

This guide iterates the steps necessary to complete the XML documentation, so you may quickly move toward testing and integration.

1. Document Review

Before you begin, please read the entire document and appendix, and review with your appropriate company contacts. If any of the below steps are skipped, then the EC Support team cannot complete the XML ECID Setup. Thank you for your cooperation.

2. XML Customer Requirements & Profile Form

The XML Customer Requirements & Profile Form is a document that provides the EC Support team with information about your account and contacts. It also serves as a self-qualifier, outlining the requirements for integration via XML.

3. Appendix 'A'

Appendix 'A' outlines the specifics of the profile conversion.

- Fill in the Trading Partner Section, including Account number
- Fill in the required **SIX-DIGIT XMLUSER ID NUMBER** (see instructions below on setting up this ID)
- The Appendix must be signed by an officer of the company.

4. Send to EC Support

Send all pages of the XML documentation to: ecsupport@techdata.com.

The EC Support team will review this documentation and contact you with the necessary setup information for testing and production.

Setting up the XMLUSER ID:

1. Logon to www.shop.techdata.com. Once on the main homepage, hover over '**ACCOUNT**' and select **Account Maintenance (EC Admin)** (<https://shop.techdata.com/AccountAdmin/ECAdminHelp/>) sub-menu. Select the '**LINK TO EC ADMIN NOW**' button and then select the '**Log In**' button. You will need an EC Admin ECID and password credentials to move forward with creating new user profiles.
2. Once in the EC Admin tool, select '**Create user**'.
3. Designate a Name: Please use the following: First Name: **XMLUSER** Last Name: **XMLUSER** and then type an applicable phone number and email address.
 - a. Note: If you already have an EC profile with the First & Last Name as XMLUSER you will have to make the new profile name slightly unique. Example: '**XMLUSER2**'
 - b. *Please do not select any 'Permissions' for the new profile. The EC Support team will add the XML permission to this profile*
4. Select the **Save** button. Once you have done this, an email will be sent to the email address on the new EC profile. From there they will be able to setup the password.



All fields on this document are required information. Please complete this form thoroughly to assist the EC Support team with expediting your request. Please print clearly or type.

Partner Information

Account Number: _____ Date: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Business Contact Name: _____ Phone: _____

Title: _____ Email: _____

Technical Contact Name: _____ Phone: _____

Title: _____ Email: _____

XML User Authorization Information (Required)

To communicate with Tech Data’s XML service, each of your XML messages will contain an ID and Password as a credential. We required you create a separate ID – named XMLUSER – specifically for XML usage.

DO NOT SUBMIT an existing ECID number you are using to access Tech Data’s website or other eBusiness tools. Your MASTER USER or one of your ADMINISTRATOR USERS can create new ECID’s for your account through the EC Admin tool on www.shop.techdata.com. If you need assistance, please contact EC Support at 800-222-7926.

The following Tech Data Electronic Commerce ID (*numeric value*) has been created for access to XML.

XMLUSER ID Number: _____
Numeric Value Only

Signature: _____