



mynexmart & online Market

User-Manual for retailers



mynexmart
online Market



Table of Contents

online Market and mynexmart

- 3 The most important features at a glance
- 4 One central login for all nexmart solutions
- 5 The new login
- 6 Working with various customer profiles



mynexmart

- 8 Dashboard: The mynexmart homepage
- 9 Editing user and company information
- 10 Viewing and managing users
- 11 Viewing and managing delivery addresses and manufacturers
- 12 EDI Center – orders and messages

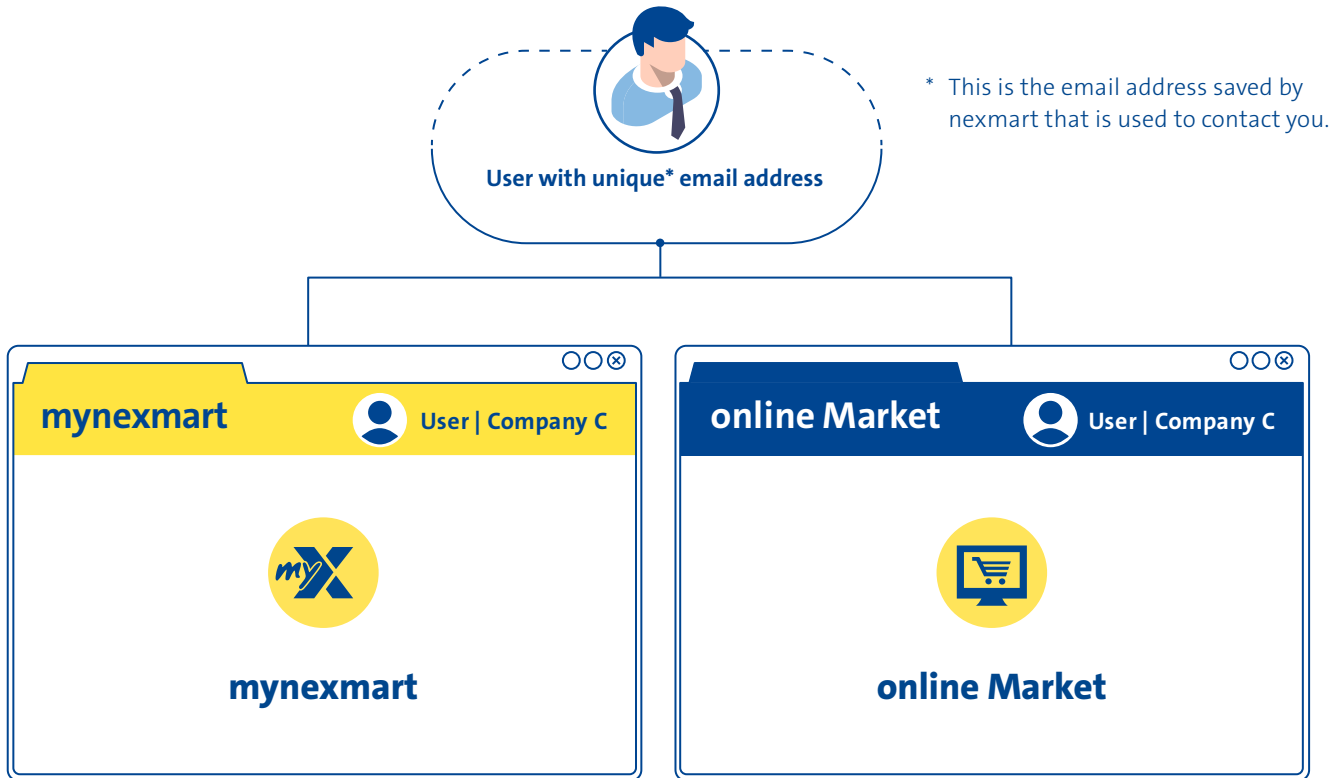


online Market

- 14 Dashboard: online Market homepage
- 15 Catalogue search and selection
- 16 Overview, searching and navigating within the catalogue
- 17 Product details and adding to cart
- 18 Cart and Rapid Capture



The most important features at a glance



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 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

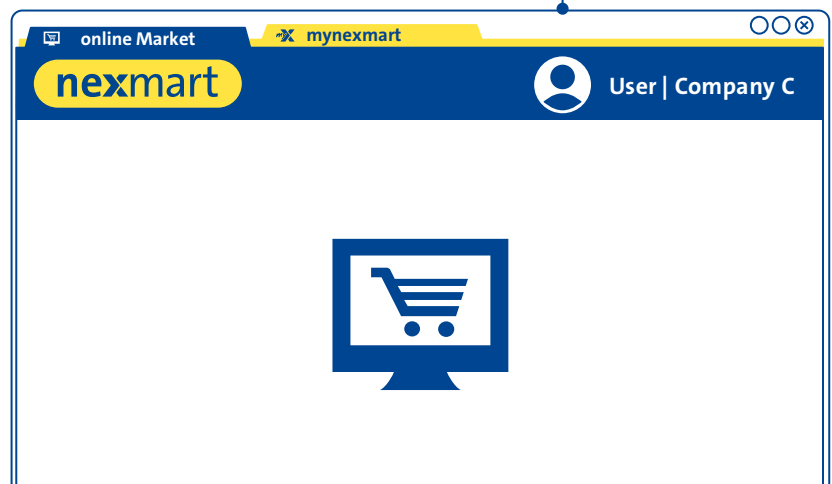
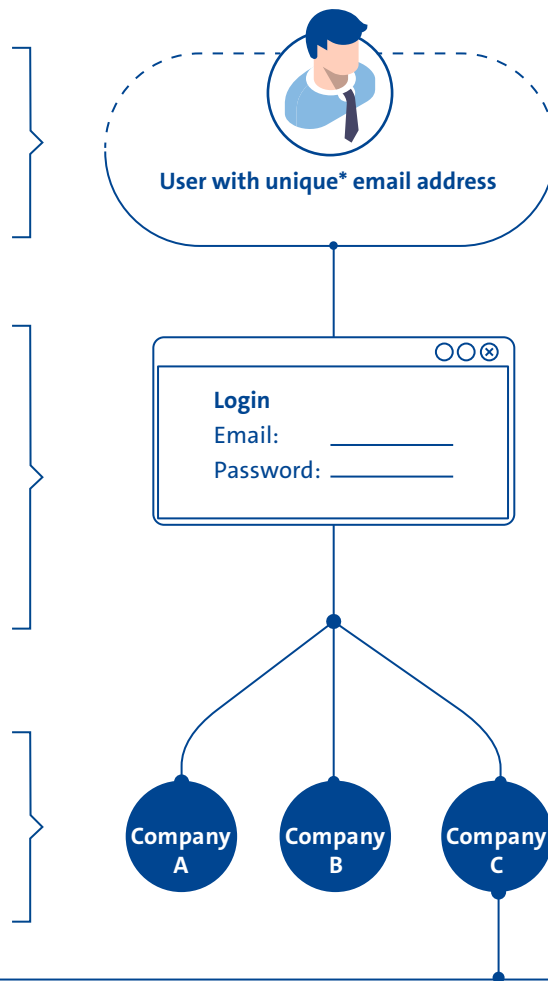
We have introduced a new registration process for mynexmart and the new online Market. It will allow you to log in to all nexmart solutions in the future.

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.

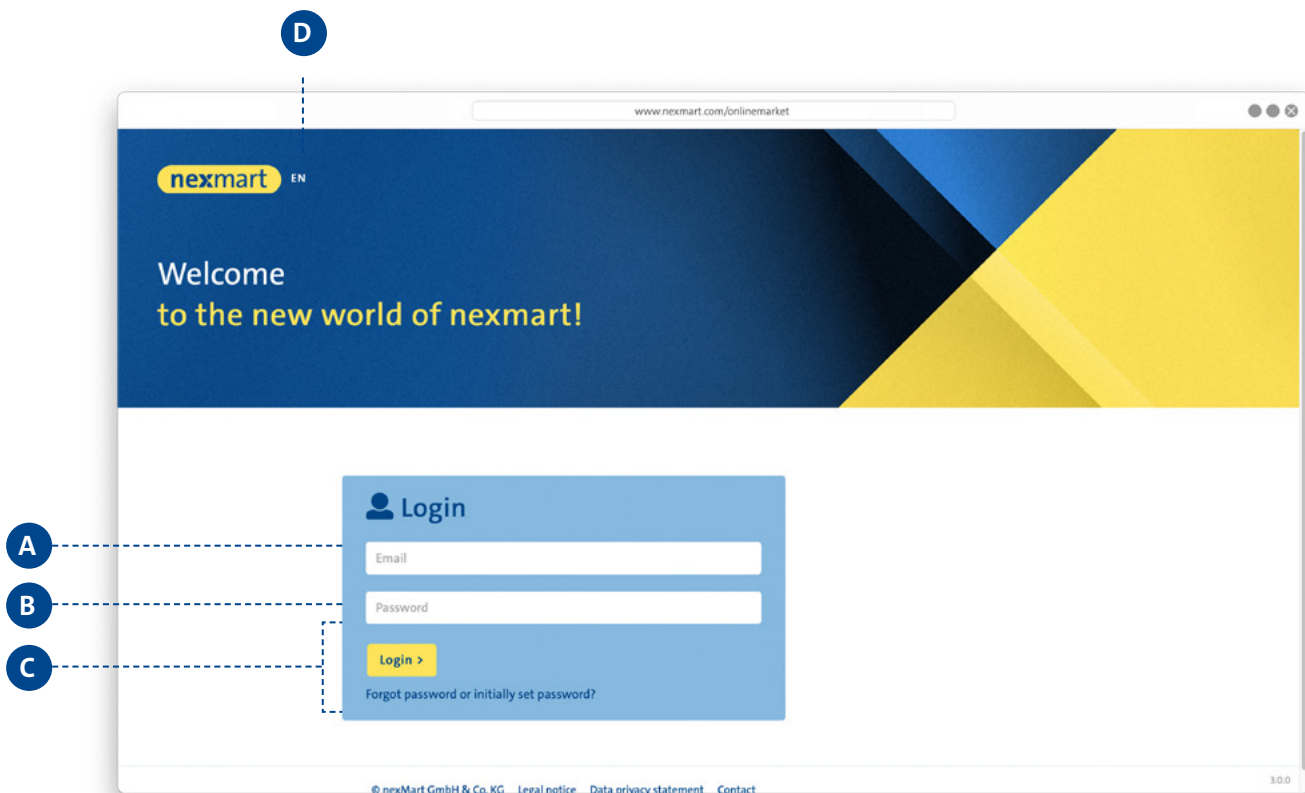
The new online Market is now available to you. Benefit from a better overview, greater efficiency and increased performance – browser-based and directly connected to mynexmart.





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. 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.

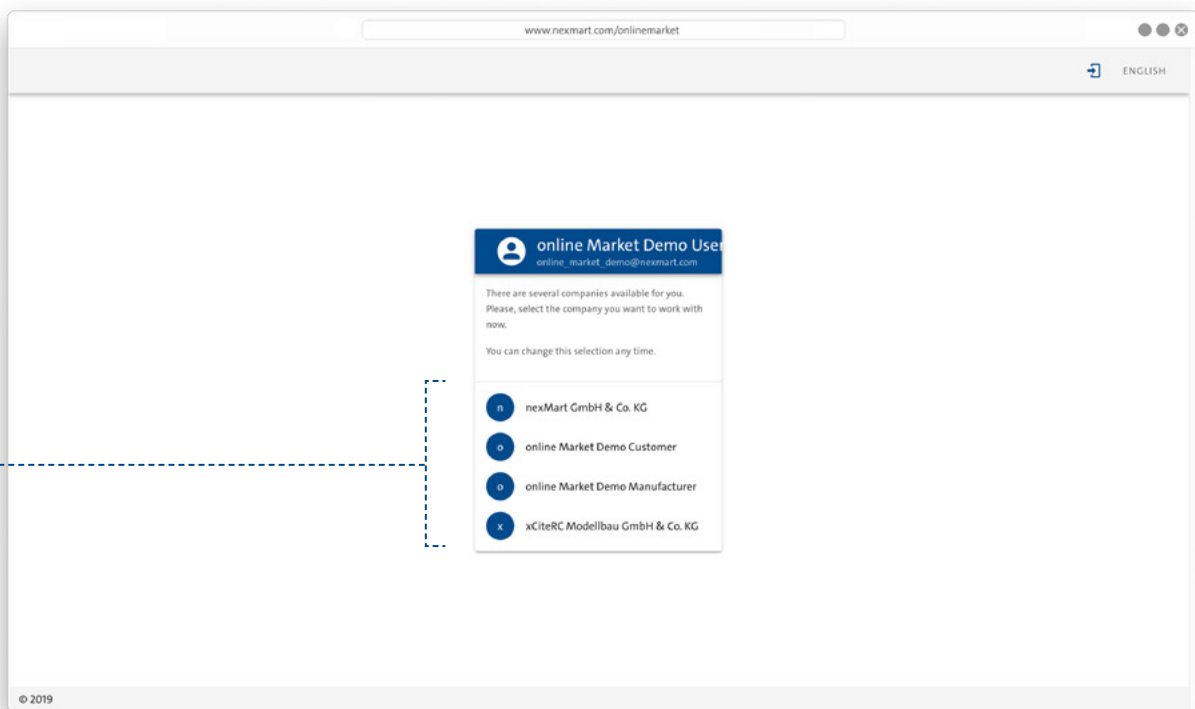
⚠ If you have forgotten your password, you will receive a new one via email by clicking [Forgot password]. It is not necessary to contact the administrator for this.

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.



mynexmart
User manual



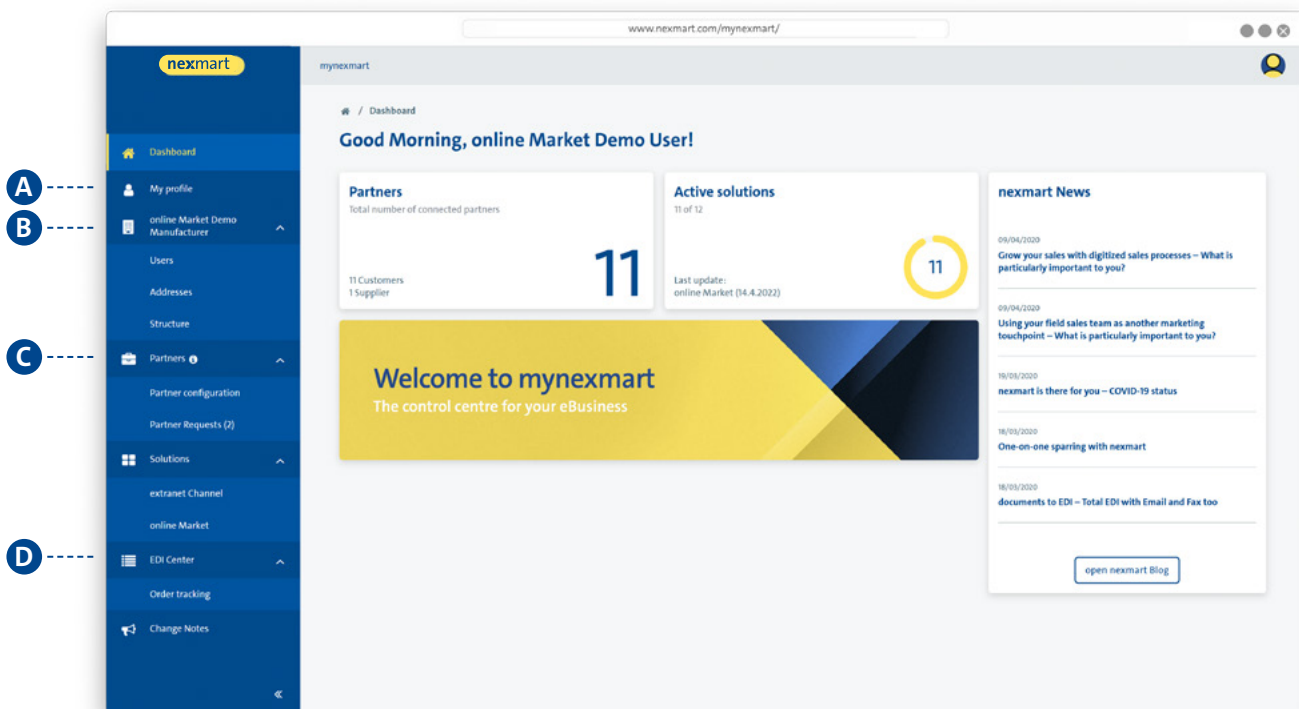
Dashboard: The mynexmart homepage

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 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



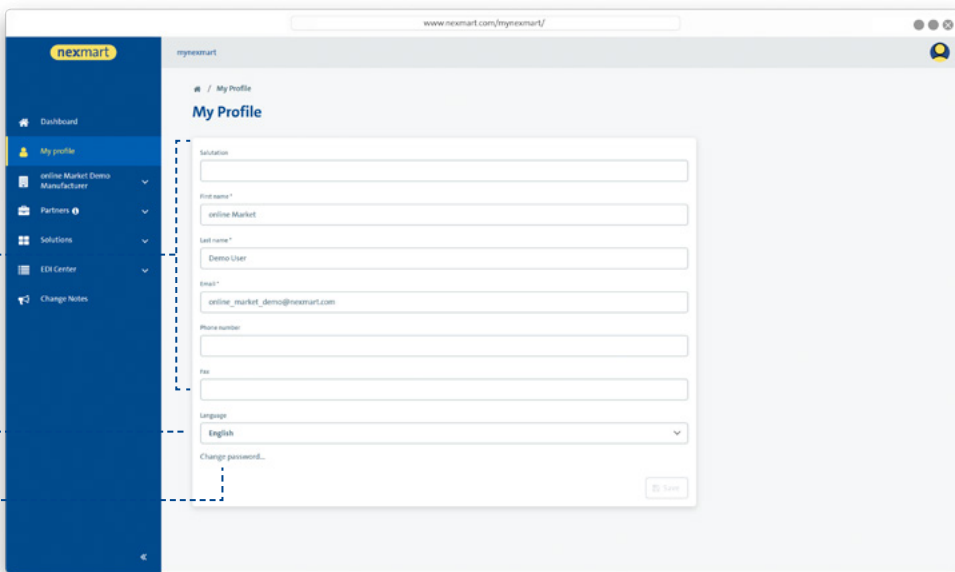
Navigation bar:

- 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

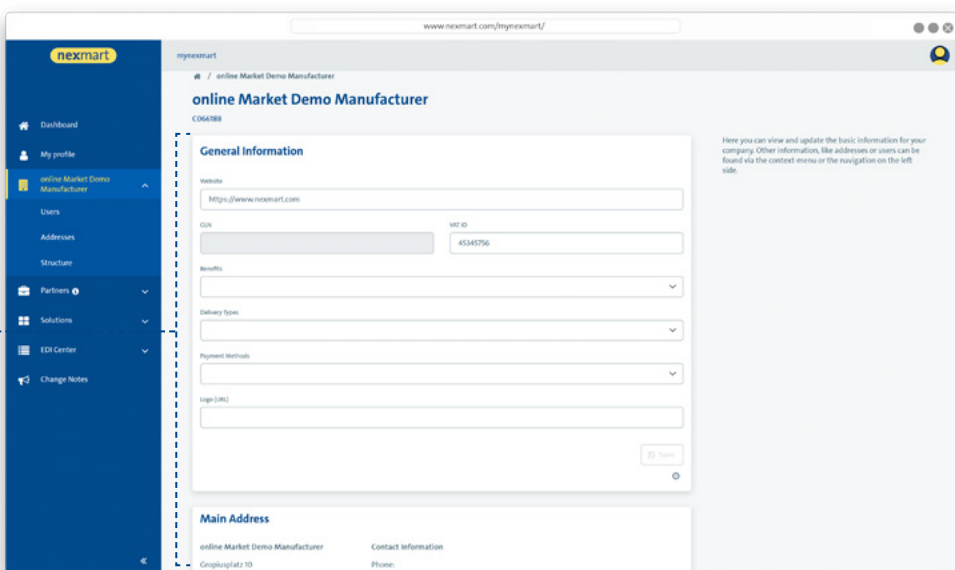
Choose the “My Profile” menu item to edit your user profile.



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:

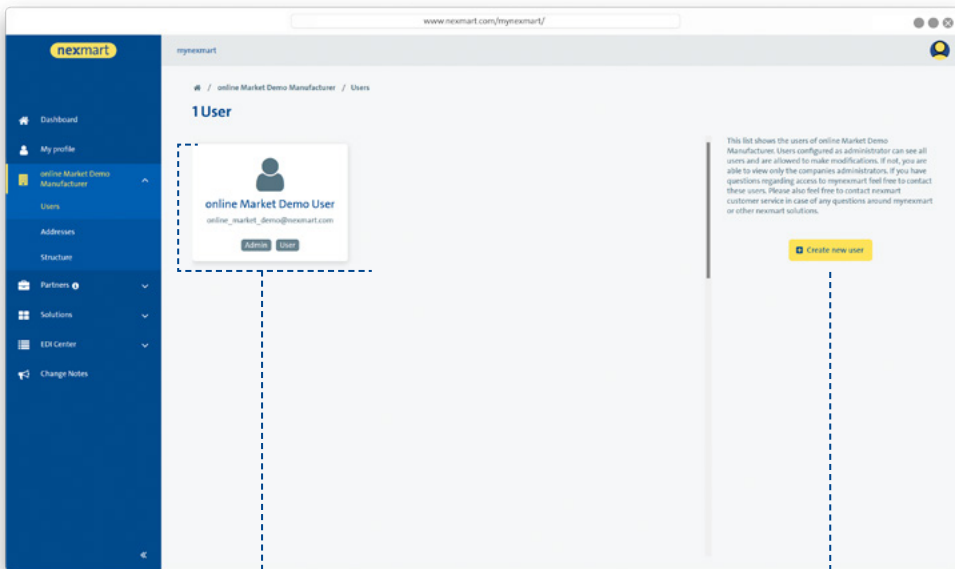
- D** View and update your company's basic information here.



Viewing and managing users

The “User” submenu shows all users.

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

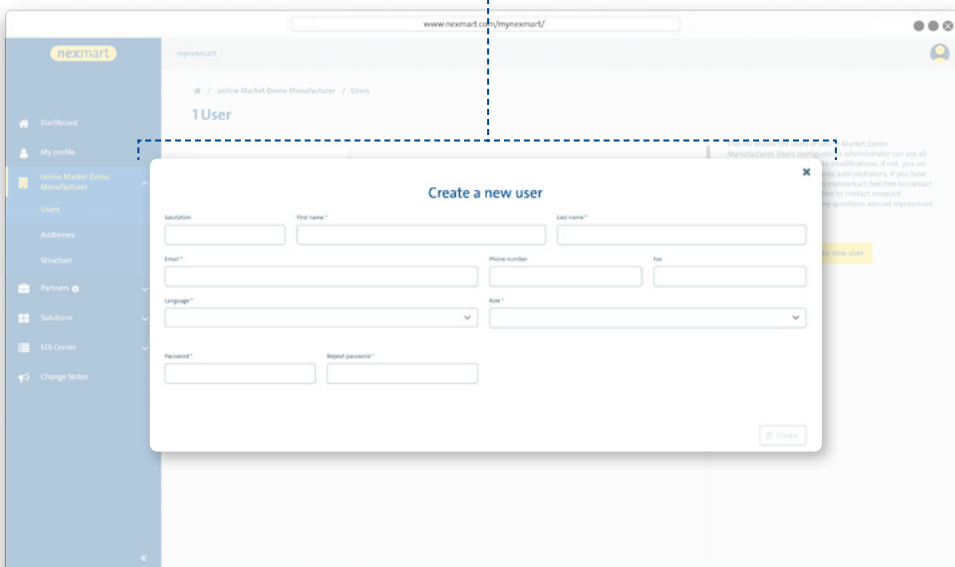


A User list:

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

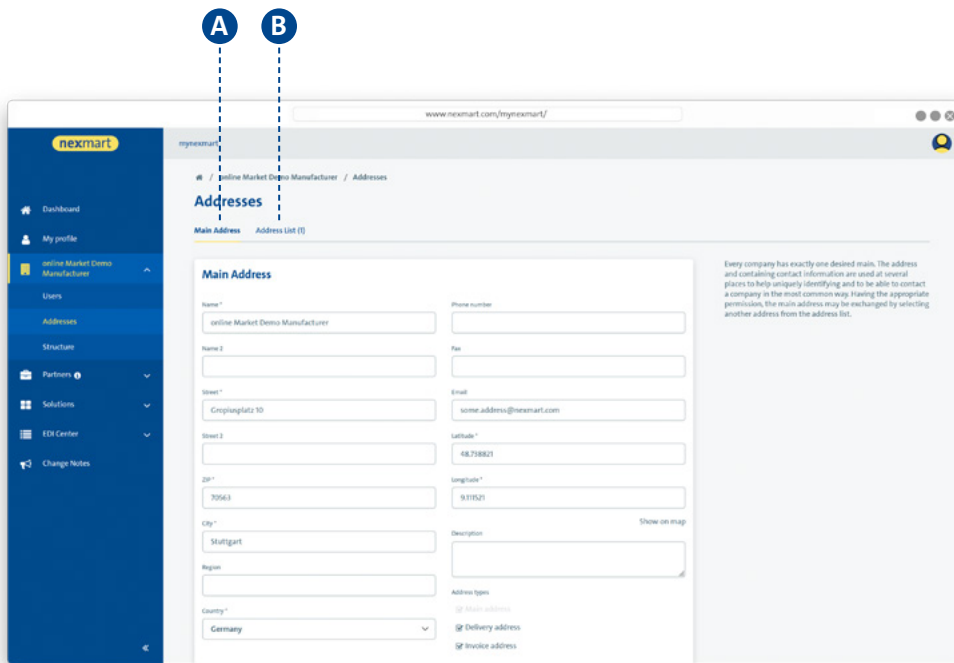
Create a new user:

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

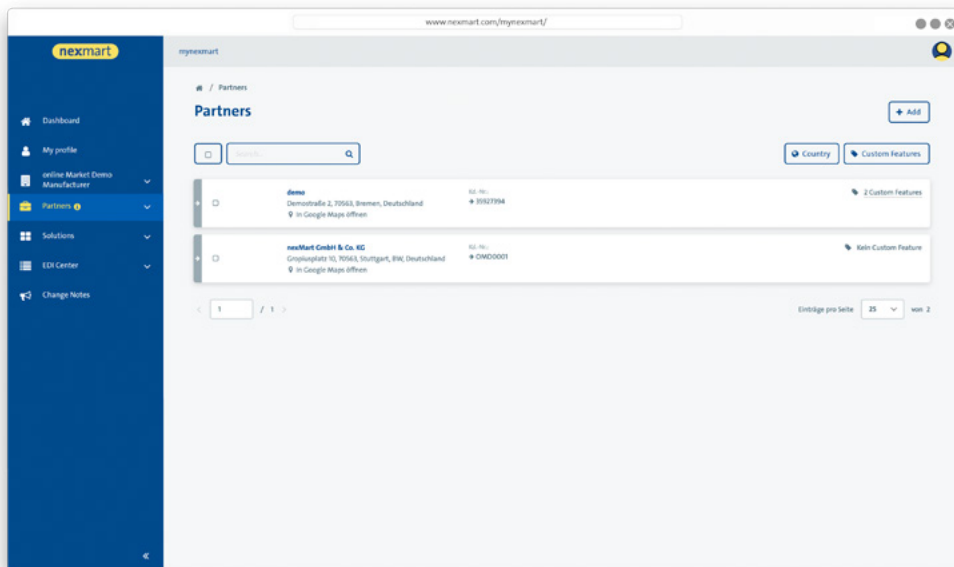
Choose the “Addresses” submenu to manage your addresses.



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
01/14/2022 11:53:22 AM	Order	Senden: 600000083 Receiver: 600000083	extranet Channel	online Market Demo Customer (E011736) Germany	3	395.98 EUR	Details
01/03/2022 04:53:54 PM	Order	Senden: 600000002 Receiver: 600000002	extranet Channel	online Market Demo Customer (E011736) Germany	1		Details
01/04/2022 12:27:06 AM	Order	Senden: PluChOrderNo-100 Receiver: 600000008	online Market	online Market Demo Customer (E011736) Germany	2		Details
02/28/2022 03:58:08 PM	Order	Senden: 600000001 Receiver: 600000001	online Market	online Market Demo Customer (E011736) Germany	1		Details
02/28/2022 03:08:03 PM	Order	Senden: OXDCR000999 Receiver: 600000006	online Market	online Market Demo Customer (E011736) Germany	3		Details
02/27/2022 03:50:49 PM	Order	Senden: 600000001 Receiver: 600000001	online Market	online Market Demo Customer (E011736) Germany	2		Details
02/25/2022 10:46:53 AM	Order	Senden: 999888999 Receiver: 600000006	online Market	online Market Demo Customer (E011736) Germany	3		Details
02/18/2022 12:09:32 PM	Order	Senden: 600000009 Receiver: 600000009	online Market	online Market Demo Customer (E011736) Germany	1		Details
01/16/2022 07:38:35 AM	Order	Senden: number Receiver: 600000007	online Market	online Market Demo Customer (E011736) Germany	3		Details
02/19/2022	Order	Senden: ---	online Market	online Market Demo Customer (E011736) 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	maximat	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].



online Market

User manual



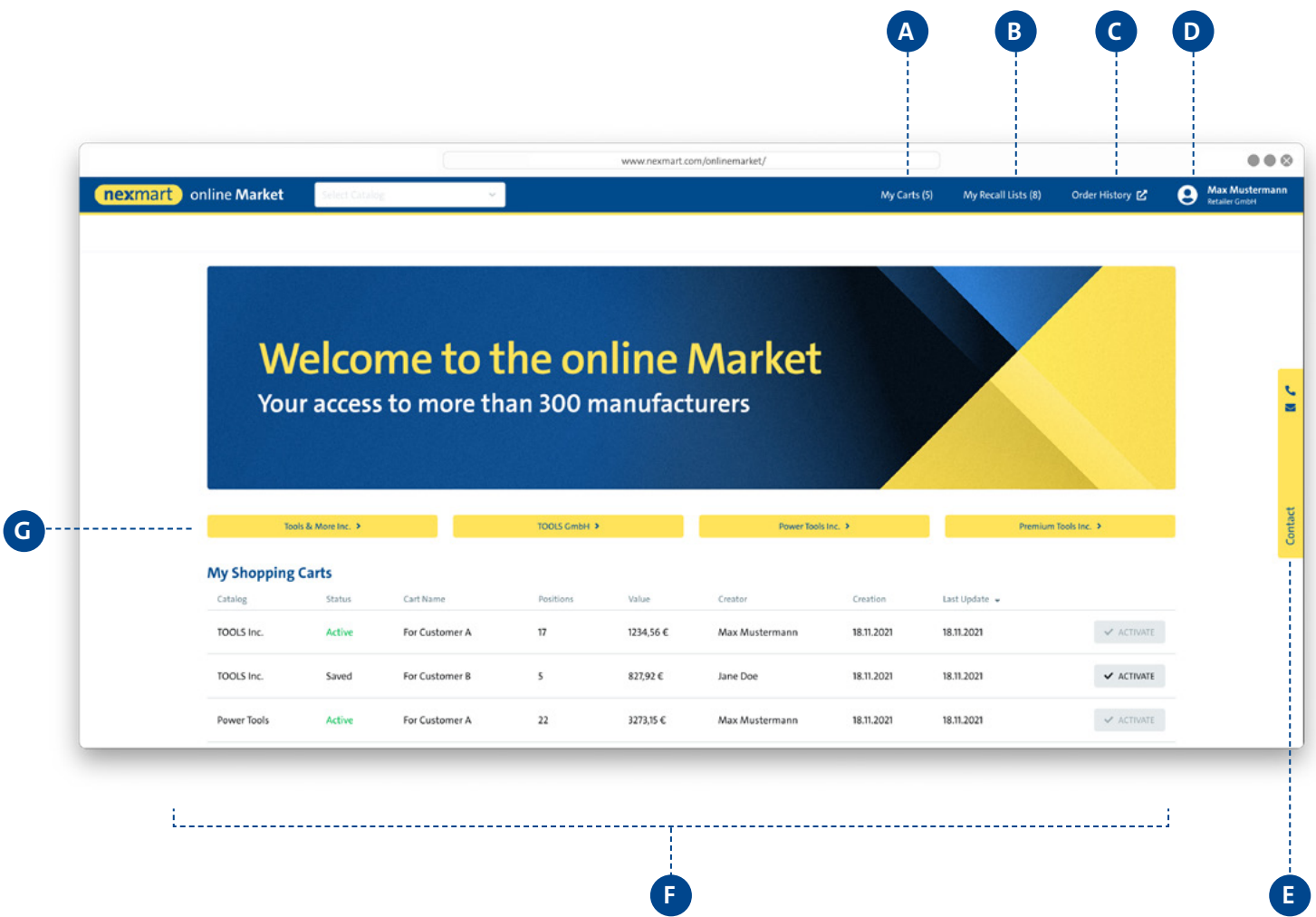


Dashboard: online Market homepage

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.



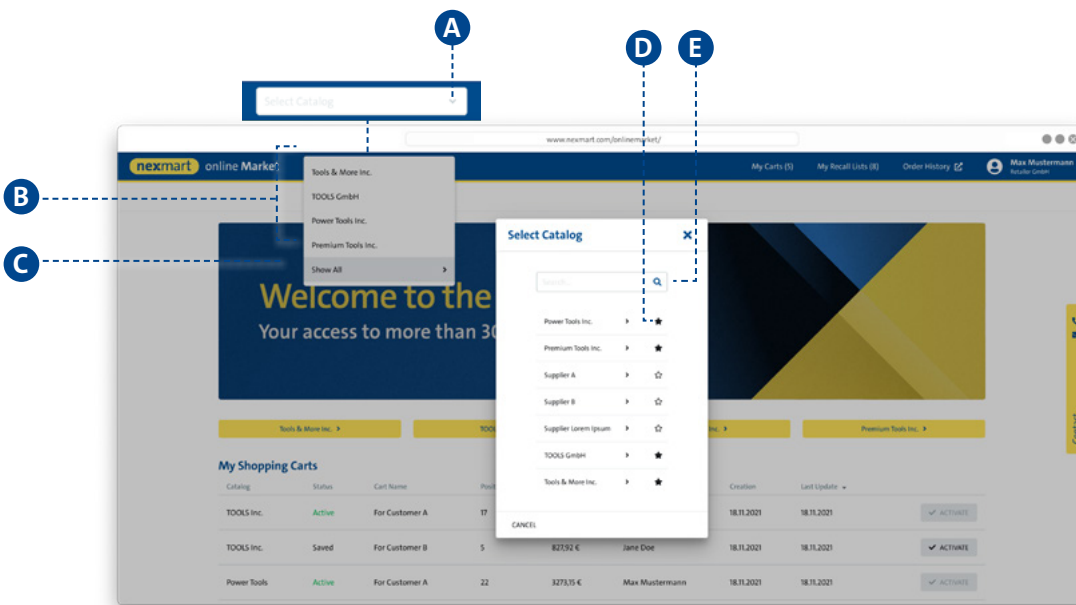
Your dashboard:

- 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



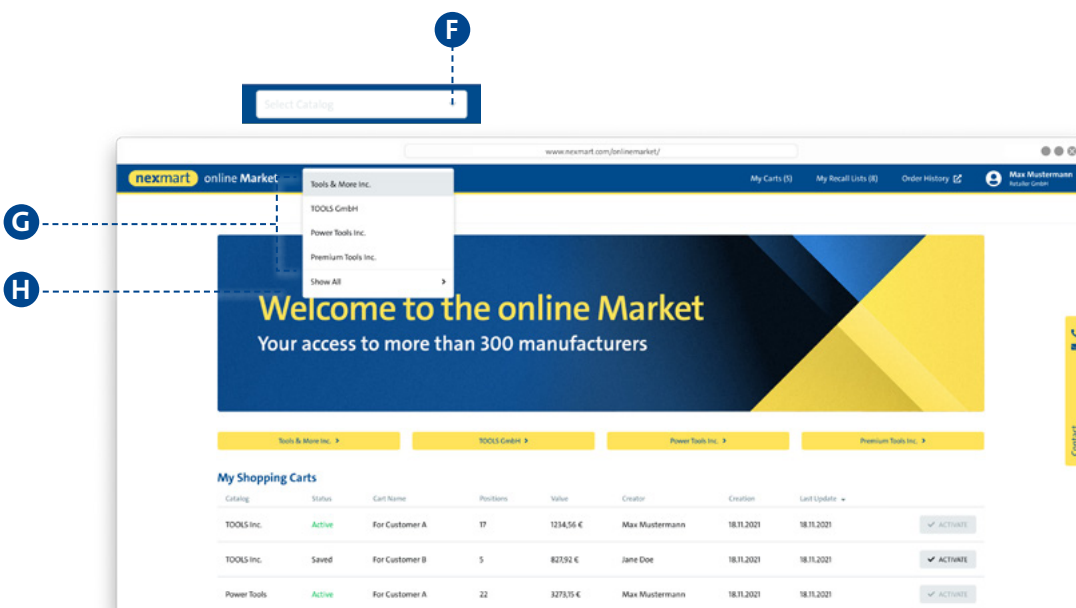
Catalogue search and selection

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.

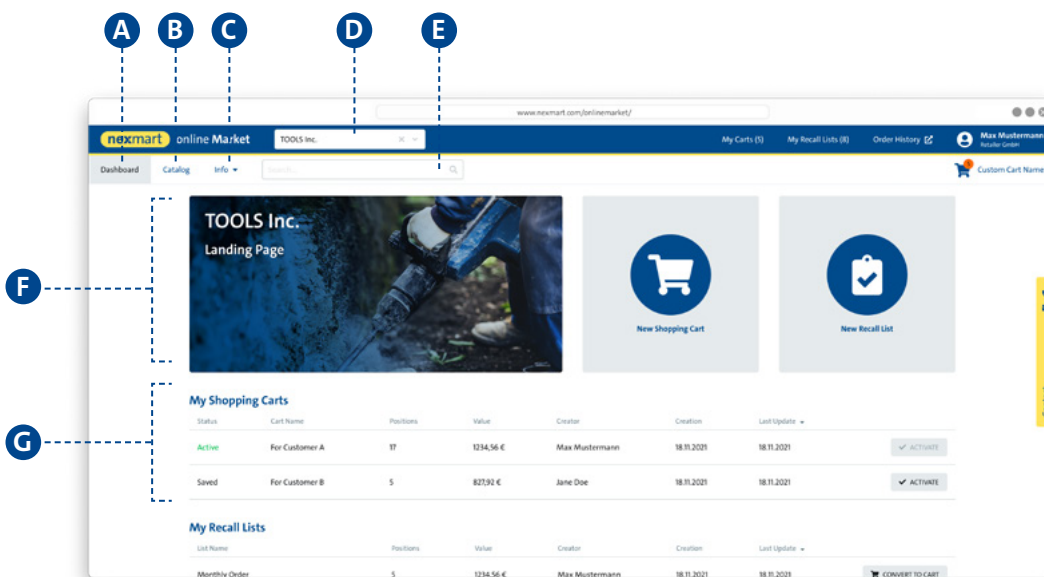


- F** Select a catalogue from the drop-down menu (with selected favourites): Initially ONLY the favourites are displayed **G**.
- H** To display all available catalogues, click [Show All]. You will now be taken to the complete overview (see figure above).



Overview, searching and navigating within the catalogue

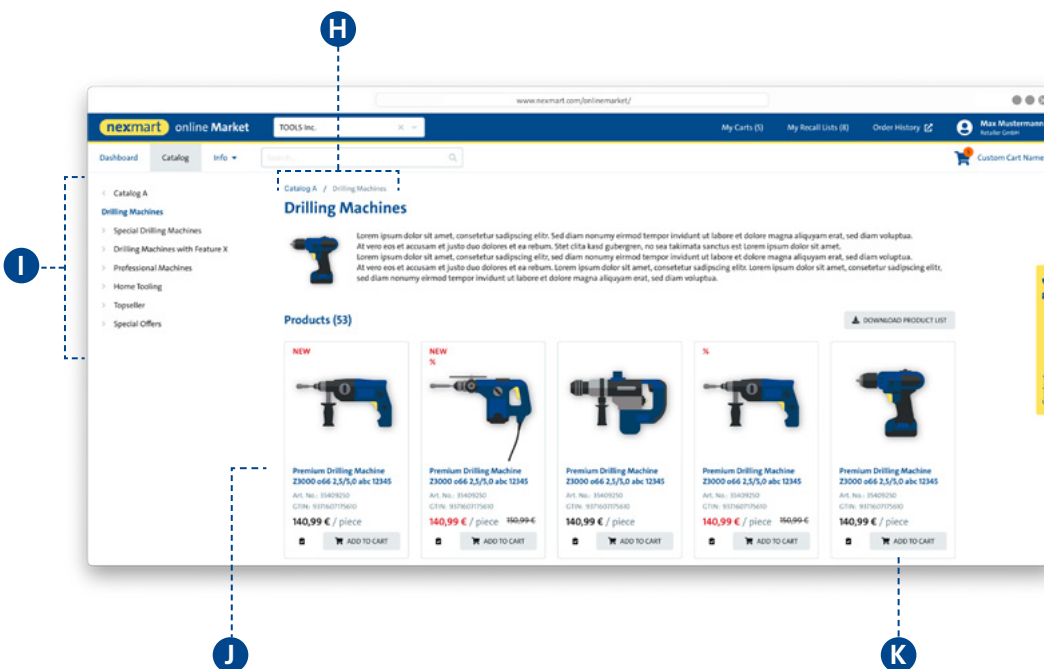
Homepage of the selected catalogue and search function within the catalogue



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 dropdown 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

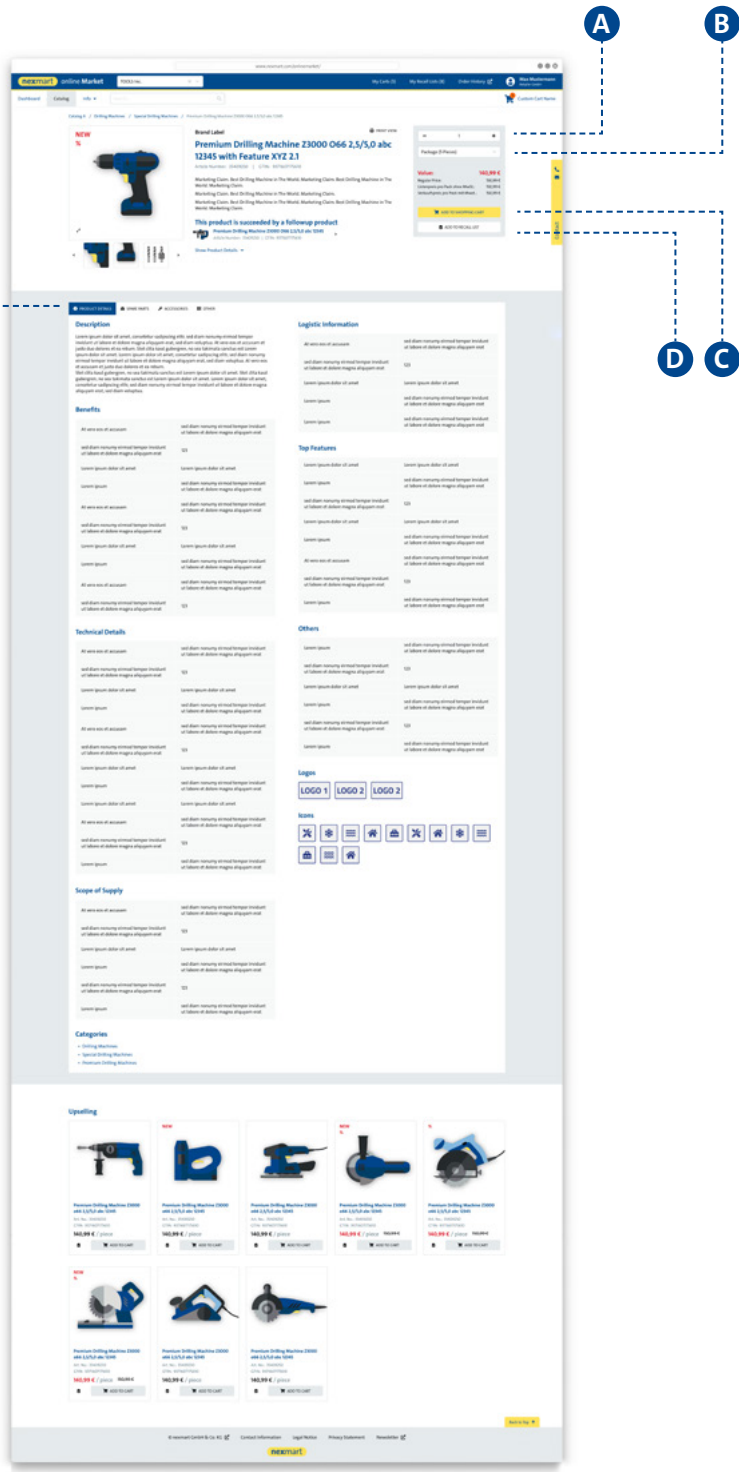


Navigation within the catalogue B:

- 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

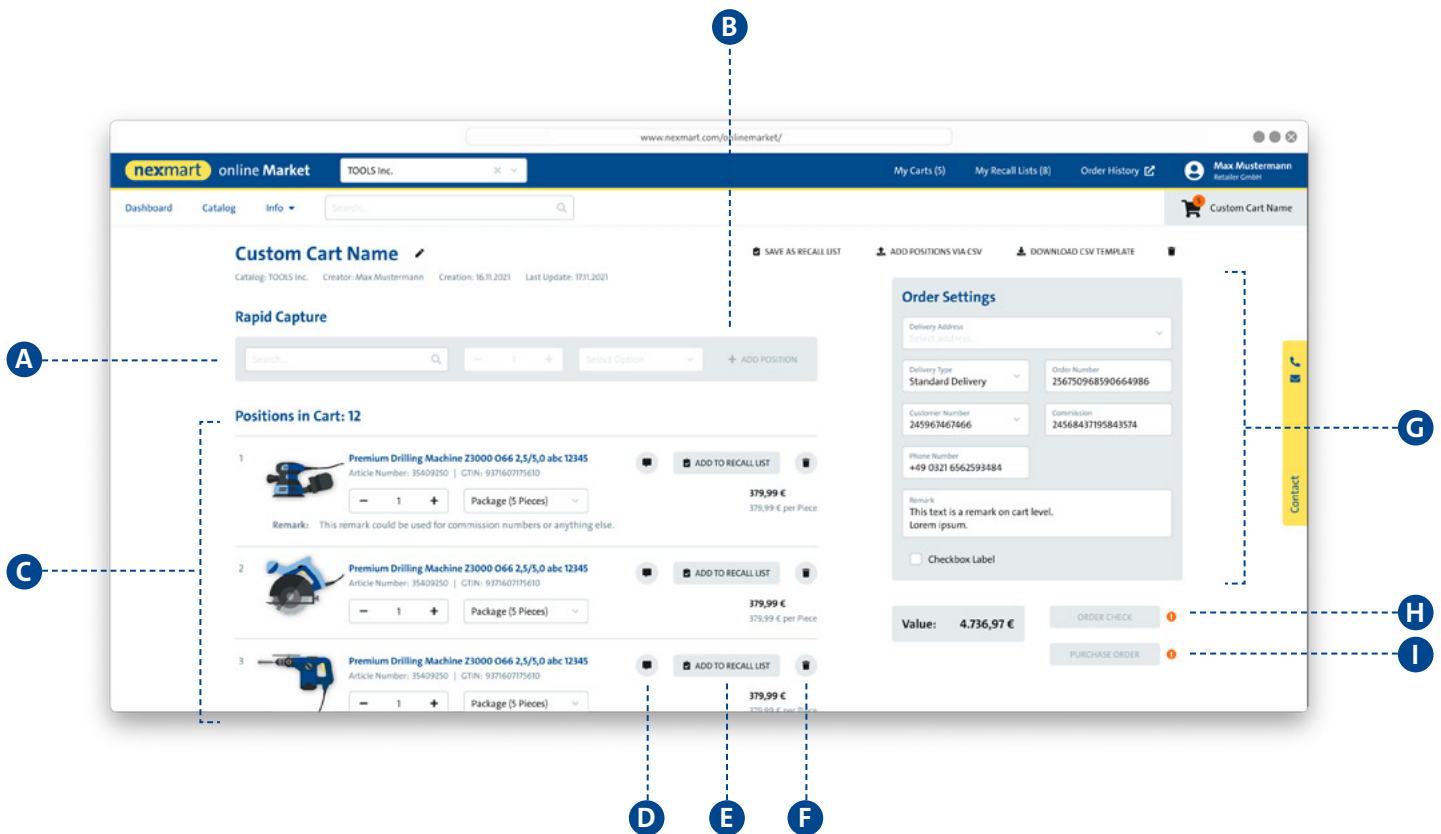


Selected catalogue:

- 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



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.)