

myDKstore

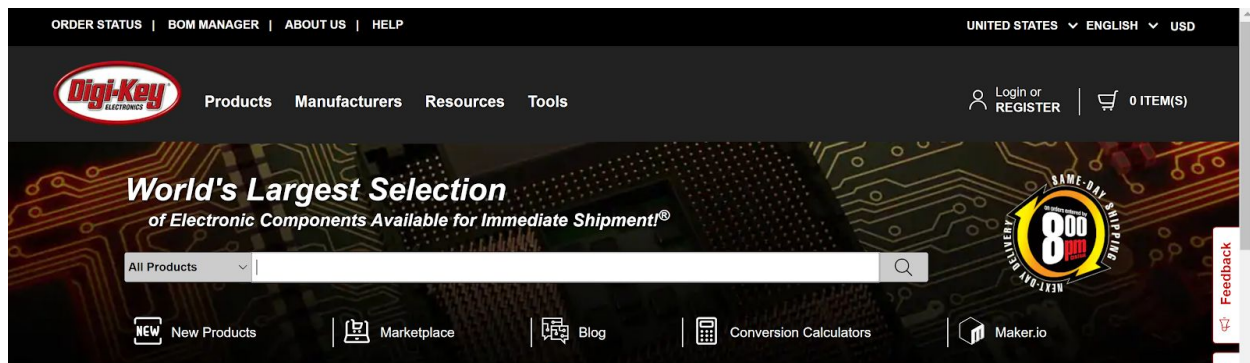
How to Build Your Marketplace Supplier Page

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Welcome to the Digi-Key Marketplace! We are glad to have you with us and look forward to helping you build your Marketplace Supplier Page. We know that one of the keys to success in the online marketplace is having a robust Supplier Page for your customers to find what they need.

For the initial build of your Supplier Page, there are a few steps that you should follow.

First, sign in to your Digi-Key account at <https://www.digikey.com/supplierportal/user>.



Here, you may login to your User page at the upper right side of the screen with your mydigikey account. If you do not have an account, then you can REGISTER a new account at this time.

Once you have logged into your account, simply begin filling out the Automated Supplier Form. This form will allow you to upload images and content for the initial build of your Supplier Page. You may pause in your work and come back at any time. After you submit your content, you can go back and review your submission.

Note: Once your page is built and live on the Marketplace, if you need to update your content or make any changes, please email us for a change form, and we will get it to you so that you may make changes. (Our Automated Page will soon be able to allow you to make updates, but that functionality is not yet live)

The Automated Supplier Page is straightforward and should be no problem to fill out. We do have some tips that could help to make the process easier and to help make your final page more useful.



Company Info

Company Info

Enter text	Enter #999
<small>01/01/02</small>	<small>01/01/02</small>

Header



Note: Header image cannot contain text. Logo will show in front of banner and content.



Note: Header image cannot contain text. Logo will show in front of banner and content.

Image Size

Note: Please use a web-safe format (JPG, GIF, AI, PNG). Please use a vector-based format (SVG, AI, PDF).

Products

Product Name	Product Name	Product Name
<small>01/01/02</small>	<small>01/01/02</small>	<small>01/01/02</small>
Part Description	Part Description	Part Description
<small>01/01/02</small>	<small>01/01/02</small>	<small>01/01/02</small>

Add

Note: This section can highlight Featured Products or Featured Series.

Tools and Support

Tool and Support Name	
<small>01/01/02</small>	
Tool and Support Description	
<small>01/01/02</small>	

Add

Note: This section should highlight some of the benefits of your company or your featured products. Please, no sales.

Featured

Product/Service Name	
<small>01/01/02</small>	
Product/Service Description	
<small>01/01/02</small>	

Add

Note: Main Featured Product or Series

Featured Videos

Video Name
<small>01/01/02</small>
Part #999
<small>01/01/02</small>
Part Description
<small>01/01/02</small>

Add

Note: This section can highlight Featured Products or Featured Series.

About

Enter text
<small>01/01/02</small>

Note: Description of Company. Please no numbers, years, or date that changes often.

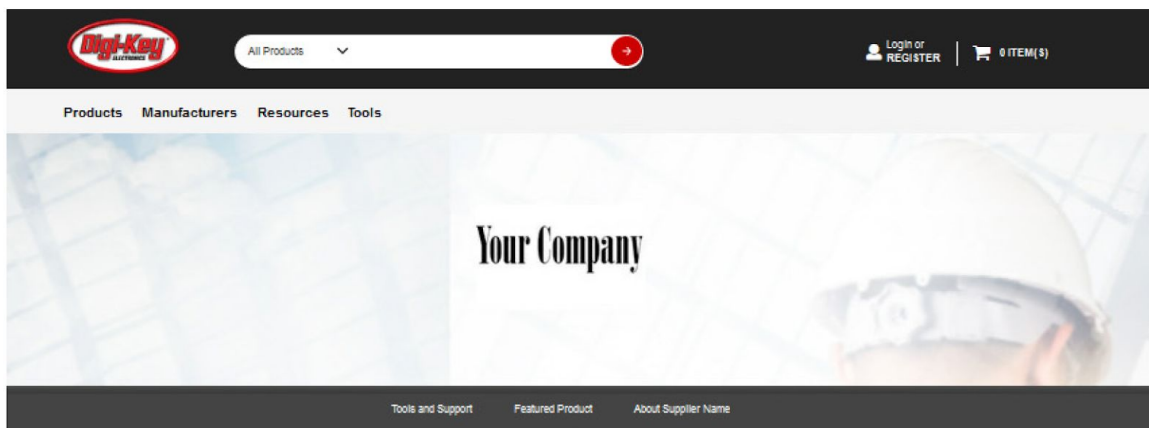
When everything looks good, please [Submit](#) your content.



In the top section, you should fill in your Company Name as you want it to appear on your Supplier Page. Use the four-digit Account number provided to you in your Welcome email.

The screenshot shows the Digi-Key Supplier Form interface. At the top, there is a Digi-Key logo and a navigation bar with the text "Digi-Key | Supplier Form | matthew.atteberry@digikey.com | Unsubmitted". Below this is a "Company Info" section with two input fields: "Enter Text" (with a 0/100 character count) and "Enter ###" (with a 0/4 character count). Below the "Company Info" section is a "Header" section. The header section contains a large black banner with the text "1900 x 300" in white. Below the banner is a note: "Note: Banner image cannot contain text. Logo will show in front of banner and centered." Below the note is a smaller black banner with the text "800 x 300" in white.

The Header needs to be submitted twice to be available for both traditional and mobile devices. Please note that the Banner should have no text or logos attached to it. In the next section, you will need to submit your logo as a separate image. An SVG or PDF version of your logo will allow Digi-Key to use it in various marketing programs in the future. Below is an illustration of the logo and banner. The logo will appear centered in front of the banner.



Also important to note that the banner is a fixed size and will repeat instead of adapt as the screen size changes.

The next section will allow you to highlight your most popular products. Please submit them as JPG files, sized at 600x370 pixels. Enter a product name and a short description. You are allowed 125 characters for your product description. You can also use this section to highlight the Product Series if you choose. We can add a Learn More button to link to your Series in search if you prefer.

Digi-Key | Supplier Form | matthew.ateberry@digikey.com | Unsubmitted [Submit](#) [Sample Pages](#)

Products

600 x 370

Product Name 0/100

Part Description 0/125

600 x 370

Product Name 0/100

Part Description 0/125

600 x 370

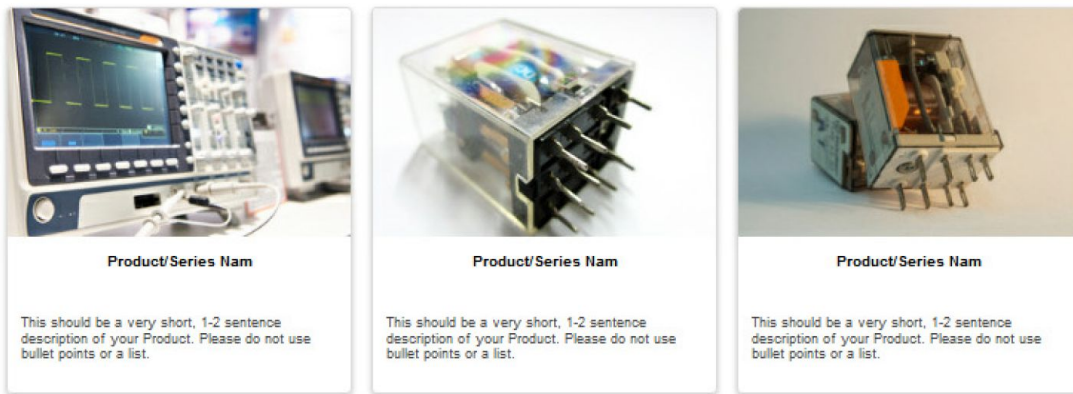
Product Name 0/100

Part Description 0/125

[Add](#)

Note: This section can highlight Featured Products or Featured Series.


Below is an example of a finished section.



The Tools and Support section will give you a place to highlight what your company and your products are known for, or what they do well. Please submit your images as jpg files, 600x370 pixels. Avoid images with writing that will be difficult to see and read. You are allowed 185 characters in your description.


Below is an example of what a finished section.

Tools and Support



Technology

This should be a very short, 1-2 sentence description of something that your company does that makes it special or unique. If you want to highlight a product or service here, you may.



Circuit Boards

This should be a very short, 1-2 sentence description of something that your company does that makes it special or unique. If you want to highlight a product or service here, you may.

Use the Featured section to highlight your flagship Product or Product Series. Again, we can add a Learn More button to link to your products in Search. Please submit your image as a jpg file. It should be 600x370 pixels in size. Enter a Product/Series Name and Description. You are allowed 220 characters in your description.

Featured

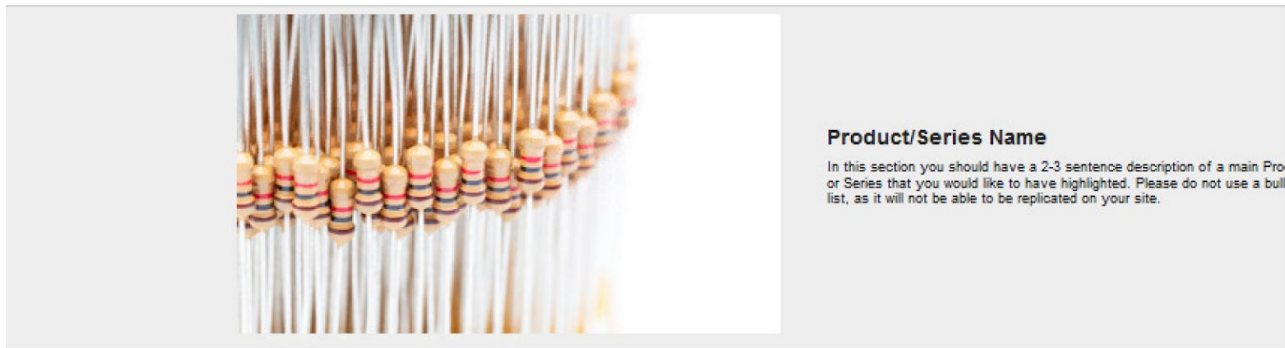
Product/Series Name	6/105 ch
Product/Series Description	6/228 ch

600 x 370

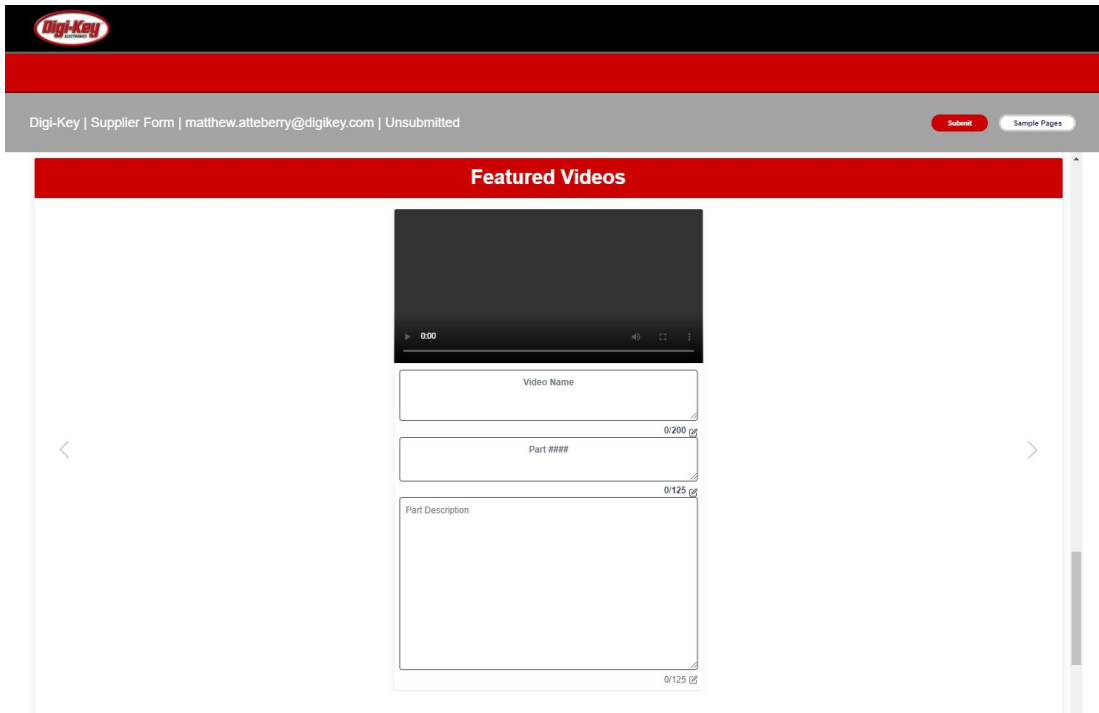
Add

Note: Main Featured Product or Series

Below is an example of the finished section.




The Final Section is the Video Section. Here you can submit videos that highlight your Products or Product Series. After submitting your videos, please allow a few weeks for our team to review and process them before they go live on your page.



The screenshot shows a web form titled "Featured Videos" with a red header. Below the header is a video player showing a black screen with a "0:00" timer. Underneath the video player are three input fields: "Video Name" (0/200), "Part ###" (0/125), and "Part Description" (0/125). The form is part of a larger page with a grey header containing the Digi-Key logo and navigation links like "Submit" and "Sample Pages".

At the bottom of the page is the About section. Here you should enter a description of your company. Please don't simply copy and paste from your company page. Search algorithms will be much more effective if the description of your Marketplace page is unique. You are allowed 600 characters in this section.



The screenshot shows a web form titled "About" with a red header. Below the header is a large text area for entering a company description. At the bottom right of the text area, it says "0/600". Below the text area is a small note: "Note: Description of Company. Please no numbers, years, or data that changes often."

Once you have submitted your Supplier Page, please allow a few days for us to process your content and make sure that it meets all our guidelines. Once we have approved your submission, it will go live and you will receive an email from us with a link for you to consider it. If there is an issue, we will send you an email with a request for changes. Once you make any needed changes, just resubmit, and we will process it as quickly as we can.