# Contento Partnerportal Short Guide

## What is the Partnerportal?

Webportal for B2B Customers to …

- Entering drop shipping orders for standard and customized items

- Maintaining your own designs and linking them with customizable articles

- Entry of one-time special orders with your own design

- Entering stock orders

- View the status of orders already placed

## How can the Partnerportal be used?

The Partnerportal can be reached by this link: https://connect.contento.com/.

You will receive the login access data from your Contento account manager.

Individual articles that are to be ordered via the partnerportal must be activated by us in advance. The types of orders to be placed will also be defined by prior arrangement.
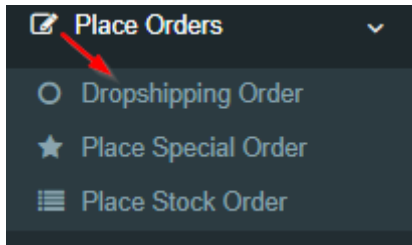
## Order management in the partner portal

After logging in, you will see an overview of the orders already placed with the respective status information.

## Entering a Drop-Shipping Order

If the drop shipping order is activated for your customer account, the selection option appears in the left-hand menu:
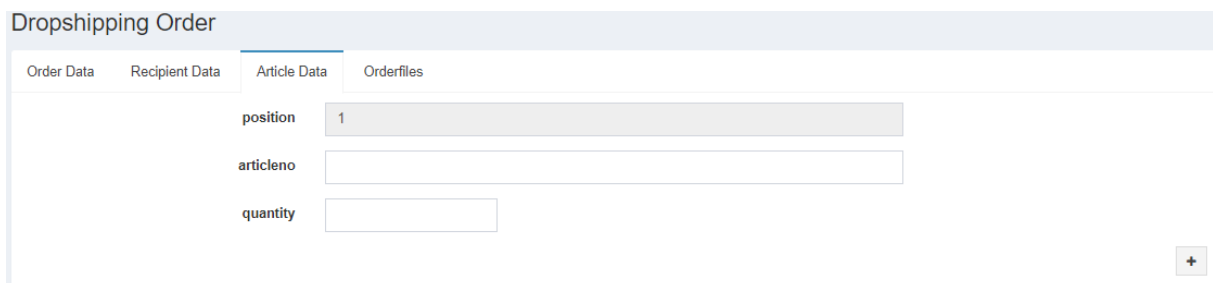


We send the order directly to the end customer.

It is mandatory to enter the **recipient data** and an order **reference**.

When entering article data, you can enter article numbers that you have entered yourself (see the Design management section in the partnerportal) as well as article numbers from Contento standard articles. However, an article number and a quantity must always be entered.

A new article line can be created with '+'.



**Orderfiles**

By prior arrangement, you can upload your own delivery bill for the order in the Orderfiles tab. We will then send the order neutrally to the customer with your delivery bill.

If you would like to use the option of sending us your own shipping labels, these can also be uploaded under orderfiles. We will then not charge any shipping costs, only a lower drop shipping fee for the order.

Whether this is possible in a specific case must be clarified beforehand.
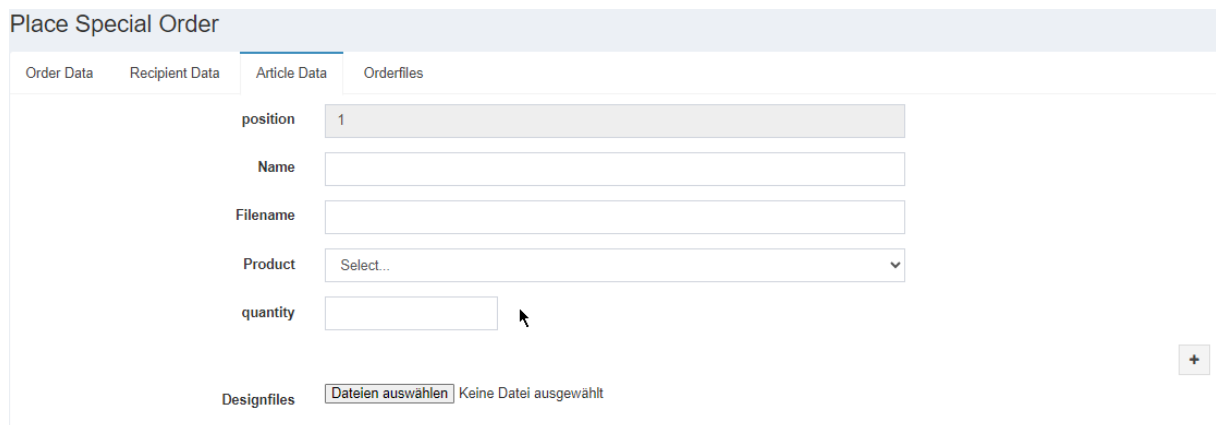
## Entering a Special Order

If the special order is activated for your customer account, the selection option appears in the left-hand menu:
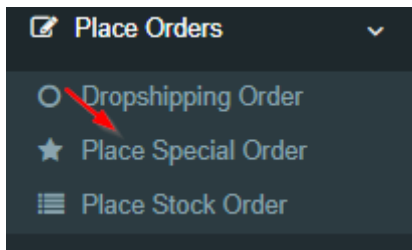


The special order is a drop shipping order that can be used to order unique designs that do not have to be stored as fixed article numbers. For example, a desk pad with a customized image and lettering.

For order data, recipient data and order documents, see section drop shipping order.

**Articledata**



A name must be entered for each item, which will later appear on the delivery bill.

The entry in the filename field must correspond exactly to the name of the design file to be uploaded.

The corresponding generic product to which the design is to be linked is selected in the product field. All fields are mandatory.

It is important for the subsequent product quality that the specifications for print files that you receive from us are adhered to (see chapter Design management in the partnerportal).

A new article line can be created with '+'.

## Entering a Stock Order

If the special order is activated for your customer account, the selection option appears in the left-hand menu:
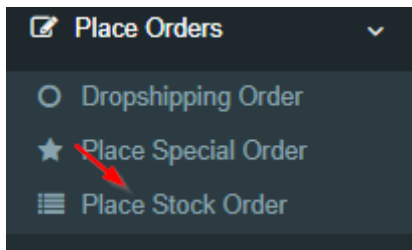


A stock order usually comprises larger quantities of an item that are delivered directly to your warehouse. The recipient data is therefore pre-filled, but can be changed at any time.

Contento standard articles and self-maintained article numbers can be entered as articles.

## Design-Management in the Partnerportal

Your own designs can be linked to Contento products under the Manage Data menu item. You can also enter your own item number for these items here.
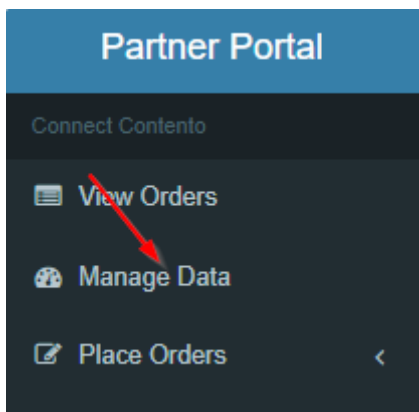


The prerequisite for this is that Contento products have been activated for you. This is done in consultation with our customer service.

You will also receive **print data specifications** for the individual products, which must be adhered to for the individual designs in order to ensure the quality of the goods produced and smooth production.

Items that have already been entered can be viewed, changed and deleted here. An exception to this is, if an item has been blocked for editing by us. In this case, changes or deletions can only be made in consultation with customer service.

Manage Design Templates

| | |
|---|---|
| SKU | |
| Description | |
| Product | Select... |
| Designfile | Datei auswählen  Keine Datei ausgewählt |

Send

Show 10 entries                                                                Search:

| ID | Image | SKU | Matchcode | Product | Text | Date | Preview | Edit | Remove |
|---|---|---|---|---|---|---|---|---|---|
| 1716 | 869925-01.jpg | DEMO_00_SCHREIBTISCH | 877515 | Schreibtischunterlage 80 x 40 cm | Tischset zu Demozwecken | 2024-01-16 | | ☑ | 🗑 |
| 1714 | P22-0289-010.pdf | DEMO_00_MAUSPAD | 877456 | Mauspad 44x32 cm | Tischset zu Demozwecken | 2024-01-16 | | ☑ | 🗑 |
| 1713 | A-Sung_865249_30x40_RomanticFlowers_Yellow.jpg | DEMO_00_TISCHSET | 877514 | Tischset 40x30 | Tischset zu Demozwecken | 2024-01-16 | | ☑ | 🗑 |

**New creation of an individualized article**

**-** Enter your own item number and a short description

- All available products can be found in the Product drop-down menu

- Upload a design file for the product (please take the specification into account)

- The design appears in the list after saving

- Click on the name of the image file to open the file for viewing

The item can now be ordered as described above in a drop-shipping or stock order.

## General Information

You can view your login name and your Contento customer number in the top right-hand corner of the header.

You can also change your personal password here if necessary.

Logged in as demopartner

Partner: Demopartner

Customer No: 201581

Change Password          Logout