



mynexmart & online Market

User-Manual for retailers



mynexmart



online Market



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The most important features at a glance



* This is the email address saved by nexmart that is used to contact you.



The most important features at a glance:

- Select companies easily and swap them quickly on the platform or during login (for example, for use on behalf of different branch stores)
- 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, create and edit delivery addresses)
- Manage partners: overview of your manufacturers
- EDI Center: messages and order overview

The most important features at a glance:

- Select companies easily and swap them quickly on the platform or during login (for example, for use on behalf of different branch stores)
- Quick access via favorite lists
- Catalog selection via drop-down and search functions
- More effective search function with continuously improved search logic
- Search within catalogs, 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

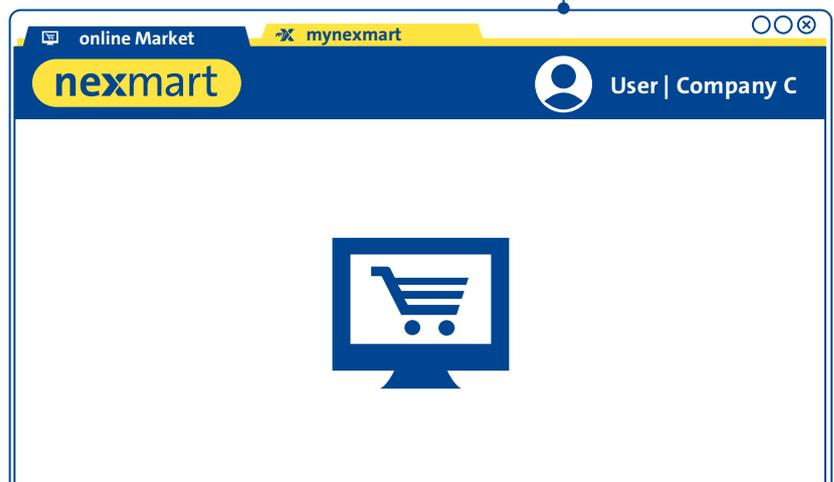
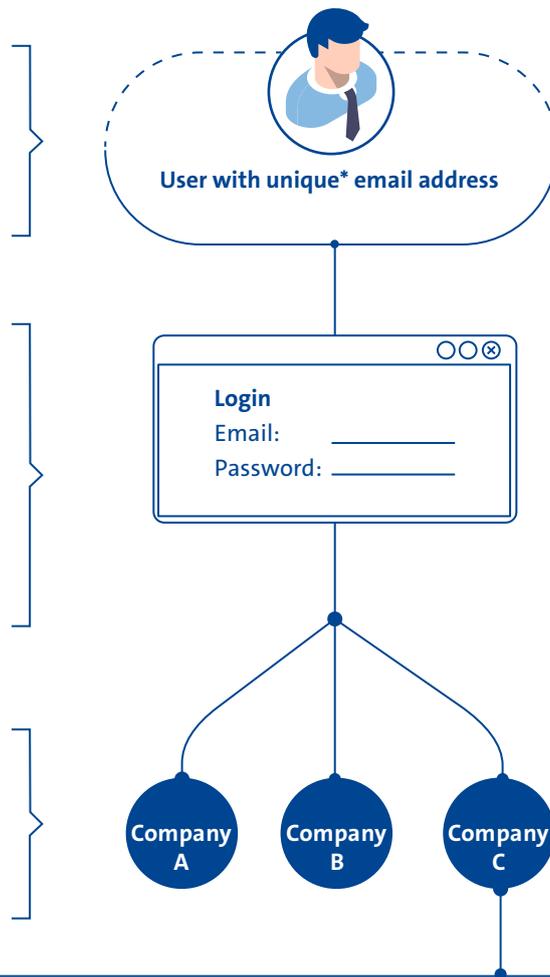
We have introduced a new registration process for mynexmart and the new online Market. It will allow you to log in to all nexmart solutions in the future.

Your email address is saved by nexmart and linked to your user account. This is the email address you provided when you created your new Single Sign-on (SSO) user account.

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.



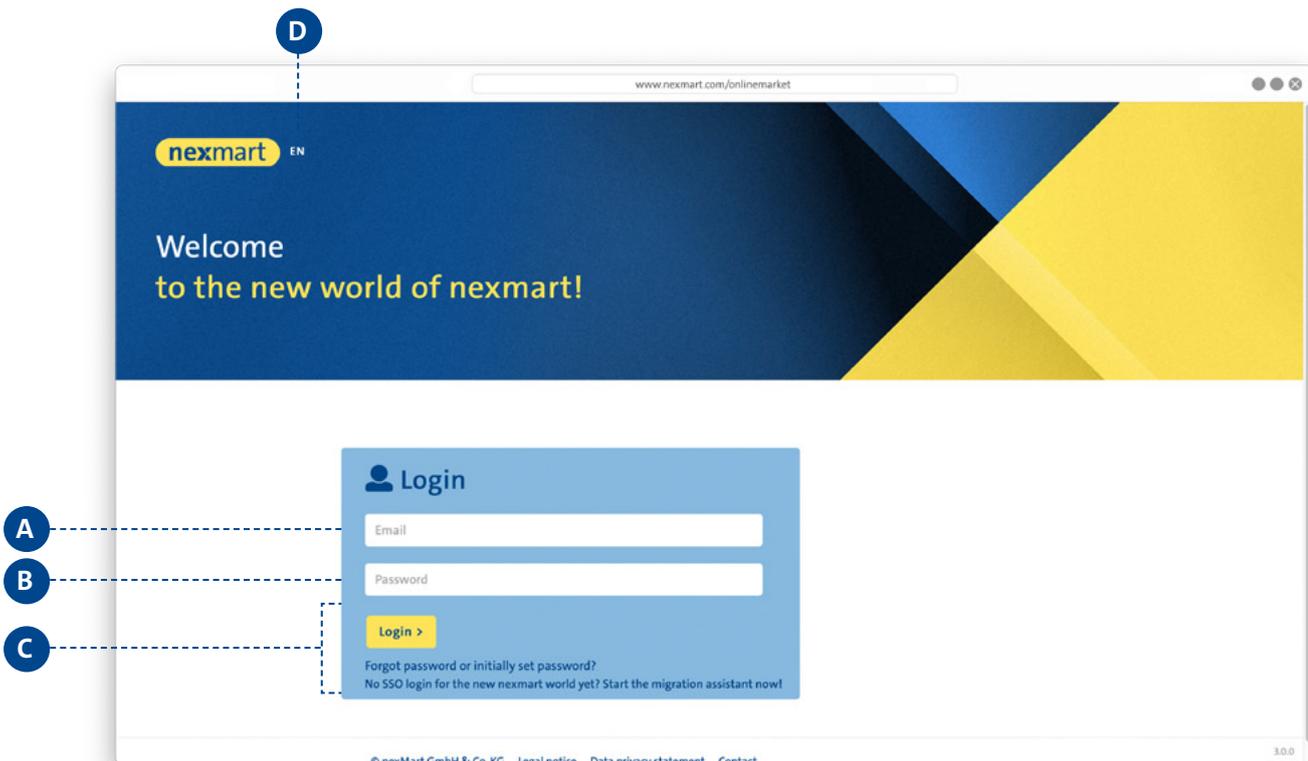


The new login

In order to use the new SSO login procedure, you need a new nexmart user account. To help you create your new user accounts as quickly and easily as possible, we have prepared a migration wizard for you.

This will guide you conveniently into the new nexmart world: To start the migration wizard, please go to the nexmart portal at www.nexmart.com/en-us/portal-startseite/ then log in as usual with your previous access data, consisting of your customer number, username and password. You will then be presented with the option to create your new user account. If you select this option, the migration wizard will start and guide you step by step into the new nexmart world.

If you have successfully created a new user account using the migration wizard, you will be able to log in directly to www.nexmart.com/onlinemarket and to mynexmart at www.nexmart.com/mynexmart in the future.



Login:

Simply log in to the new SSO user account with email **A** and password **B**.

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

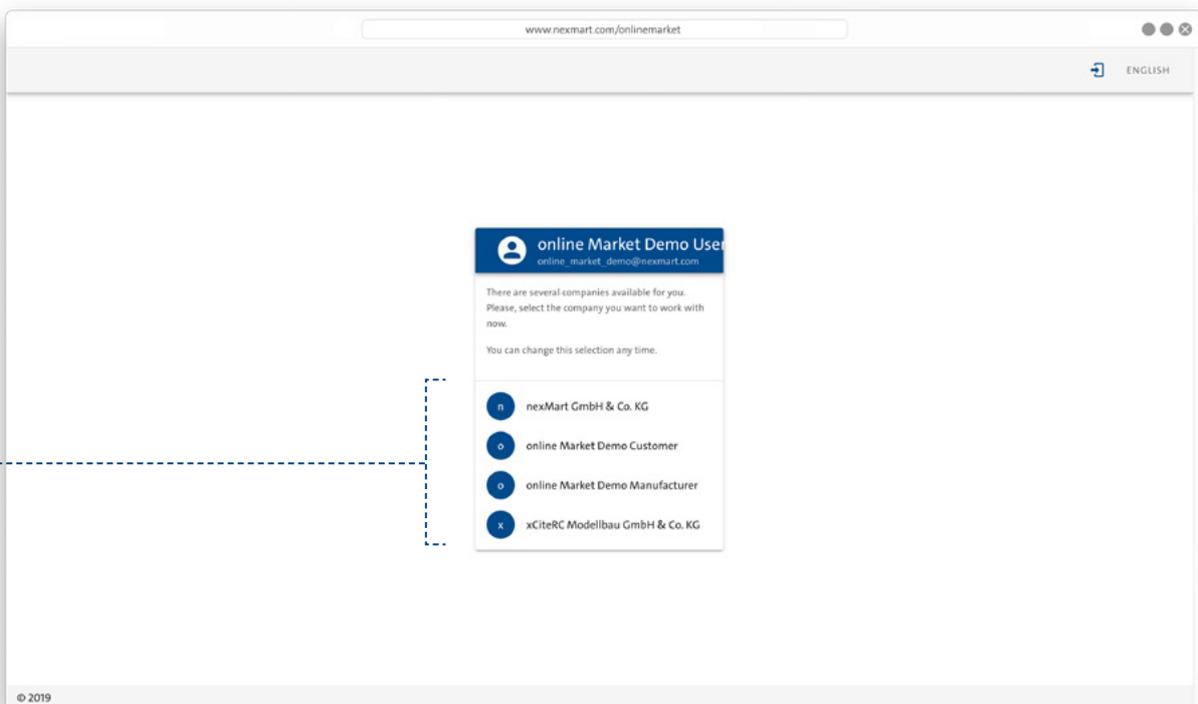
C If you have forgotten your password, you will receive a new one via email by clicking [Forgot password]. It is not necessary to contact the administrator for this.



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, favorites and quick access to individual profiles are retained and can therefore be perfectly tailored to your needs.

Are you already using multiple accounts with different nexmart customer numbers or usernames? If so, please create a new account for each old user account that you would also like to use in the new world using the migration wizard. For more information, please see page 5, „The new login“.



Customer profiles:

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



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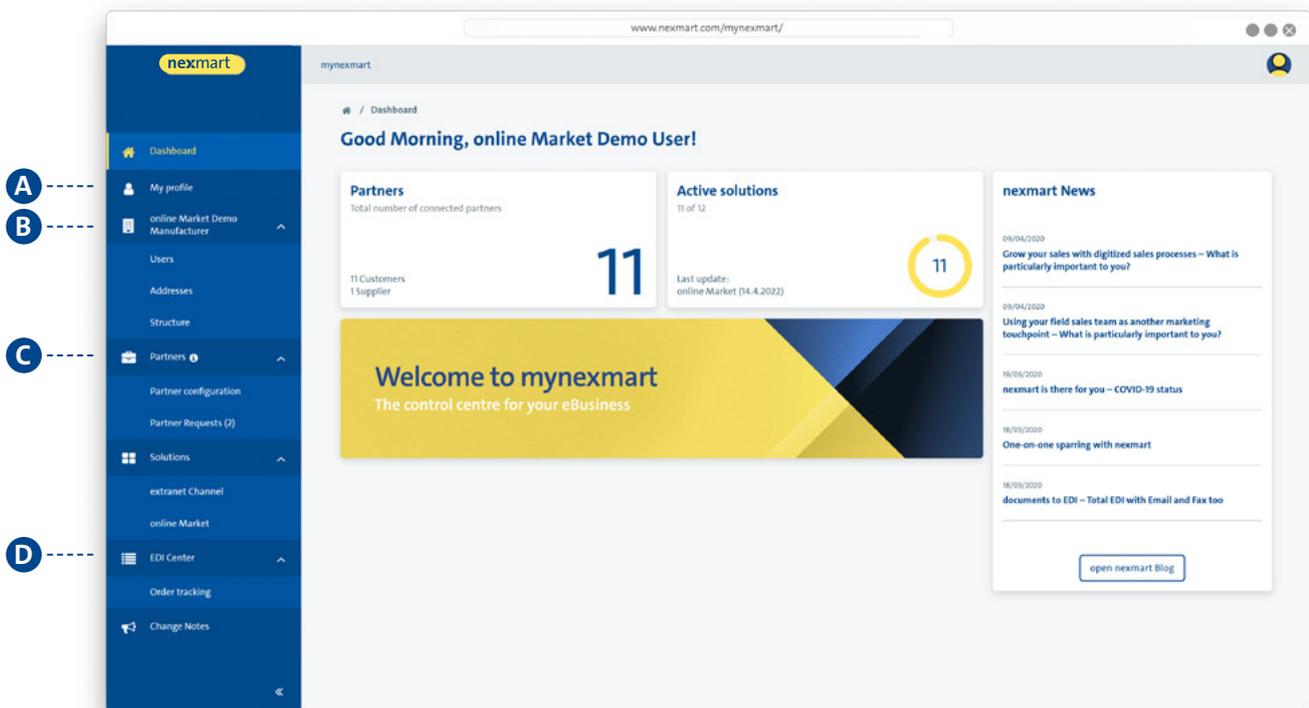
Dashboard: The mynexmart homepage

You can find the new mynexmart control center 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 your active manufacturers and your orders.

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

Dashboard

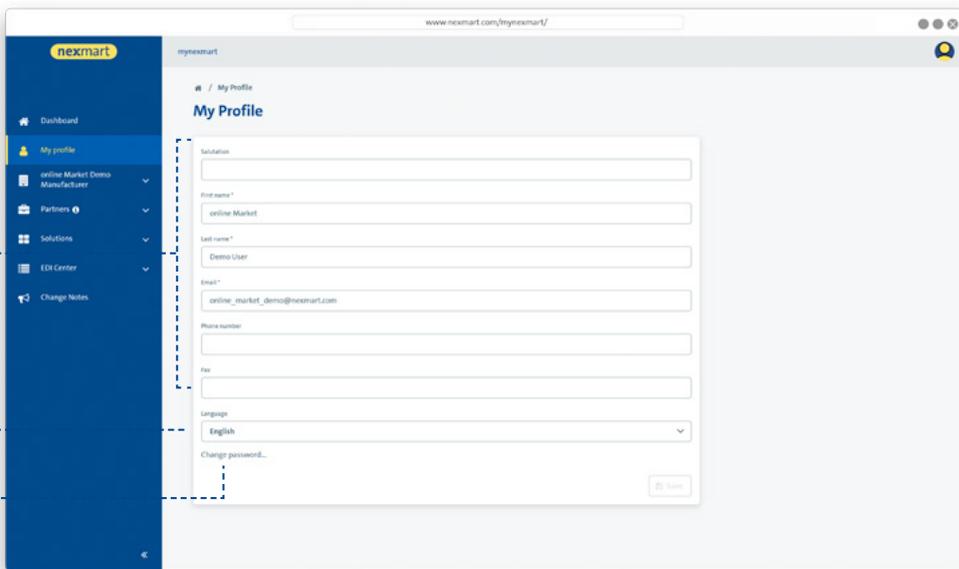


Navigation bar:

- 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 your manufacturers
 - View the customer numbers assigned to you by the manufacturer
- D** EDI Center
 - Overview of all placed orders
 - View of all EDI messages from nexmart

Editing user and company information

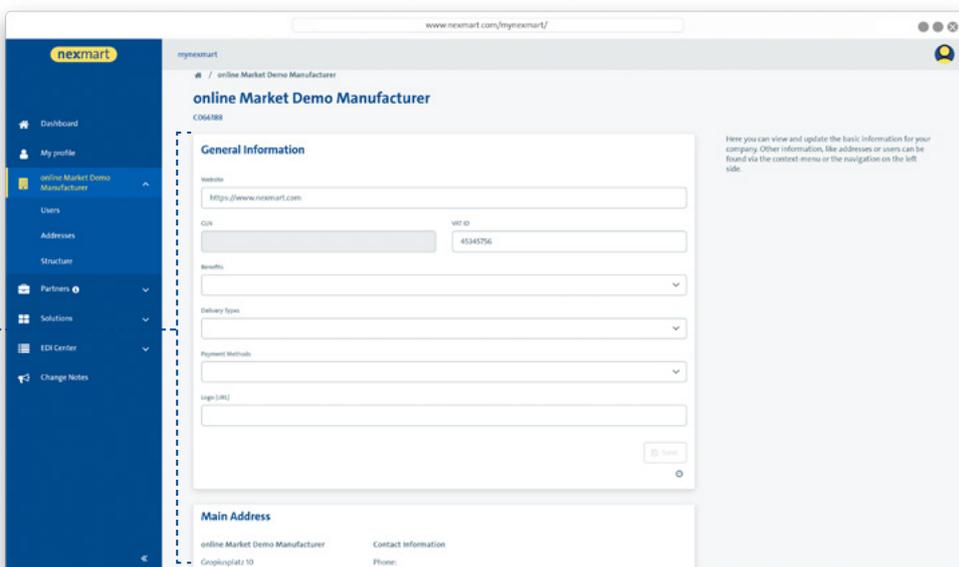
Choose the “My Profile” menu item to edit your user profile.



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:

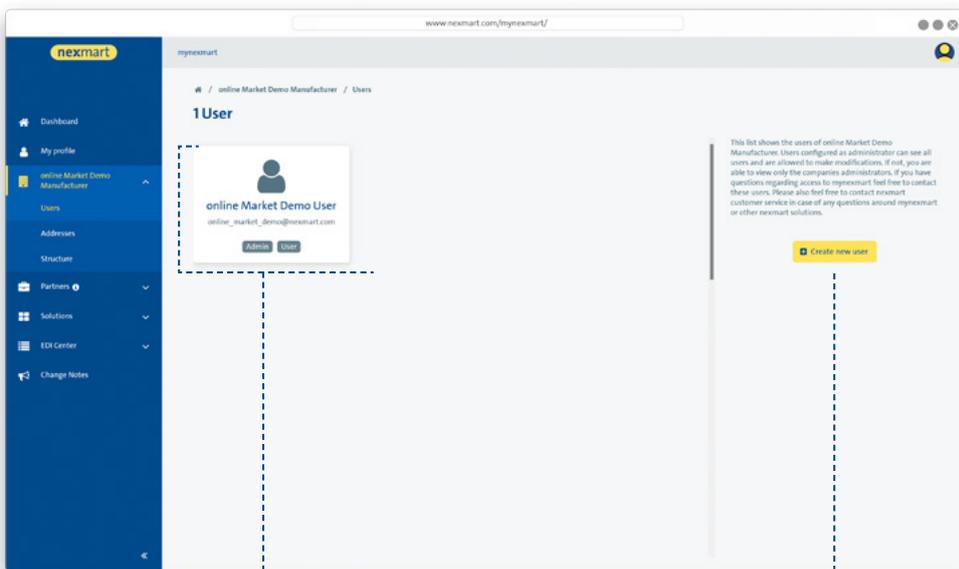
- D** View and update your company’s basic information here.



Viewing and managing users

The “User” submenu shows all users.

As an administrator, you can also manage your users here.

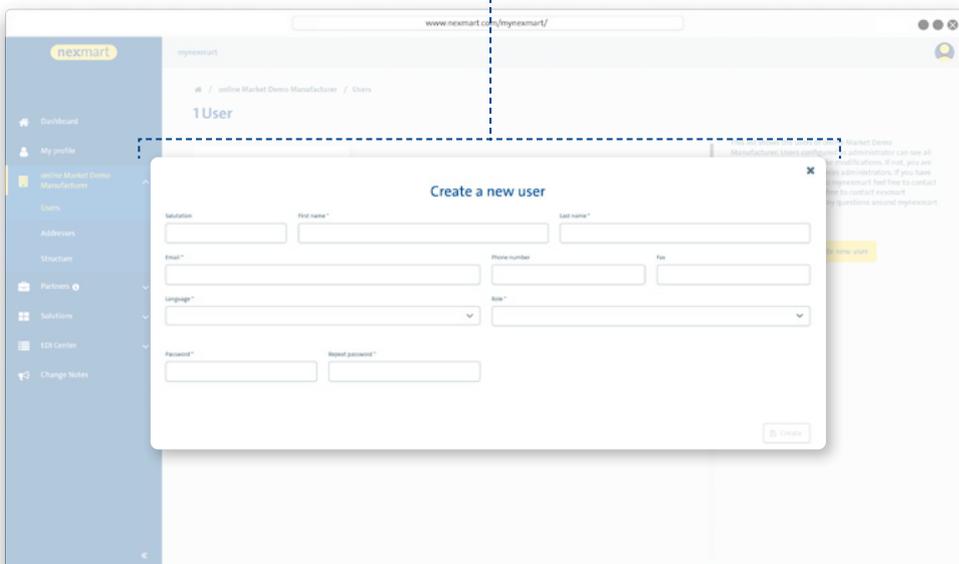


A User list:

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

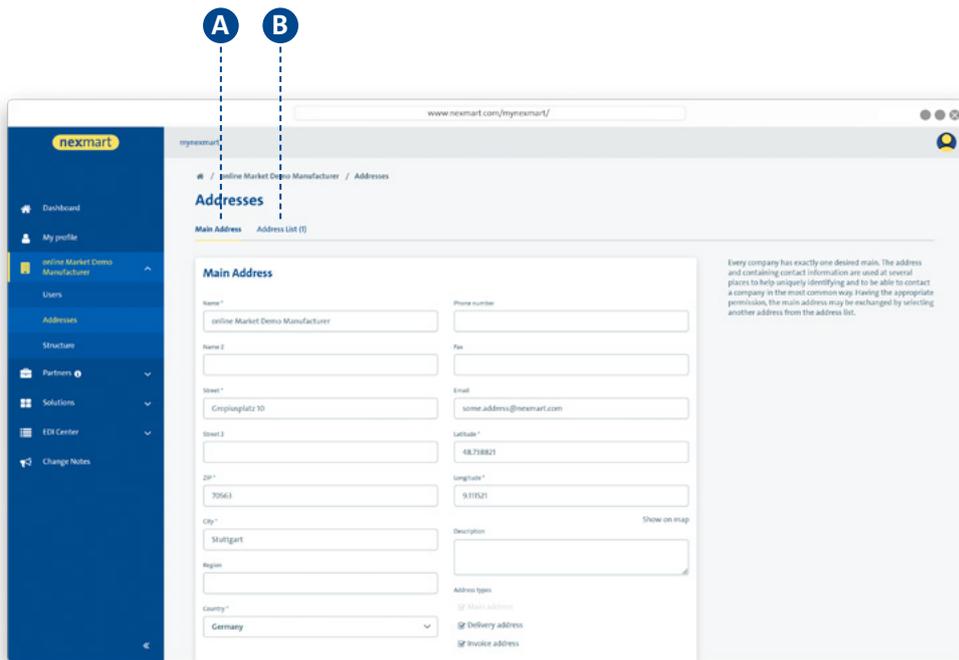
Create a new user:

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.

Viewing and managing delivery addresses and manufacturers

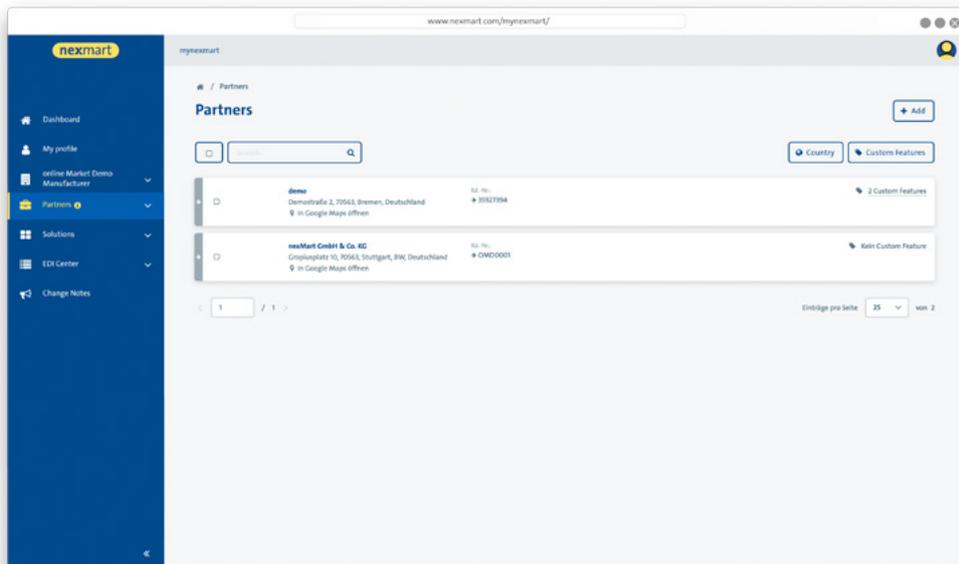
Choose the “Addresses” submenu to manage your addresses.



Address management:

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

Choose the “Partner” menu to view your manufacturers.



Partner overview:

You can order from all manufacturers listed here.



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: 600000083 Receiver: 600000083	extranet Channel	online Market Demo Customer (E011794) DE Germany	3	395.98 EUR	Details
01/05/2022 04:53:54 PM	Order	Senden: 600000082 Receiver: 600000082	extranet Channel	online Market Demo Customer (E011794) DE Germany	1		Details
01/04/2022 12:27:06 AM	Order	Senden: PlacChOrderNo-100 Receiver: 600000088	online Market	online Market Demo Customer (E011794) DE Germany	2		Details
02/28/2022 03:58:08 PM	Order	Senden: 600000087 Receiver: 600000087	online Market	online Market Demo Customer (E011794) DE Germany	1		Details
02/28/2022 03:08:03 PM	Order	Senden: ODECR000999 Receiver: 600000086	online Market	online Market Demo Customer (E011794) DE Germany	3		Details
02/27/2022 03:50:49 PM	Order	Senden: 600000085 Receiver: 600000085	online Market	online Market Demo Customer (E011794) DE Germany	2		Details
02/25/2022 10:46:53 AM	Order	Senden: 999888999 Receiver: 600000084	online Market	online Market Demo Customer (E011794) DE Germany	3		Details
02/08/2022 12:09:32 PM	Order	Senden: 600000089 Receiver: 600000089	online Market	online Market Demo Customer (E011794) DE Germany	1		Details
01/06/2022 07:38:35 AM	Order	Senden: number Receiver: 600000087	online Market	online Market Demo Customer (E011794) DE Germany	3		Details
02/19/2022	Order	Senden: ---	online Market	online Market Demo Customer (E011794) 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 600000083
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	4049999930004	2	PACK	---	---
2	Produkt mit eMart Featuresystemen, Nicht im PriceCache, deutsch	legacy	4049999930257	1	Piece	3.60 EUR	3.60 EUR
3	Neuartikel deutsch	new	4049999930226	1	Piece	30.71 EUR	30.71 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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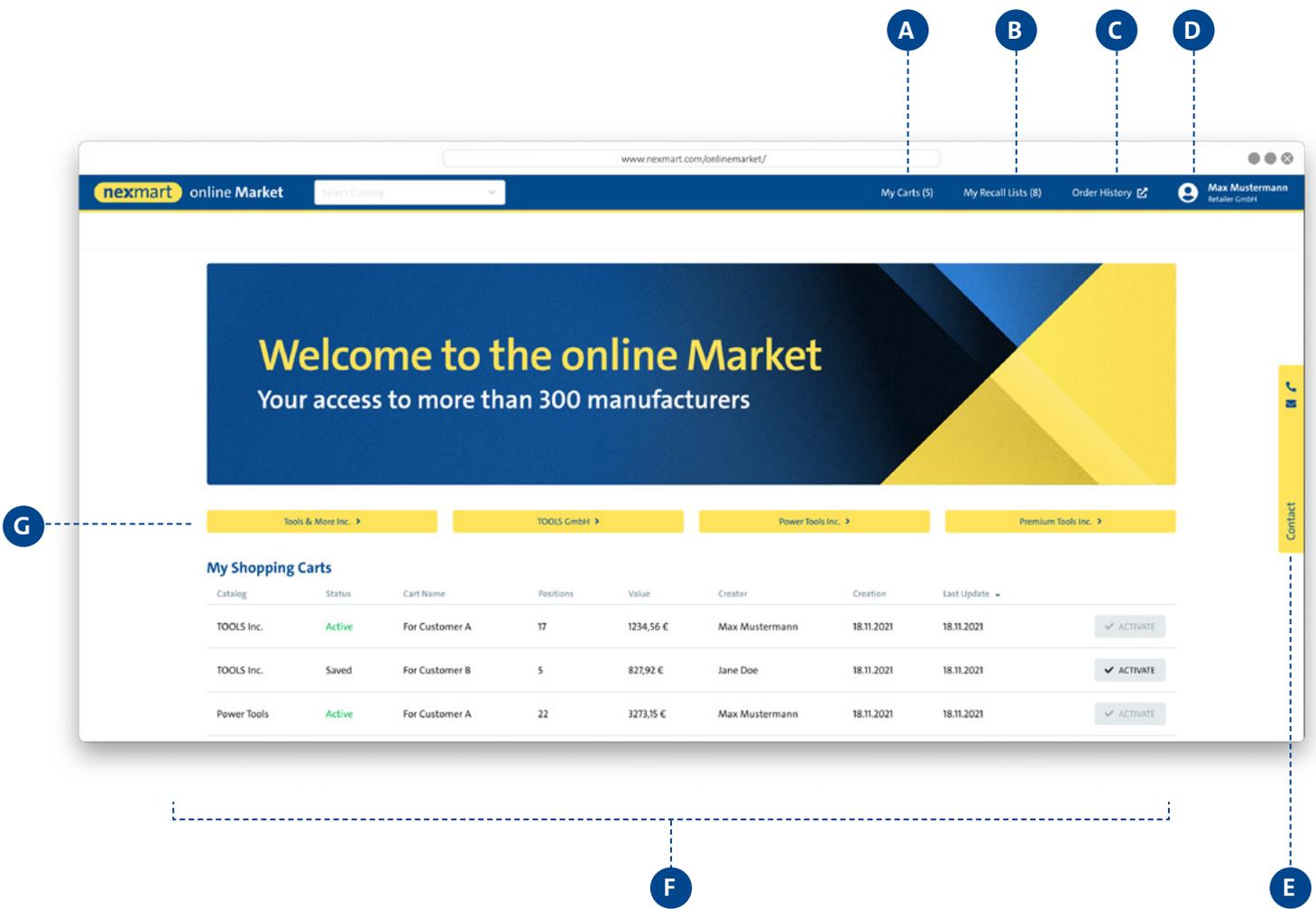


Dashboard: online Market homepage

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.



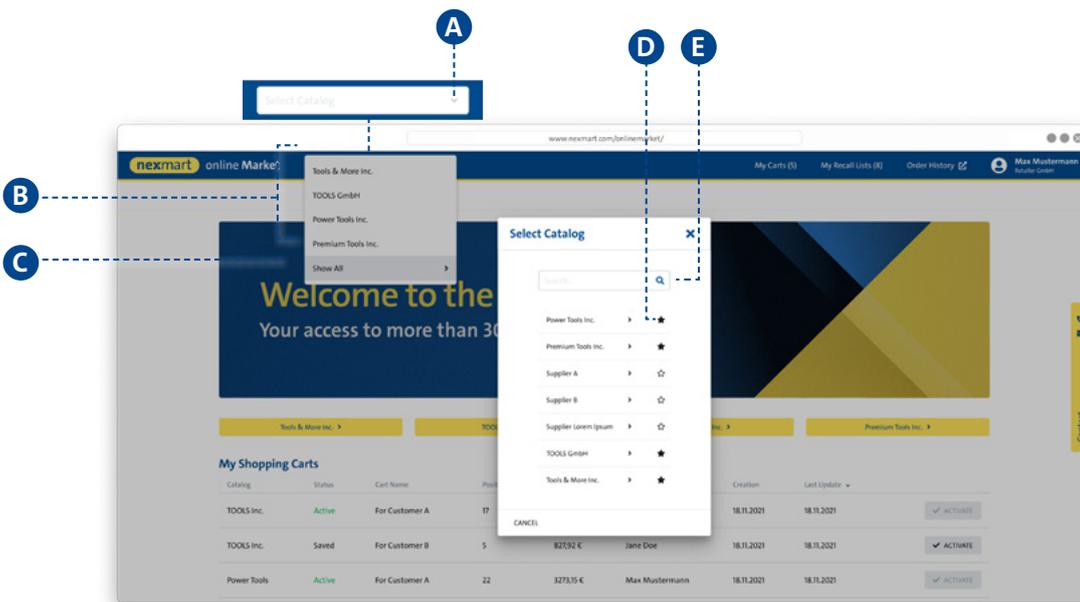
Your dashboard:

- 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 catalogs



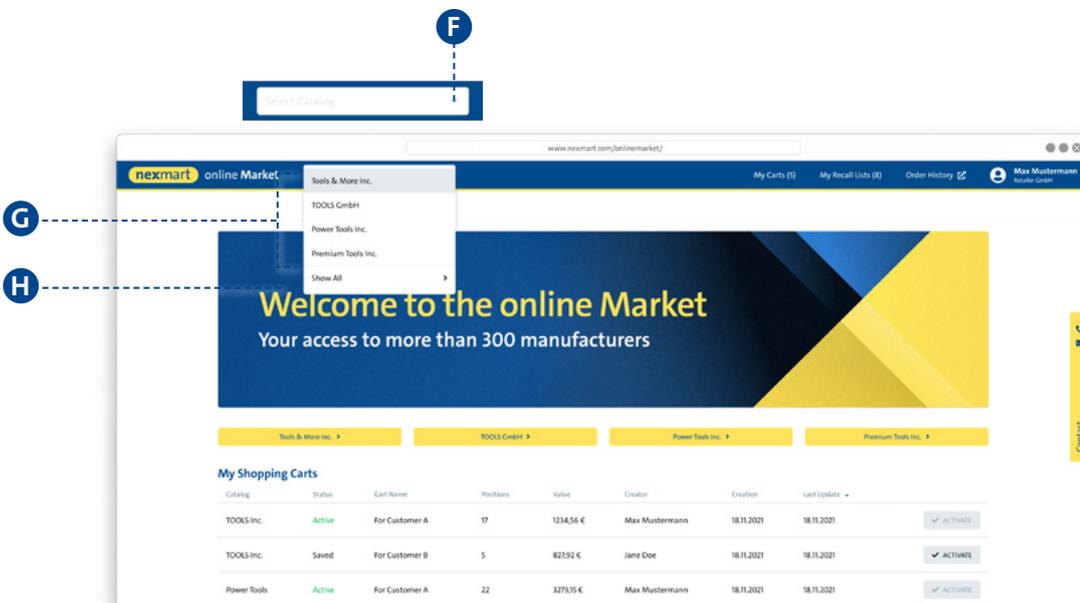
Catalog search and selection

Selecting a catalog if you have not yet created catalog favorites



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

Selecting a catalog if you have not yet created catalog favorites.

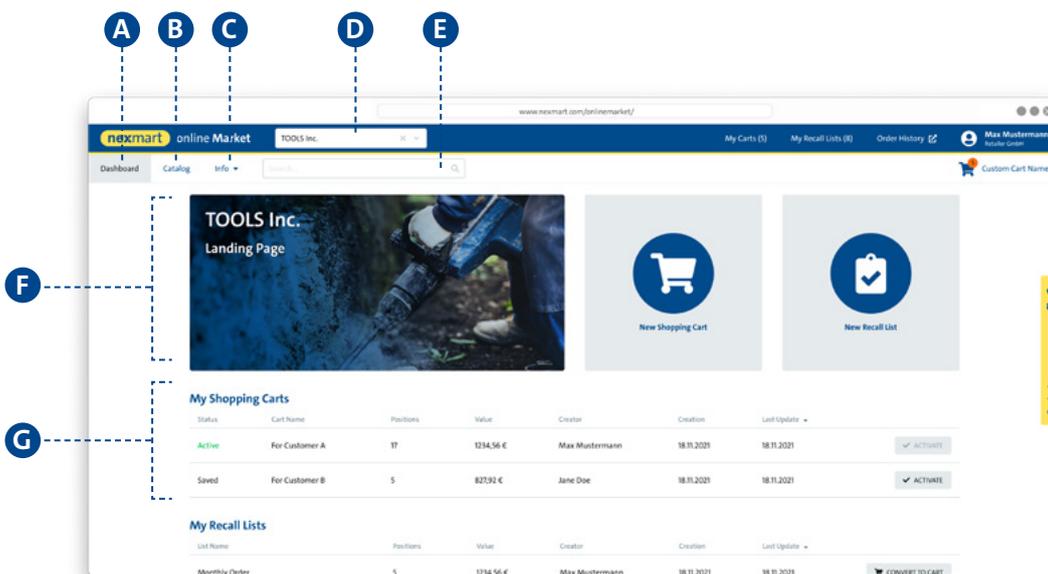


- F** Select a catalog from the drop-down menu (with selected favorites): Initially ONLY the favorites are displayed **G**.
- H** To display all available catalogs, click [Show All]. You will now be taken to the complete overview (see figure above).



Overview, searching and navigating within the catalog

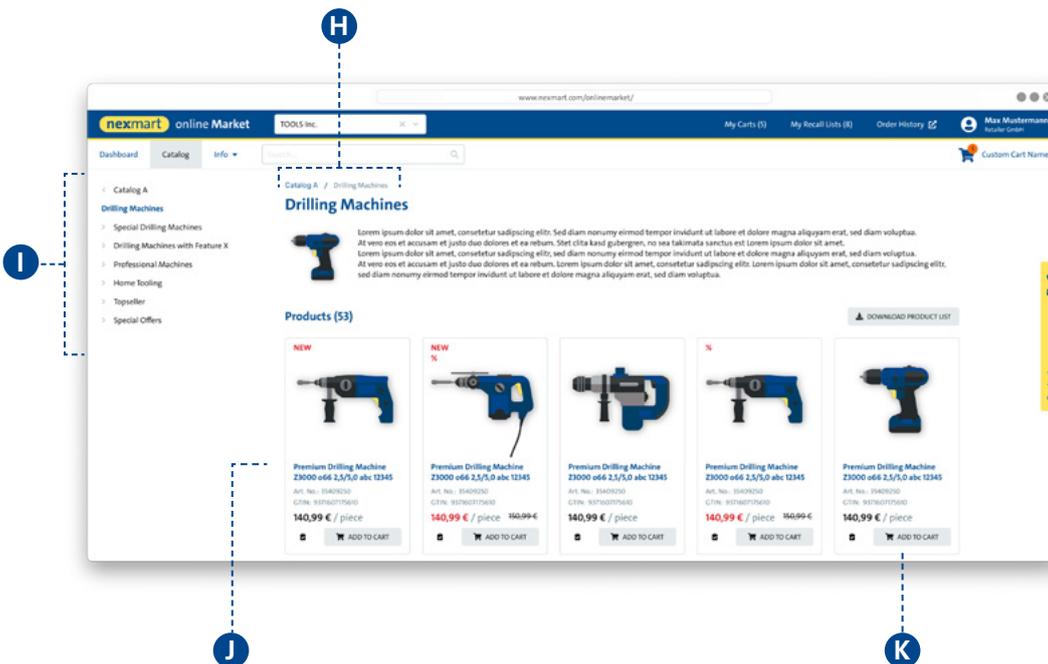
Homepage of the selected catalog and search function within the catalog



Selected catalog:

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

Navigation within the catalog

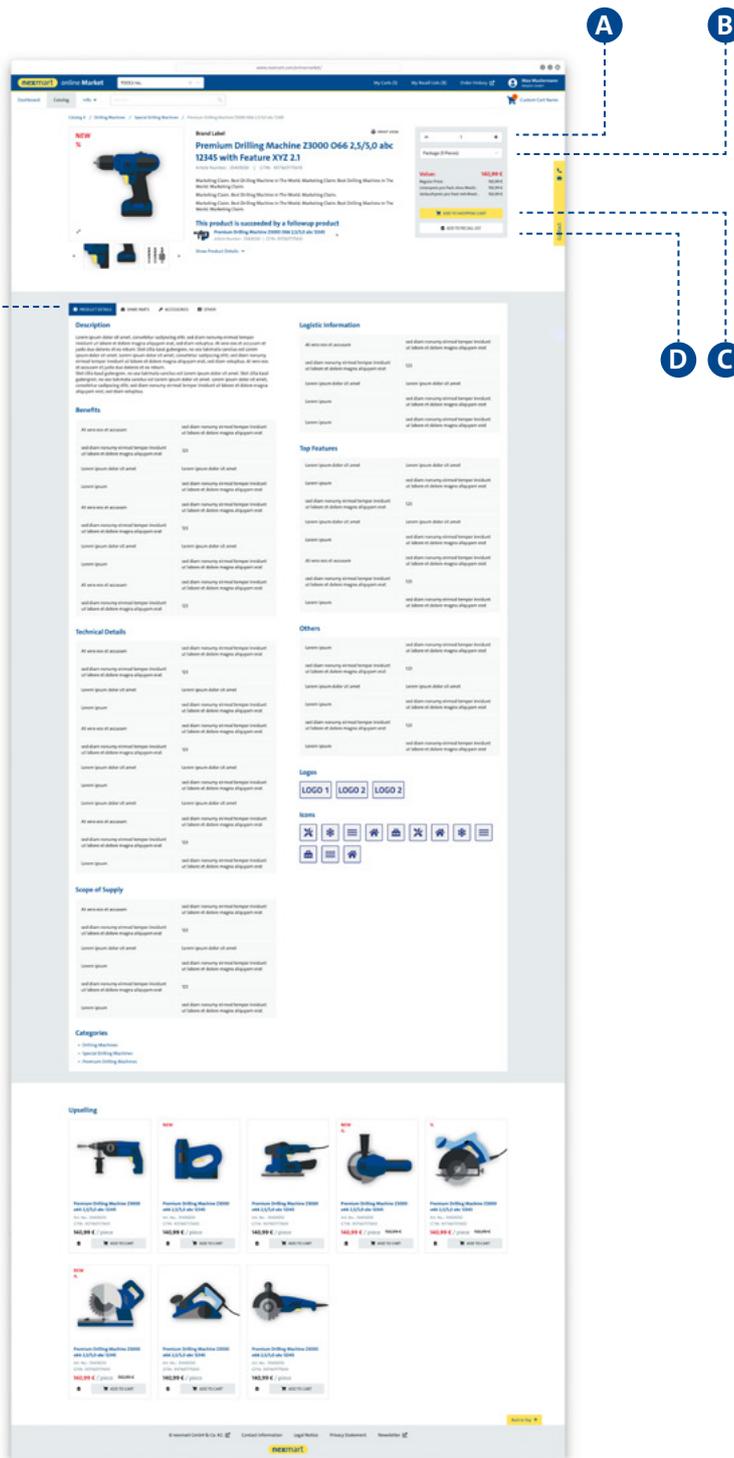


Navigation within the catalog:

- H Current item within the catalog (by catalog, categories, sub-categories and products)
- I Navigation within the classic tree structure by catalog, 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

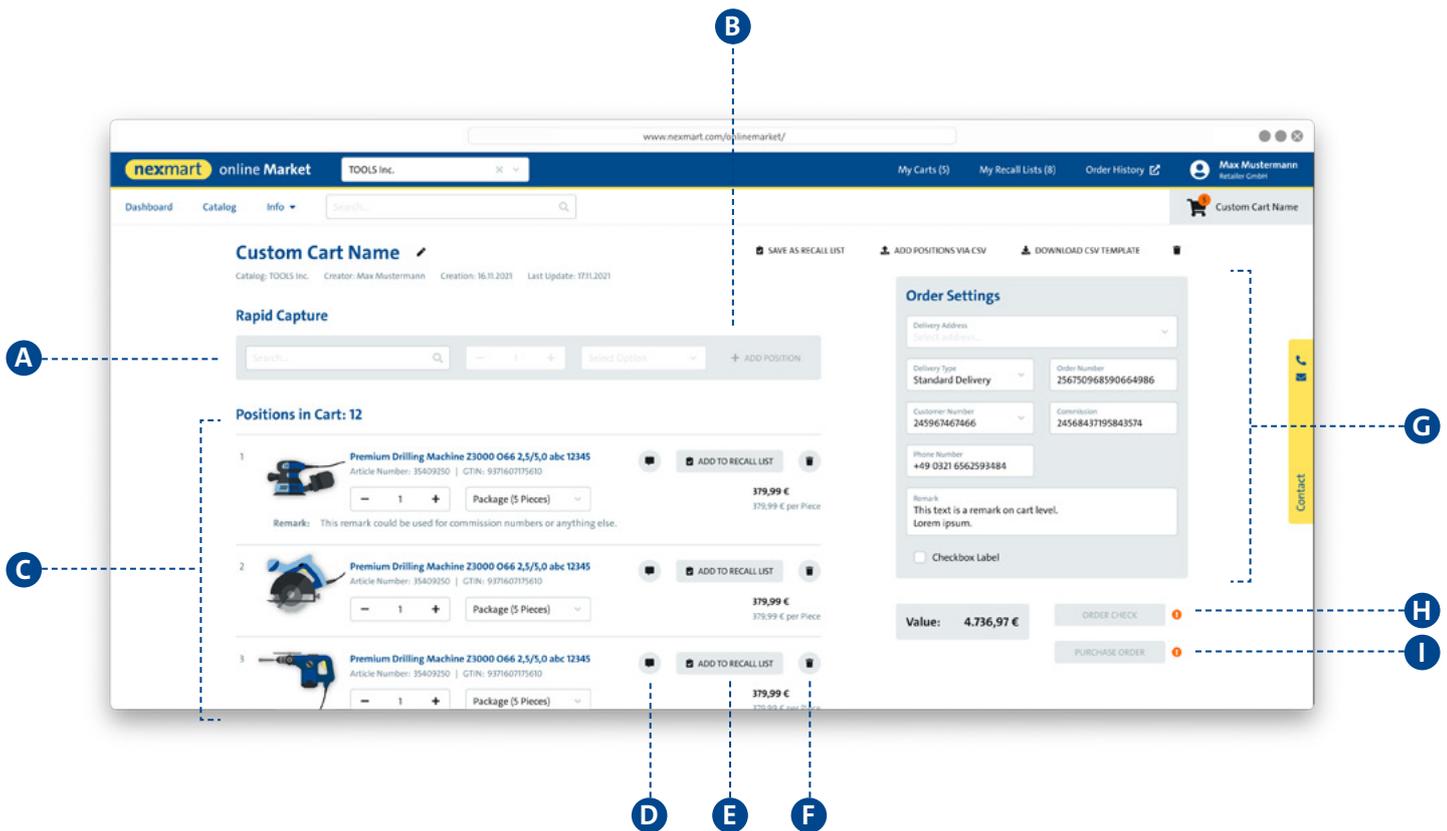


Selected catalog:

- 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



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.)