

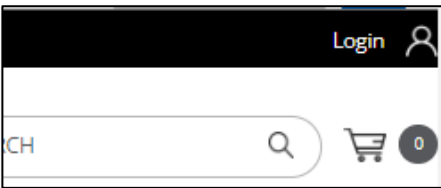


## N9NE Furniture Group Website “How To” Guide

The N9NE Furniture Group website layout is intuitive with a familiar mega bar, drop-down menus, and resources. Customers and end users can use the website without logging in. Without a login you will see list pricing. To see live

### Logging In

Login access is located in the top right corner of the home page.

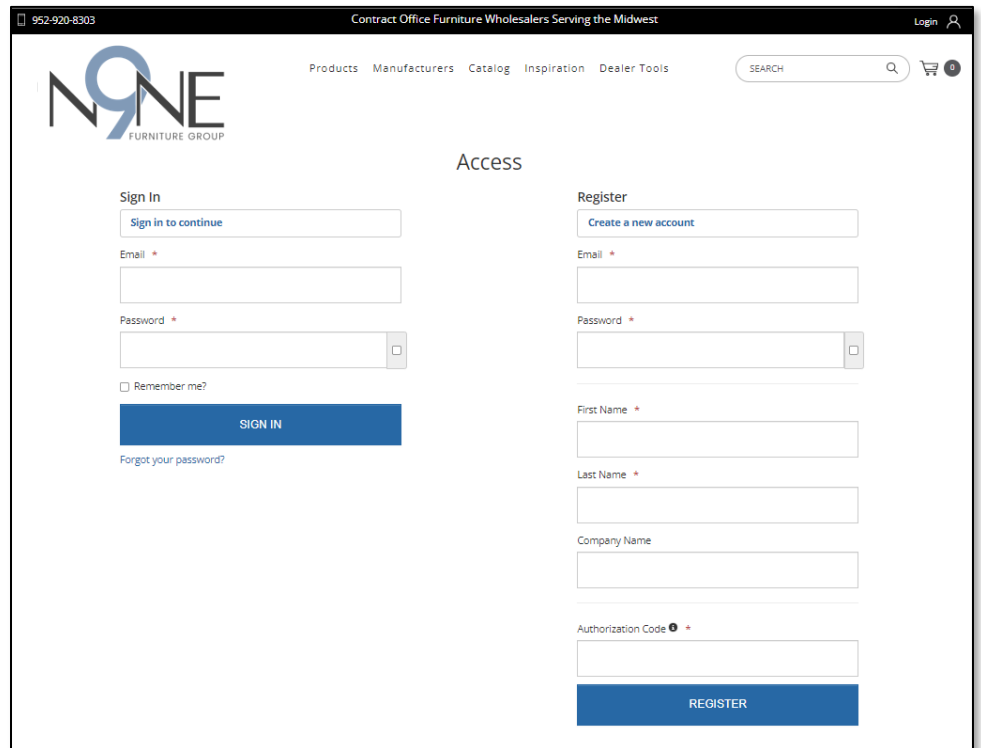


After you click login, you will be directed to the website Access page.

If this is your first-time logging in, you will need to register.

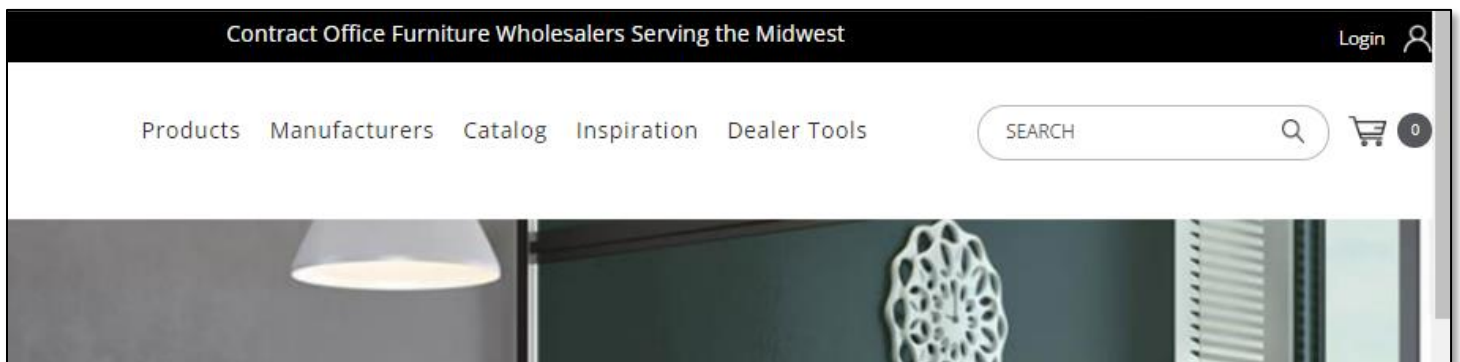
Enter your contact information and authorization code.

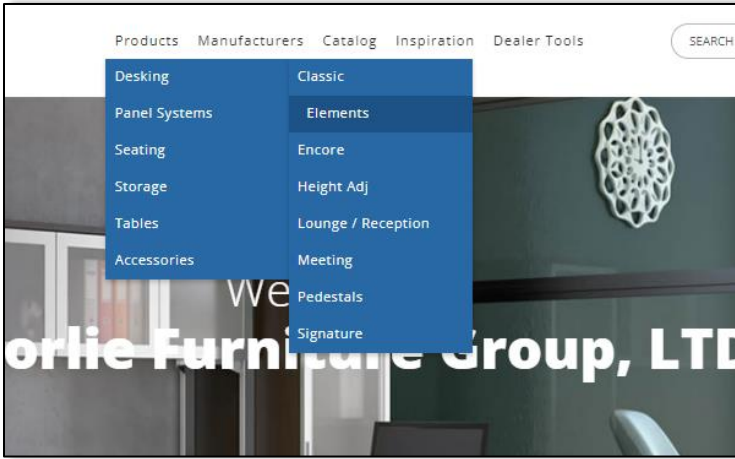
Your authorization code will have been provided to you by your team.



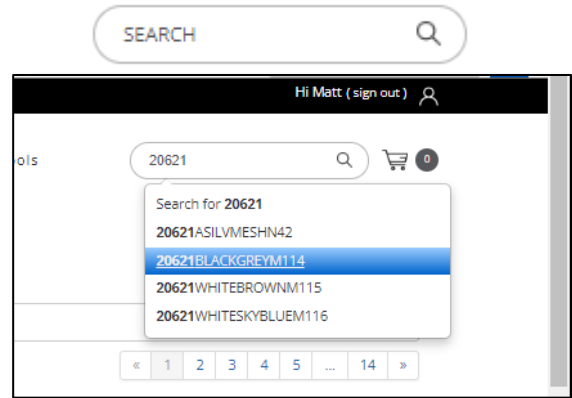
### Searching for Products

There are two ways to find items on the website. You can use the “Products” button on the mega bar, or you can search for them in the search box found on the top right corner of the page.





The drop-down product menu is sorted by categories. Select the category and subcategory then click to be directed to the corresponding pages.



You can also search using the search box.

When searching you can enter the specific sku number or a description of the item.

Start typing your part number in the search box, you will see that it will automatically

fill in the part number and you can click the auto-filled options. You can also search using keywords, keywords that are in the items description will appear in the search results.

## Item Page

After you have searched for an item, you will be directed to its page.

On the item page you will see all the details about the product including your net cost and current inventory.

Reminder- your net cost displays when you are logged in. To view pricing without net cost simply log out.

Inventory information is updated every 10 minutes.

Home > Products > Seating > Executive > MARIC MB CHAIR-BLK/ALUM N42

**MARIC MB CHAIR-BLK/ALUM N42**

Part Number: 20621ASILVME5HN42  
 Price: \$965.00  
 Net/EA

Quantity:

43 In Stock

Return to Search

See your pricing.

See stock count

Add to cart to buy online or save to a list for future.

Color: Silver  
 Material: Mesh  
 Net Weight: 33.07 LBS  
 Overall Dimensions: 23.75"W x 26.5"D x 37-41"H  
 Shipping Dimensions: 32.28"W x 26.37"D x 25.2"H  
 Style: Mid Back

## Adding Items to you Cart

Select the quantity you would like to order and click add to cart. You will see your cart quantity change.

Products Manufacturers Catalog Inspiration Dealer Tools

SEARCH

3 items ( \$Net )

MARIC MB CHAIR-BLK/ALUM N42  
p/n: 20621ASILVMESHN42  
\$Net x 3

View the Full Cart

Added 3 MARIC MB CHAIR-BLK/ALUM N42 to your cart

MARIC MB CHAIR-BLK/ALUM N42

Part Number: 20621ASILVMESHN42  
Price: \$Net/EA  
\$289.50/EA

Quantity: - 1 +

43 In Stock

Add to Cart Save to List

Need Assistance?  
We are here to help.  
Call 952-920-8303

Click to view a larger image

Overview

Items are added to cart

Adjust your order quantity.

Select Add to Cart.

## Making a Purchase

After you have added all the items you would like to order click the shopping cart icon in the top right and select "View the Full Cart."

This will take you to your shopping cart page.

SEARCH

3 items ( \$Net )

MARIC MB CHAIR-BLK/ALUM N42  
p/n: 20621ASILVMESHN42  
\$Net x 3

View the Full Cart





952-920-8303 Contract Office Furniture Wholesalers Serving the Midwest Hi Matt (sign out)


Products Manufacturers Catalog Inspiration Dealer Tools

SEARCH

3 items

### Cart

Item	Quantity	Price	Total
 MARIC MB CHAIR-BLK/ALUM N42 p/n: 20621ASILVMESHN42 43 In Stock	- 3 + Update Delete		
 PL105ASPEN 30\"X72\" DESK SHELL p/n: PL105APN 7 In Stock	- 5 + Update Delete		
 BOX/BOX/FILE PEDESTAL-WHITE p/n: PL166WHITE 6 In Stock	- 5 + Update Delete		
 FILE/FILE PEDESTAL-WHITE p/n: PL175WHITE 13 In Stock	- 5 + Update Delete		

Product Quick-Add 

Add

Total:

Proceed to Checkout

You can always continue to add items to your shopping cart. By either searching for products in the top search bar or adding new skus using the “Product Quick-Add” feature on the shopping cart page (when using “quick-add” you must use the exact sku number).

After you have added all the items you would like to order, click “Proceed to Checkout,” you will be directed to the check out page.

Enter your billing and shipping addresses. Your customer information and cart summary will populate.

**Your shipping address will always default to your billing address.**

You can ship to a different address if you would like.

The screenshot displays the checkout page for N9NE Furniture Group. The page is titled "Checkout - Customer Information". It features several sections: "Customer Information" with fields for Name, Contact Name, and Email; "Billing Address" with fields for Recipient, Attention, Address Line 1 & 2, City, State/Province, Country, Postal Code, and Phone Number, plus a "Save to my address book" checkbox; "Shipping Address" with a "Ship to the Billing address" checkbox; "Cart Summary" with a table showing Subtotal, Shipping, Tax, Discount, and Total; and "Account Summary" with a "Customer" field. A "Save & Continue" button is at the bottom. Two callout boxes provide instructions: one for the billing address and another for the shipping address checkbox. A grey arrow points to the "Ship to the Billing address" checkbox.

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Products Manufacturers Catalog Inspiration Dealer Tools SEARCH 18

### Checkout - Customer Information

**Customer Information**

Customer Name  
Contact Name  
Email

**Billing Address**

Recipient \*  
Attention  
Address Line 1 \*  
Address Line 2  
City \*  
State/Province - Please Select -  
Country \* United States  
Postal Code \*  
Phone Number  
 Save to my address book

**Shipping Address**

Ship to the Billing address

**Cart Summary** [edit](#)

Subtotal:	
Shipping:	--
Tax:	--
Discount:	--
Total:	

**Account Summary** [edit](#)

Customer

[Save & Continue](#)

Enter your billing address. This can be saved to your address book for future.

Your shipping address will default to your billing address. Uncheck this box if you would like to ship to a different location.

It is very important to review your shipping address before placing your order.

The website allows you to save addresses to an address book. If you are shipping to multiple regular locations it is very easy to add recurring addresses. These addresses will populate in a drop down menu.

If you are a will call customer, in place of a ship to address simply enter “WILL CALL” in to the ship to address field.

Once you enter your information click "Save and Continue" you will be directed to the shipping and payment page.

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N9NE FURNITURE GROUP

Products Manufacturers Catalog Inspiration Dealer Tools

SEARCH

### Checkout - Shipping & Payment

Disclaimer  
Please be advised that this order is subject to our review and changes. The order total shown here does NOT include the possible freight charges. Freight will be added after we review the order. You will receive an order acknowledgement after we review the order and confirm the ship dates.

**Choose your shipping method**

Freight Invoiced After Shipping \$0.00

**Additional Information**

Purchase Order # \*

Ship Date

Notes/Instructions

**Payment Details**

NET 30 DAYS

**SUBMIT ORDER**

**Cart Summary** [edit](#)

Subtotal:	\$3,144.00
Shipping:	--
Tax:	--
Discount:	--
<b>Total:</b>	<b>\$3,144.00</b>

**Account Summary** [edit](#)

Enter your purchase order number and any needed shipping notes or instructions.  
Please note: N9NE we will do our best to accommodate requests, your order acknowledgement will detail your estimated ship date and confirm your requested instructions.

After you click submit order, your PO will be sent to N9NE Furniture Group. N9NE will review your order and once confirmed will provide an order acknowledgment.

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N9NE FURNITURE GROUP

Home > Checkout - Shipping & Payment > Checkout - Complete

### Checkout - Complete

Your order has been successfully placed.

**Order** Order Submitted - WEB-000061 10/10/2022 [REORDER](#)

**Order Submitted**

Order Date	10/10/2022
Reference #	WEB-000061
Order Status	In Review
Payment Status	In Review
Delivery Status	In Review
Ship Method	Freight Invoiced After Shipping
Payment Method	NET 30 DAYS

**Billing Address** **Shipping Address**

Item	Quantity	Price	Total
MARIC MB CHAIR-BLK/ALUM N42 p/n: 20621ASILVMESHN42	3	\$	\$
PL105ASPEN 30"X72" DESK SHELL p/n: PL105APIN	5	\$	\$
BOX/BOX/FILE PEDESTAL-WHITE p/n: PL166WHITE	5	\$	\$

Until your order is acknowledged its status will read "in review."

## Account Dashboard

You can review your account information and orders on your account dashboard. To view your dashboard, click the person icon in the top right corner.



You can add and manage your address book.

You can view your order activity and notifications including submitted orders, acknowledgments, and invoices.

## Edit Your Account

You can change your contact information from your edit account page. Be sure to click save after your changes.

This page is where you will find your account authorization code. This is the code you will use to allow new users to join your account.

This code is what new users enter when registering on the login page.

Name	Email
Matt N Test	matt@mattnordlund.com
Matt N Test	SOstest2MattN@yahoo.com

Keep this code secure, it will allow users to place orders and view order history on your account.

## Change Your Password

When you access your account for the first time enter a new password.

Keep your password secure. If you forget your password, N9NE can reset it for you.

The screenshot shows the N9NE Furniture Group website's 'Change Password' page. At the top, there is a navigation bar with the phone number 952-920-8303, the company name 'Contract Office Furniture Wholesalers Serving the Midwest', and a user profile 'Hi Matt (sign out)'. The main header includes the N9NE logo and navigation links for Products, Manufacturers, Catalog, Inspiration, and Dealer Tools. A search bar and a shopping cart icon with a '9' are also present. The page title is 'Change Password'. A yellow banner states 'Passwords must be at least 7 characters long.' Below this, there are three input fields for 'Current password', 'New password', and 'Confirm new password', each with an asterisk indicating it is required. At the bottom of the form are 'Change' and 'Return' buttons.

## Save Addresses

You can save frequently used addresses in your account. This will help speed up your check out process.

The screenshot shows the 'Saved Addresses' section of the account. It features a list of two saved addresses: 'Test Location 2, 456 Random Road, Minneapolis, MN 55416' and 'Test Location, 123 N Any Street, Minneapolis, MN 55416'. Each address entry has a blue 'Notice' button to its right. Below the list is a link to 'Manage Saved Addresses'.

Multiple address can be saved. If you would like an address to be primary, or a default be sure to check the applicable box.

You can manage your addresses at any time.

The screenshot shows the 'Addresses' management page. It has a breadcrumb trail 'Home > Account > Addresses' and an 'Add a New Address' button. The page title is 'Addresses'. Below the title, there is a list of two addresses, each with a red 'x' icon on the left. At the bottom of the list is a 'Return' button.

The screenshot shows the 'Create an Address' form. It has a breadcrumb trail 'Home > Account > Addresses > Address' and the page title 'Create an Address'. The form includes several input fields: 'Recipient', 'Attention', 'Address Line 1', 'Address Line 2', 'City', 'State/Province' (a dropdown menu with '- Please Select -'), 'Country' (a dropdown menu with 'United States'), 'Postal Code', and 'Phone Number'. Below the form are three checkboxes: 'This is the primary address for our customer account', 'Use this as my default billing address in checkout', and 'Use this as my default shipping address in checkout'. At the bottom of the form are three buttons: 'Save', 'Save & Return', and 'Return'.

## View Activity and Notifications

All your order information including acknowledgements and invoices will be listed in the Activity and Notifications section.

The account dashboard will show recent transactions and documents. To view all your documents, and search for a specific order click “view all.”

Whenever a new order, acknowledgement, or invoice is Created it will appear in your activity and notification Section.

Activity & Notifications		
Order	<a href="#">Order Submitted - WEB-000061</a>	Oct 10 <span>2</span>
Notice	<a href="#">Order Acknowledgement - 046827</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046853</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046855</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046852</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046805</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046809</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046805</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046805</a>	Sep 13
Notice	<a href="#">Order Acknowledgement - 046788</a>	Sep 13
		<a href="#">View All (730)</a>

Please note, once an order is submitted it cannot be revised on the website. If you would like to revise your you must contact N9NE Furniture. Once your order has been revised, a new acknowledgement will be generated.

You can search for your orders using your PO number or N9NE sales order number.

Click to view your document.

Activity & Notifications		
<input type="text" value="Search"/>		
Page 1 of 2 (44) <span>« 1 2 »</span>		
Order	<a href="#">Order Submitted - WEB-000051</a> \$483.14, 6 Items	Oct 12 <span>2</span>
Order	<a href="#">Order Submitted - WEB-000050</a> \$290.70, 1 Items	Oct 12 <span>2</span>
Notice	<a href="#">Order Acknowledgement - 214939</a>	Oct 12
Order	<a href="#">Order Submitted - WEB-000049</a>	Oct 12 <span>2</span>
Order	<a href="#">Order Submitted - WEB-000048</a>	Oct 12 <span>2</span>
Order	<a href="#">Order Submitted - WEB-000047</a>	Oct 8 <span>2</span>
Order	<a href="#">Order Submitted - WEB-000046</a> \$1,615.34, 7 Items	Oct 7 <span>2</span>
Notice	<a href="#">Order Acknowledgement - 214934</a>	Oct 7
Notice	<a href="#">Order Acknowledgement - 214932</a>	Oct 5
Order	<a href="#">Order Submitted - WEB-000045</a> Order Acknowledgement - 214905	Sep 23 <span>2</span>
Order	<a href="#">Order Submitted - WEB-000044</a> \$498.78, 4 Items	Sep 21 <span>2</span>
Order	<a href="#">Order Submitted - WEB-000043</a> Invoice - 220992	Sep 21 <span>3</span>
Notice	<a href="#">test</a> MM - test sending emails via the customer user sc...	Sep 20
Order	<a href="#">Order Submitted - WEB-000041</a> \$363.12, 8 Items	Sep 19 <span>2</span>



When you click in to an order you can view its history: order, acknowledgement, and invoice.

### Activity & Notifications - View

Notice Order Acknowledgement - 044503 8/17/2022

Invoice Invoice - 666067 8/1/2022

## Invoice

Billing Address

Shipping Address

Name	Number	Ordered	Shipped	UOM	Price	Discount	Total
36X72 RECTANGULAR TOP-CHRY-A1	PLT3672CHERRY-A1	1	1	EA	\$		\$
36" METAL U LEG - SILVER	PLTLEG-U-36SILVER	2	2	EA	\$		\$
PAIR BEAM BRCKET-48/60LEG-SILV	PLTCBBSILVER	1	1	EA	\$		\$
72" MAIN DESK BEAM - SILVER	PLT.MAINDESKBEAM	1	1	EA	\$		\$

Invoice # 666067  
 Order # 044503  
 Order Status Complete  
 Ship Date 8/4/2022

Most recent document will be on top.

Order status will be listed in top right corner.

## Familiar Look

Most of the tools and resources you enjoyed on the old site are available for use on our new website.

The collage displays four overlapping screenshots of the N9NE website interface:

- Top Left:** Shows the 'Dealer Tools' section with icons for Catalog Images, Product Information, Discontinued Items, Conference Table Guide, Chairs Listed by Model, and Digital Catalog.
- Top Right:** Shows the 'Seating Listed by Model Number' page, featuring a grid of various office chairs with their model numbers (e.g., 10311, 10823, 10911 Black).
- Bottom Left:** Shows the 'Product Information' page, which includes sections for Assembly Instructions, Visual Guides and Buying Guides, and Customer Service Documents.
- Bottom Right:** Shows the 'Conference Table Guides' page, displaying images of different table bases and configurations.