



PRIVATE LABEL WEBSITE PRE-SETUP PACKET

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WWW.BOXPARTNERS.COM

Welcome to the BOX Packaging Partners Private Label E-Commerce Site Program! From product selection to cart to check-out to payment to order tracking, your website will be able to handle a sale from beginning to end for your customers. In order to setup your new site, we need to gather some information from you. Please fill out this packet and make sure all parts are complete. When finished, kindly email this packet to privatelabelwebsite@boxpartners.com.

Distributor Information

Company Name:

Account Number:

Technical Contact Information

Contact Name:

Phone:

E-Mail:

Website Main Header Artwork

Artwork is required to set up the header for your website. Digital files should be submitted exactly as intended to be viewed. A fee will be charged for artwork that is:

1. Incomplete requiring art assembly or manipulation.
2. Matching fonts or changing font styles.
3. Any changes after-the-fact requiring reprocessing of uploaded files.

Specifications:

Header 1 File Size: 1240 pixels wide x 85 pixels tall

Header 2 File Size: 960 pixels wide x 85 pixels tall

Resolution: 72 dpi

Format: .psd, .eps, .gif, .jpg, .tif

Please e-mail your company header artwork to: privatelabelwebsite@boxpartners.com.

For questions regarding your technical setup, please email privatelabelwebsite@boxpartners.com.

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Website Information

Please enter your contact information as you would like it to appear on your website
(fields left blank will not appear on your website).

* **Required fields**

* **Company Name:** *(This name will appear throughout your site)*

* **E-Mail:** *(Address for customers to contact you)*

* **From E-Mail:** *(Address outgoing messages will show)*

Street Address:

City:

State:

Zip:

Phone:

Fax:

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Type of Website

- A.** I want my private label website to be a stand alone website.

- B.** I want my private label website to link from my existing website.

If You Selected (A) "Stand Alone Website"

First, you need a domain name. If you do not have a domain name, you can obtain one from a service such as register.com, networksolutions.com or similar. Their websites will walk you through the registration process.

Please enter your complete domain name: (i.e. *www.domainname.com*)

Second, please contact your Registrar (the company your domain name is registered with) and have them add a CNAME record to your domain. They should point this CNAME record to: **site.shoppkg.com**.

Why? This is a routine operation for your Registrar. This change will point your domain name directly to your private label website on our server. When your customers type in your domain name on the web, it will automatically send them to your private label website.

If You Selected (B) "Link From My Existing Site"

Your webmaster needs an address prefix to link the private label website to your domain name. This prefix will be registered on our secure server for your use only. The domain name that your prefix will be used with will be **shoppkg.com**.

Please enter an address prefix below: (ie. "YourCompanyName.shoppkg.com")

.shoppkg.com

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Accepted Forms of Payment

3 payment types can be accepted on your website, Credit Card, Open Account and PayPal.

Please select one or both payment options:

- Open Account - You will invoice orders on open account.
- Credit Card - Authorization occurs before order is completed on the website.

PayPal This payment option may be added after your website is set-up by visiting the Administration Tab in the Website Back Office.

If You Selected "Credit Card"

Please answer the following:

Do you currently accept credit cards as a form of payment? Y N

If YES, is Authorize.Net® your internet authorization gateway? Y N

Whom should we contact regarding setting up credit card services?

Name:

Phone:

E-Mail:

Why? We will pass along additional information regarding credit card Merchant Services and Internet Authorization Gateways.



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Releasing Orders

You have the option to automatically or manually release approved credit card orders placed on your website for shipping. Open account orders must be manually released.

Why? By selecting Manual Release, new orders will appear in the *Order Manager* section under *Open Orders*. In this screen you'll have the option to release, ship, modify or cancel orders. Selecting Auto-Release, orders with approved credit cards will automatically release for shipping. New orders will appear in the *Order Manager* section under *Open Orders* and automatically show as released.

How would you like credit card orders released?

Manual Release Auto-Release *(Recommended to speed order processing)*

Order Acknowledgements

An e-mail order acknowledgement can be automatically sent to your customer once an order is released manually or automatically. It will confirm sale from you, quantities, items, prices, freight and applicable tax (if any). If you select Yes for all, you can change a specific customer to No.

Send Order Acknowledgements? Y N

Shipping Acknowledgements

An e-mail shipping acknowledgement can be automatically sent to your customer once an order is shipped. It will confirm shipment, shipping method and provide tracking data. If you select Yes for all, you can change a specific customer to No.

Send Shipping Acknowledgements? Y N

Sales Tax

Enter the applicable tax rate for each state in which you are required to collect sales tax. Rates listed below will be charged on orders shipping to these states, unless you define otherwise by individual customer in the Customer maintenance section. We strongly suggest consulting with a tax professional for information on your tax collecting obligations.

State	Tax Rate	State	Tax Rate
State	Tax Rate	State	Tax Rate

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Default Site Item Pricing

Pricing is established as a mark up from your current cost. No maintenance is necessary on your part to keep up with price changes. Your margins will be maintained automatically. As your price changes, so do the prices on your site. Remember this is a mark up (not a return). Example, if your cost is \$10.00 each and you enter a 50% mark up, selling price will be \$15.00 each.

This pricing is used for website initial setup. Once your site is active, you will have options to sell all customers at the mark up you determine here on your default set up or choose to sell different sections, categories, items and customers at different mark ups. How you choose to price can be as detailed/flexible as you want it. For example, you may choose to define customer specific pricing for customers you currently sell while at the same time offering new prospects and customers your default site pricing. The best of all worlds!

	1st Column Mark Up %	2nd Column Mark Up %	3rd Column Mark Up %	4th Column Mark Up %	5th Column Mark Up %
Items with 5 Columns	<input type="text"/>				
Items with 4 Columns	<input type="text"/>				
Items with 3 Columns	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Items with 2 Columns	<input type="text"/>	<input type="text"/>			
Items with 1 Columns	<input type="text"/>				

Sample:	1st Column Mark Up %	2nd Column Mark Up %	3rd Column Mark Up %	4th Column Mark Up %	5th Column Mark Up %
Items with 5 Columns	100	80	70.25	60	50
Items with 4 Columns	90	80	65	52.15	
Items with 3 Columns	85	75	65		
Items with 2 Columns	98.78	62.35			
Items with 1 Columns	110				

The mark up you enter above will be the default mark up for all sections and will be used if other pricing definitions have been established. You have many options to determine how to price items once your site is set up. Pricing can be as simple or detailed as fits your individual needs. To offer the same pricing for any quantity, simply enter the same mark up across the columns.

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Default Site Freight Pricing

This freight pricing is for initial setup and will apply to all customers unless specified otherwise in the individual customer's freight policy in Customer Maintenance.

UPS Delivery *(Choose One)*

- Always at No Charge
- UPS Charges
- UPS Charges + % Mark-up
- UPS Charges + % Mark-up + \$ Handling Fee

Local Truck Delivery *(Choose One)*

- Always at No Charge
- Local Delivery Charges
- Local Delivery Charges + % Mark-up
- Local Delivery Charges + % Mark-up + \$ Handling Fee
- Flat Rate \$

Common Carrier Delivery *(Choose One)*

- Always at No Charge
- Common Carrier Delivery Charges
- Common Carrier Delivery Charges + % Mark-up
- Common Carrier Delivery Charges + % Mark-up + \$ Handling Fee

Free Delivery *(Choose One)*

- No Free Delivery
- Free Delivery for Orders Over \$

Only applicable freight choices will appear in your customer's freight quote. (i.e. If an item on an order is too large to ship via UPS, UPS will not show as a shipping method).

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