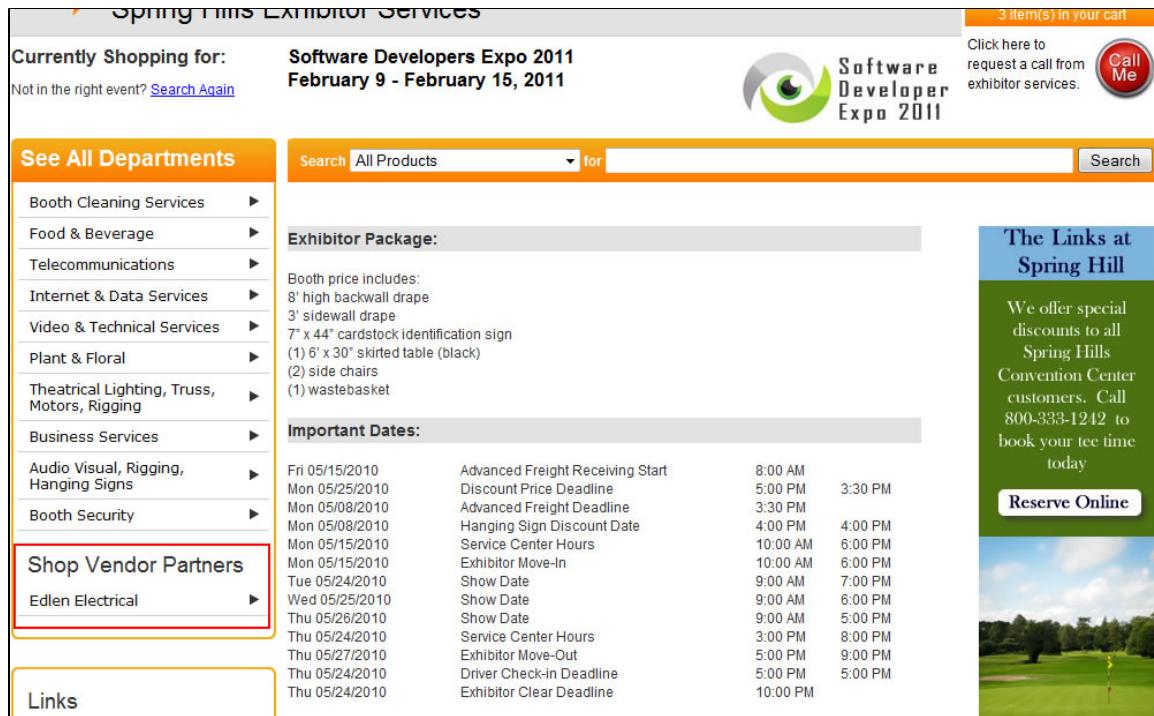


## Creating Vendor Links

Vendor Links provide a way to reference third party suppliers on the storefront for the event. A vendor link appears under the "Shop Vendor Partners" area:



The screenshot shows a website for the "Software Developers Expo 2011" from February 9 - February 15, 2011. The "Shop Vendor Partners" section is highlighted with a red box. It lists "Edlen Electrical" as a vendor partner. Other sections visible include "See All Departments" (Booth Cleaning Services, Food & Beverage, etc.), "Exhibitor Package" details, "Important Dates" (Advanced Freight Receiving Start, Show Date, etc.), and a sidebar for "The Links at Spring Hill" with a "Reserve Online" button and a golf course image.

Creating a supplier and adding it as a vendor link has a few different steps, particularly if the supplier one that doesn't already exist. You will only need to do Steps 1 and 2 once:

### Step 1: Create the Supplier

1. Click on the main "Suppliers" tab.
2. At the top of the Supplier grid, click "Add New".
3. Fill in the supplier's name as well as any other details you know.
4. Click "Save".
5. Click on the "Description" tab of the Supplier you just created. Enter the text you want to appear on the Storefront for the supplier.

### Step 2: Set Up the Vendor Link

1. Click on the main "Store Configuration" tab.
2. Click on the "Interfaces" sub menu option.
3. Click "Add New" in the lower right hand corner of the grid.
4. Enter the supplier's name in both the Name and Code field. This must match the name you entered for the supplier in Step 1 above **exactly**.
5. You can leave Class blank. Choose Vendor Link Template in the Configure Template field.
6. Check "Is Vendor Link".
7. Click "Save".
8. Hit "Edit" in the row you just created and look at the very bottom at the "Redirect URL" field. Enter the name of the web site you want the exhibitor to be redirected to when they click on the vendor's link.
9. Click "Update".

The screenshot shows the 'Site.Interfaces' section of the Boomer Commerce Admin interface. A table lists a single interface entry for 'Edlen Electrical'. The table columns are: Code, Name, Class, Configure Template, and Vendor Link. The 'Configure Template' field is set to 'Vendor Link Template'. The 'Vendor Link' field is set to 'Yes'. An 'Edit | Delete' link is also present. Below the table is a form for 'Edit Interface Settings'. It contains fields for Name (Edlen Electrical), Code (Edlen Electrical), Class, and a dropdown for Configure Template (Vendor Link Template). A checked checkbox 'Is Vendor Link' is also present. A note below the form states: 'In order for this vendor to appear under links in an event on the store front the following must be true: The above code of this interface above must match the name of the supplier in the supplier record; The supplier must be linked to that event; The URL to redirect too can be specified below.' A 'Redirect URL' field contains 'http://www.tellingstone.com'. At the bottom are 'Update' and 'Cancel' buttons.

| Code             | Name             | Class | Configure Template   | Vendor Link |                               |
|------------------|------------------|-------|----------------------|-------------|-------------------------------|
| Edlen Electrical | Edlen Electrical |       | Vendor Link Template | Yes         | <a href="#">Edit   Delete</a> |

Edit Interface Settings

Name: Edlen Electrical

Code: Edlen Electrical

Class:

Configure Template: Vendor Link Template

Is Vendor Link

In order for this vendor to appear under links in an event on the store front the following must be true:  
The above code of this interface above must match the name of the supplier in the supplier record;  
The supplier must be linked to that event;  
The URL to redirect too can be specified below.

Redirect URL:

## Step 3: Associate the Supplier to the Event

1. Open up the Event to which you want to associate the supplier.
2. Click on "Suppliers" in the sub menu of the event.
3. Click "Associate Supplier".
4. Search for and select the Supplier you just added in Step 1 above.

## Step 4: Make Adjustments to the Supplier Description As Necessary

1. You can now preview the supplier's link by logging into your storefront and opening up the event.
2. Click on the supplier's link in the "Shop Vendor Partners" area.
3. If you don't like the position or font of the description, simply go back to the Supplier in Admin and make adjustments to the description as desired.



If you want to add pictures such as the supplier's logo, contact Telling Stone for assistance in this step.