

DistributorCentral's Fulfillment Account Feature

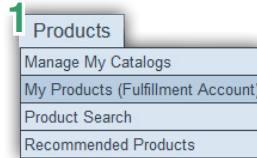
A Fulfillment Account is a Child Account that you can create within DistributorCentral. Once created, the Fulfillment account will allow you to setup products, so that they can then be displayed and ordered from a website that is created in your main DistributorCentral account. You can use a Fulfillment Account to setup products for company stores, or to showcase your own specific products, such as embroidery and screen printing services.

Specifications

- You can add an unlimited amount of products for free.
- Products will display on your website only. They will not appear in the Supplier product catalogs on DistributorCentral.
- Fulfillment Accounts do not have inventory management.
- [Click here](#) to see how Fulfillment Accounts Work

Here's How to Get Started

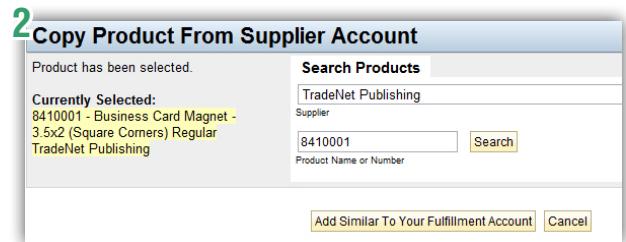
- Go to your **Product Menu** and select **My Products (1)**



Creating Products

Once the Fulfillment Account has been created, you can setup products in the account and add them to a catalog.

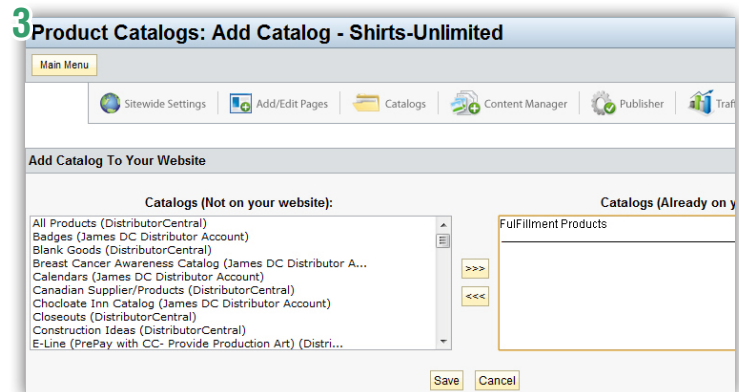
- [Click here](#) to watch our product setup videos. [Click here](#) to download the product setup guide.
- [Click here](#) to download a product setup map to show you how Options and Choices work to create an ordering process for products
- There are product setup video tutorials which you can access by clicking on the **NEED HELP?** button within the Fulfillment Account
- You can also copy existing products that our Suppliers have setup in DistributorCentral. Which you can then Edit yourself (i.e. add your own description, image, pricing, etc.). To do this:
 - Go to the **Products Menu** in your Fulfillment Account
 - Select **Add/Edit Products**
 - Then click on [Add Similar From Supplier Product](#) at the bottom right of the page
 - Next, search the Supplier's product that you would like to copy, and then click on [Add Similar To Your Fulfillment Account](#) (2)



Adding the Products to a Website

After your products have been entered and have a "Displaying" status in the Fulfillment Account, you can then add that catalog to your website within your main DistributorCentral Account.

- Log back in to your main DistributorCentral account
- Go to the **Websites menu** and select **Add/Edit Websites**
- Click on the **Edit** link for the website that you would like to add the products to
- Click on the **Product Catalogs menu**
- Select the [Add / Remove Catalogs](#) button
- Move your Fulfillment Account catalog over to the right and click on [Save](#) (3)
- To make the products live on the site, go to the **Publisher** menu and click on **Publish New Changes**. (4A)



More Information

- Once you have the catalog added to your website, you can log back in to the Fulfillment Account as needed to setup additional products or to make changes to products you have already setup.
- If you want to separate a grouping of products that you have created, you can create additional catalogs in the Fulfillment Account and assign particular products to the corresponding catalog. For example, if you create multiple company store sites in your main account, you can create all the products in one Fulfillment account, put the products into separate catalogs, and then assign the catalogs to the corresponding company store sites that you have created. [Click here](#) to learn more about Company Stores sites in DistributorCentral.
- If you receive an order for a Fulfillment Account product that you created, you can specify the Supplier for the order by using the **Switch Supplier** tool for the Supplier Purchase Order.

