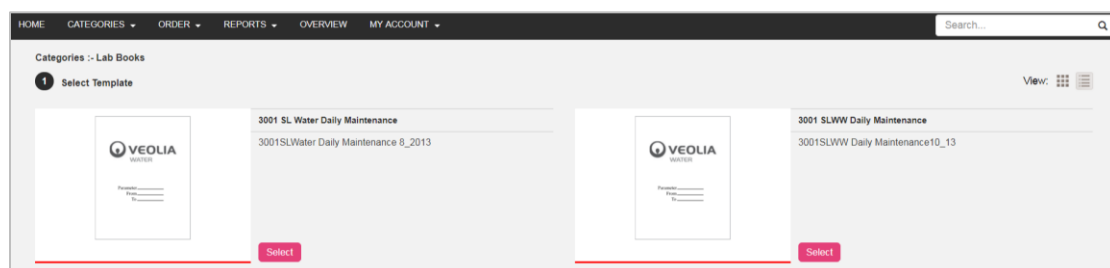
- You can **HOVER** and **SCROLL** over the word **"Categories"** in the top header, to reveal a pop-up box listing the product categories.



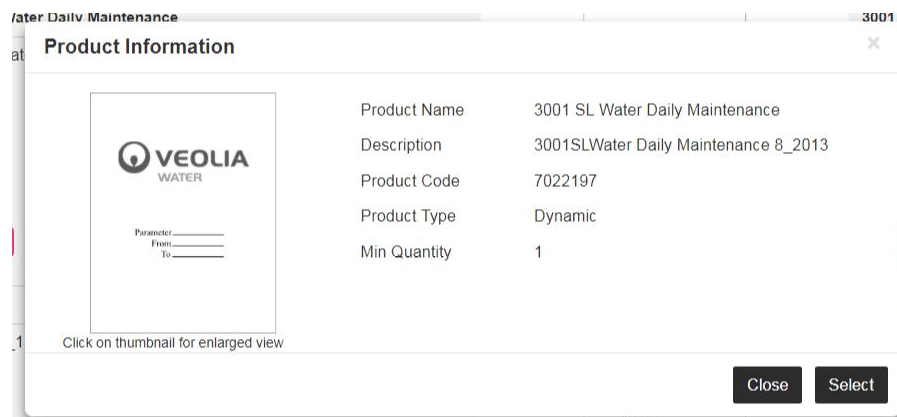
- You can also **CLICK** onto the **“Categories”** tab to reveal the tile categories



- Clicking onto one of the category icons will reveal the print products in that category.



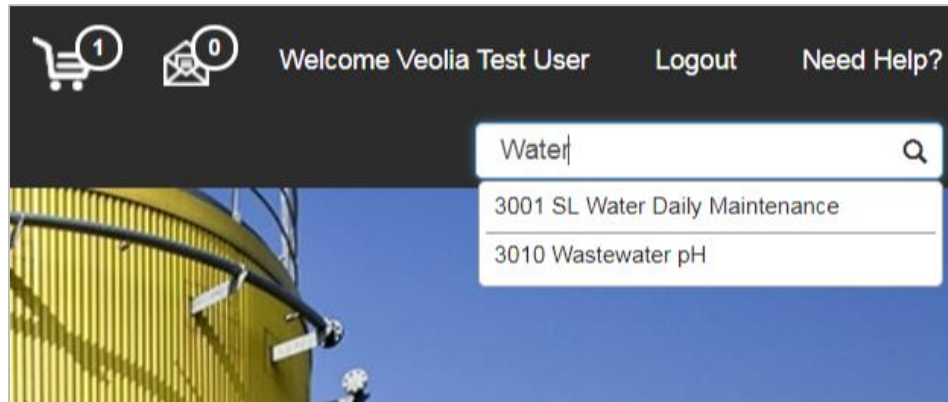
- Hovering over a product will provide a **“Quick View”** pop-up box.



This Quick View will provide detailed information about the product.

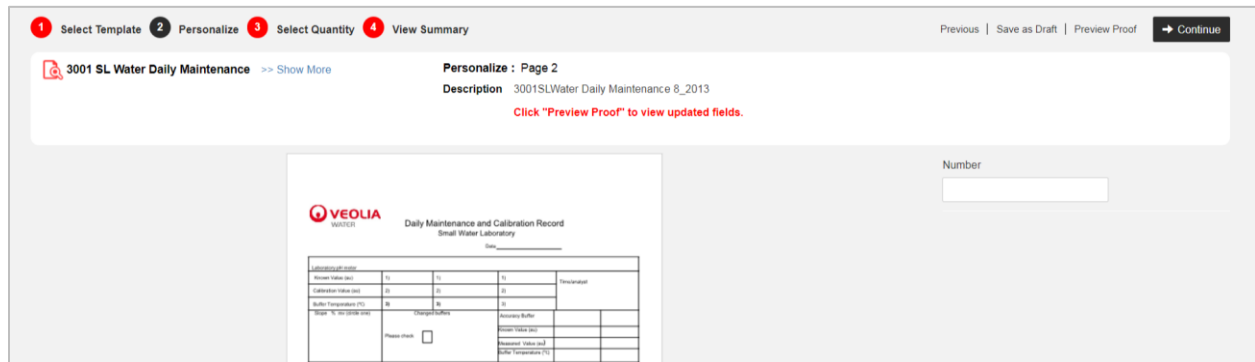
You can “Select” the product to begin ordering it, or “Close” the pop-up.

5. Search field – you can search for a product by name



## Processing an order

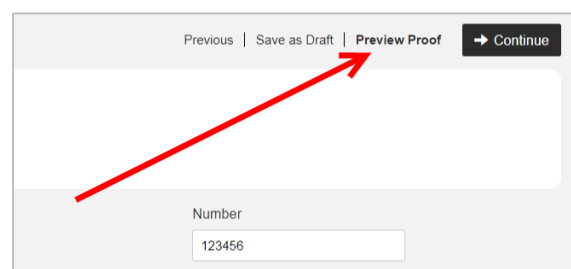
**Step 1:** Selecting a product template brings you to the product page.



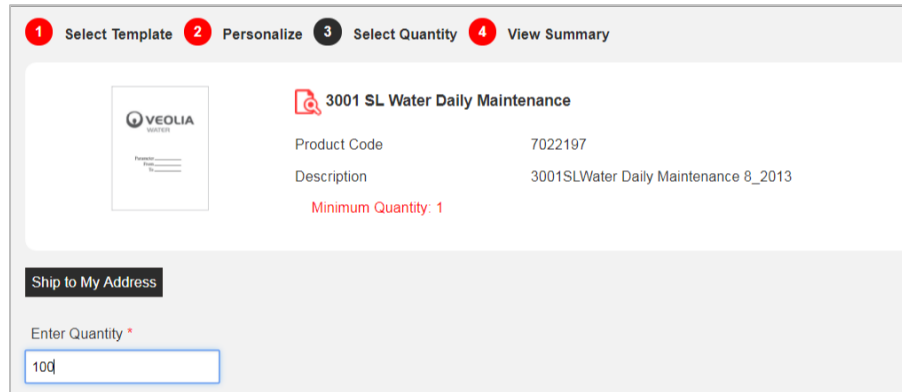
**Step 2:** Personalize your information.

### Important information about personalized products:

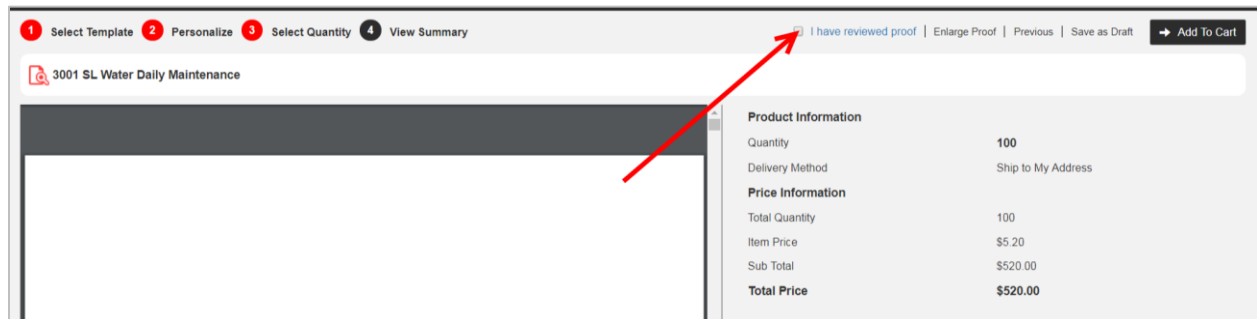
- Type into the available variable fields
- Any field marked with an asterisk (\*) is a required field.
- Once your personalization is complete, it is required to preview a proof to ensure your information is correct and click continue



**Step 3:** Type the your quantity you would like to order and click continue

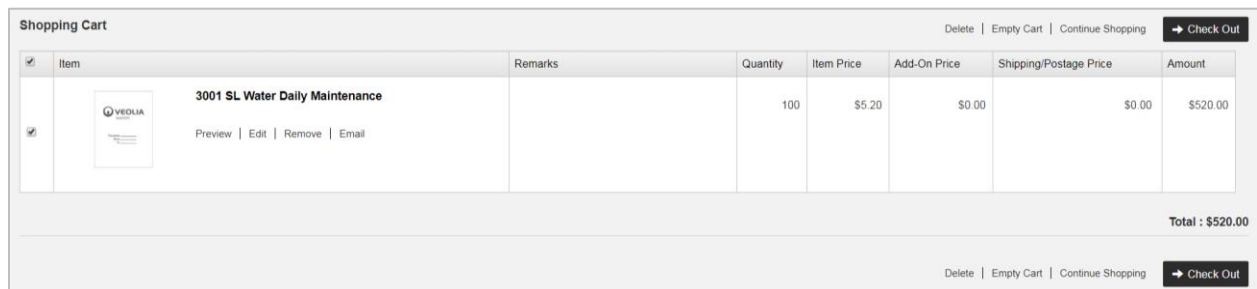


**Step 4:** View a summary of your product, preview a proof again, and **CHECK** the box that ensures you have reviewed a proof and correct information will be printed on your product.  
Without this step, you cannot move forward and add your product to cart.



| Product Information |                    |
|---------------------|--------------------|
| Quantity            | 100                |
| Delivery Method     | Ship to My Address |
| Price Information   |                    |
| Total Quantity      | 100                |
| Item Price          | \$5.20             |
| Sub Total           | \$520.00           |
| <b>Total Price</b>  | <b>\$520.00</b>    |

**Step 5:** Once you have added the product, it appears in your **"Shopping Cart"**.



| Item                                                                                                                                                                                                                          | Remarks | Quantity | Item Price | Add-On Price | Shipping/Postage Price | Amount   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|------------|--------------|------------------------|----------|
|  <b>3001 SL Water Daily Maintenance</b><br><a href="#">Preview</a>   <a href="#">Edit</a>   <a href="#">Remove</a>   <a href="#">Email</a> |         | 100      | \$5.20     | \$0.00       | \$0.00                 | \$520.00 |

Total : \$520.00

[Delete](#) | [Empty Cart](#) | [Continue Shopping](#) | [Check Out](#)

In the Shopping Cart, you have the option to: Preview, Edit, Remove or Email the product before checking out.

**Step 6:** In the Checkout screen, you can manage your address by:

- Editing your current address
- Adding a NEW address, and saving it to your personal address book

- Select from an address in your saved address book
- Select a Global address

Checkout Item(s)

Ship To

Single Address

Multiple Addresses

Add New Address

Select From My Shipping Addresses

Show Global Addresses

Shipping Information

Veolia Test User

9050 North Capital Road

Austin, Texas 78759

Edit

Special Instructions (optional)

Mail Date

10/31/2018

Due Time Options reflect approximate shipping delivery times. If additional handling time is required to distribute to the recipient. Please account for that time.

Note: The due date/time selected in the checkout page does not apply to list based products

Payment Information

Vantiv eProtect

vantiv

Sub Total

\$520.00

Total

\$520.00

**Step 7:** Enter your Credit Card information in the pop-up box, then hit **Submit**.

Vantiv eProtect

Checkout Form

Card number

Account Number

Card Expiration Date

January

/

2018

Security code

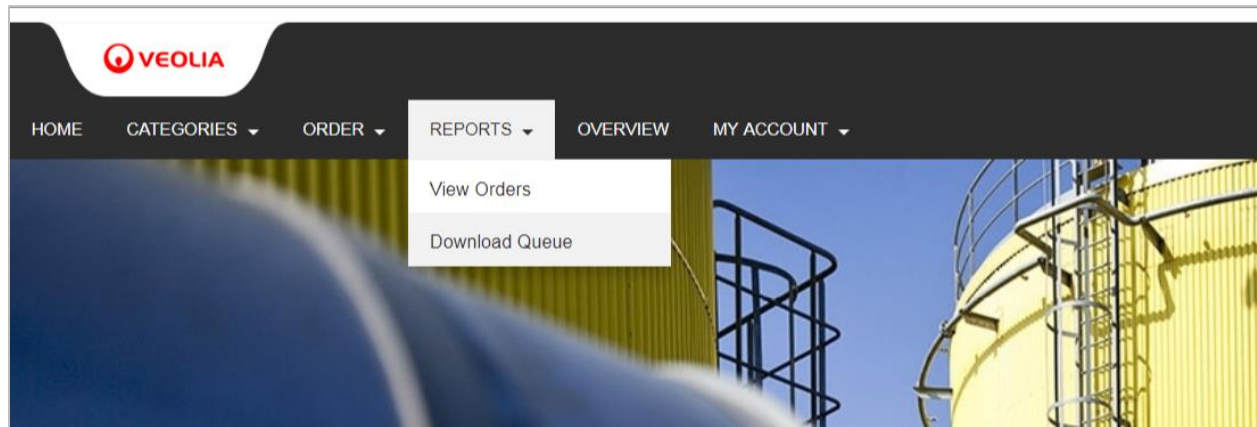
CVV

[What's this?](#)

Submit

## Reports and Order History

You can view your order history by going to Reports > View Orders



To find order tracking information click on the three dots to the far right of the details section

View Orders :

All Orders 1

ALL ORDERS ORDER NUMBER FULFILLMENT TYPE PAYMENT METHOD PRODUCT NAME STATUS MISC LANDING PAGE ITEMS

09/30/2018 10/30/2018 Submit

Add/Remove Columns

| Order Number | Item Id | Product Name                    | Order Date             | Quantity | Sub Total | Ordered By | Item Status   | Actions           |
|--------------|---------|---------------------------------|------------------------|----------|-----------|------------|---------------|-------------------|
| 1            | 138770  | 3001 SL Water Daily Maintenance | 10/29/2018 04:49:00 PM | 15       | \$78.00   | veoliauser | Fulfillment F | Shipment Tracking |

10 items per page 1 - 1 of 1 items