

## DistributorCentral's Company Store Feature

Distributor's can create Company Store websites within their DistributorCentral account. Company Store sites can be setup specifically for clients which only display certain products and information intended for those customers. Use products for the site that are already setup in DistributorCentral from our participating Suppliers or setup a Fulfillment Account and create custom products and customize the ordering process.

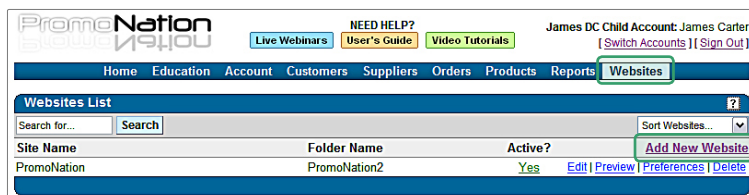
### Adding a New Website in Your Account

If information including *contact info* and *orders* for the Company Store sites don't need to be kept separate, then you can use your main DistributorCentral account to create the Company Store websites. If the information for the Company Store sites do need to be kept separate, then skip to the next section regarding creating Child Accounts. Here are the steps to create a new website in your account.

- Go to the **Websites Menu** and select **Add/Edit Websites**

- Click on the **Add New Website** link (See Figure >>)

\* At this point you can customize the website for your customer(s). See our website Video Tutorials for further instructions on how to modify websites in your account.



### Creating a Child Account

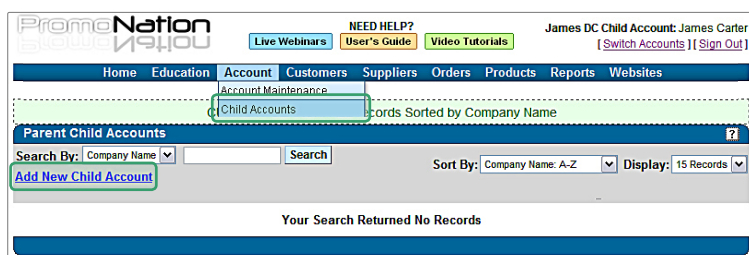
Create a Child Account for each individual Company Store website to keep the *orders*, *contact info* and *other information* separate.

- Go to the **Account Menu** and select **Child Accounts**

- Click on the **Add New Child Account** link (See Figure >>)

- Fill out the information for the Child Account (make sure to select "Distributor" for the account type) then click on the **Submit** button; repeat this process as necessary

\* You can log directly into the Child Account from this page in your parent account, or you can customize the username and password information for the Child Account and log into it from DistributorCentral's home page. The website features in a Child Account will be the same as your main parent account. If you setup template websites in your main account, they be available to use in your Child Accounts. Keep this in mind if you want to create multiple Company Store sites with a similar appearance.



### Creating Custom Catalogs for Your Websites

Typically, you'll need to setup the Company Store website(s) to only display specific products. To do this, you can create Custom Catalogs using products that are currently displaying on DistributorCentral by our participating Suppliers.

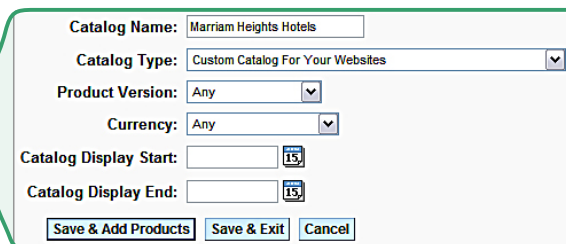
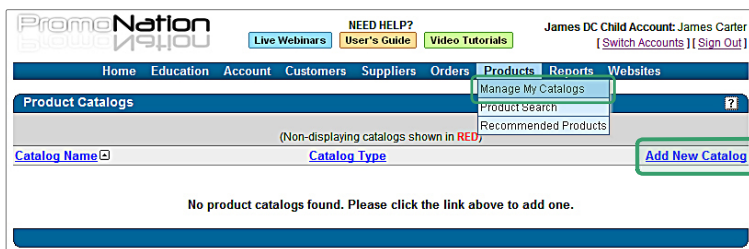
- Go to the **Products Menu** and select **Manage My Catalogs**

- Click on the **Add New Catalog** link

- Name your catalog, and use **Custom Catalog For Your Websites** in the **Catalog Type** area (See Figure >>)

- Click on the **Save & Add Products** button and then click on the **Add Products to your Custom Catalog** button

\* From here, search for the products that you would like to add to the catalog and save either specific products or the entire search results. Once you have the products saved in the catalog, you can then add it to the Company Store website. See our catalog Video Tutorials for further instructions on how to create Custom Catalogs.



### Fulfillment Accounts

A Fulfillment Account is a sub account under your main DistributorCentral account that is strictly used for setting up products. It allows you to create your own products and display them on Company Store sites or display them with other DistributorCentral products as well. See the Fulfillment Account setup guide for further instructions on how to setup a Fulfillment Account. Visit the links below to learn more about Fulfillment Accounts:

- [How Fulfillment Accounts Work](#)

- [Download the Fulfillment Account Setup Guide](#)

- [Demo Company Store Site](#) - This site has products that have been created in a Fulfillment Account as well as products from our participating suppliers.