

Payment Options Available For Shopping Cart

Every website that utilizes DistributorCentral's Product Catalog will also have a shopping cart for ordering.

The shopping cart allows for the seller to enter all the payment options that they would like to offer to their customers.

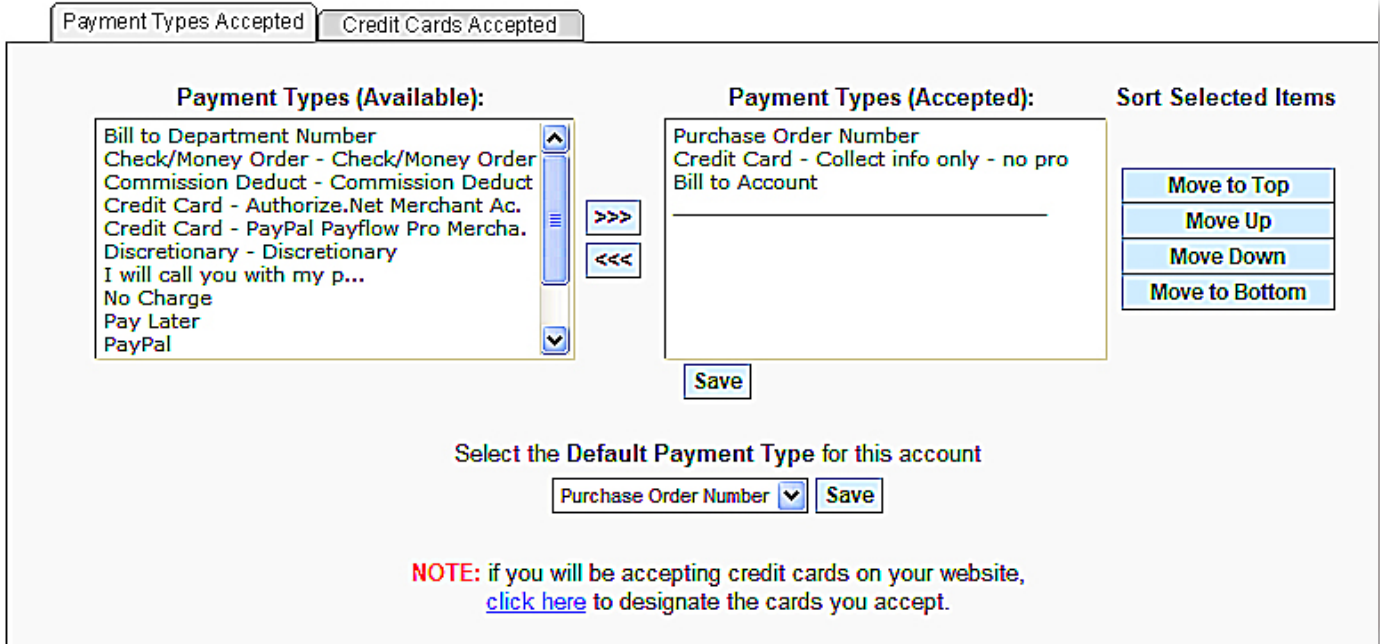
Below are the available options for payment via the DistributorCentral shopping cart along with an explanation of each:

Change your Payment Options Here:

- 1 Log into your account at www.distributorcentral.com
- 2 Go to **Account Menu > Payment**
- 3 Click on **Payment Setup**

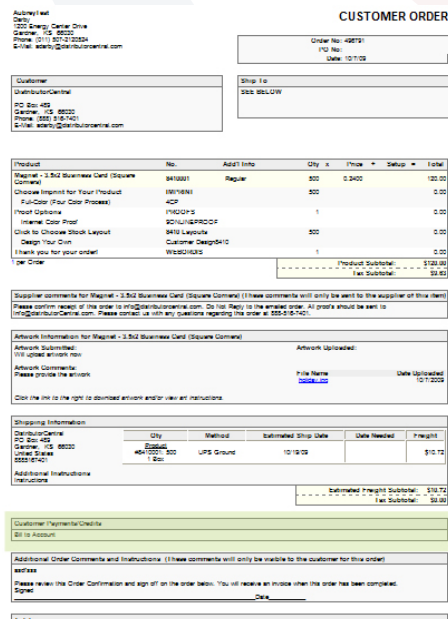
See an explanation of the Payment Methods available on the next page >>

This is the screen that you will see:



- 4 You will select the methods that you would like available first in the left box (you can use your control or shift key to select more than one at a time)
- 5 After you select the methods that you want, you will click on the arrow to move the methods to the right box
- 6 Then select **Save**
- 7 If you would like one type of payment to default to be selected, set that as the **Default Payment Type**
- 8 Then Select **Save**

This is where you see the Payment Method that was selected by your customer on the order you received:



Customer Payments/Credits

Bill to Account

See an explanation of the Payment Methods available on the next page >>

Payment Methods Available:

1 Credit Card - Collect Info Only - No Processing

If you have a PayPal account or another Merchant Account and you have the virtual terminal capabilities, your customer can place an order or you can send invoices electronically through DC, have the customer submit their CC info, then you go into your PayPal account or Merchant Account and process a payment by manually keying the customer's CC info into your virtual terminal. Once you've done that (and the payment processes successfully) you then mark the payment as settled in DC.

2 Credit Card - Authorize.net Merchant Account

If you have an Authorize.Net gateway DC is fully integrated. You simply setup your credentials in your DC account and payments are automatically processed within DC through the gateway. The shopping cart will default to automatically pre-authorize the credit card to make sure that the payment is available for the amount of the order. Then you will be able to settle the payment from inside your DC account and it will settle it through Authorize.Net and show a record of the settled payment with the order in DC.

3 Credit Card - Paypal Payflow Pro Merchant Account

If you have a PayFlo Pro gateway (used to be the VeriSign gateway but was bought by PayPal) DC is fully integrated – it works the same way that the Authorize.Net gateway works – you simply setup your credentials in your DC account and payments are automatically processed within DC through the PayFlo gateway. The shopping cart will default to automatically pre-authorize the credit card to make sure that the payment is available for the amount of the order. Then you will be able to settle the payment from inside your DC account and it will settle it through Payflo and show a record of the settled payment with the order in DC.

4 Check / Money Order

If you would like your customers to have the capability to send you a check or money order then you would add this option to your shopping cart. Your customer would select this payment method and you will send them an invoice to receive payment.

5 Paypal - Real-Time Merchant Processing

If you just have a basic PayPal account with no virtual terminal capabilities and you don't have the PayFlo Pro gateway – you simply setup PayPal as a payment method in your account. This will refer customers to your Paypal account to pay you after they complete the order. Then the payment will be recorded on the order with a transaction number for cross-referencing.

6 Bill To Account or Purchase Order Number

If you would like to allow your customers to have the option to put this order on their current account with you then you would add Bill To Account or Purchase Order Number to the payment methods available. They would not be required to pay at the time that they order and you would send them an invoice or contact them in another way for payment in accordance with your terms in place with this customer.

7 We will call you for Payment Information

This method allows them to enter the order without specifying a payment method and then lets them know that a representative from your company will contact them later for payment.

8 Pay Later

They would not be required to pay at the time that they order. You would contact them or they would contact you for payment at the time that it is needed by your company.

9 I will call you with my payment

This method allows them to enter the order without payment and displays a phone number for them to call to offer a method of payment.

10 Proof Request Only

This method allows a customer to enter the order and send it without entering a payment method. This would mean that a customer would like a proof before the order is fulfilled.

11 No Charge

This method allows a customer to enter the order and send it without entering a payment method at all.

12 Commission Deduct

This method would be used if you have a sales representative employee that orders products from you like a customer would to resell to their clients.

13 Bill To Department Number

This method is used if you have a customer who allows different departments order but the invoice should be sent to a central place within the company. You would have to send an invoice for payment after the order is received.