



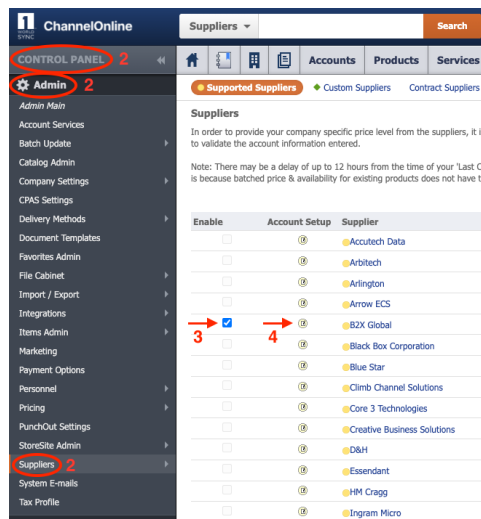



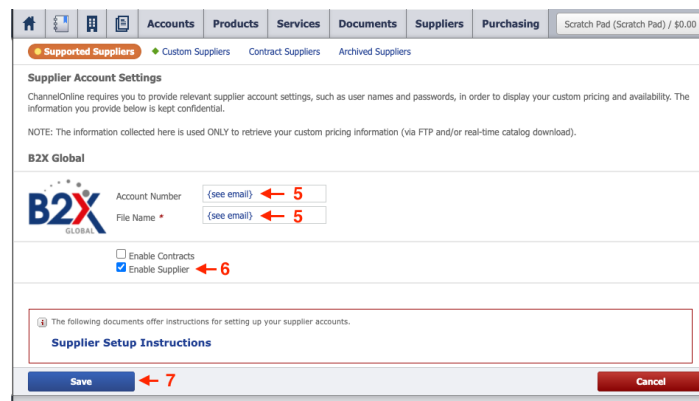
Welcome to the B2X community! We are excited to be working with your organization to drive better costs and easier procurement. This document will quickly guide the steps to enable our catalog in your Channel Online environment.

1. Login into Channel Online. The user must have admin privileges to the account.
2. Navigate to upper left hand corner under **Control Panel**, click on **Admin** , then locate **Suppliers**, click on the word or arrow.
3. Under the **Supported Suppliers**  tab, click the radio button under **Enable**.
4. Click the button  under **Account Setup** and next to B2X Global  .



5. This will prompt the Supplier Account Settings page, where you enter the Account Number and File Name *credentials provided in the email accompanying this PDF*.
6. Click the radio button for Enable Supplier Enable Supplier
7. Click Save  button.

Done! Our catalog and inventory will populate to your environment within 24 hours.



For any questions or issues, please reach out to your account manager or send an email to: admin@b2xglobal.com.