



DistributorCentral

Product Setup Manual

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Product Setup General Overview

Entering your products into the system may initially seem like a complicated task. However, when approached correctly, configuring your products for efficient order processing and proper display in your catalog is a simple matter. The main points to keep in mind when entering products are:

- Is your artwork (product images) in the proper format?
- How will your products fit into specific product categories, and what products will be displayed in specific catalogs (if you use multiple catalogs)?
- How are prices broken down for each product, option, and option choice?

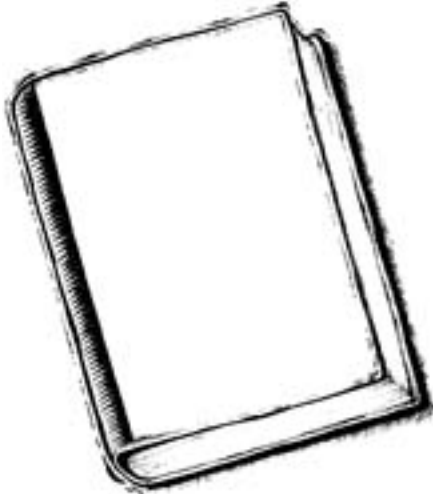
Prior to entering products, it is advisable to sit down and thoroughly map out your product structure. First, group your products into categories. Second, determine which options apply to multiple products.

Lastly, begin to enter products, options, and option choices. The DistributorCentral *Product Editor* has been designed for ease of use. Within the product, option, and option choice entry screens, you will find a tab-based system. Each tab relates to specific information about your product, option, or option choice. For example, within the product entry section you will find tabs for Main Info, Add'l Info, Images, Pricing, Options, Categories, Catalogs, Packaging, Ordering, and Line Names. Clicking on any of these tabs takes you to a form to enter that specific information about your product. Be sure to save the information you have entered by clicking on the Save button before moving on to an additional product.

Products, Options & Choices

Every day your brain takes in information about thousands of items around you. It processes the characteristics of each item and groups them in a logical manner. On a normal day, you don't even think about all those characteristics, let alone how you'd sort them.

This book is a PRODUCT. A PRODUCT is any item with a unique style name, style number or base price.



Right now it's just a plain book, but since we're in the promotional products industry you know there are *plenty* of ways you can customize it. Here's what the catalog says you can do to the book:

- Choose the cover color
- Have a metallic edging on the pages
- Imprint on the cover
- Choose the binding color
- Choose the paper weight for the pages
- Imprint on the binding
- Choose the cover material

All of these things are called OPTIONS. An OPTION is anything you can do to a product to customize it. We'll talk more about these in a minute.

For right now, let's straighten these options up by sorting them into OPTION CATEGORIES. DistributorCentral has a pre-set list of OPTION. If we put the above options into OPTION CATEGORIES here's what it would look like. The OPTION CATEGORIES are underlined. The OPTIONS are in bold.

Product Color Information

Choose the cover color

Choose the binding color

Decoration Information

Imprint on the cover

Imprint on the binding

Have a metallic edging on the pages

Product Components

Choose the cover material

Choose the paper weight for the pages

When you're entering a product into the system, first determine which OPTION CATEGORIES you will use. In this case we know we can change the book's color, decorate it, and change some of its components, so those are the OPTION CATEGORIES we selected. Under those general OPTION CATEGORIES we will get more specific by adding the OPTIONS. Remember an OPTION is anything you can do to a product to customize it. Let's take the OPTION CATEGORY "Product Color Information" and look into it a little more.

Product Color Information

Choose the cover color

Choose the binding color

Under Product Color Information we have listed that both the binding color and the cover color can be customized. Those two things are OPTIONS. Now look at this example:

Product Color Information

Choose the cover color

Blue, green, gray, maroon, black, white

The colors that you can change the cover to are called CHOICES. (Here they're in italics.) A CHOICE is a specific selection that can be made from an OPTION. In a way, a CHOICE is almost an answer to the question asked by an OPTION.

Product Color Information

Choose the cover color

Blue, green, gray, maroon, black, white

Choose the binding color

Black, white, brown

Many people have difficulty remembering the differences between options and choices. After all, in our everyday language an option and a choice are about the same thing. One of the most helpful things you can do is just let go of your old definitions of options and choices, and spend some time learning the new definitions.

An OPTION is any way you can customize a product.

A CHOICE is a specific selection that can be made from an option.

Products have options, options have choices.

Let's get back to that book and look at this example:

Product Components

Choose the cover material

Leather, canvas, matte cardboard, laminated cardboard

Choose the paper weight for the pages

Thick, thin, in-between

Which of these are the CHOICES? Which is the OPTION CATEGORY? What are the OPTIONS?

Now pretend you were ordering from the pizzeria down the block. Here's what the menu might look like:

Product: Large Pizza

Option Category: Product Components

Option: Choose a crust

Choices: Thick, thin

Option Category: Product Components

Option: Choose your toppings (limit of three)

Choices: Pepperoni, pork sausage, green peppers, onions, black olives, anchovies, Canadian bacon, pineapple, mushrooms

Option Category: Additional Options

Option: Would you like extra cheese?

Choices: Yes, no

What would your favorite restaurant look like?

How about your car?

Look at the next page to see how a DistributorCentral product setup specialist outlined the options and choices for a couple of products entered into DistributorCentral. By outlining everything in a spreadsheet, she can easily see what options go with this product and what choices are attached to those options. Plus, it's simple to make changes by cutting and pasting new information.

Microsoft Excel - Catalog Setup

File Edit View Insert Format Tools Data Window Help

Type a question for help

100% Arial 10

Additional Imprint Color(s)-run charge pricing on page 75 and \$40v setup-added to

	A	B	C	D	E
	Product	Option Number	Options	Option Choice	Option Choices
1					
2	1397-Need to set up an imprint area for screenprinting, deboss and hot stamp	1	First Color Imprint-\$40.00v setup-options 1-3 are to be added to screenprinting imprint area	A	Color Match-\$15V setup
3		2	Additional Imprint Color(s)-run charge pricing on page 75 and \$40v setup-added to	A	
4		3	Second Side Imprint\$.75v-.65v run charge pricing-"Would you like a second side imprint?"		
5		4	Proofs-\$40v setup		
6		5	Spec Samples-\$40v setup		
7		6	Less Than Minimum for minimum catalog quantity of 25-\$40v		
8		7	Hot Stamp/Deboss Die Costs-Required option - "Please estimate the size of the design"--Options 7-10 need to be added to deboss and hot stamp imprint areas.	B	1-4 Square Inches - \$70v setup charge
9				C	4.1-8 Square Inches - \$140v setup charge
10		8	Hot Stamp/Deboss Colors	D	Metallic Silver
11				E	Metallic Gold
12		9	Swatch Proof - \$25v plus die charge and running charges. "Would you like a swatch proof?"		
13	10	Personalization - 3/16" high letters. "If you would like personalization, please select if you would like initials or full name	F	Initials-\$6.00v run charge	
14			G	Name-\$10.00v run charge	
15	1390-need to set up a screenprinting and embroidery imprint area		Options 1-6. Option 4 needs to be added to the screenprinting imprint area.		
16		11	Embroidery Tape Charge Up to 5,000 Stitches--run charge pricing on page 75 and \$150v setup--Options 11-17 need to be added to the		

Sheet1 / Sheet2 / Sheet3

Ready NUM

Entering Products, Product Options, and Option Choices

Once you have determined the structure of your products, product options, and option choices, you can proceed to enter products into the system. If, during your product/option/option choice analysis, it was determined that you will have numerous options, it would be helpful to enter these options and option choices prior to entering products. This will allow you to select *pre-configured* options when entering products that will use these options.

Once logged into your account, go to the "Product" menu, click on "Add/Edit Products" and click on the "Add New Product" button. This will take you to a blank product edit/entry form where you can begin to enter data for each product. Once you have entered and saved the two required fields, *Product Name* and *Supplier Product Number*, tabs will appear that will allow you to enter additional information for your product, upload images, enter product pricing, specify options for your product, and select product categories and catalogs for your product. It is advisable to enter as much information as possible to ensure a detailed and accurate display of each product in your catalog, as well as to ensure that orders are processed correctly.

Similar to products, only an option name and option number are required when entering an option; however, enter as much information as possible for each option. You can go directly to the option choice edit/entry form by choosing to "Add Choice" under the Option Choices tab of the option edit/entry form.

The *option choice* entry process is very similar to that used to enter *options*. That is, you may have come to the option choice edit/entry form from a specific option entry page (the "choice" tab on the *options* entry screens). As with products and options, the more detail you enter for an option choice, the less confusion there will be for people viewing the online catalog, and proper pricing will be ensured when an order is placed.

After entering a few products and gaining an understanding of the system you should be able to easily navigate the product entry screens and enter products without any problems. The process of organizing your product structure and organization prior to product entry will help to avoid difficulties and ensure an accurate, complete, product inventory. This will ensure an accurate and detailed catalog, as well as allowing efficient and correct order processing allowing the online catalog to market itself, and allowing you to spend your time running your business.

Before Entering Products - Prepare Artwork

Before entering your products, it is helpful to have all of your artwork (pictures of products, options, or option choices) prepared. Product setup within DistributorCentral requires graphics in JPEG or GIF format with a resolution of 72 pixels per inch (ppi). Also, the product entry and catalog system use three sizes of artwork (size indicates maximum of either height or width):

85 pixels; used as a thumbnail in catalog searches

250 pixels; used as the standard display size for a product on a catalog page

500 pixels; used when a customer chooses to view a larger version of a product within your catalog .

Preparing your artwork in advance will help you streamline the product entry process, avoiding the need to format artwork as you go along. This will allow you to display your products in your catalog and have them ready for order processing much quicker.

You can upload images for products, options, and option choices by clicking on the *images* tab while editing a product, option, or option choice.

Advanced Artwork Instructions

Photoshop Guidelines

Photoshop Guidelines: (Shortcuts)

1. Open image-Click on 'File' and then 'Open' (Ctrl + O):

- Select: Drive J:
- Select: Distributor Central
- Select: Suppliers
- Open the Folder bearing the letter which begins the name of your company catalog. (ex. Capital Premium is in the 'C' folder)
- Open your company catalog folder.
- Open your image.

2. Select Lasso Tool (L)

- Begin deleting the background by selecting small portions.
- Click on your starting point and select the area you choose.
- If you accidentally click your lasso in an area by mistake hit the delete button once for each point.
- Connect the Lasso by double clicking near your starting point.
- (If your completed lasso disappears, go to the history tab and go back one step. (CTRL/ALT/Z)

3. Go to 'Layers' Tab:

- Double Click on 'Background' and a box will appear.
- Click 'OK.'
- Then hit (CTRL/X) to delete background (a checkered pattern should appear).

4. Cleaning up Image:

- Select your Zoom Tool (Z) and zoom in or out of your image as needed.
- Select your Lasso Tool (L) and then remove remaining background from around image. Leave no background around image.
- Select your Zoom Tool (Z) and resize so your entire image fits on the screen.

5. Select the Crop Tool (C):

- Take your mouse to the upper left hand corner of the image.
- Press and hold the Left Click while dragging across the image to select the entire area.

6. Crop your image:

- After releasing the mouse 4 little boxes will appear on each side of your image.
 - Drag the boxes on the sides in or out to adjust canvas size.
 - Allow approximately one pinky width of space from all four edges of your image to the edge of your crop box.
 - Double click inside the image to finalize.

7. Check the size of your image: Large

- Go to 'Image' and select 'Image Size.'
- Determine which number is *larger* - Width or Height.
- Make your resolution (at the bottom) 72 and then key in 500 in the Width or Height box whichever is *larger*. Then click on OK. (Action tab 500W or 500H)

8. Creating Drop Shadow:

- Go to 'Layer' on the Menu.
- Select 'Layer Style.'
- Select 'Drop Shadow.'
- Set the Drop Shadow up as follows:

- Opacity 50%
- Angle 125
- Distance 5
- Spread 5
- Size 10

- Click 'OK'

9. Flatten Image:

- Go to 'Layer,'
- Select 'Flatten Image.'

10. Convert your Image to RGB.

- Go to 'Image':
 - Go to 'Mode.'
 - Select 'RGB.'

11. Save your image:

- Click 'File' and then 'Save As.' (Ctrl/Shft/S)
- Add the ending '_lg' (no apostrophes) to the ending

of the 'File Name.'

- Select 'JPEG' as your 'File Type.'
- Click 'Save.'
- Type '12' in the 'Quality' Box.
- Click 'OK.'

12. Create Medium Image:

- Go to 'Image' and select 'Image Size.'
- Determine which number is *larger* - Width or Height.
- Make your resolution (at the bottom) 72 and then key in 250 in the Width or Height box whichever is *larger*. Then click on OK. (Action tab 250W or 250H).

13. Save your image:

- Click 'File' and then 'Save As.' (Ctrl/Shft/S)
- Add the ending '_md' (no apostrophes) to the ending of the File Name.
- Select 'JPEG' as your 'File Type.'
- Click 'Save.'
- Type '12' in the 'Quality' Box.
- Click 'OK.'

14. Create Small Image:

- Go to 'Image' and select 'Image Size.'
- Determine which number is *larger* - Width or Height.
- Make your resolution (at the bottom) 72 and then key in 85 in the Width or Height box whichever is *larger*. Then click on OK. (Action tab 85W or 85H)

15. Save your image:

- Click 'File' and then 'Save As.' (Ctrl/Shft/S)
- Add the ending '_sm' (no apostrophes) to the ending of the File Name.
- Select 'JPEG' as your 'File Type.'
- Click 'Save.'
- Type '12' in the 'Quality' Box.
- Click 'OK.'

16. Close your image:

- Click 'File,' and then 'Close.' (Ctrl/W)

Adding/Editing Products

General Information – There is a Save button on every page in the product editor. Every time you enter/edit information, don't forget to hit the Save button. Clicking Save& Exit will save the information and take you to the product list screen.

Main Info. Tab – Required fields are in bold

Product Name – Enter the name of your product. Make sure to be as descriptive as possible. If the product is listed in your catalog next to the image as the “Firm Grip”, make sure you add the word “Pen” to the Product Name. Customers will use the keyword search to find products so if someone searches for pens and the word “pen” is not in the product name or description, the product will not display in the search results.

Product Number – Enter the product number as displayed in your catalog.

Style Number – Use this field to differentiate multiple styles of the same product.

Style Name – Use this field to differentiate multiple styles of the same product.

For example, if you sell magnets with multiple stock shapes available, you can enter the products this way:

Product Name: Refrigerator Magnet

Product Number: 1000

Style Number: 001

Style Name: House Shaped

Product Name: Refrigerator Magnet

Product Number: 1000

Style Number: 002

Style Name: Car Shaped

Main Product Description – Enter the description of your product here. **NOTE:** The product search engine on the catalog page searches ALL FIELDS on this page. Use descriptive terms to ensure that this product is easily found when performing a keyword search.

Additional Info Tab

Internal Supplier Information – Text entered in this field does not display to your customer. It is for your internal use only.

Product Size – Enter the size of the product, if applicable. This is a text field so it will accept both alpha and numeric values.

Product Weight – Enter the weight of the product, if applicable. This is a text field so it will accept both alpha and numeric values.

Union Made – Select whether or not the product is union made, if applicable.

Country of Manufacture – Choose to display the country in which the product is manufactured.

Vendor Inventory Control Number – Text entered in this field does not display to your customer. It is for your internal use only.

Catalog Display Date Range – Allows you to control the date range in which a product displays on DistributorCentral. It is recommended you leave the fields blank unless you know the product will be made available or discontinued on a specific date.

Active Date Range - Allows you to control the date range in which a product displays on DistributorCentral. It is recommended you leave the fields blank unless you know the product will be made available or discontinued on a specific date.

Show Product Versions – The standard product version is Regular. This is where you can choose to display the Regular pricing for the product, as well as input the production time. The production time field is a numeric field and will display one numeric value. If you wish to display your production time as a range of days, it is recommended you do it in the Additional Information field.

You may display additional product versions of the product if you wish to. Examples of product versions you may wish to display are Blank and Rush pricing for the item. To add product versions, please see the section on Product Versions.

Additional Information – Text field for any information not already covered, 2000 characters maximum.

Images

If you have images to represent this product in your catalog, use this page to upload these images. Click on the browse button to upload a new image or change an image, or click on the delete button to delete an image.

1) 85 pixels; used as a thumbnail in catalog searches

2) 250 pixels; used as the standard display size for a product on a catalog page

3) 500 pixels; used when a customer chooses to view a larger version of a product within your catalog

If you have uploaded images for your product and saved them to the database, you should see buttons to "view" or "delete" this image. You can view the images you uploaded by clicking on the view button, or you can delete an image by clicking on the delete button. You may also change or update a particular image by simply uploading a new image; you do not have to click the delete button prior to uploading a new image. In order to display correctly, images must be .jpegs or .gifs in RGB mode, not CMYK.

Marketing Image - You may upload a marketing image of your product if you wish. In the future, distributors will be able to upload their logo so they can see what it will look like on your product.

Templates - You can upload artwork templates as .gif, .jpg, .eps, or .pdf files. This will enable distributors to view your artwork templates.

Pricing

View Current, Expired, or Future Pricing Drop Down Menu – The default view will display current pricing. Select Expired or Future from the drop down menu to

Price Type Drop Down Menu - Setup and Quantity Charges

The default view shows the Quantity pricing. The SETUP price is a one time charge when the item is ordered. The QUANTITY price is charged once for every item of the order.

The quantity and retail price are found on what we'll call the pricing grid. As the order quantity gets larger, the retail price usually gets smaller.

Edit Price Tier Drop Down Menu – If you offer special pricing for certain distributors, you can set up price tiers for those distributors. For more information, see **Price Tiers**.

Product Version Drop Down Menu – The default is the regular product version. To enter pricing for blank items, rush items, etc., you first have to add the product versions to your account. For more information, see [Product Versions](#).

Currency Drop Down Menu – The default is pricing in US Dollars. You have the opportunity to display pricing in other currencies. To enter pricing for other currencies, you first have to select the currency from the drop down menu, then enter the pricing in the pricing grid.

Enter Retail and Margin -> Calculate Net Drop Down Menu – You have the ability to enter the retail price of the item along with the margin code and have the system calculate the net price for you. You can also choose to enter the net prices and margin code to calculate the retail price or turn off all price calculations and enter all pricing manually without calculations.

Delete - To delete an existing pricing level, check the box next to any pricing level that you would like to delete, and click the save button. This will delete each pricing level for which you checked the delete box.

Quantity Price Column - Enter the quantity breaks upon which the prices in these rows are based.

For example, let's assume that your first quantity break is 50 (retail price per mug is \$2.75) and your second quantity break is 100 (retail price per mug is \$4.50). You would enter a quantity of 50 and a retail price of \$2.75 in the first row. In the second row, you would enter a quantity of 100 and a retail price of \$2.50. When a user views this product in your online catalog, they will see a table that displays a price of \$2.75 for orders of 50-99 mugs, and a price of \$2.50 for orders of 100 or more mugs (or 100 to your next higher quantity break).

Net Price - If you chose to calculate the net price from the retail price, this field will be automatically calculated once you have entered a retail price and a margin.

If you chose to calculate the retail price from the net price, you should enter your net price in this field, enter your margin in the margin field, and the retail price will be automatically calculated.

Margin - The margin for this item and quantity break should be selected from the drop down menu in this field. Select the appropriate letter code. For example, you may enter a "P" as the margin, which would be interpreted as a 0.5 margin when retail or net price is calculated.

Retail Price - If you chose to calculate the retail price from the net price, this field will be automatically calculated once you have entered a net price and a margin.

If you chose to calculate the net price from the retail price, you should enter your retail price in this field, enter your margin in the margin field, and the net price will be automatically calculated.

Units Of Measure - Select the unit of measure from the drop down menu. The default is "Each." You may select other values if your pricing is in units of 100, 1,000, etc.

Start Date - Enter the start date after which you would like this price displayed. If this pricing will always be shown, you can leave the display date fields blank which assigns default display dates (starting now, ending 2050).

End Date - Enter the end date after which you do not want this price displayed. If this pricing will always be shown, you can leave the display date fields blank which assigns default display dates (starting now, ending 2050).

Display To Customers - Use this column to indicate whether or not this price level will be visible in your catalog. Entries not checked in this column will be available for internal supplier use only, and not displayed in your online catalog. Make sure to check the Display To Customers checkbox on each line so the pricing you want to show to customers will show up.

Show Product With No Pricing – There is an option to display the product with no pricing. An example of a product you may want to use this for is custom items. When this is selected, the item will show online with a “Call For Pricing” message. You must click the checkbox and click the Save button to display the item without pricing.

Options Tab

Imprint Areas – If your product has multiple imprint areas, you can add them to the product on this page. To add an imprint area, click on Add New Imprint Area and select the imprint area. Once added, you must add a decoration option to the imprint area, whether it be screenprinting, embroidery, deboss/emboss, etc. The logic behind this is that, when ordering, the customer will choose an imprint area and immediately be presented with the decorating options for the product. To add the option to the imprint area, find the option in the Options Available list, highlight it, and move it to the Options Selected list, then click the Save button. You may want to make sure all of your options are added prior to entering your products to ensure that the options are listed when you are adding them to a product.

To add imprint areas to an account, see [Imprint Areas](#).

Imprint Area Limit – If you have a limit to the number of imprint locations a customer can choose from, you may specify it in the Imprint Area Limit box.

Selecting Options To Add To A Product – If the product does not have multiple imprint areas, you can add all of your product options to the General Options for the product. You may want to add all of the options in your catalog prior to entering the products to make entering products a smoother process. To add options to a product, select the

options from Options Available and move them to the Options Selected on the right by using the arrow buttons in the middle of each list. Don't forget to click the Save button.

Categories - Select the product categories that best represent this product. For example, mouse pads could be included in mouse pads, office products, or computer accessories. A search of the catalog in any of these three categories would include your mouse pad in the product search results. To add a product to a category, browse the Categories (Available) list, select (highlight) the category, move it to the Categories (Selected) list using the arrow buttons in between the two boxes, and click the Save button.

Catalogs –

Industry Wide Theme Catalogs - At the request of Distributors, DistributorCentral has created several theme-oriented catalogs covering such categories as Golf Products, Union Made Products, Products with Patriotic Imprints and more. Suppliers are invited to put their products in the appropriate theme catalogs to make searching easier for Distributors. The only thing we ask is that the product images show imprints related to the catalog the product is in. For instance, if an umbrella is in the Patriotic catalog, it must show a patriotic imprint. Industry Wide Theme Catalogs are available to all Distributors for their own searching needs and for their customers to see on Distributor websites. DistributorCentral determines the themes of industry wide catalogs and Suppliers are invited to add the products that fit the theme.

Website Catalogs – This allows you to break your main product line down into smaller sub-catalogs. Numerous catalogs can be created for display on your own website.

Private Catalogs - A Private Catalog is set up mutually between a Supplier and a Distributor. These are often used for a Distributor's company store. With a Private Catalog a Distributor can show special versions of a Supplier's products, often with special pricing. Distributors also use Private Catalogs to exclusively display one Supplier's products.

To add a product to a catalog, just select (highlight) the catalog, move it to the Catalogs (Selected) list using the arrow buttons in between the two boxes, and click the Save button.

Packaging - This is used to specify packaging lines for your product. This information is used to generate freight quotes, and can also be used to track how many shipping labels will be needed for an order, as well as used to track box, or shipping container, inventory.

First select how many packaging standards are used to pack this product. Packaging lines, which you set up under the Shipping Containers link, will appear in the drop down list. Give your packaging standard a name, select the packaging line in which this product is packed, and specify the quantity of this product in its primary, or smallest, shipping container. The weight field refers to the weight of the primary container and is used to calculate weights of larger containers in which smaller containers may be packaged. You may also specify any options, if chosen for this product, that will affect the way that a product is packaged.

For example, if you offer poly bagging as an option for magnets, you may only be able to package 300 magnets in your primary container instead of 500 for non poly-bagged magnets.

In this case, you would set up two packaging standards; one with the poly-bag option highlighted with its appropriate packing weights and quantities, and one without poly-bag selected.

Ordering –

Product Must Be Ordered In Increments Of - This field allows you to specify an increment, if applicable, that this product must be ordered in. For example, if you are selling magnets that must be purchased in increments of 500, indicate it here.

Maximum Order Quantity – If there is a maximum quantity allowed to be ordered for the product, you can specify it by using this field. This can be used for inventory purposes and closeout items.

Sort Options For This Product – This feature allows you to sort the order in which options for this product will appear in your catalog, and in the ordering process. If you had two options, imprint color and background stock art, and you wanted your users to be forced to choose background stock art before they could choose an imprint color, you could set up the sort order for this product accordingly.

Line Names – The line name is what displays on the supplier drop down list inside of DistributorCentral. When a distributor pulls up your line name, all products that are in the line name will be displayed in the search results. To add Line Names to your account, see the **Line Names** section.

Adding/Editing Options

General Information - There is a Save button on every page in the product editor. Every time you enter/edit information, don't forget to click the Save button. Clicking Save & Exit will save the information and take you to the option list screen.

Main Info. Tab - Required fields are in bold type.

Option Type – Every option must have an option type selected. Here are the available option types:

- Additional Options
- Assembly Charges
- Copy Change Charges
- Discounts
- Decoration Information
- Material Options
- Packaging
- Pre-Printed Decorations
- Product Color Information
- Product Components
- Product Shapes
- Product Sizes
- Proof Options
- Scan Charges
- Setup Charges
- Shipping Additions
- Stock Art

Option Name – Enter the name of your option. An Option Name is required for every option. Once you have saved an option name and number, you will see tabs linking you to forms from which you can enter additional information, images, pricing, choices, etc., for this option.

Option Number - Enter an option number. An Option Number is required for every option. Once you have saved an option name and number, you will see tabs linking you to forms from which you can enter additional information, images, pricing, choices, etc., for this option.

For example, you might sell a golf shirt that comes in multiple sizes and/or colors. You could set up Option #1 called "Golf Shirt Colors" and Option #2 called "Golf Shirt Sizes." These two options would be linked to your product, "ABC Golf Shirt." During the next process, entering "choices", you would set up option choices for "colors" and option choices for "sizes" that would be tied to the two options discussed above. If you have many products in the catalog, we advise tying the option number to the product number. For example:

Product Name: Golf Shirt

Product Number: 1000

Option Name: Golf Shirt Colors

Option Number: Item 1000 Shirt Colors

Option Name: Golf Shirt Imprint Colors

Option Number: Item 1000 Imprint Colors

Style Number - Use this field to differentiate multiple styles of the same option.

Style Name - Use this field to differentiate multiple styles of the same option.

Description – Enter the description of your option here. Do not enter pricing in this field. You can enter pricing in the Pricing tab.

Additional Information –

Internal Supplier Information - Text entered in this field does not display to your customer. It is for your internal use only.

Vendor Inventory Control Number - This optional number can be used to track inventory from the vendor for use with internal inventory tracking systems.

Date Range To Display Option In Catalog - By default, all options will be displayed alongside any products to which they have been assigned (default display start date is "now" and end date is 2050). If you would like an option to be displayed during specific dates, enter those here.

For example, you may only offer 4th of July stock art during the months of April through July. You could enter display start and end dates for this option that would cause it to be displayed only during the period specified. This helps to avoid the need to re-enter options each year by allowing you to enter the option once and specify a certain period for each year that the option will be displayed.

Date Range For Option To Be Active - By default, all options will be considered active unless dates have been assigned to these fields (default active start date is "now" and end date is 2050). If you would like an option to be active during only specific dates, enter those here.

For example, you may offer a special option that will no longer be offered after a certain date. Rather than delete the option from your account, you can simply deactivate the option in case you wish to reactivate it at some point in the future.

Associated Product Versions – You can tie Options to product versions. For example, if a customer orders a blank product, you don't want them to be able to choose imprint colors. So you would not associate an imprint color option with a blank product version.

Images - If you have images to represent this option in your catalog, use this page to upload these images. Click on the browse button to upload a new image or change an image, or click on the delete button to delete an image.

Pricing -

View Current, Expired, or Future Pricing Drop Down Menu – The default view will display current pricing. Select Expired or Future from the drop down menu to

Price Type Drop Down Menu - Setup and Quantity Charges

The default view shows the Quantity pricing. The SETUP price is a one time charge for each choice selected. NOTE: When adding a setup charge to an option, the setup charge will be charged for each choice chosen. For example, if you have an imprint color option that charges a screen charge per color, you can enter a setup charge and numerous Option Choices and the setup charge will be charged for every imprint color chosen. You will enter the imprint colors as Option Choices. If there are no choices for an option, the setup charge will be a one-time charge. The QUANTITY price is charged once for every item of the order.

The quantity and retail price are found on what we'll call the pricing grid. As the order quantity gets larger, the retail price usually gets smaller.

Edit Price Tier Drop Down Menu – If you offer special pricing for certain distributors, you can set up price tiers for those distributors. For more information, see **Price Tiers**.

Product Version Drop Down Menu – The default is the regular product version. To enter pricing for blank items, rush items, etc., you first have to add the product versions to your account. For more information, see **Product Versions**.

Currency Drop Down Menu – The default is pricing in US Dollars. You have the opportunity to display pricing in other currencies. To enter pricing for other currencies, you first have to select the currency from the drop down menu, then enter the pricing in the pricing grid.

Enter Retail and Margin -> Calculate Net Drop Down Menu – You have the ability to enter the retail price of the item along with the margin code and have the system calculate the net price for you. You can also choose to enter the net prices and margin code to calculate the retail price or turn off all price calculations and enter all pricing manually without calculations.

Delete - To delete an existing pricing level, check the box next to any pricing level that you would like to delete, and click the save button. This will delete each pricing level for which you checked the delete box.

Quantity Price Column - Enter the quantity breaks upon which the prices in these rows are based.

For example, let's assume that your first quantity break is 50 (retail price per mug is \$2.75) and your second quantity break is 100 (retail price per mug is \$4.50). You would enter a quantity of 50 and a retail price of \$2.75 in the first row. In the second row, you would enter a quantity of 100 and a retail price of \$2.50. When a user views this product in your online catalog, they will see a table that displays a price of \$2.75 for orders of 50-99 mugs, and a price of \$2.50 for orders of 100 or more mugs (or 100 to your next higher quantity break).

Net Price - If you chose to calculate the net price from the retail price, this field will be automatically calculated once you have entered a retail price and a margin.

If you chose to calculate the retail price from the net price, you should enter your net

price in this field, enter your margin in the margin field, and the retail price will be automatically calculated.

Margin - The margin for this item and quantity break should be selected from the drop down menu in this field. Select the appropriate letter code. For example, you may enter a "P" as the margin, which would be interpreted as a 0.5 margin when retail or net price is calculated.

Retail Price - If you chose to calculate the retail price from the net price, this field will be automatically calculated once you have entered a net price and a margin.

If you chose to calculate the net price from the retail price, you should enter your retail price in this field, enter your margin in the margin field, and the net price will be automatically calculated.

Units Of Measure - Select the unit of measure from the drop down menu. The default is "Each." You may select other values if your pricing is in units of 100, 1,000, etc.

Start Date - Enter the start date after which you would like this price displayed. If this pricing will always be shown, you can leave the display date fields blank which assigns default display dates (starting now, ending 2050).

End Date - Enter the end date after which you do not want this price displayed. If this pricing will always be shown, you can leave the display date fields blank which assigns default display dates (starting now, ending 2050).

Display To Customers - Use this column to indicate whether or not this price level will be visible in your catalog. Entries not checked in this column will be available for internal supplier use only, and not displayed in your online catalog. Make sure to check the Display To Customers checkbox on each line so the pricing you want to show to customers will show up.

Show Product With No Pricing – There is an option to display the product with no pricing. An example of a product you may want to use this for is custom items. When this is selected, the item will show online with a “Call For Pricing” message. You must click the checkbox and click the Save button to display the item without pricing.

Choices Tab - Use this tab to select choices that will be available for this option. Choices on the left side of the form are *available* for this option. Choices on the right side have been *selected* and will apply to this option.

You may also add or edit choices directly from this form by clicking on the *add* button when a choice is not highlighted, or by highlighting the desired choice and clicking the *edit* button. Any choice that you wish to edit must be moved to the left side of the form before it can be edited. Once you have made changes to the choice you can move it back to the right side of the form to indicate that you would like this choice to apply to this option.

To learn how to add choices to your account, go to the **Choices** section.

Option Ordering – This tab will allow you to control the ordering process of your product.

Ordering Question – When going through the shopping cart to place an order, the customer will see the option accompanied by the ordering question.

An example of a question for a required option is:

"Please select the product color you prefer" or "Please select the imprint color(s) you prefer".

An example of a question to use for an optional option is:

"If you would like additional imprint colors, please select them now" or "If you would like a proof, please select the proof type you prefer".

On a required option, you want to infer that the customer must answer the question. On an optional option, you want to infer that they have a choice whether or not they must answer the question.

Minimum Option Quantity or Number of Choices – The default is zero if the option is optional. It is one if the option is required. Here's an example of this feature being used: A supplier sells an item that is available in numerous stock colors and needs to know what color the customer wants when placing an order. The supplier can create an option called Product Color and list the colors available. Then they can make the option required so that the customer is required to choose a color in order to send you the order.

Maximum Option Quantity or Number of Choices – The default is unlimited. Here's an example of this feature being used: A supplier sells a product that has many stock imprint colors available but a customer can only choose a one color imprint for the item.

Minimum Main Order Quantity For This Option To Be Available – The default is one. Here's an example of this feature being used: A supplier has a product that they sell as blanks. The customer can get the product imprinted if they buy at least 50 items. The supplier can set up an imprint color option and input 50 in this field. This option will only be made available when a customer orders 50 items.

Maximum Main Order Quantity For This Option To Be Available – The default is unlimited. Here's an example of this feature being used: A supplier has a less than minimum option. The catalog listed minimum quantity is 100 but the less than minimum is charged if a customer orders between 50 and 99 items. If 99 is entered in this field, the customer will be charged the less than minimum charge if they order up to 99 items, but not if they order 100 or more.

Is This Option Optional or Required? - If option is required, Minimum Option Quantity must be at least 1.

Should Option Be Replicated On A Copy Change? – The vast majority of the time, the answer will be yes. If you have an option that is not available on a copy change, you would select no.

Number of Option That Is Included In Base Price – The default is zero. Here's an example of this feature being used: A supplier offers a product with numerous imprint colors available and multiple color imprints available. The first color is free and there is a charge for each additional color. The supplier can input pricing on the option and offer the imprint colors available as option choices. If a "1" is entered in this field, the customer will not be charged for the first color, only additional colors after the first color is chosen.

Time Of Form Field To Display When Ordering – This allows you to control how a customer orders on the shopping cart. The types of form fields and their descriptions are below. The most common Form Fields are in Bold type.

1.) **Choice Checkbox** – This is used when you want a customer to select a choice from an option. How it calculates: Main quantity of products ordered times option or choice prices.

2.) **Choice Checkbox (Each Choice Once Quantity)** – This is used when you want a customer to select a choice from an option. How it calculates: Each choice selected times the option or choice prices.

3.) **Choice Checkbox With User Input** – The same as Choice Checkbox, except it throws in a text box for the customer to type in information. This is used when you want a customer to select a choice from an option. How it calculates: Main quantity of products ordered times option or choice prices.

4.) **Choice Quantity** – This is used when you want a customer to enter a quantity for a choice within an option. How it calculates: Each choice selected times the option or choice prices.

5.) **Choice Quantity With Total** – This is used when you want the quantity entered within an option to equal the number of products ordered. Good to use for shirt sizes. It forces a customer to enter the same quantity as the number of products ordered. So if a customer orders 100 shirts, they can order 25 small, 25 medium, and 50 large shirts. How it calculates: Each quantity entered times the option or choice price, if applicable

6.) **Option Hidden (Main Quantity)** – This is used when a customer must be charged for something and isn't required to select or enter anything. The option remains hidden until it displays on the final shopping cart page. However, the option is still created and added to the product. This option type is used a lot for setup charges or less than minimum charges. How it calculates: Any pricing within the option will be multiplied by the main quantity of products ordered unless it is a setup charge, in which case it will be charged only once.

7.) **Option Hidden (Option Quantity)** - This is used when a customer must be charged for something and isn't required to select or enter anything. The option remains hidden until it displays on the final shopping cart page. However, the option is still created and added to the product. How it calculates: Any pricing within the option will be multiplied by the pricing within the option.

8.) **Option Quantity** – This is used when you want a customer to enter a quantity within an option. Use when no choices are necessary in an option. How it calculates: Each quantity entered is multiplied by option prices.

9.) **Option Quantity (value x main order quantity)** – This is used when you want a customer to enter a quantity within an option and then have that multiplied by the main number of product ordered. Use when no choices are necessary in an option. How it calculates: Each quantity entered is multiplied by option prices then by total number of products ordered.

10.) Option Yes/No (Main Qty.) – Default No or Default Yes signifies what the radio button will be defaulted to display. This is used when you have a simple yes or no question to ask a customer. Example: “Would you like the items packaged in polybags?” How it calculates: The option price is multiplied by the total number of products ordered.

11.) Option Yes/No (Option Qty.) - Default No or Default Yes signifies what the radio button will be defaulted to display. This is used when you have a simple yes or no question to ask a customer. How it calculates: Only the pricing in the option is calculated.

12.) Option Yes/No With User Input (Main Qty.) - Default No or Default Yes signifies what the radio button will be defaulted to display. This is used when you have a simple yes or no question to ask a customer. It also allows a customer to type in a comment. The option price is multiplied by the total number of products ordered.

13.) Option Yes/No With User Input (One Qty.) - Default No or Default Yes signifies what the radio button will be defaulted to display. This is used when you have a simple yes or no question to ask a customer. It also allows a customer to type in a comment. How it calculates: Only the pricing in the option is calculated.

Sort Choices For This Option - This is the order in which the choices will be presented on the ordering form. You can sort them by using the arrows on the right hand side of the box.

Adding/Editing Choices

General Information - There is a Save button on every page in the product editor. Every time you enter/edit information, don't forget to click the Save button. Clicking Save & Exit will save the information and take you to the option list screen. Required fields are in bold type.

Main Information Tab –

Option Type - Choose an "Option Type" for your new choice. If your choice does not easily fall into one of the provided option types, you can set up your choice under the *Additional Options* type. Just make sure the Option Choice category you choose matches the Product Options category.

Choice Name - In this field type in the name of the option as you would like it displayed in your catalog. Once you have saved a choice name and number, you will see tabs linking you to forms from which you can enter additional information, images, pricing, choices, etc., for this option.

Choice Number - Use this field to assign a *Choice Number* to this choice. This is the number associated with the choice to ensure proper ordering, and to relate it to an option. Once you have saved a choice name and number, you will see tabs linking you to forms from which you can enter additional information, images, pricing, choices, etc., for this option.

Style Number - Use the Style Number field to further classify your choices. Similar to your options, this field allows you to classify multiple styles of a choice where the choice number is the same.

Style Name - Similar to the *Style Number*, you can use a *Style Name* to help further classify choices with a similar choice number.

Choice Description - Use this field to enter a brief description of this choice.

Additional Information Tab -

Internal Supplier Information - Text entered in this field does not display to your customer. It is for your internal use only.

Vendor Inventory Control Number - This optional number can be used to track inventory from the vendor for use with internal inventory tracking systems.

Date Range To Display Choice In Catalog - By default, all choices will be displayed alongside any options to which they have been assigned (default display start date is "now" and end date is 2050). If you would like a choice to be displayed during specific dates, enter those here.

For example, you may only offer 4th of July stock art choices during the months of April through July. You could enter display start and end dates for this choice that would cause it to be displayed only during the period specified. This helps to avoid the need to

re-enter choices each year by allowing you to enter the choice once and specify a certain period for each year that the choice will be displayed.

Date Range For Choice To Be Active - By default, all choices will be considered active unless dates have been assigned to these fields (default active start date is "now" and end date is 2050). If you would like a choice to be active during only specific dates, enter those here.

For example, you may offer a special choice that will no longer be offered after a certain date. Rather than delete the choice from your account, you can simply deactivate the choice in case you wish to reactivate it at some point in the future.

Associated Product Versions - You can tie Choices to product versions. For example, if a customer orders a blank product you don't want them to be able to choose imprint colors. So you would not associate an imprint color option with a blank product version.

Display Choice In Catalog Using: - Specify whether you will use a color value or an image to depict this option choice in your catalog. If you choose to use a color value, use the color picker below to pick the appropriate color. If you choose to use an image, you will need to upload the appropriate images on the next tab. If you choose to represent this option choice with a color value, enter the hex number corresponding to the appropriate color, or use the *Color Picker* to visually select the color. NOTE: If you are using an image rather than a color value, make sure you check "image", leave the color value blank, and upload the images to represent this option choice on the "images" tab.

Images - If you have images to represent this choice in your catalog, use this page to upload these images. Click on the browse button to upload a new image or change an image, or click on the delete button to delete an image.

Pricing -

View Current, Expired, or Future Pricing Drop Down Menu – The default view will display current pricing. Select Expired or Future from the drop down menu to

Price Type Drop Down Menu - Setup and Quantity Charges

The default view shows the Quantity pricing. The SETUP price is a one time charge for each choice selected. NOTE: When adding a setup charge to a choice, the setup charge will be charged for each choice chosen. For example, if you have an imprint color option that charges a screen charge per color, you can enter a setup charge on the choice and the setup charge will be charged for every imprint color chosen. The QUANTITY price is charged once for every item of the order.

The quantity and retail price are found on what we'll call the pricing grid. As the order quantity gets larger, the retail price usually gets smaller.

Edit Price Tier Drop Down Menu – If you offer special pricing for certain distributors, you can set up price tiers for those distributors. For more information, see **Price Tiers**.

Product Version Drop Down Menu – The default is the regular product version. To enter pricing for blank items, rush items, etc., you first have to add the product versions to your account. For more information, see **Product Versions**.

Currency Drop Down Menu – The default is pricing in US Dollars. You have the opportunity to display pricing in other currencies. To enter pricing for other currencies, you first have to select the currency from the drop down menu, then enter the pricing in the pricing grid.

Enter Retail and Margin -> Calculate Net Drop Down Menu – You have the ability to enter the retail price of the item along with the margin code and have the system calculate the net price for you. You can also choose to enter the net prices and margin code to calculate the retail price or turn off all price calculations and enter all pricing manually without calculations.

Delete - To delete an existing pricing level, check the box next to any pricing level that you would like to delete, and click the save button. This will delete each pricing level for which you checked the delete box.

Quantity Price Column - Enter the quantity breaks upon which the prices in these rows are based.

For example, let's assume that your first quantity break is 50 (retail price per mug is \$2.75) and your second quantity break is 100 (retail price per mug is \$4.50). You would enter a quantity of 50 and a retail price of \$2.75 in the first row. In the second row, you would enter a quantity of 100 and a retail price of \$2.50. When a user views this product in your online catalog, they will see a table that displays a price of \$2.75 for orders of 50-99 mugs, and a price of \$2.50 for orders of 100 or more mugs (or 100 to your next higher quantity break).

Net Price - If you chose to calculate the net price from the retail price, this field will be automatically calculated once you have entered a retail price and a margin.

If you chose to calculate the retail price from the net price, you should enter your net price in this field, enter your margin in the margin field, and the retail price will be automatically calculated.

Margin - The margin for this item and quantity break should be selected from the drop down menu in this field. Select the appropriate letter code. For example, you may enter a "P" as the margin, which would be interpreted as a 0.5 margin when retail or net price is calculated.

Retail Price - If you chose to calculate the retail price from the net price, this field will be automatically calculated once you have entered a net price and a margin.

If you chose to calculate the net price from the retail price, you should enter your retail price in this field, enter your margin in the margin field, and the net price will be automatically calculated.

Units Of Measure - Select the unit of measure from the drop down menu. The default is "Each." You may select other values if your pricing is in units of 100, 1,000, etc.

Start Date - Enter the start date after which you would like this price displayed. If this pricing will always be shown, you can leave the display date fields blank which assigns default display dates (starting now, ending 2050).

End Date - Enter the end date after which you do not want this price displayed. If this pricing will always be shown, you can leave the display date fields blank which assigns default display dates (starting now, ending 2050).

Display To Customers - Use this column to indicate whether or not this price level will be visible in your catalog. Entries not checked in this column will be available for internal supplier use only, and not displayed in your online catalog. Make sure to check the Display To Customers checkbox on each line so the pricing you want to show to customers will show up.

Show Product With No Pricing – There is an option to display the product with no pricing. An example of a product you may want to use this for is custom items. When this is selected, the item will show online with a “Call For Pricing” message. You must click the checkbox and click the Save button to display the item without pricing.

Ordering –

Minimum Quantity For This Choice – This field is for use when selecting Choice Quantity option ordering types. Input the minimum quantity of this choice that is required when ordering.

Maximum Quantity For This Choice - This field is for use when selecting Choice Quantity option ordering types. Input the maximum quantity of this choice that is allowed when ordering.

Minimum Main Order Quantity For This Choice To Be Available – If the choice is only available when a certain number of items are ordered, you can enter it here.

Maximum Main Order Quantity For This Choice To Be Available – If the choice is only available up to a certain number of items ordered, you can enter it here.

Choice Must Be Ordered In Increments Of: - If the choice must be ordered in certain increments, you can enter it here. For example, if you sell caps and they have to be ordered in increments of a dozen, you can enter 12 in this field and it will require that the customer order in increments of 12.

Is This Choice a Custom Choice? – An example of a Custom Choice is a PMS Color Match. If you make a choice a custom choice, the shopping cart will insert a text field next to the choice and prompt the user to enter the custom colors they wish to have. If the choice is a specific size or color, the choice is not custom.

What Order Value Should Be Assigned To This Choice? – For example, you may want to insert a value of "4" for a *four color process* choice. Default is "1".

Advanced Features

Catalog Manager - Use this feature to select a catalog and add your products to it. Use the drop-down menu to select the catalog to which you wish to add products. Highlight and move the products from the **Products NOT currently in this catalog** list to the **Products currently in this catalog** list. Click **Save** and the products will be added to the catalog.

Catalogs - If you are using DistributorCentral for web hosting or if you would like to create a product catalog via DistributorCentral and link your website to the catalog, you can use this feature to create website catalogs. This page shows all the catalogs that are active in your account. When you set up your account, you are given a default catalog.

You may set up new catalogs in the system that are more specific to your product line by clicking the "Add New Catalog" link.

You may name your catalogs whatever you like; for example, you may have a "Winter Specials" catalog. You will have the opportunity to select which products are displayed in specific catalogs when you enter products into the system. It is important to note that the catalog name be recognizable to your customers, such as a line name.

Category Manager - Use this feature to select a product category and add your products to it. Use the drop-down menu to select the category that you wish to add products. Highlight and move the products from the **Products NOT currently in this category** list to the **Products currently in this category** list. Click **Save** and the products will be added to the catalog.

Note: Your most used categories are listed first, followed by the entire list of categories sorted alphabetically.

Imprint Areas – Use this feature to add imprint areas to your account. You add imprint areas to specific products when you are entering product information. This is where you add imprint areas to store in your account. To add an imprint area, click on the **Add New Imprint Area** link.

Name: Enter the name of the imprint area. Some examples: Top, Bottom, Front, Back, Lower Right, etc.

Description: Enter the Imprint Area description. For example, you may have a Back imprint area for embroidery and a separate Back imprint area for screenprinting.

Required Imprint Area?: Select whether or not imprint is required for the imprint area chosen.

Maximum Imprint Lines: Input the maximum number of imprint lines available.

Length: Enter length, if applicable. Must be in decimal form. No fractions are allowed. For example, if the length is 1 ½", you need to enter 1.5.

Width: Enter width, if applicable.

Height: Enter height, if applicable.

Radius: Enter radius, if applicable.

Special Instructions: Enter any special instructions regarding the imprint area.

Decoration Limit: Enter "0" for unlimited options, or enter max no. of options available for this imprint location. For example, some imprint locations are allowed only one decoration method, (screen printing OR embroidery) while some imprint areas may allow multiple decoration methods. (screen printing AND embroidery)

Click the **Save** button to save the imprint area. For information regarding adding an imprint area to a product, see the [product section](#).

Line Name Manager - Use this feature to select a line name and add your products to it. Use the drop-down menu to select the line name that you wish to add products to. Highlight and move the products from the **Products NOT currently in this line name** list to the **Products currently in this line name** list. Click **Save** and the products will be added to the line name.

Line Names – The Line Name feature is where you control how your product line is displayed in the supplier product line name list on DistributorCentral. Distributors can search the product line name list to bring up your products. If you have multiple line names, you can enter them here. Just click on **Add New Line Names**, enter the name of the line, and click the **Save** button. To add products to the line name, use the [Line Name Manager](#).

Option/Choice Manager - Use this feature to select a product option and add it to numerous products or to select an option choice to add to numerous options.

Managing Options -> Products - Use the drop-down menu to select the option that you wish to add to products. Highlight and move the products from the **Products currently without this option** list to the **Products currently with this option** list. Click **Save** and the options will be added to the selected products.

Managing Choices -> Options - Use the drop-down menu to select the choice that you wish to add to an option or options. Highlight and move the options from the **Options currently without this choice** list to the **Options currently with this choice** list. Click **Save** and the choices will be added to the selected options.

Pricing Tiers - This page shows price tiers that have been entered for your account. Price tiers represent different pricing levels that you may use for various reasons. For example, say you have different prices or margins for different levels of distributors. In that case, you would set up the appropriate prices/margins, etc., for your distributors as different price tiers. To add pricing for price tiers for individual products, see [Product Pricing](#).

To add a new price tier, click **Add New Price Tier**. Enter the name of the price tier and click the **Save** button.

Product Map – You can use this feature to view all of your products entered into DistributorCentral and the options and choices associated with each product. You can download the information to an Excel spreadsheet by clicking the **Download Product Map To Excel** link.

Product Versions - This page shows product versions entered in your account. Product Versions are set up so you can display different types of product pricing. Examples of product versions are Rush, Blank, Sample, and Industry Only.

Add New Product Version - To add a product version, click on the **Add New Product Version** link. Enter the product version name, the description, if applicable, the type, and an image, if applicable, and click the **Save** button.

Sort Product Versions – You can sort the order the Product Versions will appear on the product details page. To sort product versions, highlight the product version and use the arrows to the right of the box. Click the **Save** button when you are complete.

To enter product version pricing, please see [Product Pricing](#).

Rules - Add/Edit/Delete rules for your option choices. Rules allow you to configure specific option choices that may not be chosen during the ordering process based upon the selection of, for example, product color. For example, a user selects a pen barrel that is red; you do not allow an imprint color of red if a barrel color of red is chosen. You will set up a rule that states when a user selects a barrel color of red that red as a choice imprint colors is not available.

Option Exclusions

Main Rule Information - Enter a name for the rule, and a description.

Select type of option that will affect choices of other option(s) - Choose the type of options to which this rule applies. First, choose the type of option that will affect available options of another option type. Second, choose the type of option that will be affected by the first option type chosen. For example, you may have a pen that comes in a variety of colors with a variety of imprint colors. You might want to prevent someone from choosing a red pen with a red imprint. In this case, you would choose "Product Color" as your first option type, and "Imprint Color" as your second option type.

Options Affected – Specify Options. Choose the options to which this rule applies, and the options which are affected by the options to which this rule applies. That is, select a product option in the table on the left, and check any options in the table on the right that are affected by the option in the table on the left. You can either click directly on the options in the left table, or continue to click the "save" button to scroll through the options. For example, if you choose "Product Color" and "Imprint Color" as your option types on the previous page, you would click on the specific product color option (ie., pen barrel color) that will affect specific imprint color options (ie, imprint color).

Choice Exclusions

Main Rule Information - Enter a name for the rule, and a description.

Select type of option that will affect choices of other option(s) - Choose the type of options to which this rule applies. First, choose the type of option that will affect available options of another option type. Second, choose the type of option that will be affected by the first option type chosen. For example, you may have a pen that comes in a variety of colors with a variety of imprint colors. You might want to prevent someone from choosing a red pen with a red imprint. In this case, you would choose "Product Color" as your first option type, and "Imprint Color" as your second option type.

Options Affected – Specify Options. Choose the options to which this rule applies, and the options which are affected by the options to which this rule applies. That is, select a product option in the table on the left, and check any options in the table on the right that are affected by the option in the table on the left. You can either click directly on the options in the left table, or continue to click the "save" button to scroll through the options. For example, if you choose "Product Color" and "Imprint Color" as your option types on the previous page, you would click on the specific product color option (ie., pen barrel color) that will affect specific imprint color options (ie, imprint color).

Choice Exclusions - Choose the choices to which this rule applies, and the choices which are affected by the choices to which this rule applies. That is, select a choice in the table on the left, and check any choices in the table on the right that are affected by the selected choice in the table on the left. You can either click directly on the choice in the left table, or continue to click the "save" button to scroll through the choices. For example, if you choose "Pen Barrel Color" and "Imprint Color" as your options on the previous page, you would click on the specific option choice (ie., red pen barrel) that will affect specific imprint color choices (ie, red imprint).

Shipping Containers - This page lists any shipping containers or boxes that you have set up for your account. To add a shipping container, click **Add Shipping Container**.

Container Name - Enter a name for your container. A name can be a number or text.

Container Description - Enter a description to help identify this container.

Inventory Number - If this container has been assigned an inventory number for internal inventory control, enter it here.

Height - Enter the height of the container here, if applicable.

Width - Enter the width of the container here, if applicable.

Length - Enter the length of the container here, if applicable.

Diameter - If the container is cylindrical, enter the diameter here.

Empty Container Weight - If the container, when empty, has a weight that may influence shipping weights or freight quotes, enter it here.

Container Active - Specify whether or not this container is currently active.

See [Packaging](#) section for additional packaging information.

Version Manager - Use this feature to select a product version and add your products to it. Use the drop-down menu to select the product version that you wish to add products to. Highlight and move the products from the **Products NOT currently in this version** list to the **Products currently in this version** list. Click **Save** and the products will be added to the product version. You can use the same feature to add Product Options and Option Choices to Product Versions.