

## TradeCentric for BigCommerce Installation Guide

Getting connected with your Procurement Partners through TradeCentric and BigCommerce is seamless!

### Step 1. Create your BigCommerce Store

TradeCentric will work with an existing or a brand-new store. The only requirement for the automated install is that it uses one of the modern themes. If you have an older theme, we can still make it PunchOut Enabled, but the components will need to be setup manually.

### Step 2. Contact TradeCentric to establish service

A contract is required for the TradeCentric for BigCommerce service. Submit your information [partners@tradecentric.com](mailto:partners@tradecentric.com) A TradeCentric representative will contact you to establish your service agreement.

### Step 3. Get your Account information from TradeCentric

After establishing service with TradeCentric, you will be provided with a username, password and account key to access your account. You will need this information when installing the application.

### Step 4. Install the TradeCentric for BigCommerce APP.

Visit the [BigCommerce App Store](#) to install the TradeCentric for BigCommerce application. The application will be added to your list of tools and will generate the API Key and permissions the TradeCentric system will need.

### Step 5. Login using your Username and Password

Login with your TradeCentric account username and password provided by the TradeCentric Implementation team within the installed apps section in BigCommerce. This is the username and password you received in Step 3.

### Step 6. Link your TradeCentric Account with your BigCommerce Store

Select the account and provide the account key from Step 3 to link the two systems.

## Step 7. Configure and Install the store components

After linking the account, the app will automatically push data needed to the TradeCentric Platform. This information includes the store's domain and credentials needed to enable the PunchOut and Purchase Order actions. The final step is select some of the basic configuration and install the scripts required for the PunchOut behavior. Click "Install & Configure". The options are:

1. **PunchOut Only:** Change this to "Yes" if you want the store to be accessed through a PunchOut Session only (closed to public access).
2. **Transfer Button Label:** You can customize the button label text shown on the Cart Page that triggers the transfer of items back to your buyer's Procurement System. "Transfer Items" or "Transfer Cart" are most commonly used.
3. **Custom CSS Styles:** There are components that need to be hidden only in a punchout session. This is the simplest way to make that happen.

**Note about Domains:** You will need to use a custom domain and select the option to use HTTPS for the entire site. Using the default BigCommerce domain even for testing will not work. If you do not yet have a domain, but will be acquiring one in the future, TradeCentric can provide a temporary domain using a free SSL Certificate from BigCommerce.

## Step 8. Contact your TradeCentric Project Manager

TradeCentric will need to finalize a few configurations before you can test. Call or email your TradeCentric Project Manager and let them know your TradeCentric for BigCommerce App has been configured.

## Step 9. Test and Connect with your Buyer

Whether you have customers that are on SAP, Ariba, Oracle, Coupa or any other Procurement System out there, TradeCentric will help you prepare, understand, communicate and provide the information needed by your partners and manage these integrations with you and on your behalf so you can make it easy for your customers to do business with you.

For Terms of Service, please visit <https://tradecentric.com/terms-conditions/>  
For questions or support, please contact [support@tradecentric.com](mailto:support@tradecentric.com).