

# Setting up your **PDYEAR** online ordering portal

**PDYEAR**, a professional advertising display products manufacture which is a Global Gold Supplier known for high quality, short delivery time and best service.

**PDYEAR** use the common logistics companies such as **FEDEX**, **DHL** and **TNT**, they strictly choose the best way to do a faster and cheaper delivery for you.



## Getting Started

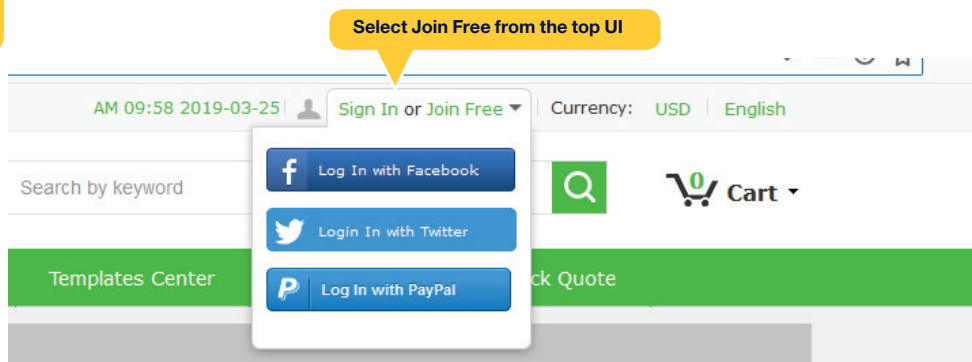
**PDYEAR** has a dedicated online portal to making the process of ordering from China simpler

Go to link

<https://www.pdyearshop.com/>

Step 1 PDYEAR user interface

1



# Setting up your PDYEAR online ordering portal

## Step 2 Register your account



Use your Primary Email address for the

Register a New Account

Email \*

order@pdyear.com

Create Your Password \*

\*\*\*\*\*

Confirm Password \*

\*\*\*\*\*

By clicking "Create my Account" I agree that:

- I may receive communication emails from PDYEARSHOP about order and delivery.
- I may receive new products and promotion emails from PDYEARSHOP.

Create my Account

## Step 3 Verify your account



[Return to the Home](#)



Congratulations, you have successfully completed created an account on [www.pdyearshop.com](http://www.pdyearshop.com)!

You can edit your Nickname, on your Website account page.

Please Verify your email address: [yourstore@snap.com.au](mailto:yourstore@snap.com.au).

Verification of your email address will make your account more secure.

Verify Now

Resend Email

To get more information about Website, please go to:

[About us](#) | [How to order](#)

You can also go to:

[Return to previous page](#) | [My Account](#)

Your verification email should resemble this format. Click the link to continue

Dear,

This is an automated email from [www.pdyearshop.com](http://www.pdyearshop.com). Please do not reply to this email.

Thanks for choosinq [www.pdyearshop.com](http://www.pdyearshop.com).

For security reasons. Please [Click Here](#) to verify your email address.

If the above link does not load, please copy and paste the following URL into your browser's URL search field.  
<https://www.pdyearshop.com/account/sign-up.html?uniqueid=7cb2b32be5c2913bfadd73da4b5c2e&userType=2&Userid=1134&userTypeBase=Reseller>

If you have any questions, please feel free to [Contact us](#).

Yours sincerely,



Your account will not be accessible if you do not verify your account

Sign In



This account has not been approved.  
For questions, please contact the administrator.

Email

order@pdyear.com

Password

\*\*\*\*\*

Forgot your password?

Stay signed in

Protect your privacy - sign out when you're done.

Sign in

Join Free



Congratulations, your email address had been verified.

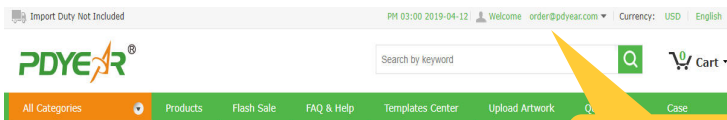
Where would you like to go to next?

[Go to Homepage](#) | [My Account](#)

Your verification email should resemble this format. Click the link to continue

# Setting up your **PDYEAR** online ordering portal

## Step 4 Check your Store details



Click your store email to bring up the store details page

### Manage Address Book

#### Your Billing Address

\* Indicates required fields.

Your Name:    
\* First Name \* Last Name

\* ZIP / Postal Code:

\* Destination Country/Region:

\* State / Province / Region:

\* City:

\* Address Line 1:

Address Line 2:   
Example: apartment, suite, unit, building, floor

\* Phone Number:  Why ask?  
Example: +61 9549031647-535



Once you have entered your store shipping details you are ready to order

## Step 5 Setup a Paypal account



Many franchisees already use Paypal for a variety of business transactions, however if you are new to this type of payment facility you will need to go through a few hoops to set up your account. Paypal has strict setup and verification guidelines however it is the most trusted payment gateway for overseas purchasing

Go to paypal and choose business account

<https://www.paypal.com>

### How PayPal works.

- 1 Sign up to PayPal with your email address and create a password. It's free to sign up.
- 2 Add your bank accounts, credit cards and debit cards. We'll securely encrypt them, ready for when you shop.
- 3 Look out for the PayPal button and check out with your email and password on sites and apps worldwide.

### Why PayPal?

- Safer**  
Your financial information is securely encrypted within our servers so you can shop with confidence. [More about security](#)
- Flexible**  
Add all your cards and bank accounts and choose which one to use at checkout. You don't need money in your PayPal account to shop and you'll keep earning reward points with most cards. [Manage your account](#)
- Convenient**  
Pay with PayPal on millions of mobile sites and apps, or use our app to send money to friends or family. Log in with your mobile number and PIN and check out in seconds. [Download our app](#)
- Protected**  
Shop with peace of mind. If an eligible item doesn't arrive or arrives significantly differently to how the seller described it, we'll help you get your money back – up to \$20,000. [See Buyer Protection](#)

### The information you will need to setup your account

To complete your application, you'll need:



#### Business information

- Legal business name and trading name (if applicable).
- The address of your primary place of business and registered office (if applicable).
- How your business is structured (e.g. sole trader, proprietary company, etc).
- ABN and ACN (if applicable).



#### Business contacts information

- Name, address and date of birth of the primary authorised user of the account.
- Names of any applicable business contacts (e.g. company directors, chairpersons, treasurer, secretary, etc).
- Names, dates of birth, addresses, countries of citizenship and ownership percentages (if applicable) for beneficial owners and those in a position to exercise significant authority over the finances and operations of the business.
- Names, addresses and dates of birth for any partners.

# Setting up your PDYEAR online ordering portal

## Step 6 Ordering Process Overview

Log-in and choose a product



Pay for the product



Upload Artwork & Confirm proof



Production & Delivery



## Step 7 Ordering Process choose product

Once inside the portal finding and perusing products is simple.

**8FT/240CM(W) Straight Tension Fabric Display**  
 Production Time about 1-3 Business days after artwork is approved  
 Item Code: 855W  
 Price: USD \$131.00  
 Customization Option:  
 Single Side Graphic Only (No Stand)  
 Double Side Graphic Only (No Stand)  
 Aluminum Stand Only (No Graphic)  
 Single Side Graphic + Aluminum Stand  
 Double Side Graphic + Aluminum Stand

**Choose your graphic and hardware options and add to cart or buy n**

**Remember to choose Country from the menu to get the correct shipping charges**

## Step 8 Checkout & pay

Item	Price	Quantity	Amount
8FT/240CM(W) Straight Tension Fabric Display 855W Customization Option: Double Side Graphic + Aluminum Stand Ship From: China	\$131.00	1	\$131.00

**Shipping Method:**  TNT 3-5 Working Days |  Freight Collect 2-5 Working days |  Multiple Orders Together 2-5 Working days

**Many times tradeshow stands need to be drop shipped directly to the customer. This is where you can add a new address**

**Scroll to the bottom and select "place your order" to bring you to the payment gateway**

SHANGHAI PDYEAR CO.,LTD

PayPal \$258.26 USD

Got a PayPal account?

or

PayPal Guest Checkout  
We keep your financial information securely encrypted.

# Setting up your **PDYEAR** online ordering portal

Step  
**9**

## Upload artwork



You don't have to pay for the product to get an order number to upload your artwork, however the job will not be scheduled and nor will any proof be sent back for approval until the payment is made.

Click your email address at the top of the menu to get access to your orders

Order Date	Order Number	Order Total	Order Status	Action
Apr 12, 2019	19041215113722	USD \$96.33	Awaiting Payment	<a href="#">View Details</a> <a href="#">Print Order</a> <a href="#">Contact</a>

This order is required to upload your artwork to the right department

Upload Artwork

This order is required to upload your artwork to the right department

Step  
**10**

## Choose the correct template

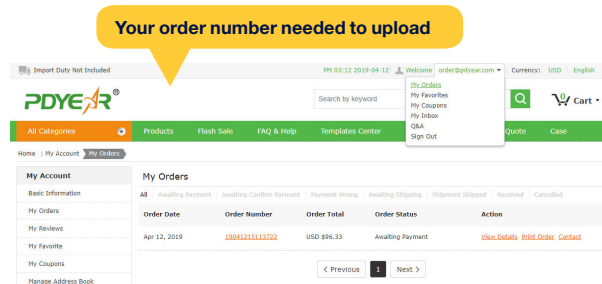
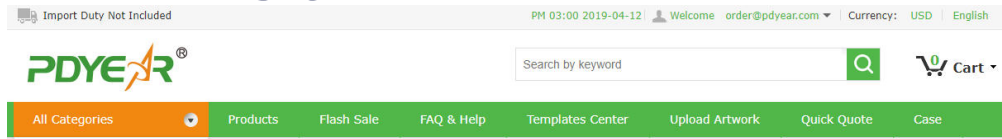
All of the catalogue items have corresponding **Templates** to help you build and create a print ready artwork that you can give to your clients to create.

Template Center

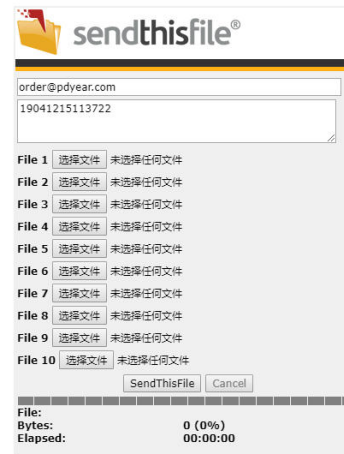
These templates will be found on Template Center in PDF format

# Setting up your PDYEAR online ordering portal

## Step 11 Uploading your file



## Step 12 Uploading your file



## Step 13 Why you need Online chat when you do business with Pdyear

Chat with your designated point person to resolve a problem in real-time or ask questions

Online  
Please fill out the form below to start chatting with your salesman



Cancel
Start Chat

Powered by PDYEAR