



mynexmart & online Market

User-Manual
for manufacturers



mynexmart



online Market



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mynexmart

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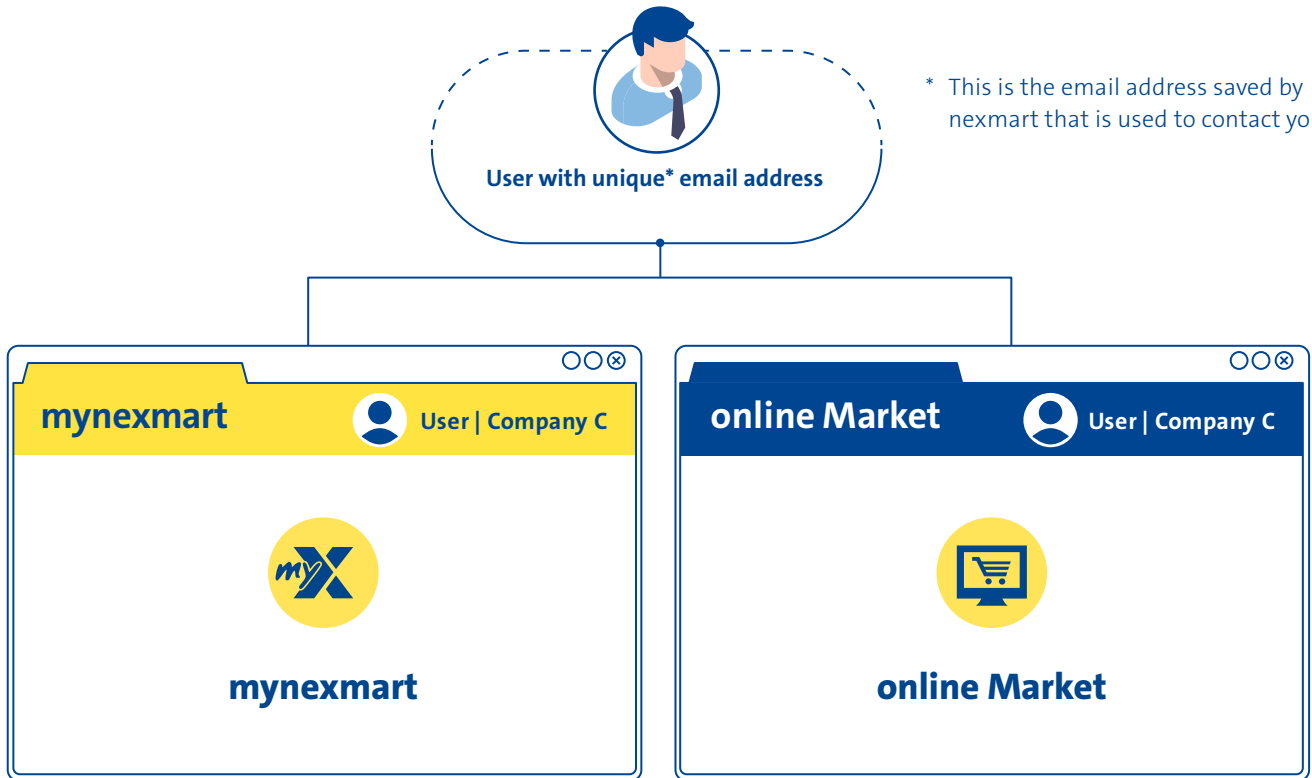


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The most important features at a glance



The most important features at a glance:

- Select companies easily and swap them quickly during login and on the platform (for example, for use on behalf of a subsidiary)
- Users can edit their own profiles (language settings, contact data, etc.)
- As the administrator: Manage users (create and delete users, or define rights, etc.)
- Manage addresses quickly: users can change their own (primary) address
- Manage partners and goods recipients: Overview of retailers and manufacturers, add partners, manage goods recipients
- Overview and management of nexmart solutions
- EDI Center: messages and order overview

The most important features at a glance:

- Quick access via favourite lists
- Catalogue selection via drop-down and search functions
- More effective search function with continuously improved search logic
- Search within catalogues, categories, subcategories and products
- Real-time validation of delivery quantity during the ordering process (for manufacturers that support it)
- Quick entry and integrated search within the cart
- Convenient customization within the cart
- Improved order check before order completion
- Order completion with confirmation dialogue



One central login for all nexmart solutions

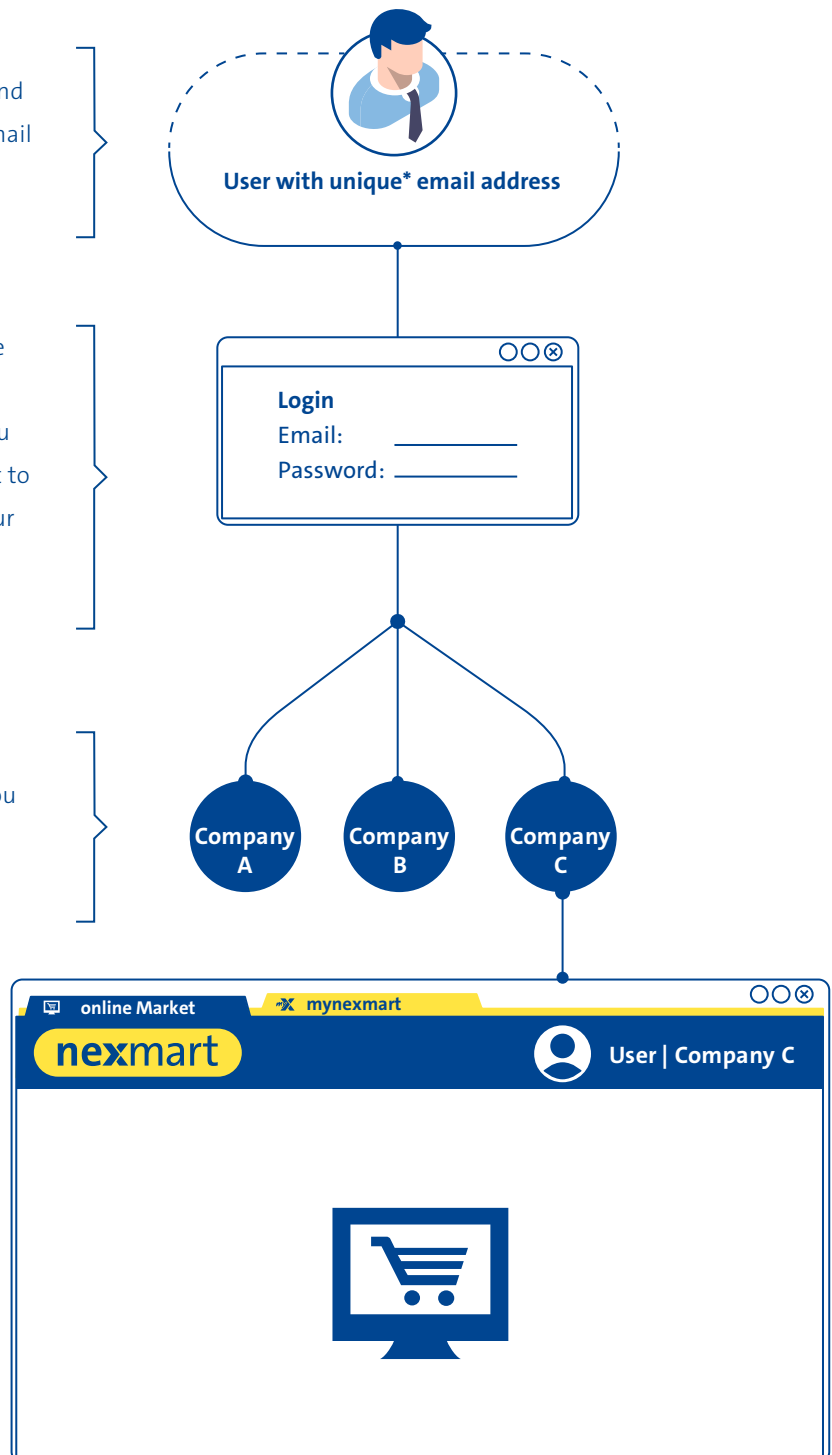
We have introduced a new registration process for mynexmart and the new online Market. It will allow you to log in to all nexmart solutions in the future.

Your email address is saved by nexmart and linked to your user account. This is the email address we use to contact you.

This email address and your password are all that is needed to log in to all nexmart solutions. If you forget your password, you can simply request that a new one is sent to your email address. Easier for you and your administrators.

Does your company have multiple subsidiaries? In the new online Market you can easily choose from the company groups that have been set up for you.

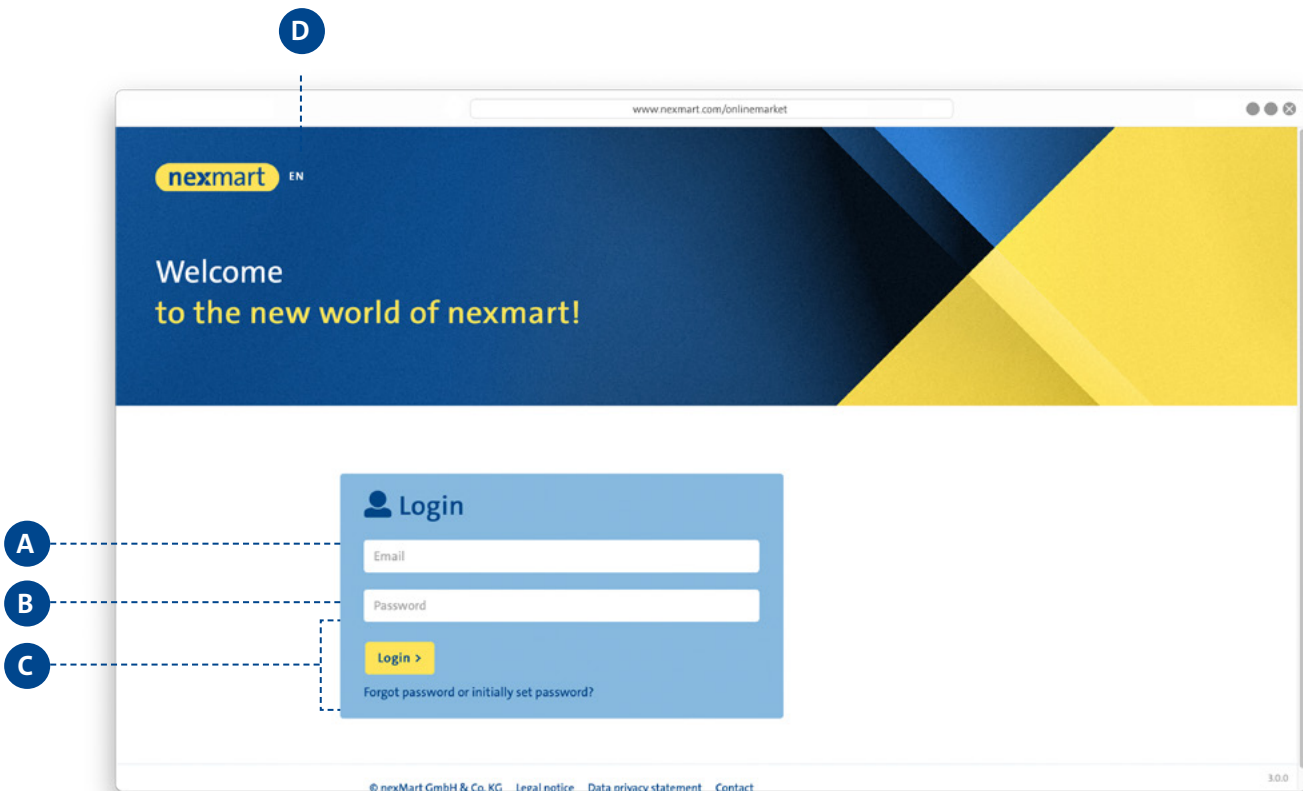
The new online Market is now available to you. Benefit from a better overview, greater efficiency and increased performance – browser-based and directly connected to mynexmart.





The new Login

If you are logging in for the first time, please go to www.nexmart.com/onlinemarket for the online Market and www.nexmart.com/mynexmart for mynexmart. Click “Forgot password” **C** and have a new password sent to the email address we have on file. You only have to do this once.



Login:

Log in via email **A** and password **B**. Note that when you log in for the first time, you must request a new password using the [Forgot password] **C** button. You will then receive a login link via email.

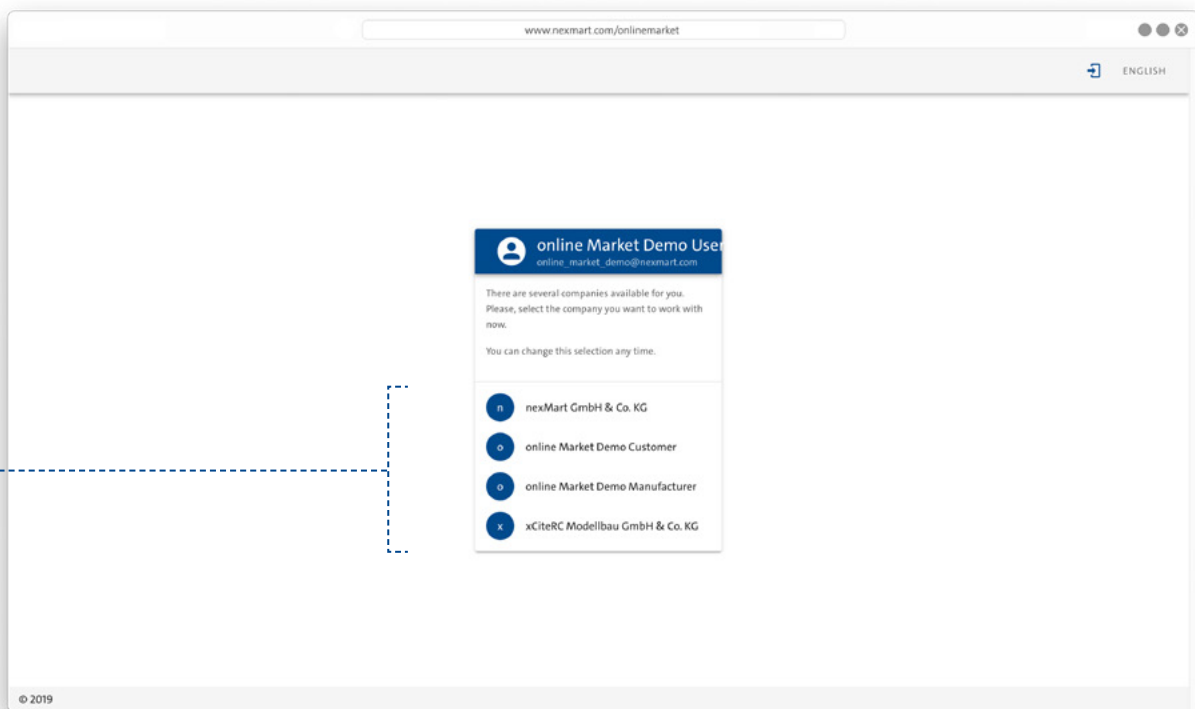
⚠ If you have forgotten your password, you will receive a new one via email by clicking [Forgot password]. It is not necessary to contact the administrator for this.

Change your language settings here **D**. It is possible to change the settings later at any time in the profile settings.



Working with various customer profiles

After logging in, you can choose from the different profiles that are linked to your user account. In this way you can, for example, act on behalf of a subsidiary. Settings, order histories, favourites and quick access to individual profiles are retained and can therefore be perfectly tailored to your needs.



Customer profiles:

Choose your customer profile **A**. You can switch between customer profiles later without having to log out completely.



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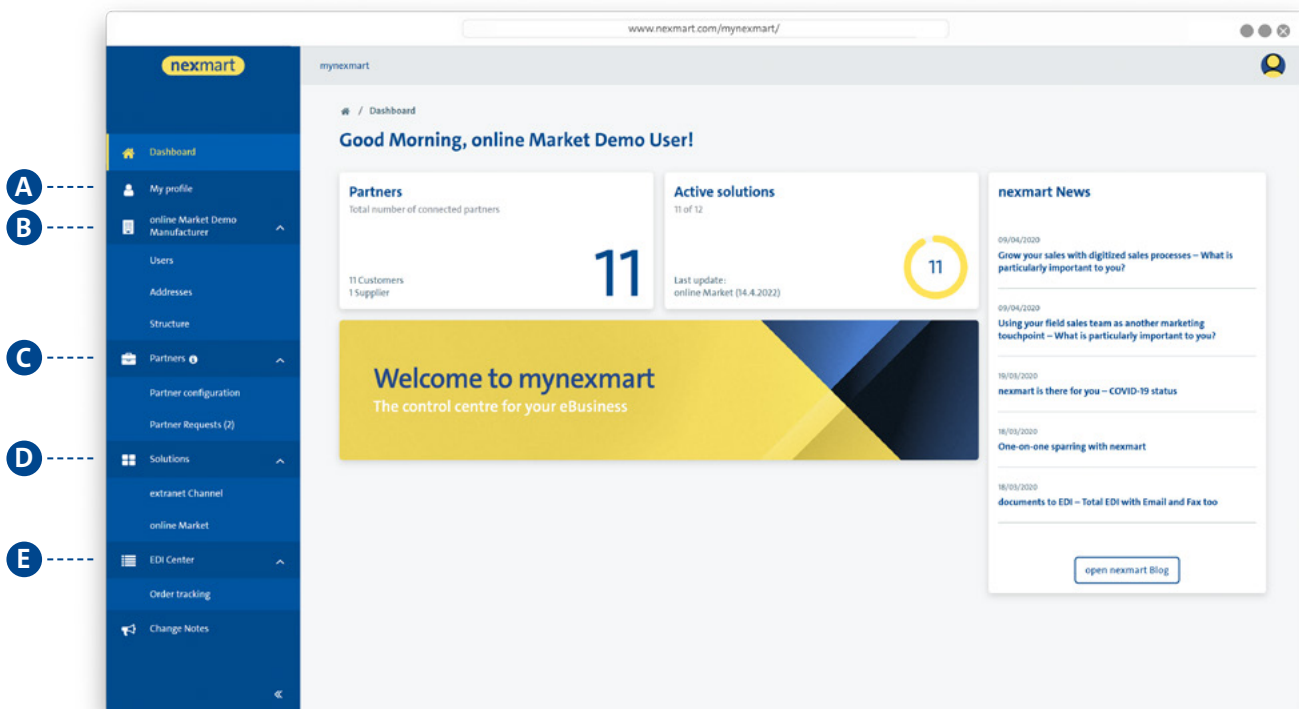
Dashboard: The mynexmart homepage

You can find the new mynexmart control centre at: www.nexmart.com/mynexmart.

You will see the dashboard once you log in. From here you can navigate to all areas of the mynexmart platform and obtain an overview of active partners, customers, and manufacturers as well as the nexmart solutions that have been made available to you.

Using the navigation bar on the left, you navigate to the area you want to edit by clicking in it.

Dashboard



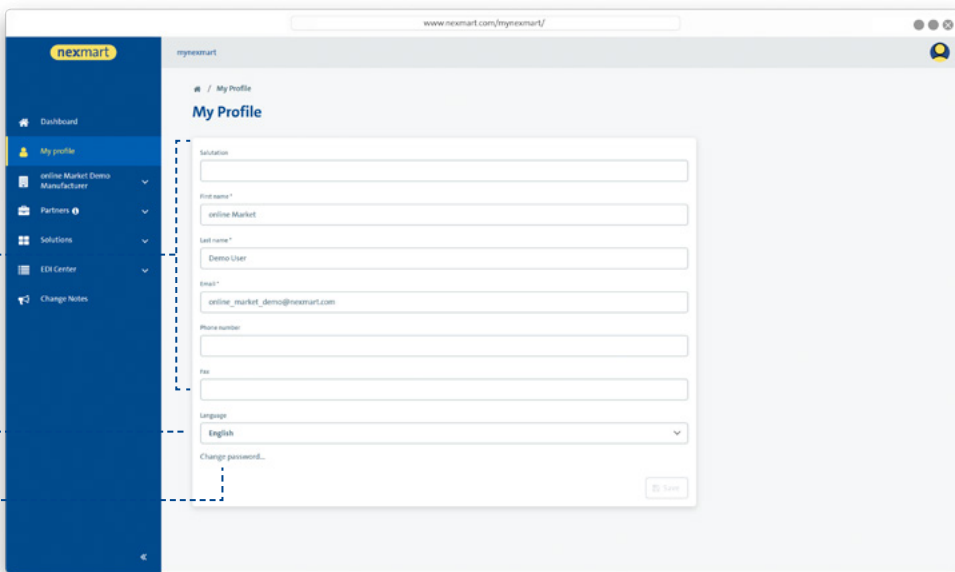
Navigation bar:

- A** Edit user profile
- B** Company-specific management
 - View users [users and admins] (as user)
 - Manage users (as administrator)
 - View and manage addresses
- C** Partner
 - View retailers and manufacturers
 - Add, block, and manage partners
- D** Solutions
 - Overview of the active nexmart solutions
 - Overview of the catalogues made available by nexmart
- E** EDI Center
 - View of all received orders
 - View of all EDI messages from nexmart



Editing user and company information

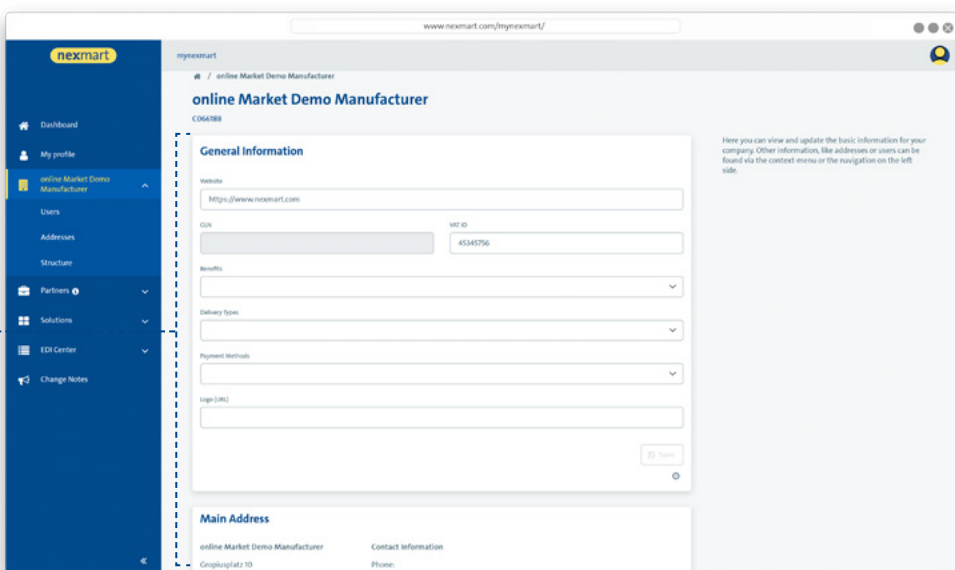
Choose the “My Profile” menu item to edit your user profile.



User profile:

- A Change your contact data
- B Change your language settings (cross-platform for mynexmart and the new online Market)
- C Change your password

Choose the menu item with the name of your user account to edit the basic information about your company.



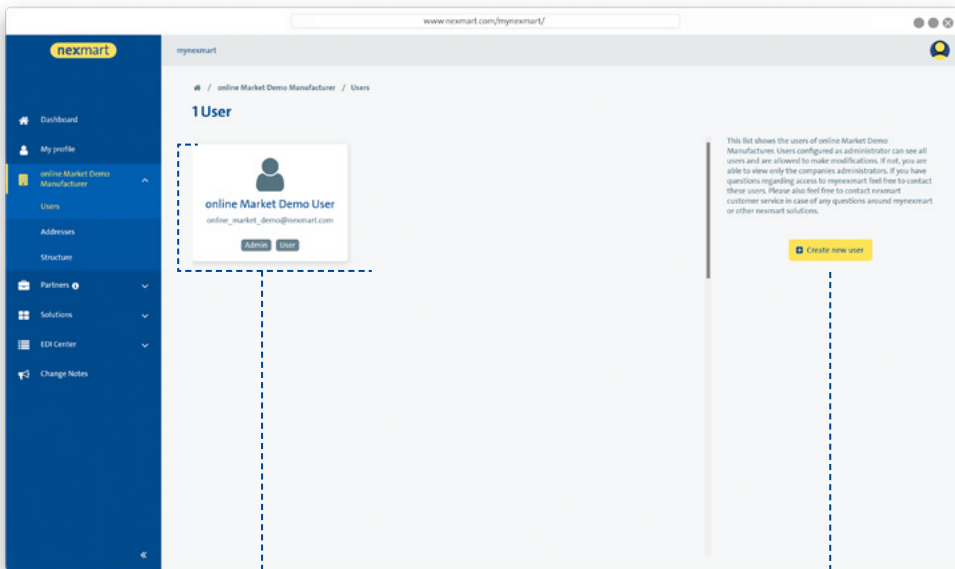
Company information:

- D View and update your company's basic information here.



Viewing and managing users

Choose the “My Profile” menu item to edit your user profile.



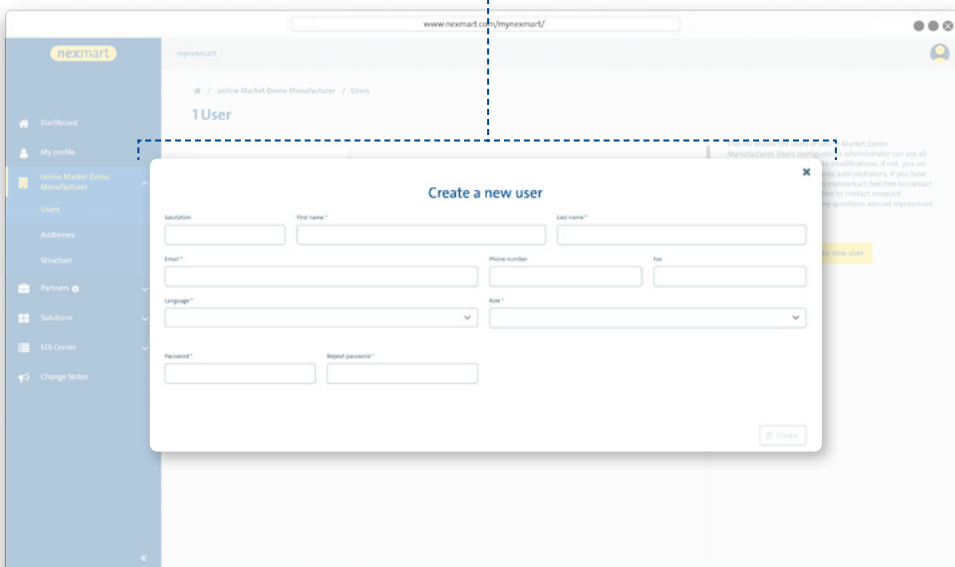
A User list:

B As a user:

View all active users and administrators in the overview. Click the user to see more information.

As the administrator: Manage and delete users and assign user rights (administrator rights) by clicking the user.

C If a user needs a new password, an administrator can assign it here.



Window

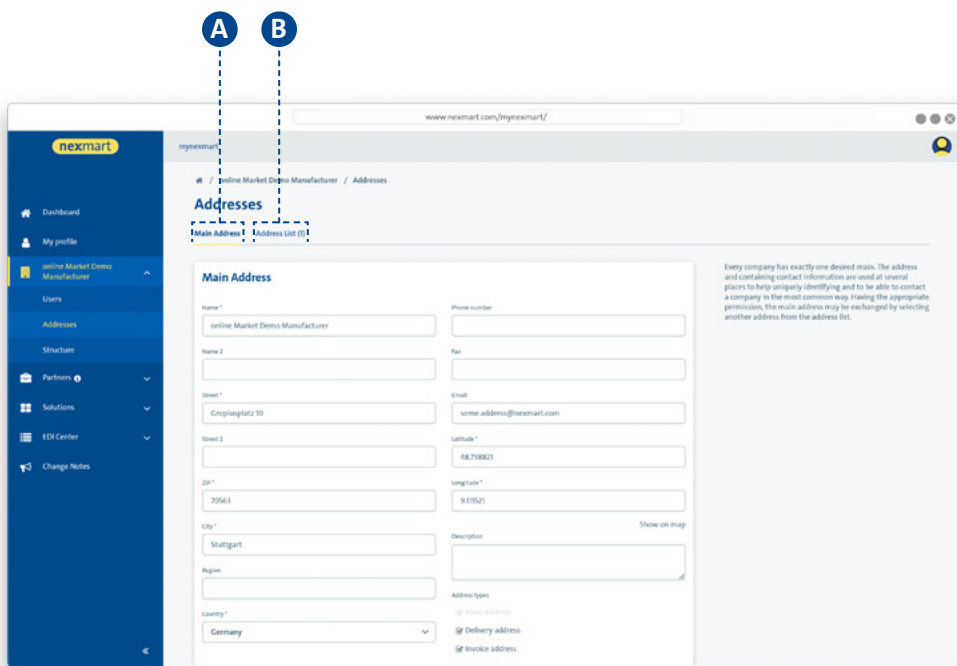
Create a new user:

C Create a new user and define the user's role and associated rights.

To delete a user, remove all of the rights assigned to the user.

View and manage addresses and partners

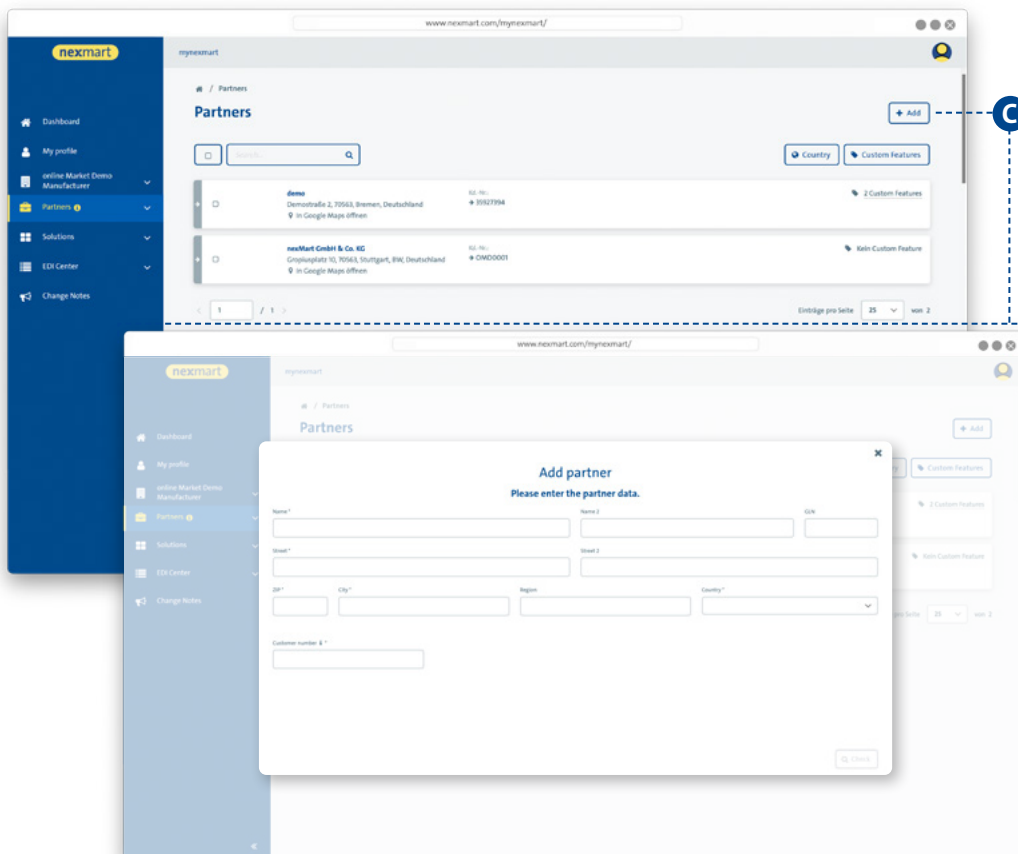
Choose the “Addresses” submenu to manage your addresses.



Address management:

- A** Change your company's primary address
- B** Create additional addresses (for example, delivery addresses)

Choose the “Partner” menu to manage your partners.



Partner overview:

All partners listed here can also purchase items on your online Market.

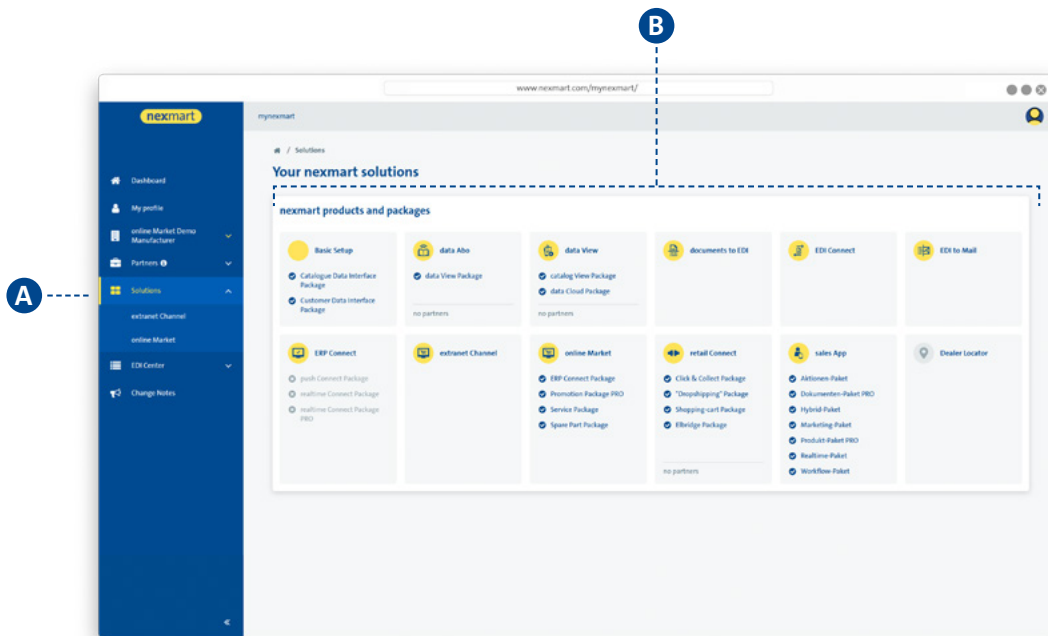
- C** Add new partners via a dialogue window.

Adding a new partner is done manually or via an intelligent similarity analysis and available geodata of all partners in the nexmart partner network.



Overview of all nexmart solutions and their status

Choose the “Solutions” menu item to obtain an overview of all nexmart solutions that have been made available to you.



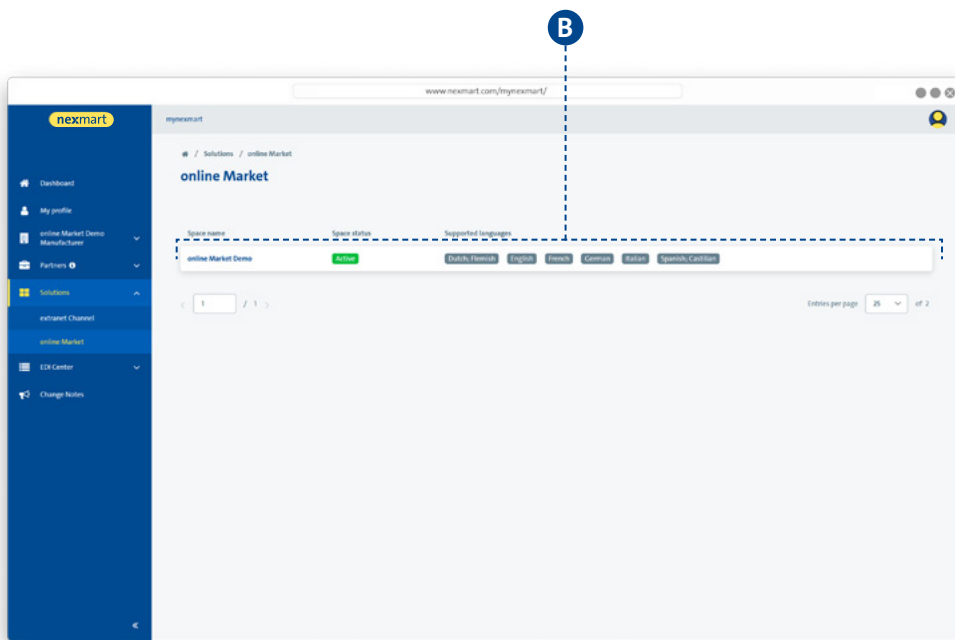
A Overview of all nexmart solutions:

B View all available nexmart solutions. The solutions that have been made available to you are emphasized.

Overview of spaces and configuration options

Every online Market presence with an individual catalogue is configured via a space. If you need a new space, nexmart Support will create one for you. The necessary product catalogue is saved to the space at this time.

The “online Market” submenu (found under the „Solutions“ menu item) allows you to further configure your spaces.



A Configure the online Market:

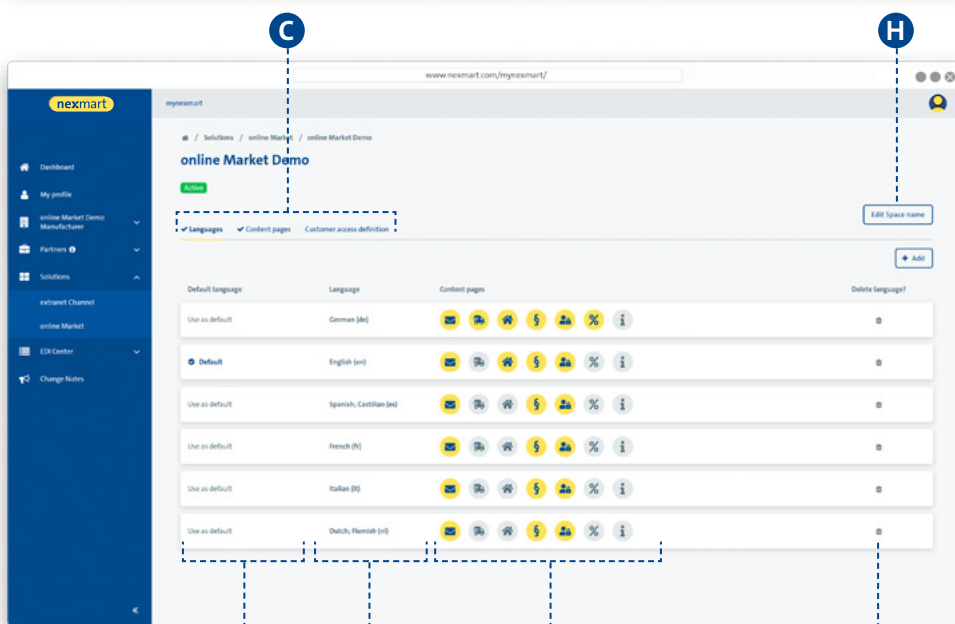
Here you can obtain an overview of your spaces and their status.

Click on a space **B** to customize and configure it (see below).

Configuring a space:

Within the space, navigate between **C** “Languages”, “Content pages”, and “Content access definitions” to make the settings.

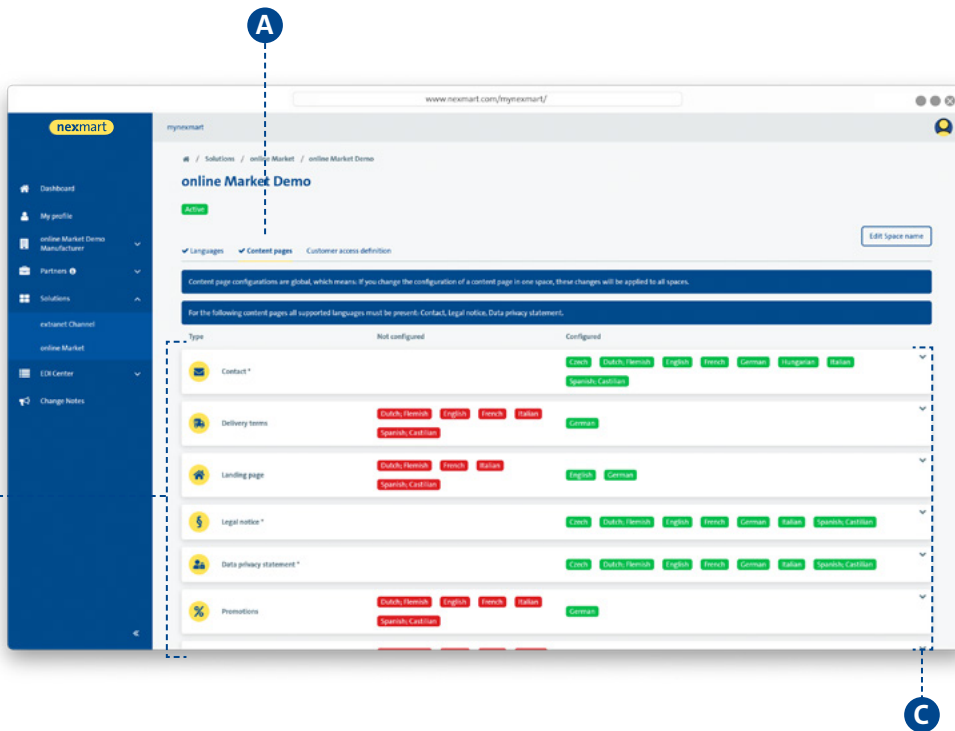
A customer access definition defines retailers who are allowed to make purchases in this space.



Languages:

- D** Define the standard language for your space.
- E** Created languages
- F** An overview of all filled in content pages (content that is not filled out or available is greyed out).
- G** Delete a language
- H** Change the space name

Overview of spaces and configuration options

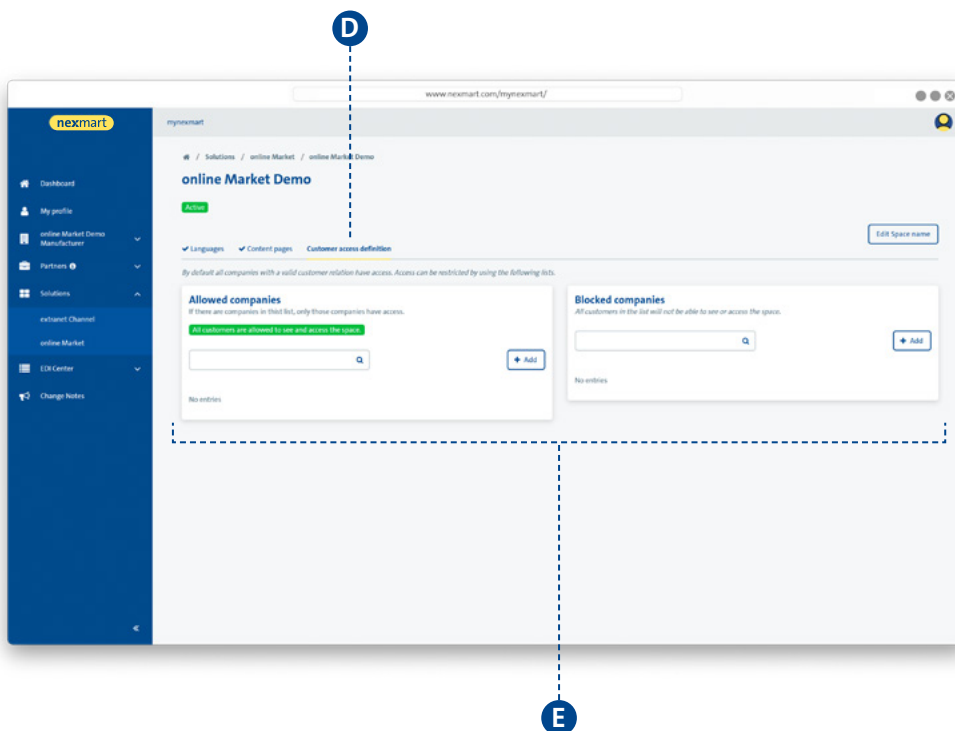


A Configuring content pages:

B Create and design individual content pages (mandatory fields are marked with an asterisk here).

Open the field **C** to be edited by clicking on the field. Changes can now be made according to the specifications.

The next page will explain in detail what you can do here.



D Managing customer access definitions:

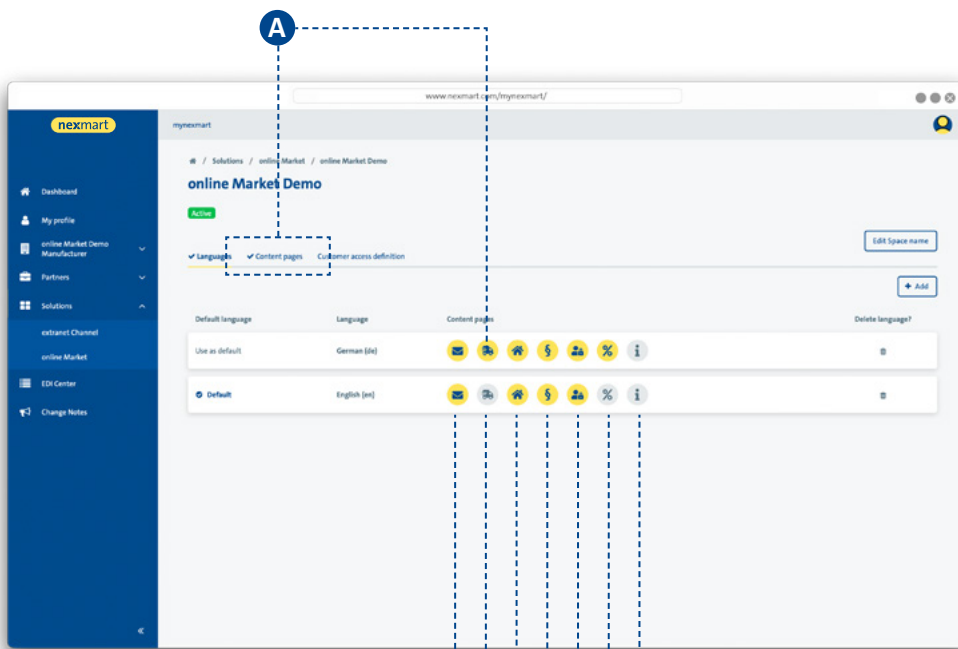
E Define here which retailers may make purchases in this space and which may not.

Customizing dynamic content

Each space offers the possibility to create additional content pages in addition to the product information. These pages can be used to publish additional information in this space. In order to activate a space, the following content pages must be filled in: “Contact”, “Legal Notice” and “Privacy Policy”.

In the overview you can see which content pages are filled in (yellow) and which you can still fill in (grey).

You can fill in the individual content pages with free text. Alternatively, you can add a link to a website there (for example, your company website). This ensures that information in your space and the linked website will remain synchronized.



A Content:

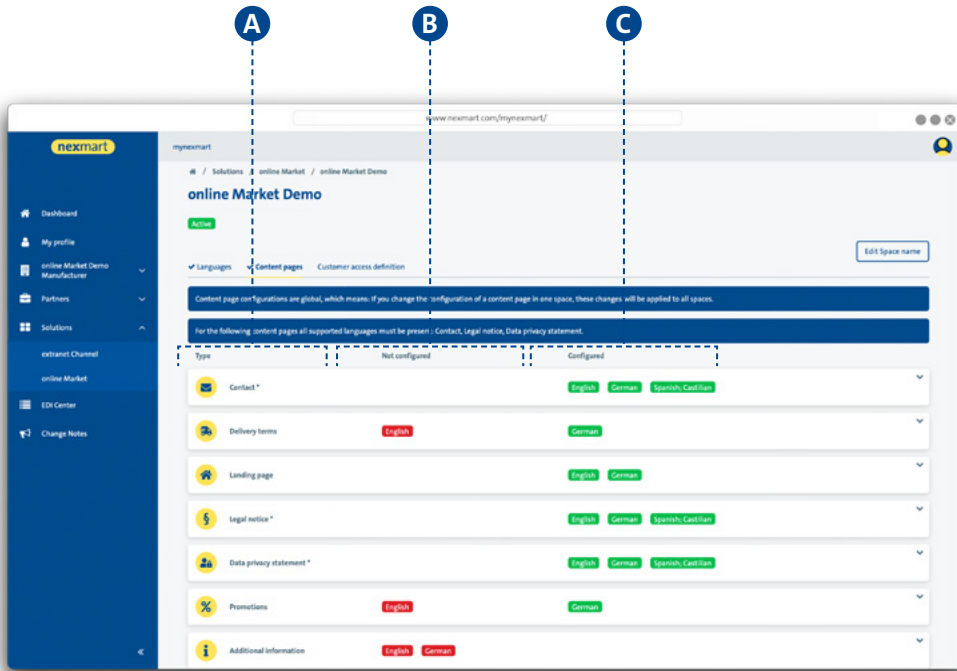
By clicking on the “Content pages” tab, you can edit this space’s page.

Alternatively, click the corresponding icon to edit the respective content page.

Content pages marked with an (*) must be filled in to activate a space.

- 1 Contact*
- 2 Delivery conditions
- 3 Homepage
- 4 Legal notice*
- 5 Data privacy statement*
- 6 Promotions
- 7 Additional information

Customizing dynamic content



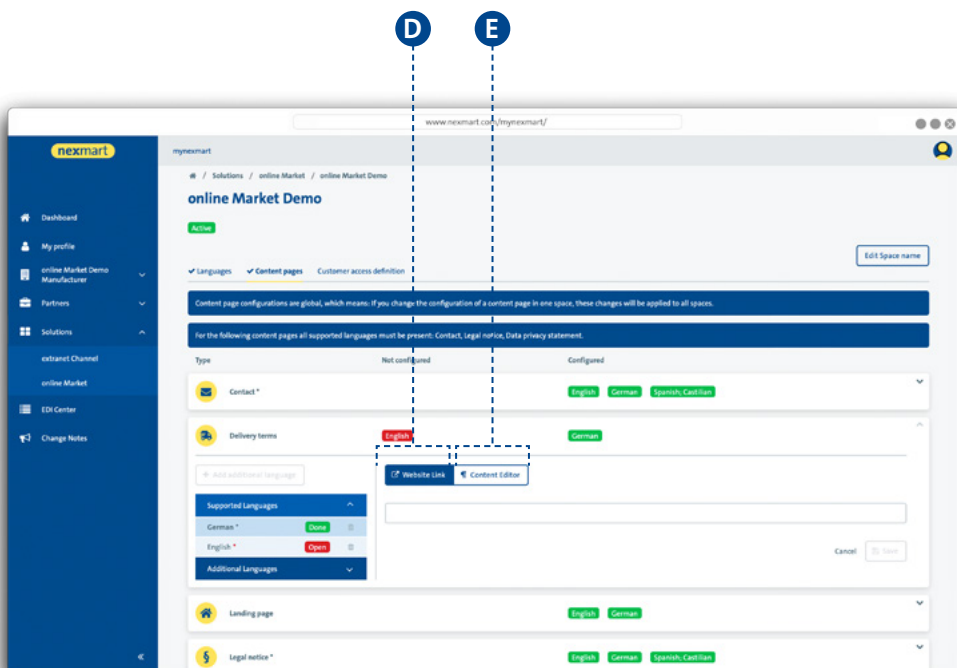
Configuring content:

A Configure the individual content pages for your space.

You can create content pages for various languages.

B shows which languages have not yet been created. **C** shows which languages are already available.

Content pages marked with an (*) must be filled in to activate a space.



Configuring the content types:

Use the Content Editor **E** to add content manually or add a website link **D** to keep the content synchronized with this source.

Note that the system in the view can access only the available languages. Content elements that have not been created in all of the different languages are displayed only in the maintained languages.



EDI Center – orders and messages

The “EDI Center” menu item gives you an overview of all orders and messages.

A

Date	Type	Order number	Solution	Partner	Positions	Amount (w/o tax)	Status
01/04/2022 11:53:22 AM	Order	Senden --- mynext: 60000083 Receiver ---	extranet Channel	online Market Demo Customer (E01774) DE Germany	3	395.98 EUR	Details
01/05/2022 04:53:54 PM	Order	Senden --- mynext: 60000082 Receiver ---	extranet Channel	online Market Demo Customer (E01774) DE Germany	1		Details
01/04/2022 12:27:06 AM	Order	Senden: PlacChOrderNo-100 mynext: 60000088 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	2		Details
02/28/2022 03:58:08 PM	Order	Senden --- mynext: 60000087 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	1		Details
02/28/2022 03:08:03 PM	Order	Senden: OXDCR000999 mynext: 60000086 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	3		Details
02/27/2022 03:50:49 PM	Order	Senden --- mynext: 60000085 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	2		Details
02/25/2022 10:46:53 AM	Order	Senden: 999888999 mynext: 60000084 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	3		Details
02/08/2022 12:09:32 PM	Order	Senden --- mynext: 60000089 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	1		Details
01/06/2022 07:38:35 AM	Order	Senden number mynext: 60000087 Receiver ---	online Market	online Market Demo Customer (E01774) DE Germany	3		Details
02/19/2022	Order	Senden ---	online Market	online Market Demo Customer (E01774) DE Germany	1		Details

Overview of all orders and messages:

A Overview of placed orders and their status. In addition, you will find all other messages received via the nexmart EDI Center here.

⚠️ A user's order history from the online Market brings the user to the EDI Center for the mynexmart control center.

B

Order 60000083
Order online Market | 10/19/2021, 11:13:08 AM

Pos.	Name	PID	CTN	Quantity	Unit	Single Price	Sum
1	Maximprodukt_Produkt mit allen Attributen.deutsch	maximut	404999993004	2	PAKS	---	---
2	Produkt mit eMarket-Featuresystemen_Nicht im PriceCache.deutsch	legacy	4049999930257	1	Piece	3.60 EUR	3.60 EUR
3	Neuartikel.deutsch	new	4049999930226	1	Piece	30.21 EUR	30.21 EUR

Total: 13.71 EUR

Detail view of each message:

B To view all of the message's details, click [Details].



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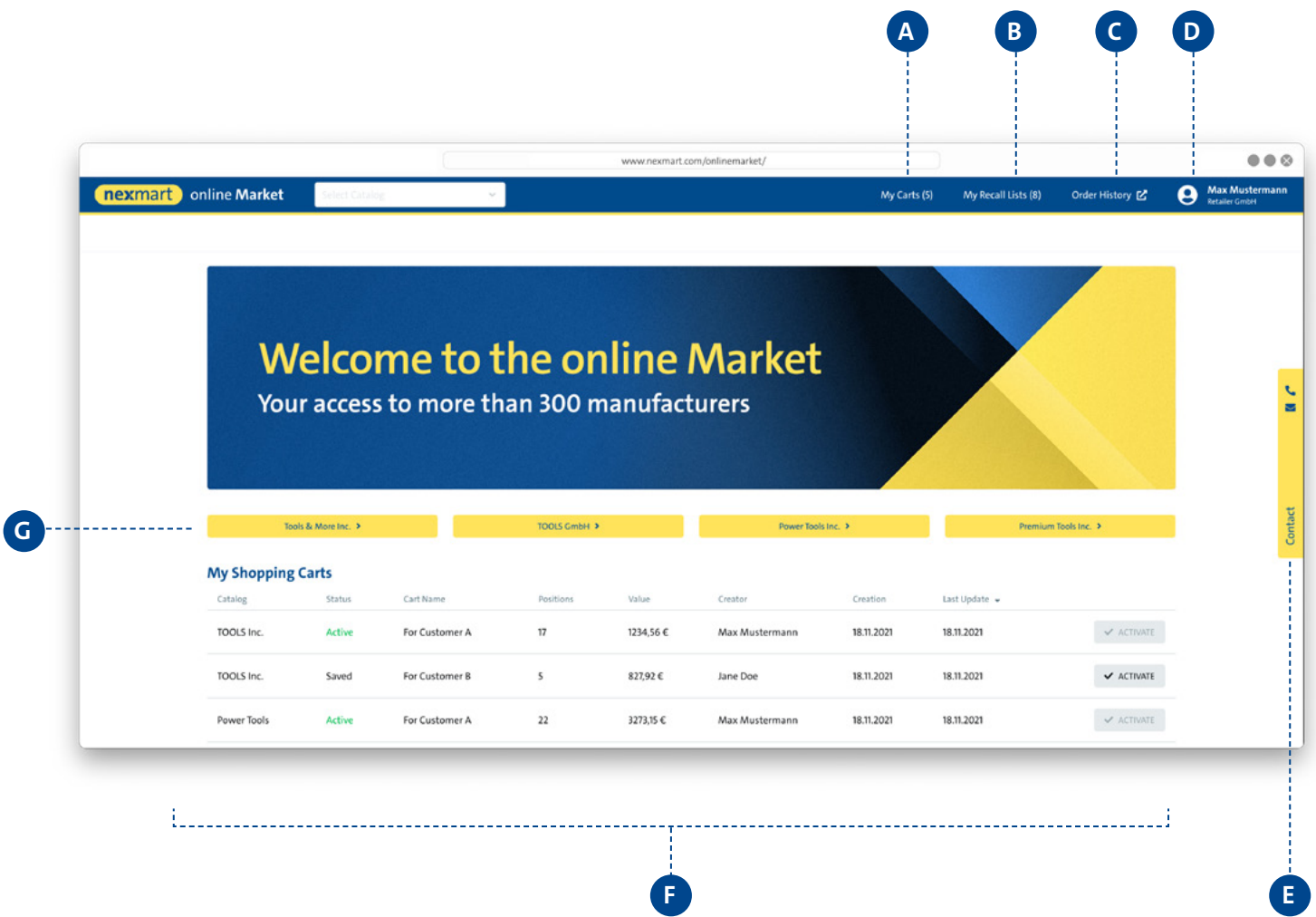


Dashboard: online Market homepage

The new online Market is found at: www.nexmart.com/onlinemarket

You will see the dashboard once you log in.

From here you can navigate to all areas of the online Market.



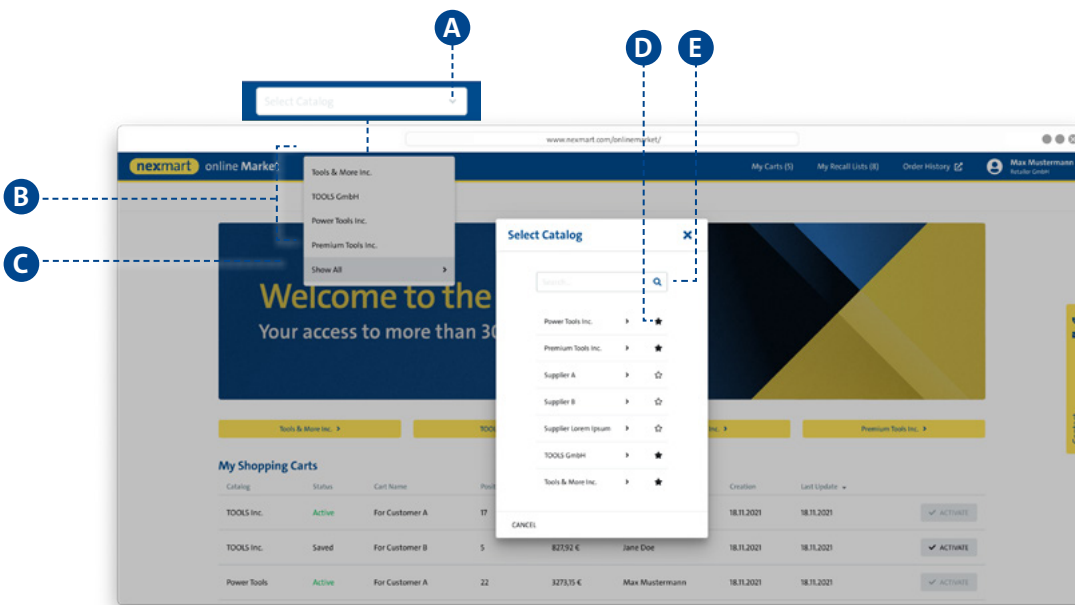
Your dashboard:

- A Shopping basket
- B Recall lists
- C Order history (linked to mynexmart in a separate browser window)
- D User profile / settings / language
- E Contact data
- F Order overview
- G Quick selection of catalogues



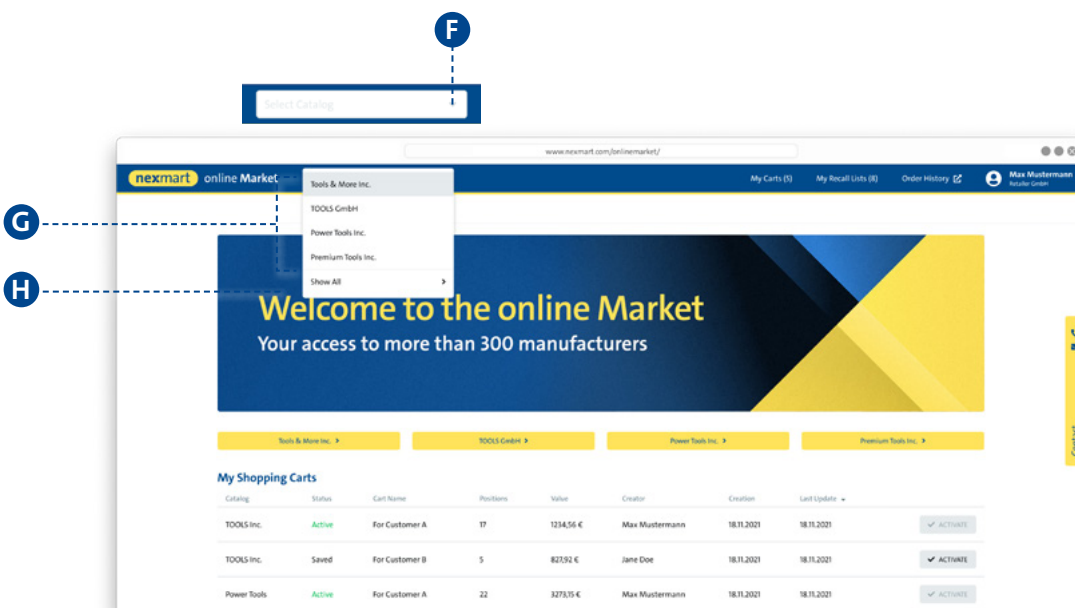
Catalogue search and selection

Selecting a catalogue if you have not yet created catalogue favourites



- A** Select a catalogue from the drop-down menu:
- B** Catalogues that have already been added to the favourites lists are shown here.
- C** Click [Show All] to access the catalogue search.
- D** By clicking the star icon you can define frequently used catalogues as favourites and also remove them again. From that point on, the favourites are displayed first (see figure below).
- E** Use the search dialogue for a free text search.

Selecting a catalogue if you have not yet created catalogue favourites

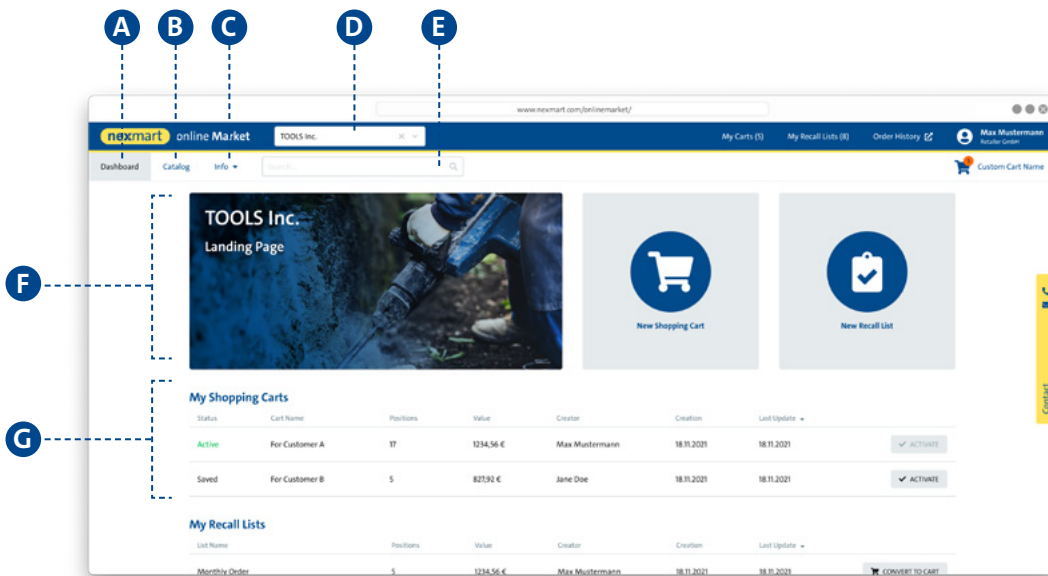


- F** Select a catalogue from the drop-down menu (with selected favourites): Initially ONLY the favourites are displayed **G**.
- H** To display all available catalogues, click [Show All]. You will now be taken to the complete overview (see figure above).



Overview, searching and navigating within the catalogue

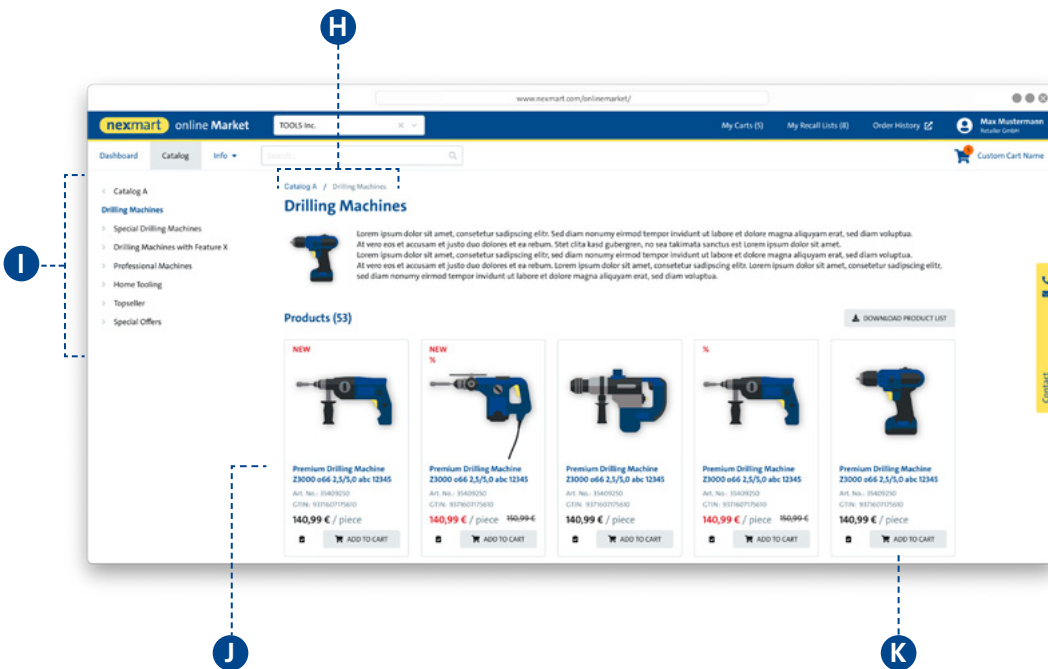
Homepage of the selected catalogue and search function within the catalogue



Selected catalogue:

- A Shows the homepage of the selected catalogue
- B Opens the catalogue with its categories in the classic tree structure (see figure below)
- C Shows the information saved in the catalogue
- D Shows the currently selected catalogue; switching catalogues is possible via the drop-down menu
- E Product search via the catalogue, the categories and sub-categories, as well as products
- F Catalogue description
- G Shows the current user's cart

Navigation within the catalogue

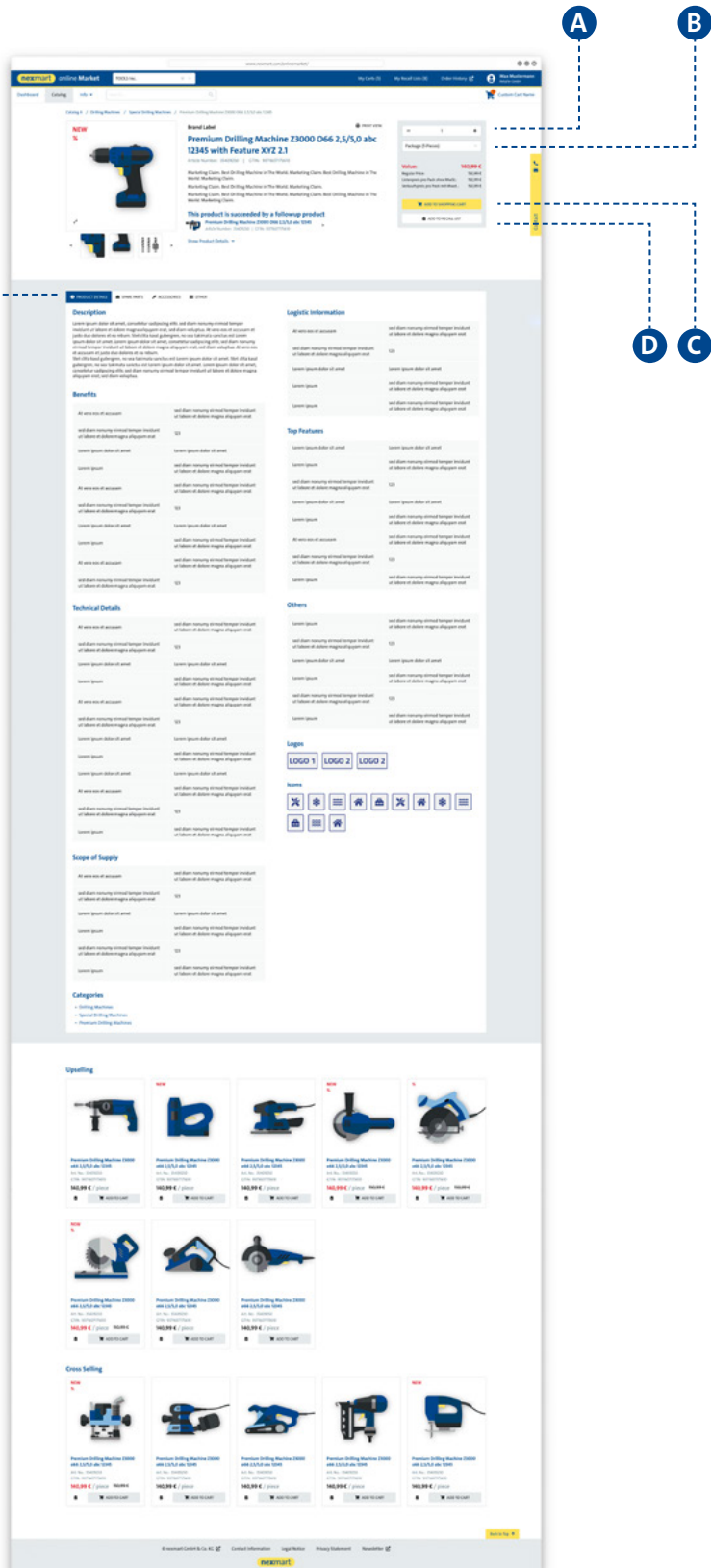


Navigation within the catalogue B:

- H Current item within the catalogue (by catalogue, categories, sub-categories and products)
- I Navigation within the classic tree structure by catalogue, categories, sub-categories and products
- J Click the product name to see the product details
- K Add to cart or recall list



Product details and adding to cart

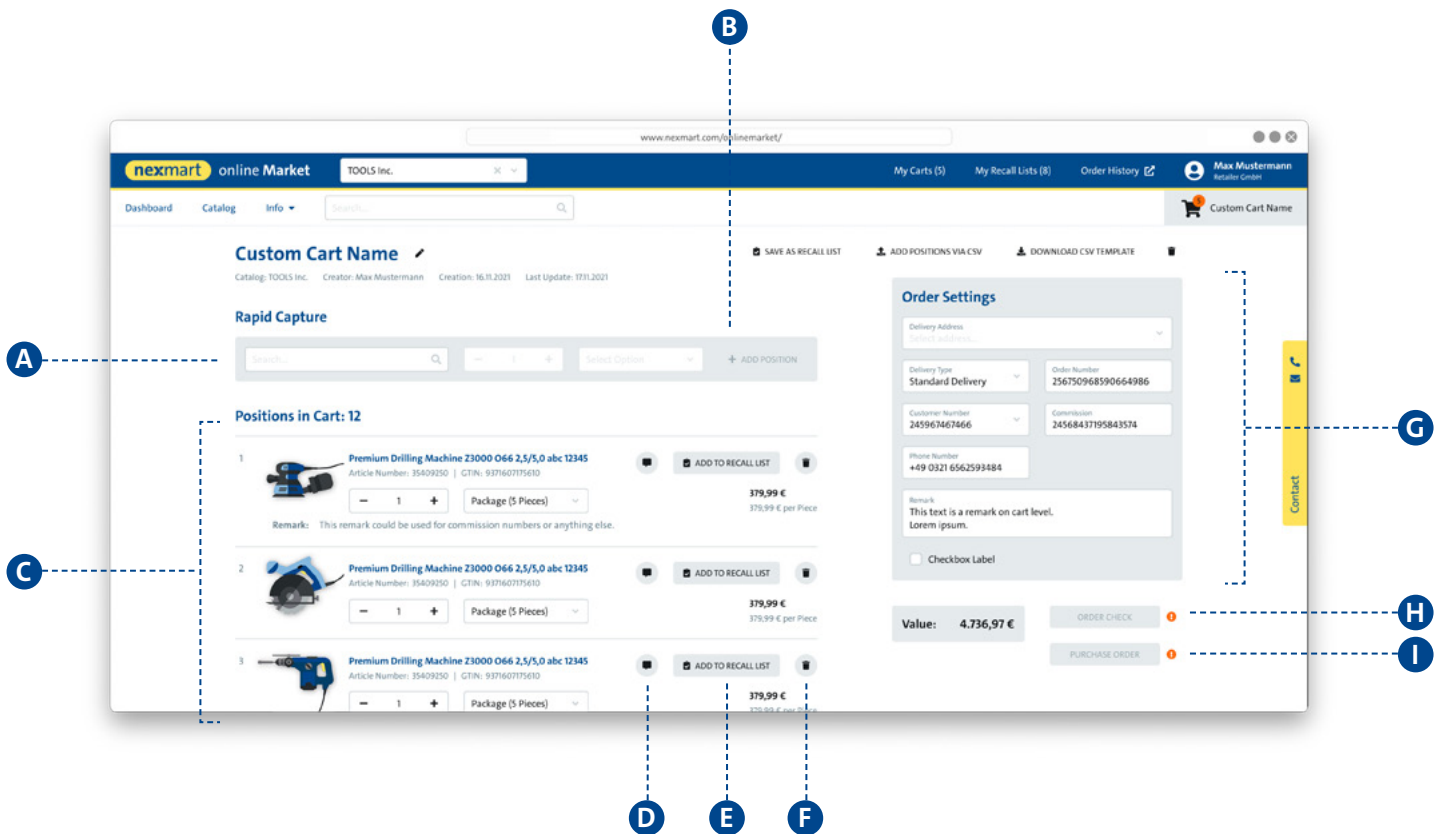


Selected catalogue:

- A Order quantities
- B Available units
- C Add to cart
- D Add to recall list
- E Overview of all product details
- F Navigate through the tabs to see additional product details
- G Suggested related products
- H Products from subcategories within the category



Cart and Rapid Capture



A Rapid Capture:

You can search for a product using product details such as GTIN, PID or name. By clicking a product preview, this product is shown in the Rapid Capture where quantity and product unit can now be specified.

Click the plus sign **B** to transfer the selection to the cart. online Market checks for allowed order quantities when transferring to the cart.

If the quantity or unit is not specified, the minimum order quantity of the product will be added to the cart.

C Cart, overview:

Check your cart or change the order quantities:

- D** Add notes
- E** Add to recall list
- F** Remove from cart
- G** Configure order

Validating and ordering:

- H** Check your order in the EDI system based on availability and individual prices. Validation activates the button for placing the order.
- I** Place the order (another dialogue window opens. Your order is placed once a confirmation is issued.)