



NUTRA BLEND E-STORE TRAINING MANUAL



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Customer Support

The Nutra Blend Customer Service team is available to assist you with the Nutra Blend E-store. Contact your Nutra Blend representative or use the contact information below.

Phone: 1 (800) 657-5657

Email: contactus@nutrablend.com

Hours of Operation:

Monday - Friday

8:00 AM - 5:00 PM CST

ACCESS THE E-STORE

Access the E-store at: www.onlineorder.nutrablend.com

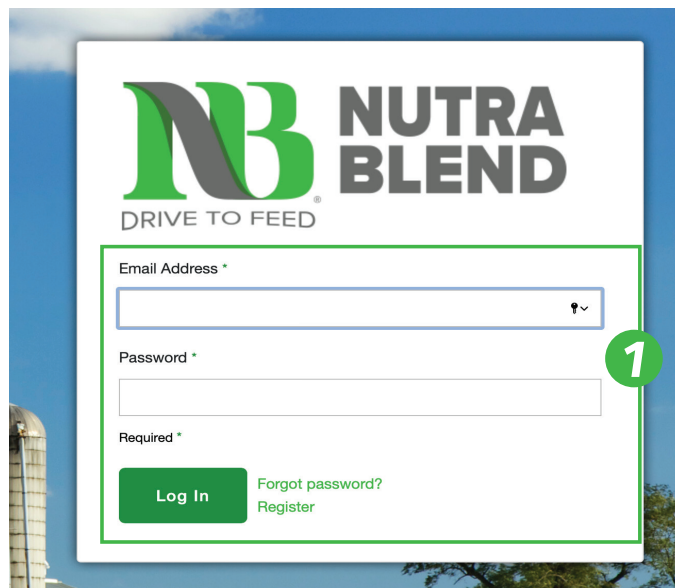
1 Login to the Estore

Existing Users

Enter your Email address and password into the corresponding fields and select the “Log In” button.

First Time Users

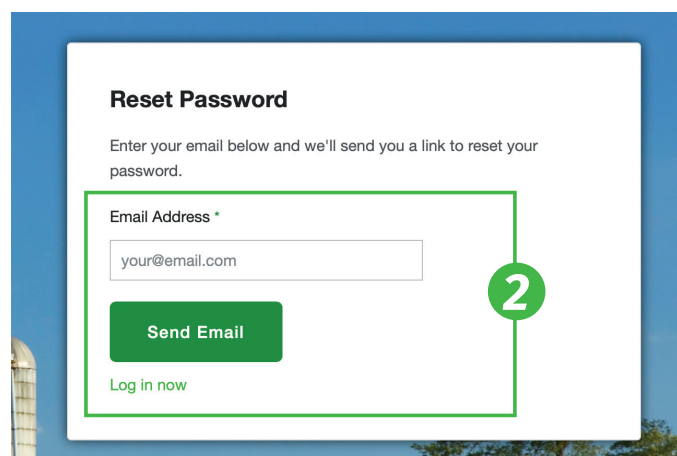
If you are accessing the E-Store for the first time, you will need to reset your password. Select the “Forgot Password?” link on the login page.



2 Request Password Reset

Enter your email address and select the “Send Email” button. If you receive a message stating you are not setup to access the site, contact customer service.

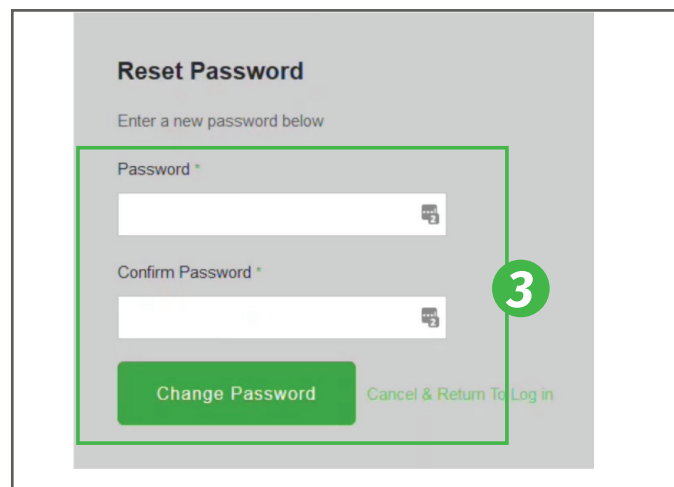
In a few minutes, you will receive an email with a link to set your password. If you did not receive an email, please check your spam or junk folder. If you still did not receive an email, contact customer service.



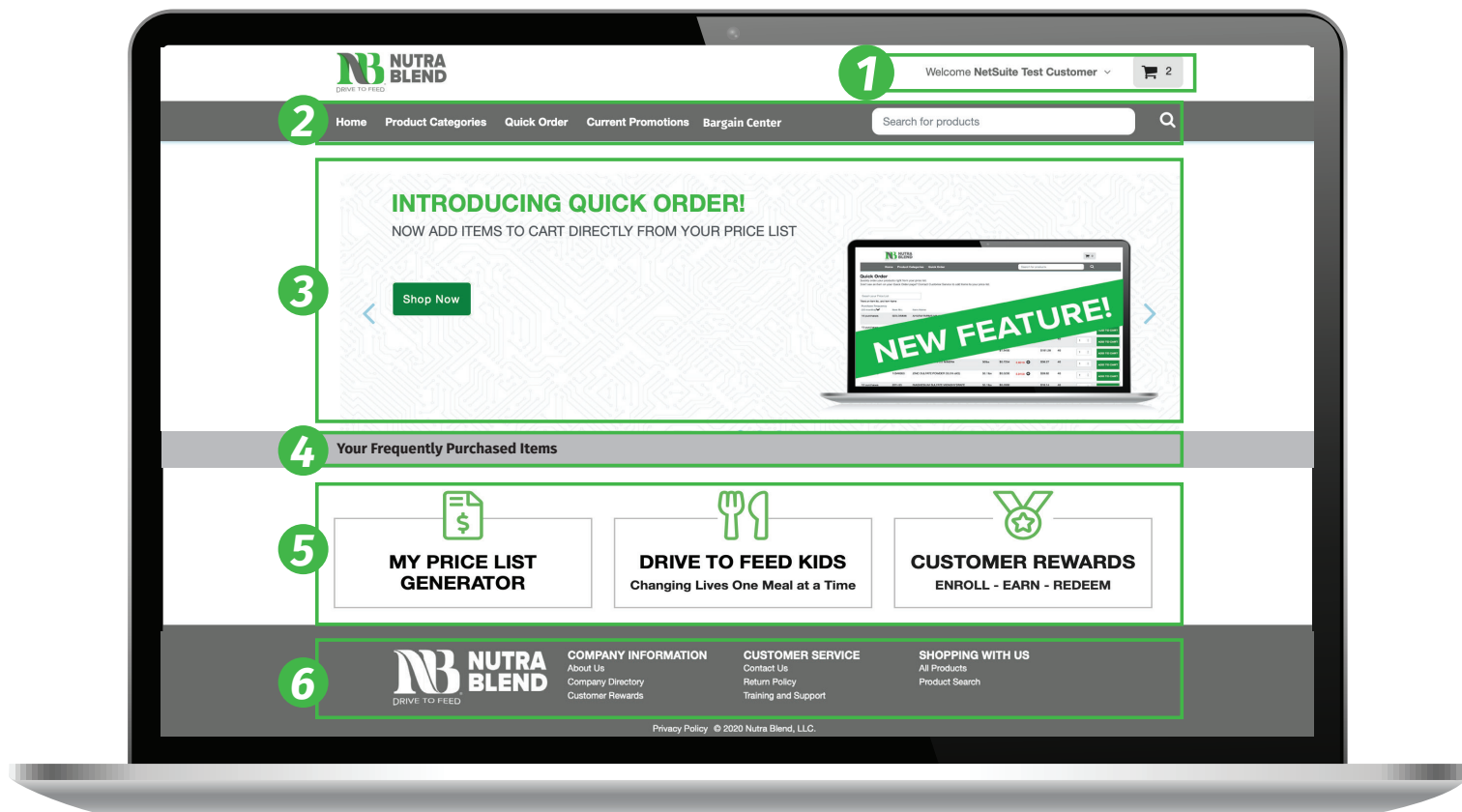
3 Reset your Password

The email link will direct you to the Reset Password page where you will enter your new password in both fields. Select the “Change Password” button.

You will be taken back to the login page where you will enter your email address and new password to access the store.



NAVIGATE THE HOME PAGE



1 Header Section

Account Information

Select your company name to access account information. There you can view purchase and billing history, generate price lists, track order status and much more.

View Cart

Select the cart icon to view items in your cart or begin the check out process.

2 Menu

Home

The home option brings you back to the Home Page from other screens.

Current Promotions

Select to navigate to the Promotions page where you will find information on the Customer Rewards Program including any current promotions or blitzes as well as the monthly point schedule.

Bargain Center

Select to navigate to the Bargain Center page where you can view a list of current discounted items.

Product Categories

Select the Product Categories menu option to shop the store. A drop-down menu will appear with all product categories or select the Shop All Products button to see an unfiltered store front.

Quick Order Tool

Select to navigate to our Quick Order tool where you can add items to cart straight from your price list.

Search Bar

Select the search bar and enter a keyword to begin your search. You can search for products by entering an item number, name or keyword.

3 Carousel

Current promotions, Quick Links and other important updates are communicated on the image carousel.

4 Frequent Purchases

A quick list of frequently purchased items will be displayed for ease of use.

5 Program Menu

Price List Generator

Select the tool to generate a pdf of your current price list. The pdf will pop up in a separate window. To make modifications to your price list, contact customer service.

Customer Rewards Program

Select the icon to access customer rewards program information, including current promotions, point schedules or links to access your CRP account.

Drive to Feed Kids

Select the icon to access more information about the Drive to Feed Kids program.

6 Footer Menu

Company Information

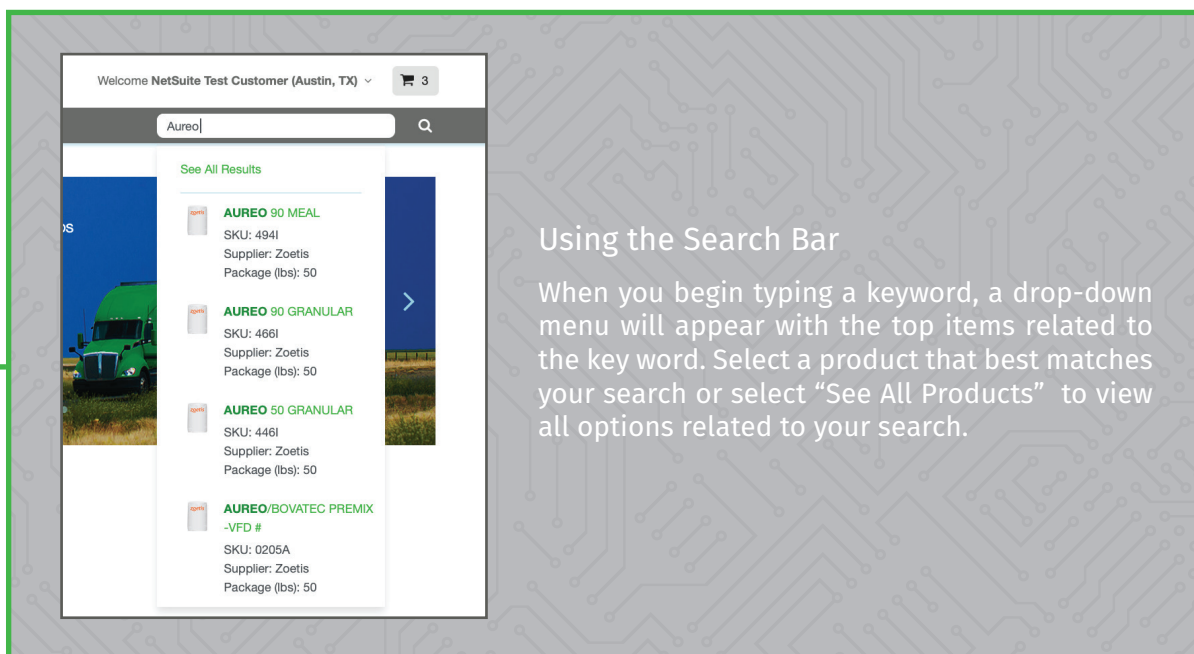
Use the links listed under the Company Information menu to access information about Nutra Blend, Company Directories and the Customer Rewards Program.

Shopping with Us

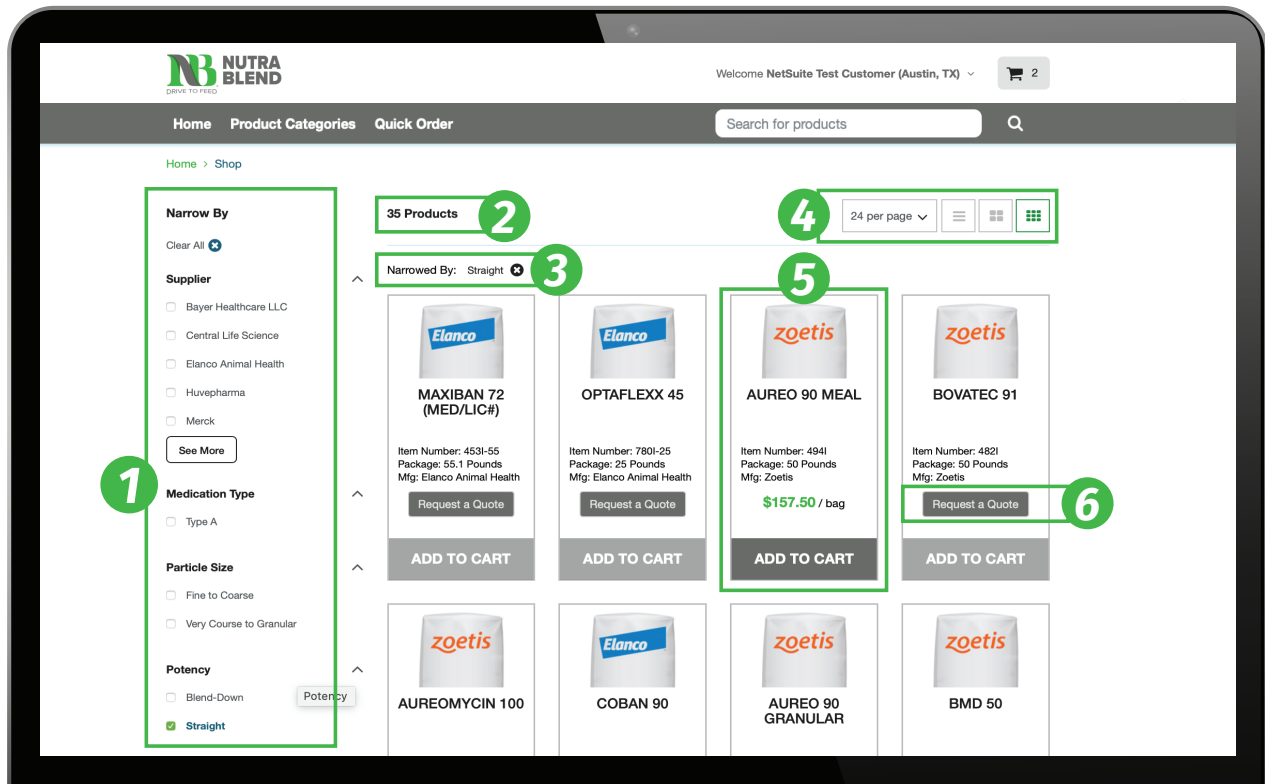
Use the links listed under the Company Information menu to access the store front or search for products.

Customer Service

Use the links listed under the Company Information menu to access training resources, contact information and the Nutra Blend Return Policy.



SHOP THE STORE



Filtering Products

1 Filters List

Narrow down the list of products that are displayed by using the different filters available in the lefthand menu. Check the box next to a category you want to view or select “Clear All” to remove any checks you’ve placed.

Each filter is collapsible by selecting the arrow next to the header.

2 Product Count

The Product Count shows the amount of items that meet the criterion of your selected filters.

3 Narrowed By List

The Narrowed By row displays what filters are placed on the products shown. A filter can be cleared by selecting the “X” next to a filter.

4 Page Views

Items Per Page

Change the amount of products listed per page by using the drop-down menu.

Compact Grid View

Select the Compact Grid View to change your view state to a compressed list of items, eliminating the item information.

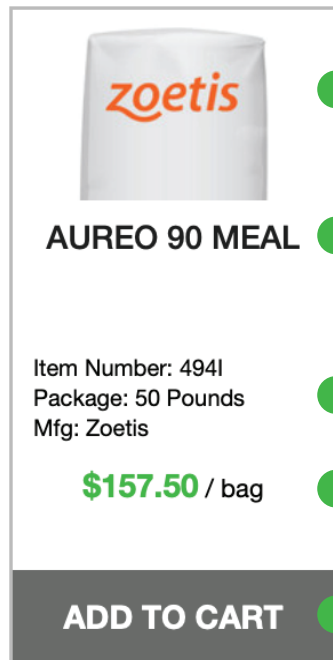
List View

Select the List Icon to change your view state to a compressed list of items eliminating the item image.

Grid View

Select the Grid View Icon to change your view state to a fully expanded list of items including the item image and information.

5 Store Items



Item Image

View the item image here. Please Note: The item image may not accurately reflect the packaging you will receive.

Item Name

Item Information

Item Number denotes the identifying product number.
Package denotes the amount of product per package size.
Mfg denotes the supplier or manufacturer of the product.

Item Price

Price denotes your price per package (bag, totes, jugs, etc). Price per lb is noted in the item description page.

Add to Cart

Select the button to add the item to your cart. Once the item is in your cart, you can update the quantity of which you want to order.

6 Request a Quote

If an item in the store is not currently on your price list, you will see the "Request a Quote" button in place of the Item Price and the Add to Cart button. To review the request a quote process, go to page 12.

NAVIGATE THE ITEM PAGE



1 Navigation Path

View the navigation path of the item in the breadcrumb header. This shows what line of categories the product you are viewing belongs to.

2 Item Image

View the item image here. Please note: Product Image may not accurately reflect the packaging you receive.

3 Item Information

Item Name

The item name is listed in bold.

Supplier

The supplier or manufacturer of the product is listed.

Package

The package size lists how many units of product are housed in the container type.

Price

The price per unit is listed as well as the price per lb. If no price is shown, you will need to request a quote in order to add the item to your price list. See page 12 to review the "Request a Quote" process.

Item Number

The item SKU is the item numerical identifier.

Container Type

The Container type denotes how the product is packaged.

Bags per Pallet

The number reflects the number of packages are housed per pallet.

4 Quantity

Adjust the quantity of the item you would like to order using the arrows or type in the exact amount.

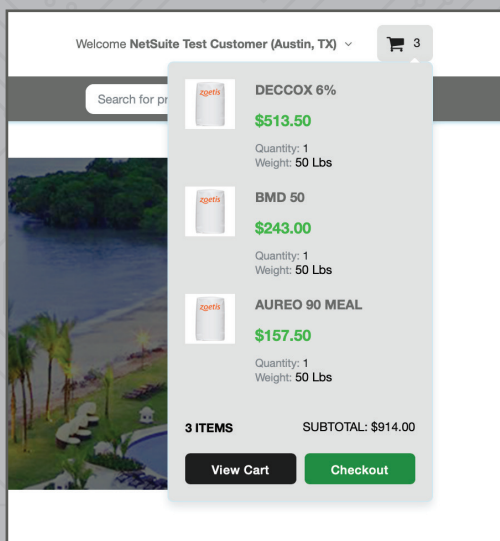
5 Program Menu

Add to Cart

To add the item to your cart, select the button.

Add to Quote


To add the item to a quote request, select the button.



Cart Quick View

Quickly review your recently added items by selecting the cart icon. From this dropdown menu, you can select “View Cart” to go to the cart page. Select “Checkout” to begin the checkout process.

NAVIGATE THE CART PAGE



Welcome NetSuite Test Customer (Austin, TX)

3

Home
Product Categories
Quick Order

Home > Shopping Cart

Shopping Cart
2 Products, 3 Items

Quick Add

Which item(s) would you like to add? You can only add products on your price list.

Quantity

ADD ITEM

BMD 50

Item Number: 459I
Package: 50 Pounds
Mfg: Zoetis

\$243.00 / bag

Quantity:

2

Total Cost: \$486.00
Total Weight: 100 lbs

Edit

Save for
Later

Remove

DECCOX 6%

Item Number: 430I
Package: 50 Pounds
Mfg: Zoetis

\$513.50 / bag

Quantity:

1

Total Cost: \$513.50
Total Weight: 50 lbs

Edit

Save for
Later

Remove

Order Summary

SUBTOTAL 3
ITEMS

\$999.50

Weight: 150 lbs

ESTIMATED
TOTAL

\$999.50

PROCEED TO CHECKOUT

Saved for Later
1 Product

To buy an item now, click "Move to Cart"

AUREO 90 MEAL

\$157.50 / bag

Quantity:

1

Move to Cart

Remove

1 Cart Count

The header denotes the amount of products and individual items in your cart.

2 Item List

The item list reflects the detailed information of the products in your cart. Here you can edit your items, remove them from the cart or save them for later.

3 Quick Add Feature

To quickly add an item to your cart without returning to the store front, begin entering the product name or SKU. A drop-down menu of items relating to your search will appear. Select the item you want to add. Modify the quantity if you would like to order more than 1 unit then select "Add Item".

4 Order Summary

The order summary notes the cart subtotal and weight. Please note: The total is an estimate and is subject to change once the order is reviewed and has been approved.

5 Proceed to Checkout

Select the "Proceed to Checkout" button to begin the checkout process.

6 Save Items for Later

Save for Later List

If you have a product in your cart that you do not wish to order at this time, you can save them for later in the holding menu. Any items you have held can be viewed here.

To move an item for holding, select the save for later option.

Add Items to the Cart

When you are ready to move an item back to your cart from the Save for Later menu, you can modify the quantity and then select the "Add to Cart" button below the item you want to add.


Remove Items


Select the "Remove" button to completely remove the item from the "Saved for Later" list.


Shared Cart


If multiple users at your company have access to the site, all users are assigned and have access to the same account. The cart and my account section is shared and visible across all users.

THE CHECKOUT PROCESS



Welcome NetSuite Test Customer (Austin, TX) 

 1

[Home](#) [Product Categories](#) [Quick Order](#) 

Checkout

[1. Payment](#) / [2. Review](#)

Choose Payment Method

1

Purchase Order Number

Enter Purchase Order Number (Optional)

2

Enter Billing Address

Selected

Customer Name

Address Line 1

City, State Zip

Phone Number

3

Ship To*

Address Name

Address: Name

Address Line 1

Address Line 2

City, State Zip

Location: Total Premix : West : Madera : Madera Main-470

Shipping Method*

Route Truck

Additional freight charges apply for orders less than 2,000 lbs.

Load Date*

4

Customer Comments

Maximum 750 characters

Summary

SUBTOTAL

\$157.50

Est. Freight

\$0.00

Est. Fuel

\$0.00

TOTAL


\$157.50

WEIGHT

50 LBS

CONTINUE

Cart Summary (1)



AUREO 90 MEAL

\$157.5 / bag

SKU: 494I

Package: 50

Pounds

Mfg: Zoetis

Bags Per Pallet:

NaN

Unit price:\$157.50

Quantity: 1

Amount: \$157.50

Edit Cart

You will have an opportunity to review your order on the next step.

CONTINUE

1 Purchase Order Number

You have the option to enter a P.O. number on your order. This will be entered on the invoice and listed in your purchase history.

2 Billing Information

The billing address for your order is automatically populated and cannot be edited.

3 Shipping Information

Ship To Address

Use the drop-down menu to select which address you would like the order shipped to. Shipping address options are automatically populated. To add or edit a shipping address, contact Customer Service.

Shipping Method

Use the drop-down menu to select which shipping method is preferred for your order. If no other options are available than what is shown, the drop-down menu will not function.

Notices will be listed in red under the shipping method if any restrictions apply.

Location

The location line denotes which Nutra Blend location your order will ship from.

Load Date

If applicable, you have the option to enter your preferred load date using the drop-down menu. Dates populated are based on the current transportation schedule.

4 Comments

To denote any special instructions or important information regarding your order, you may enter them in the Customer Comments box. This section has a character limit of 750 characters.

If you have any special instructions tied to your account, they will be auto-populated in your comment section. This can be deleted directly in the box each time or to make updates to your account, contact Customer Service.

5 Order Summary

The order summary denotes the cart subtotal, including the estimated freight and any fuel charges that may apply.. Total weight is also listed here.

Please note: The total is an estimate and is subject to change once the order is reviewed and has been approved.


6 Cart Summary


The cart summary reflects the detailed information of the products in your cart. Select the drop-down icon to expand the list of items in your order.


You can modify the items in your cart by selecting the "Edit Cart" button.

Select the "Continue" button to move to the next screen where you will be able to review the details of your order before placing it.


THE CHECKOUT PROCESS



Welcome NetSuite Test Customer (Austin, TX) 

 1

HomeProduct CategoriesQuick Order

Search for products

Checkout

1. Payment / 2. Review

Review Your Order

Billing Address

Customer Name

Address Line 1

City, State Zip

Phone Number

[Back to edit billing information](#)

Payment Type

Invoice: Terms 10

Purchase Order Number

Ship To Address

Customer Name

Address Line 1

City, State Zip

Shipping Method

Route Truck

Load Date

4/17/2020

Comments

Please ship in full pallets.

Summary

SUBTOTAL

\$157.50

Est. Freight

\$0.00

Est. Fuel


\$0.00


TOTAL

\$157.50

WEIGHT

50 LBS

Cart Summary (1) 

 **AUREO 90 MEAL**

\$157.5 / bag

SKU: 494I

Package: 50

Pounds

Mfg: Zoetis

Bags Per Pallet:

NaN

Unit price:\$157.50

Quantity: 1

Amount: **\$157.50**

Edit Cart

BACK

PLACE ORDER

PLACE ORDER

1

2

3

4

1 Review Your Order

All order information will be reflected in the summary. If changes are needed, select the back button to be taken back to the previous screen where you can edit your order information.

2 Order Summary

The order summary denotes the cart subtotal including the estimated freight and any fuel charges that may apply. Total weight is also listed here.

Please note: The total is an estimate and is subject to change once the order is reviewed and has been approved. Final totals will be reflected on the invoice that will be emailed to you.

3 Cart Summary

The cart summary reflects the detailed information of the products in your cart. Select the drop-down icon to expand the list of items in your order.

You can modify the items in your cart by selecting the “Edit Cart” button.

4 Place Order

Once you have reviewed your order information and are ready to submit your order for fulfillment, select the “Place Your Order” button. Once your order has been submitted, an order confirmation message will appear and you will receive a confirmation email.

Next Steps

The screenshot shows the 'My Account' page on the Nutra Blend website. The page is titled 'Welcome NetSuite Test Customer (Austin, TX)'. The left sidebar contains navigation links: 'My Account', 'OVERVIEW', 'PURCHASES', 'Purchase History', 'Returns', 'Reorder Items', 'Quotes', 'BILLING', and 'SETTINGS'. The main content area displays 'Online Purchase 3476475' with a date of 4/9/2020 and an estimated ship date of 4/10/2020. The status is 'Pending shipment to BILL BARR'. The purchase details include two items: 'DECCOX 6%' and 'BMD 90'. The summary table shows a subtotal of \$999.50, LTL Freight of \$1, and a total of \$1,000.50. The 'Payment Information' section shows the payment method as 'Invoice: Terms 10' and the bill to information as 'Customer Name', 'Address Line 1', 'City, State Zip', and 'Phone Number'.

Summary	
SUBTOTAL	\$999.50
LTL Freight	\$1
TOTAL	\$1,000.50

Purchase History

Your order will immediately be displayed and can be accessed at any time on the Purchase History page. Here you can reorder items, download a pdf of your purchase and check the status of your order.

Confirmation Email

Once you submit your order, you will receive a sales order confirmation via email. Your order will be reviewed by the Customer Service team. Once approved, you will receive a final invoice via email and your order will be processed.

REQUEST A QUOTE PROCESS

WHEN TO REQUEST A QUOTE

Add Items to your Price List

If an item in the store is not currently on your price list, you will see the “Request a Quote” button in place of the Item Price. The Add to Cart button will also be grayed out and you will not be able to add the item to your cart.

To enable this item, you can request a quote or contact Customer Service.

You need an Estimate

If you have a list of items that you would like an estimate prior to placing an order, you can request a quote while on the e-store.

Navigate to the item you would like to obtain and select “Request a Quote” or go to the Quotes Page under Purchases section of Your Account dashboard and select the “Request a Quote” button.

1 Quick Add Feature

To quickly add an item to your quote request without returning to the store front, begin entering the product name or SKU. A drop-down menu of items relating to your search will appear. Select the item you want to add. Modify the quantity if you would like to order more than 1 unit then select “Add Item”.

2 Item List

The item list reflects the detailed information of the products in your cart. You can remove an item from your quote request by selecting the “Remove” button.

3 Billing Information

The billing address for your quote request is automatically populated and cannot be edited.

4 Shipping Information

Ship To Address

Use the drop-down menu to select which shipping address you would like the quote designated to. Shipping address options are automatically populated. To add a new shipping address, contact Customer Service.

Shipping Method

Use the dropdown menu to select which shipping method is preferred for your order. If no other options are available than what is shown, the drop-down menu will not function.

Notices will be listed in red under the shipping method if any restrictions apply.

Location

The location line denotes which Nutra Blend location your item would ship from.

Load Date

If applicable, you have the option to enter your preferred delivery date using the drop-down menu. If no option is available, the drop-down menu will not function.

5 Customer Comments

To denote any special instructions or important information regarding your order, you may enter them in the Customer Comments box. This section has a character limit of 750 characters.

Request a Quote 1 Item

1

Which item(s) would you like to add?

Quantity

ADD ITEM

2

Item

Quantity


BOVATEC 91

SKU: 482I
Package: 50 Pounds
Mfg: Zoetis
Bags Per Pallet: NaN

REMOVE

3

Selected

Customer Name

Address Line 1
City, State Zip

Phone Number

4

Ship To*

Customer Name

Address Line 1
City, State Zip

Location: Total Premix : Midwest : Cedar Falls (Standard)

Shipping Method*

Load Date*

5

Customer Comments

Maximum 750 characters

SUBMIT QUOTE REQUEST

Once your quote has been submitted, customer service will contact you shortly.

Next Steps

Place Your Order

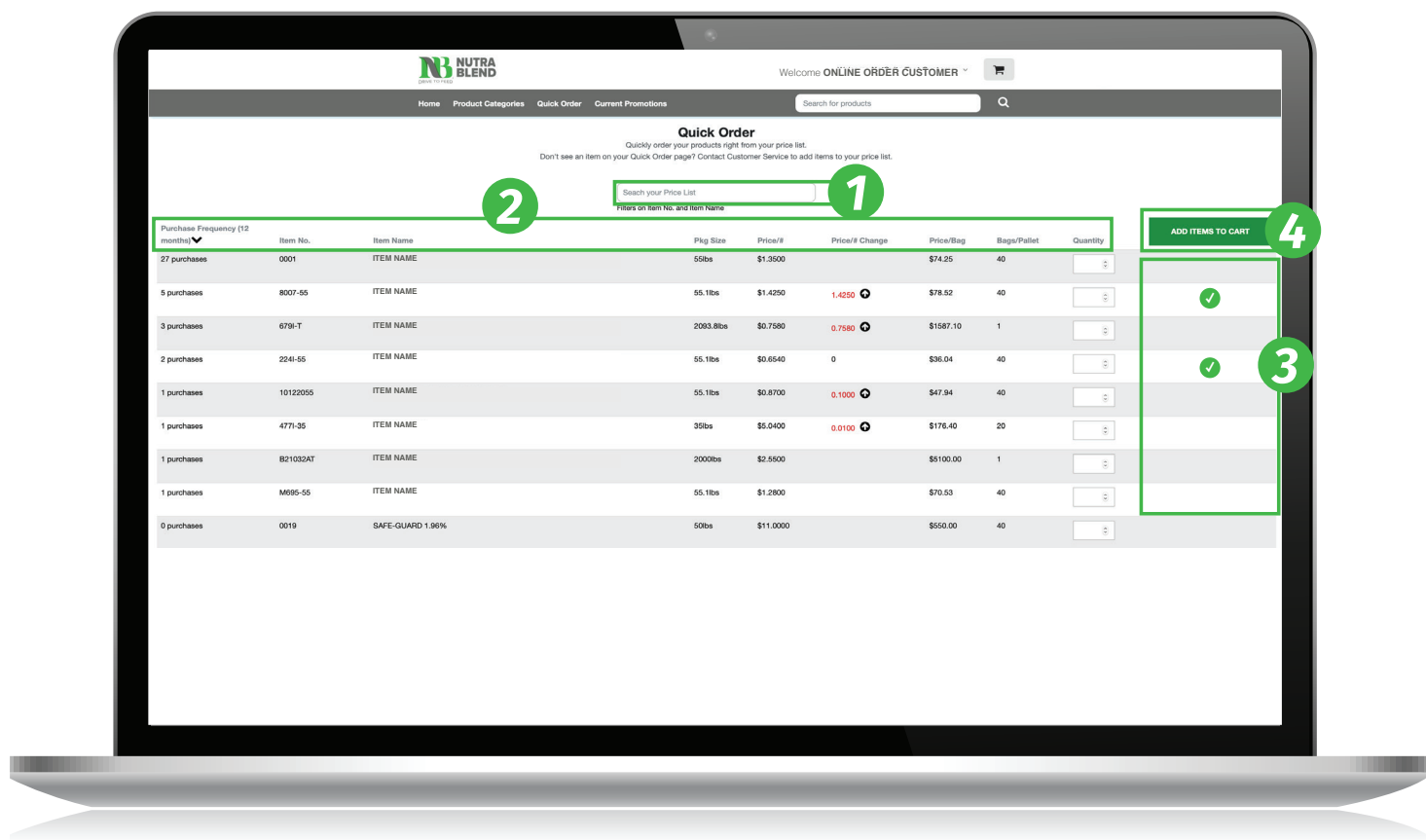
Select the "Submit Quote Request" button to submit your quote. Once your quote has been submitted, an quote confirmation message will appear and you will receive a confirmation email.

Estimate Email

Your quote request will be reviewed by the Customer Service team and an estimate will be emailed to you. Once approved, your items will be available for purchase online or Customer Service can process your quote to place an order.

HOW TO QUICK ORDER

The Item list reflects the items that are on your price list. Items are first sorted by purchase frequency. Select any header to sort the items by that header. If you do not see an item here that is on your price list, contact Customer Service for assistance.



Make Changes to Your List

The quick order tool is a virtual table of your price list. If you'd like to add or remove items to this list, contact your Nutra Blend Customer Service Representative.

1 Search Bar

Select the search bar and enter a keyword to begin your search. You can search for products by entering an item number or name.

2 Item List

Purchasing Frequency

The purchase frequency column depicts the number of times you have purchased that item. Select the column header to sort your list by purchase frequency.

Item Number

The item number column depicts the product's item number. Select the column header to sort your list by item number.

Package Size

The package size column depicts the product's size unit in lbs. Select the column header to sort your list by package size. .

Price per lb. Change

The price per lb. change column depicts the product's change in price per lb. If the column is blank, no price changes have been made. If the column depicts a number that is green and a down arrow icon is depicted, it signals that the price has reduced by the reflected amount. If the column depicts a number that is red and an up arrow icon is depicted, it signals that the price has increased by the reflected amount. Select the column header to sort your list by price per lb. change.

Price per Bag

The price per bag column depicts the product's price per package unit. Select the column header to sort your list by price per package..

Purchasing Frequency

The purchase frequency column depicts the number of times you have purchased that item. Select the column header to sort your list by purchase frequency.

Item Name

The item name column depicts the product's name. Select the column header to sort your list by item name.

Price per lb.

The price per lb. column depicts the product's price per lb. Select the column header to sort your list by price per lb.

Bags per Pallet

The bags per pallet column depicts the product's number of packages that make up one pallet.. Select the column header to sort your list by bags per pallet..

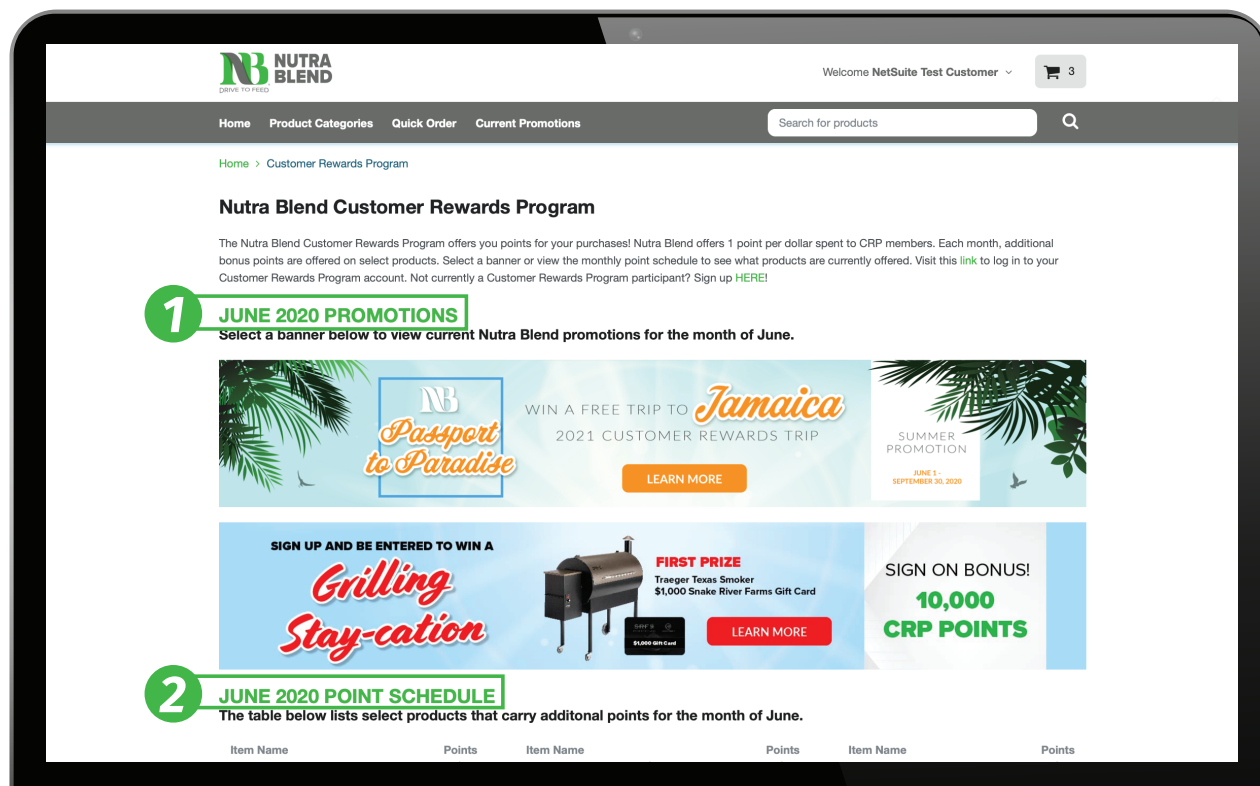
3 Selected Items

When you have updated the quantity of an item, a green checkmark will appear next to the line item to indicate that the item has been selected to order.

4 Add to Cart

Adjust the quantity of the item you would like to order using the arrows or type in the exact amount. To add the items to your cart, select the "Add to Cart Button" button.

PROMOTIONS PAGE



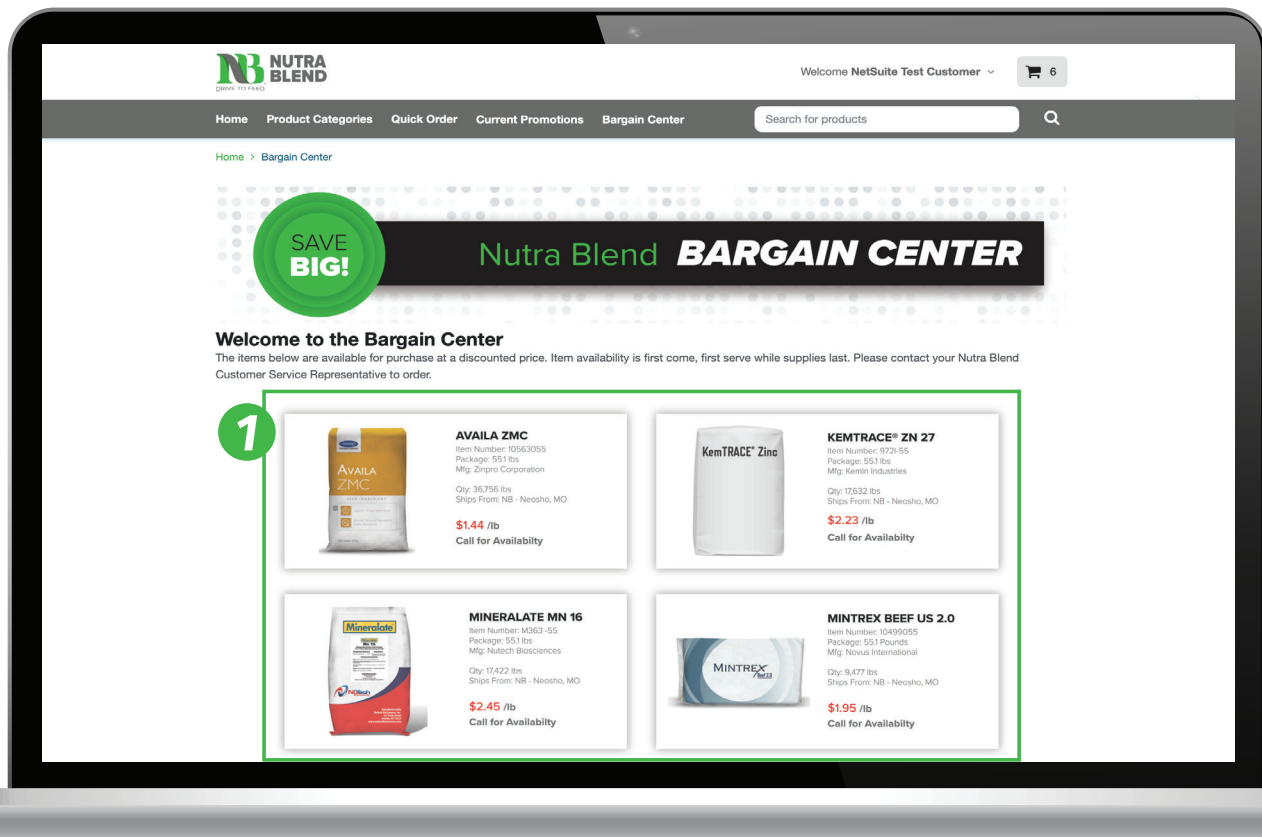
1 Promotions and Blitzes

This section lists any current Customer Rewards program blitzes or promotions. Select a banner to view more information about that promotion or blitz.

2 Point Schedule

The point schedule section lists the products that have additional promotions points for the month.

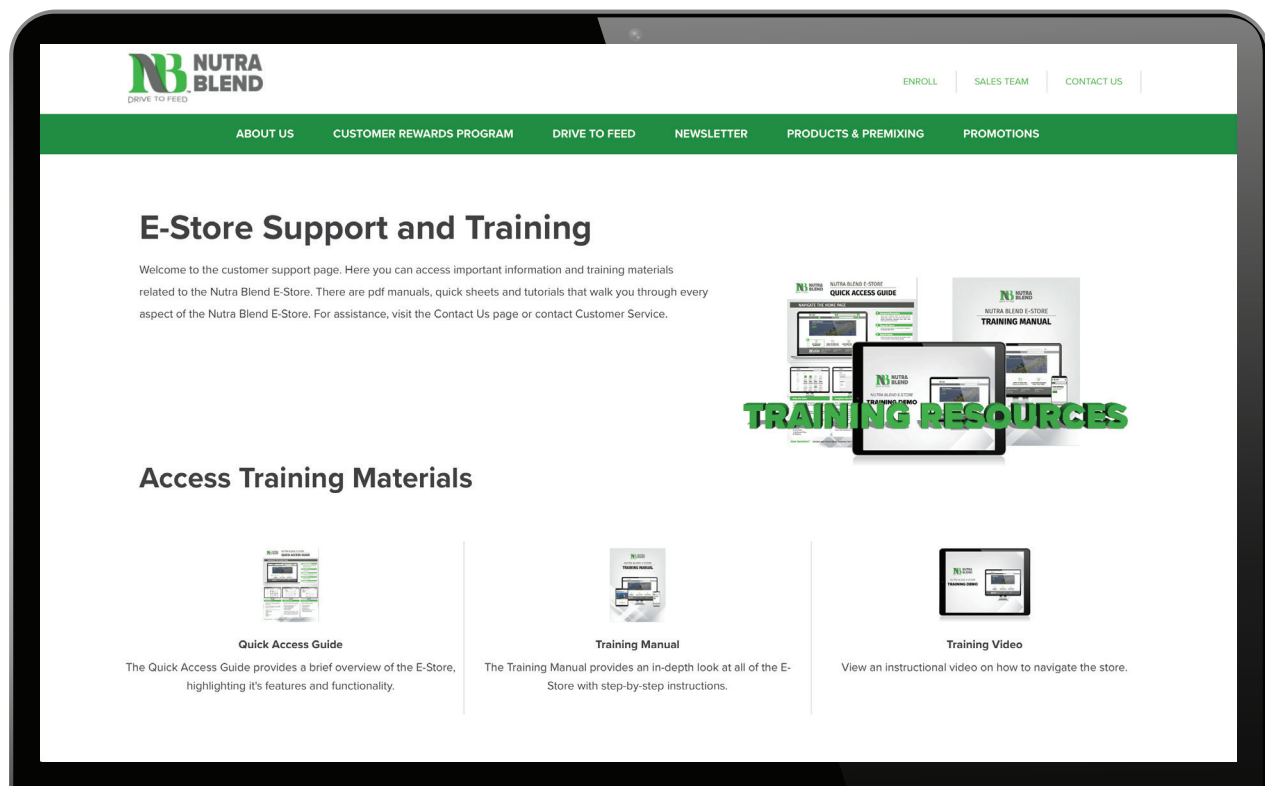
BARGAIN CENTER PAGE



1 Discounted Items

A list of discounted items are featured on the Bargain Center page. Item availability is limited to the quantities and locations listed. To place an order, contact Nutra Blend Customer Service.

TRAINING RESOURCES PAGE



Access the Training Resources Page by selecting “Training and Support” under the Customer Service menu of the footer at the bottom of the page.

Training Materials

Quick Access Guide

Select the Quick Access guide to view a quick overview of the website.

Training Video

Select the Training Video to watch a short instructional video on how to navigate and use key areas of the E-Store.

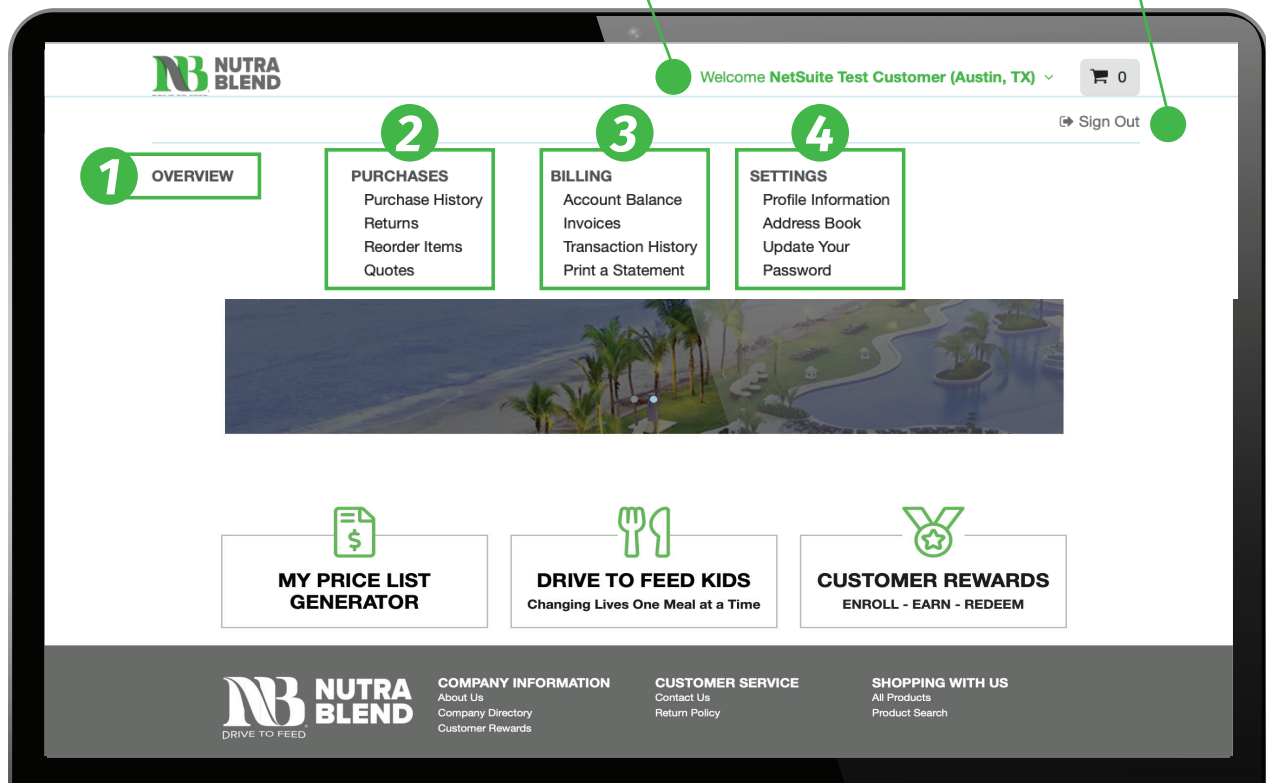
Training Manual

Select the Training Manual to view this document, an in-depth instruction guide to navigating and using the E-Store.

ACCOUNT MENU

Select Your Account Name to access the menu.

Select to sign out of your account.



Account Menu

1 Account Overview

Select the option to be taken to your account dashboard.

3 Billing

The Billing menu reflects the various pages related to your billing information. Select any of the links to view a page.

2 Purchases

The Purchases menu reflects the various pages related to your purchases. Select any of the links to view a page.

4 Settings

The Settings menu reflects the various pages related to your account details. Select any of the links to view a page.

ACCOUNT OVERVIEW PAGE

The screenshot shows the Nutra Blend account overview page. At the top, there is a header with the Nutra Blend logo, a welcome message for a NetSuite Test Customer, and a shopping cart icon showing 1 item. Below the header is a navigation bar with links to Home, Product Categories, and Quick Order, along with a search bar. The main content area is titled 'My Account' and includes a breadcrumb trail 'Home > My Account'. On the left, there is a sidebar menu with four items: OVERVIEW, PURCHASES, BILLING, and SETTINGS. The PURCHASES item is highlighted with a green circle and the number 1. To the right of the sidebar, there is a section titled 'Recent Purchases' with a link to 'View Purchase History'. This section contains a table with three rows of purchase data, highlighted with a green circle and the number 2. Below the table, there is a section titled 'Generate Price List' with a date input field set to 04/10/2020 and a 'Generate' button, highlighted with a green circle and the number 3. At the bottom, there is a section titled 'Nutra Blend Contacts' with contact information for Customer Support and Sales Representative, highlighted with a green circle and the number 4.

My Account

Home > My Account

OVERVIEW

PURCHASES

BILLING

SETTINGS

Recent Purchases [View Purchase History](#)

Sales Order #	PO #	Date	Amount	Status	Created By
3476475		4/9/2020	Cancelled	\$1,000.50	Customer Email Address
3475159	1234567	4/3/2020	Closed	\$194.04	Customer Email Address
3475156	12345	4/3/2020	Closed	\$0.00	Customer Email Address

Generate Price List

Price List Date

04/10/2020

Generate

Nutra Blend Contacts

Customer Support
Sarah Weber
SWeber@nutrablend.net

Sales Representative
Andrea Martinez
AMMartinez@nutrablend.net

1 Account Menu

Access various pages of your account dashboard using the navigation menu. Select the dropdown arrows to expand each category.

2 Recent Purchases

View quick information about your most recent purchases. To access a full purchase history, select the "View Purchase History" link.

3 Price Lists

The Price List Generator tool can be used by selecting the "Generate" Button. You can select the specific date of the list you'd like to view. A new tab or window will open with a pdf version of your price list.

4 Nutra Blend Contacts

Your Nutra Blend Customer Service and Sales Representative contact information is listed here.

PURCHASE PAGES

Purchase History

The screenshot shows the NutraBlend website's Purchase History page. The page has a top navigation bar with 'Home', 'Product Categories', and 'Quick Order' links, along with a search bar and a shopping cart icon. The main content area is titled 'My Account' and includes a sidebar with links to 'OVERVIEW', 'PURCHASES', 'Returns', 'Reorder Items', 'Quotes', 'BILLING', and 'SETTINGS'. The 'PURCHASES' section is active, showing a 'Purchase History' table. The table has columns for Sales Order #, PO #, Date, Amount, Status, and Created By. The table lists several orders, including one with Sales Order # 3476475 and another with Sales Order # 3436584. The page is annotated with five numbered callouts: 1 points to the 'Open' and 'All' toggle buttons; 2 points to the date range filter; 3 points to the sort options; 4 points to the 'Status' column; and 5 points to the 'Sales Order #' column.

My Account

Purchase History

Open All 1

From [] to [] 2

Sort By Date 3

Sales Order #	PO #	Date	Amount	Status	Created By
3476475		4/9/2020	\$1,000.50	Pending Review	Customer Email Address
3475159	1234567	4/3/2020	\$194.04	Closed	Customer Email Address
3475156	12345	4/3/2020	\$0.00	Closed	Customer Email Address
3458642		1/22/2020	\$4,035.00	Closed	
3458001		1/19/2020	\$15,010.91	Closed	
3436584		10/11/2019	\$0.00	Closed	

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1 View Toggle

Use the toggle to segment your purchase history from open invoices to all.

2 Date Filter

Use the date filter to segment which purchases you would like to view within a designated time frame.

3 Sorting Options

Use the drop-down menu to sort your purchase history by a list of options. You can sort in ascending or descending order using the left icon.

5 Order Summary

Select the Sales Order number to be taken to a detailed order summary page.

4 Order Status

The status column shows the progress of each order you have placed. Definitions of each status are as follows:

Pending Review: The order has been placed and is under review by your Customer Service representative.

Pending Approval: The order has been reviewed but not approved.

Pending Fulfillment: The order has been approved by your Customer Service representative and is pending fulfillment.

Pending Billing: The order has shipped but not invoiced.

Partially Fulfilled: The order has been partially fulfilled.

Pending Billing, Partially Fulfilled: The order has been partially fulfilled and is pending billing.

Fully Billed: The order has been shipped and the invoice has been issued to you.

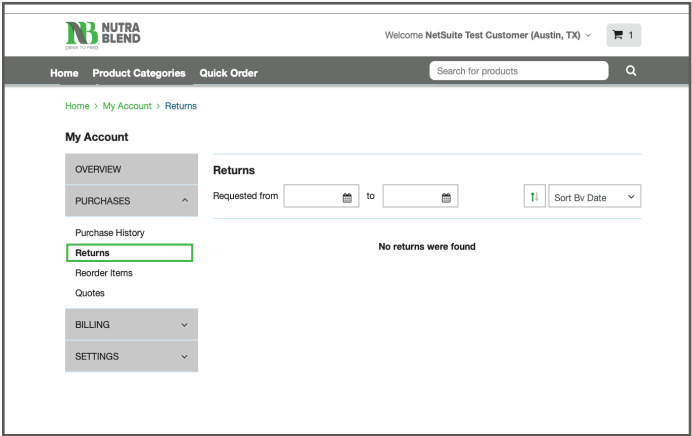
Closed: The order has been fulfilled and the invoice has been paid.

Cancelled: The order has been cancelled.

ADDITIONAL PURCHASE PAGES

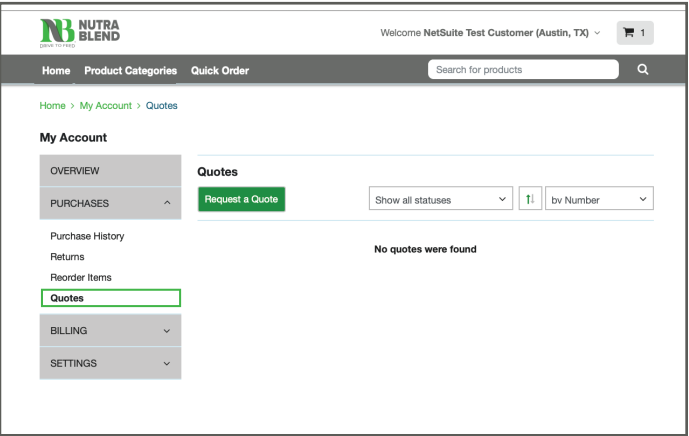
Returns Page

The Returns Page lists any returns you have made and their corresponding status. Use the filters and sorting options to segment your list of Returns.



Quotes Page

The Quotes Page lists any quotes you have submitted and their corresponding status. Select the “Request Quote” button if you would like to submit a quote. Use the filters and sorting options to segment your list of Quotes.



Reorder Page

NUTRA BLEND
Welcome NetSuite Test Customer (Austin, TX) 1

Home Product Categories Quick Order Search for products


Home > My Account > Reorder Items


My Account


- OVERVIEW
- PURCHASES
- Purchase History
- Returns
- Reorder Items**
- Quotes
- BILLING
- SETTINGS

Reorder Items

Show last 15 days 1 By Frequently Purchased

Item 1:  **SYNTHETIC YELLOW IRON OXIDE (FERROXIDE 510P HP)** **\$194.04 / bag** (\$4.4000 / lb) **Add to Cart**
SKU: 10900044
Package: 44.1 Pounds
Mfg: Phibro
Bags Per Pallet: NaN
Quantity (bag)
Last purchased on 4/3/2020

Item 2:  **DECCOX 6%** **\$513.50 / bag** (\$10.2700 / lb) **Add to Cart**
SKU: 430I
Package: 50 Pounds
Mfg: Zoetis
Bags Per Pallet: NaN
Quantity (bag)
Last purchased on 4/9/2020

Item 3:  **BMD 50** **\$243.00 / bag** (\$4.8600 / lb) **Add to Cart**
SKU: 459I
Package: 50 Pounds
Mfg: Zoetis
Bags Per Pallet: NaN
Quantity (bag)
Last purchased on 4/9/2020

Showing 1 - 6 of 6

The Reorder page allows you to quickly add previous purchases to a new cart.

How to Reorder

Scroll to the item you want to add, adjust the quantity if needed, and select the “Add to Cart” button..

Filters

Scroll to the item you want to add, adjust the quantity if needed, and select the “Add to Cart” button..

BILLING PAGES

Account Balance

My Account

- OVERVIEW
- PURCHASES
- BILLING

Account Balance

- Invoices
- Transaction History
- Print a Statement

SETTINGS

Account Balance

NetSuite Test Customer (Austin, TX)

Outstanding Balance \$0.00 Available \$0.00

Credit Limit: \$0.00

Credits

Deposits:	N/A
Other Credits:	N/A

Account Details

Term:	10
Currency:	USD

Print a Statement

1 Account Balance

The Account Balance meter displays your current account balance in reference to your total credit limit.

2 Credits

The credits window displays any available credits on your account.

3 Account Details

The account details window displays your account term and currency unit.

ADDITIONAL BILLING PAGES

Invoices Page

Account invoices will be listed under the Invoices page. You can filter by the Open/Paid in Full toggle or use the filter options at the top of the list. Invoices can be selected and downloaded or printed as a pdf.

The screenshot shows the 'Invoices' page within the 'My Account' section. The left sidebar contains a 'My Account' menu with options: OVERVIEW, PURCHASES, BILLING, Account Balance, Invoices, Transaction History, Print a Statement, and SETTINGS. The main content area is titled 'Invoices' and features a toggle for 'Open' and 'Paid in Full'. Below this, there are filter options for 'Show All' and 'By Due Date'. A message states: 'You don't have any Open Invoices at the moment, see Invoices Paid In Full'.

Transaction History Page

Account transactions will be listed under the Transactions History page. Filter and sort the page by date and type. Transactions documents can be downloaded or printed as a pdf by selecting the line item.

The screenshot shows the 'Transaction History' page within the 'My Account' section. The left sidebar is identical to the Invoices page. The main content area is titled 'Transaction History' and includes a date range selector (From to) and a 'Show all record types' dropdown. Below the filters, a message states: 'No transactions were found'.

Print a Statement Page

To print an account statement, select the button below. The next page allows you to modify the statement dates and additional criteria.

Select the "Download as a PDF" button to open a new tab or pop up window where a pdf version of your statement will be available to print or download.

The screenshot shows the 'Print a Statement' page within the 'My Account' section. The left sidebar is identical to the previous pages. The main content area is titled 'Print a Statement' and includes a 'Required *' section with a 'Statement date *' field. Below this, there is a 'Start date (optional)' field. Two radio buttons are present: 'Show only Open Transactions' and 'Consolidated Statement'. A green 'Download as PDF' button is at the bottom.

SETTING PAGES

Profile Information

Your profile information can be accessed from the Settings menu. To revise your information, please contact your Customer Service representative.

The screenshot shows the Nutra Blend website's 'My Account' section. The 'Profile Information' tab is selected in the left sidebar. The main content area displays the following information:

- Company Name:** Nutra Blend Customer
- Phone Number:**
- Email:** contactus@nutrablend.net

A message at the bottom states: "Please contact customer service to make any changes to your profile".

Address Book

The Address Book page lists any billing or shipping addresses Nutra Blend has on file for your account. To edit or add addresses, please contact your Customer Service representative.

The screenshot shows the Nutra Blend website's 'My Account' section with the 'Address Book' tab selected. It displays two sections:

- Billing Address:** Customer Name, Address Line 1, City, State, Zip, United States, Phone Number. A note says: "Please contact customer service to make any changes to address information."
- Shipping Addresses:** George Premie, George Premie 10 S 8th St, Ste 2800 Minneapolis MN 55402. A button "Make Address Default" is visible.

Update Your Password

You can reset your password while logged in on the Update Your Password page. Your new password will be activated once you attempt to log back in.

The screenshot shows the Nutra Blend website's 'My Account' section with the 'Update Your Password' tab selected. The form includes the following fields:

- Current Password ***
- New Password ***
- Confirm Password ***

An "Update" button is located at the bottom of the form.

