B2B Portal Guide

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This guide will link to every article you need to access when setting up your own B2B portal within Order Time.

If you are on the **Connected Bundle**, you can create 1 B2B Portal for your account, it is part of the bundle natively.

If you are on the **Standard Bundle** and looking to try it out, reach out to support@ordertime.com and we can assist with setting up a trial.

For **new customers** who are currently trialing Order Time, you can add portals, but when the trial is about to end we'll need to discuss the pricing and bundle options for you. Make sure to let your sales rep know you are interested in the B2B Portal.

Adding a Portal

Configuring the Portal Settings

Setting up Item Categories & Customer Categories

Setting up Contacts with Portal Access

Setting up Payments for the B2B Portal

Setting up Related Items for the 'Frequently Bought With' Section

Cart List

Setting up Related Items for the 'Frequently Bought With'

Section

Image Sizing Guidelines

B2B Cart import

Emails and Logs

B2B Portal KB Article Directory

Our B2B Portal Webinar:

— Keep checking back on this guide for the newest updates. More screenshots and videos coming soon.