

Product Setup Completion Guide

If we have uploaded your base product information into your DistributorCentral account, you can follow this guide to complete the setup of the products.


Step 1 - Adding Images to Your Products

When uploading images for your products, they will need to be:

- RGB color format (not CMYK)
- Either a JPEG or GIF file (not a TIFF, EPS, etc.)
- Standard resolution for your images should be 72 DPI
- For the large product image, we recommend the size to be around 750 x 750 pixels either height or width.
- For us to upload the images for products that you have in your account, the image files will need to be named exactly the same as the product number. For example, if a product number is **1002-D2L**, then the image would need to have the file name of **1002-D2L.jpg**.
- You can upload your images at, <http://www.distributorcentral.com/websites/DistributorCentral/upload.cfm>. If you have multiple files, please "zip" the files before you upload them to us.

Step 2 - Reviewing the Product Display Status

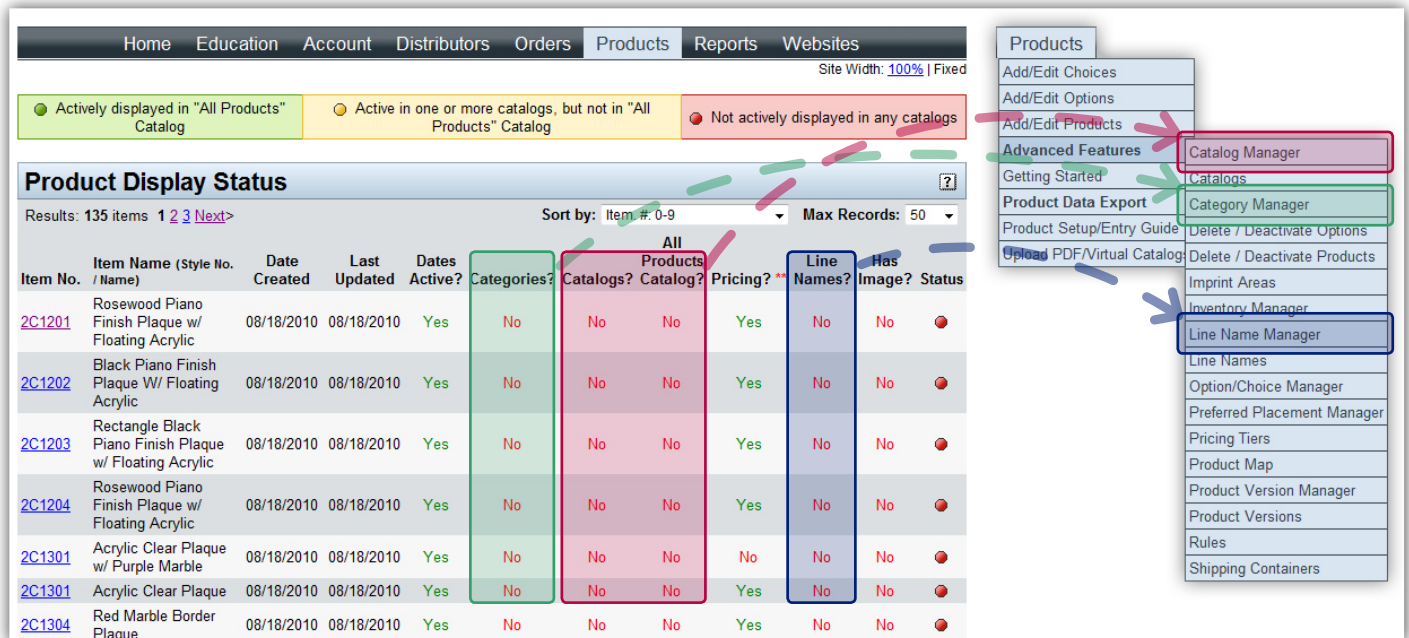
Next, you'll want to review the display status of your products to determine what needs to be done to get the products displaying in DistributorCentral.

- Go to the **Products** menu in your account, and then select **Add/Edit Products**
- Click on the  **Product Display Status** link at the lower right portion of the page

Step 3 - Adding Your Products Into Categories, Catalogs and Line Names

Once in the Product Display Status area, you can review which products are or are not displaying. If they are not displaying, this area will list why they are not active in the DistributorCentral system. From here you can use the Category, Catalog and Line Name Managers to quickly get your products into a displaying status.

- Go to the **Products** menu in your account, and then select **Advanced Features**:
- **Category Manager**: Use the category manager to quickly assign your products into the appropriate product categories. You can choose up to seven categories per product.
- **Catalog Manager**: Use the catalog manager to assign your products to the appropriate catalogs. The All Products catalog is the primary/default catalog that is used on DistributorCentral and that populates 1000's of Distributor websites.
- **Line Name Manager**: Use the Line Name Manager to quickly put your products into your Line Name(s)



The screenshot shows the 'Product Display Status' page in the DistributorCentral interface. The page has a navigation bar with 'Home', 'Education', 'Account', 'Distributors', 'Orders', 'Products', 'Reports', and 'Websites'. Below the navigation bar, there are three status indicators: 'Actively displayed in "All Products" Catalog' (green), 'Active in one or more catalogs, but not in "All Products" Catalog' (yellow), and 'Not actively displayed in any catalogs' (red). The main content area is titled 'Product Display Status' and shows a table of 135 items. The table has columns for Item No., Item Name (Style No. / Name), Date Created, Last Updated, Dates Active?, Categories?, Catalogs?, Products, Pricing?, Line Names?, Has Image?, and Status. The table is filtered to show 'All' products. To the right of the table is a 'Products' menu with various options. Annotations with colored boxes and arrows point to specific menu items: 'Catalog Manager' (pink box), 'Category Manager' (green box), 'Line Name Manager' (blue box), and 'Advanced Features' (green box). The table shows several items with 'No' in the 'Categories?', 'Catalogs?', and 'Products' columns, indicating they are not displaying.

Item No.	Item Name (Style No. / Name)	Date Created	Last Updated	Dates Active?	Categories?	Catalogs?	Products	Pricing?	Line Names?	Has Image?	Status
2C1201	Rosewood Piano Finish Plaque w/ Floating Acrylic	08/18/2010	08/18/2010	Yes	No	No	No	Yes	No	No	●
2C1202	Black Piano Finish Plaque W/ Floating Acrylic	08/18/2010	08/18/2010	Yes	No	No	No	Yes	No	No	●
2C1203	Rectangle Black Piano Finish Plaque w/ Floating Acrylic	08/18/2010	08/18/2010	Yes	No	No	No	Yes	No	No	●
2C1204	Rosewood Piano Finish Plaque w/ Floating Acrylic	08/18/2010	08/18/2010	Yes	No	No	No	Yes	No	No	●
2C1301	Acrylic Clear Plaque w/ Purple Marble	08/18/2010	08/18/2010	Yes	No	No	No	No	No	No	●
2C1301	Acrylic Clear Plaque	08/18/2010	08/18/2010	Yes	No	No	No	Yes	No	No	●
2C1304	Red Marble Border Plaque	08/18/2010	08/18/2010	Yes	No	No	No	Yes	No	No	●

Step 4 - Setting Up Options and Choices for Your Products

DistributorCentral allows you to configure your products so that they can effectively be ordered through an online shopping cart. An Option is where you present a question to your customers regarding how a product can be customized, such as Product Color. Choices are answers to the Option. **See Next Page to View a Diagram >>**

- [Click here](#) to download the product setup guide which explains how to setup Options and Choices.
- Contact DistributorCentral at 888.516.7401 or info@distributorcentral.com if you would like to setup an online Product Setup meeting.

PRODUCT SETUP

White Ceramic Mug #WVCM11

C **D** **E** **F**

Order Now
[Email This Product](#)
[Shipping Estimate](#)

Details **Options** **Sales Tools**

11 oz. white stoneware mug.
 Durable, dishwasher and microwave safe.
 This is a great choice for any successful promotion.
 Gold or Platinum metallic trim available, see the Options tab for details and images.

Normal Production Time:
 7 Working Days

Product Weight:
 5 oz.

Additional Information:
 Imprint area is 2.5" X 4.75" H.
 Shipping insurance is available at an additional cost.

NOTE:
 • Must be ordered in increments of 10

Mug Imprint Options
 1st Color, 2nd Color, 3rd Color, 4th Color Process
[More options...](#)

View Large Image

Qty:	100	250	500	1,000	2,500	5,000
Price:	1.50 (Each)	1.44 (Each)	1.38 (Each)	1.32 (Each)	1.26 (Each)	1.20 (Each)

Prices in USD
 Setup Charge: \$32.00 per Order (NET) (Prices in USD)

NET PRICING
 NOTE: Base prices are listed. See [Product Options](#) for other charges that may apply.

Product Information

Key areas for your product information

- A Product Name*** - typically the same name for the product that is in your physical or website catalogs
 - B Product Number*** - a unique alpha/numeric number to reference each individual product, and is also typically the same as the product number in your physical or website catalogs
 - C Image** - JPEG or GIF file that you can upload to represent your product
 - D Description*** - keyword information that describes the product and what it can be used for
 - E Additional Info** - information that further elaborates the product specifications
 - F Pricing** - running (charge per piece) and/or setup (one-time-charge per order) charges are entered for each product for both net and the suggested retail costs
- * The information entered in these areas is what makes your products searchable in DistributorCentral. The more thorough and relative information you have for your products, the easier your customers will find them.

OPTIONS & CHOICES

White Ceramic Mug #WVCM11

A **B** **C** **D**

Details **Options** **Sales Tools**

Mug Imprint Options
[Mug Imprint Options](#)
[Metallic Mug Trim](#)
[Copy Changes](#)
[Proof Options](#)

View Large Image

Ways to Customize Your Product Options

An Option is where you present a question to your customers regarding how a product can be customized.

The illustration above lists four Options:

- A Mug Imprint Options**
- B Metallic Mug Trim**
- C Copy Changes**
- D Proof Options**

You are able to incorporate pricing and restrictions depending on the Options you present for your products.

Other common Options may be:

- Product Color
 - Product Sizes
 - Imprint Location
 - Additional Imprint Colors
 - Rush Charge
 - Stock Art
- Basically, any question regarding customization and add-on charges that apply for your products, should be added as an Option.

Choices

If Options are questions that you present for customization of a product, then Choices are the answers that you provide to those Options. In cases where an Option has a simple "Yes" or "No" answer, then you would not need to apply any choices (i.e. Do you want Rush Shipping?) >>

>> Choices Cont.

However in most cases, your Options will have various ways that they can be chosen. See below for an example of how **Options (questions)** and **Choices (answers)** work together to ensure accurate ordering.

A **Mug Imprint Options** (Required)
 Select your imprint for the mugs
 Mug-10 First color is FREE!

1st Color (1C)
 First color is FREE! Specify the color above.

2nd Color (2C)
 Specify the color above.
Setup Charge: \$15.00 Each (Prices in USD)

3rd Color (3C)
 Specify the color above.
Setup Charge: \$15.00 Each (Prices in USD)

Four Color Process (4CP)
Setup Charge: \$21.60 per Order (Prices in USD)

B **Metallic Mug Trim** (Optional)
 Would you like metallic trim for your mugs?
 MMT

Price: \$0.36 Each (NET) (USD)

Metallic Gold Trim (MGT)

Metallic Platinum Trim (MPT)

C **Copy Changes** (Optional)
 Enter in how many copy changes you need for your order.
 CC

Price: \$12.00 Each (NET) (USD)

How many copy changes would you like?
 CC
 Please enter the quantity of copy changes necessary for your order. (50 maximum - numeric only)

D **Proof Options** (Optional)
 Select the Proof Options
 PO

Online Proof (ONLINE PROOF)
 FREE ONLINE PROOF!

Fax Proof (FAX PROOF)
Setup Charge: \$3.00 Each (Prices in USD)

Product Proof (PRODUCT PROOF)
 Finished Product Sample
Setup Charge: \$18.00 Each (Prices in USD)