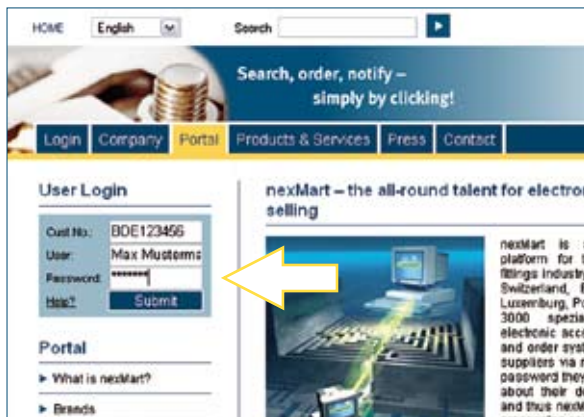


Step by Step to the first nexMart order

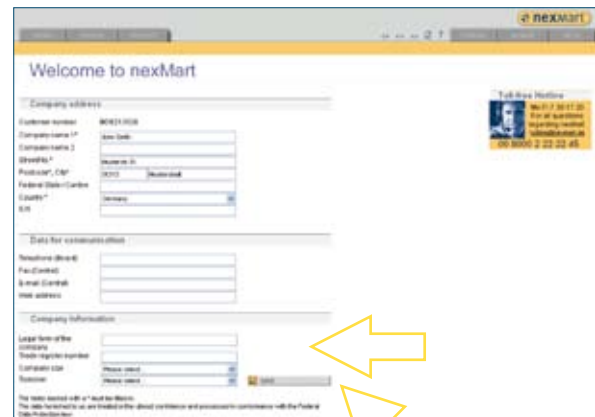
All you need

...is your nexMart-Login card and a PC with Internet connection. Please assure that you have a valid email address in order to be able to receive messages.



1. Simple login

Start your Internet Browser (MS Internet-Explorer 5.0) and fill out the address line with following link: www.nexMart.net. Now the start page will be shown to you. Fill in the private login data stated in your registration card and press the button "Submit".



2. At the first time

...your individual data will be proofed on the following sites. Please complete in any case your email address and press the button <SAVE>. Afterwards <NEXT>.



3. Change your password

On this page we recommend you to change your password. In case you got a letter including a registration card, please note it on this and keep it save. On the access card of this letter, you can note a password reminder, which you can keep near your screen.



4. Activate supplier

Please go on with the button <YOUR SUPPLIERS>. Have a look which supplier already activated you. Are your suppliers missing? Choose them in the below mentioned list and request access (access will be given to you within 48 hours by email normally).

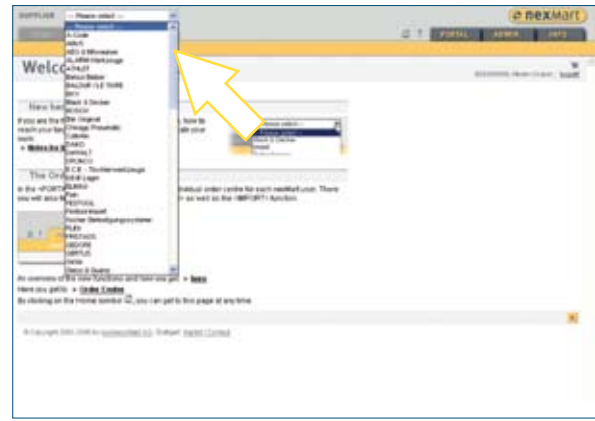
Free Helpdesk oo 8000 22 22 2 45

Call-Back-Service: Send us an e-mail with your telephone number to: helpdesk@nexMart.net - we will call you back immediately.



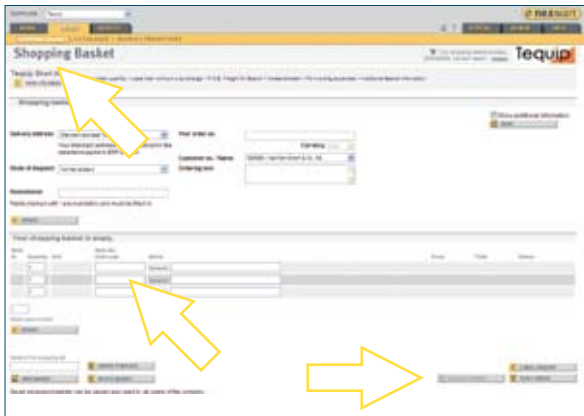
5. The supplier selection

Within the field supplier on the left side, all activated suppliers will be shown to you. If you even should have requested, you will find this box empty. In this case you need to wait for the access messages (via email). Please press the button <LOGOUT> in this case.



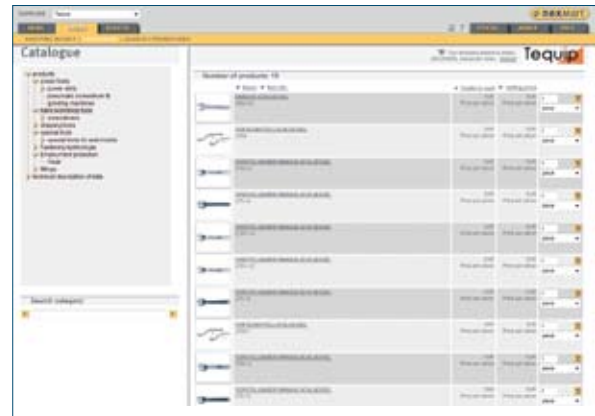
6. The supplier selection (2)

You have the possibility to choose between supplier every time. Please click into the field on the left side and choose the desired supplier. Each supplier offers an own catalogue and an own shopping basket case.




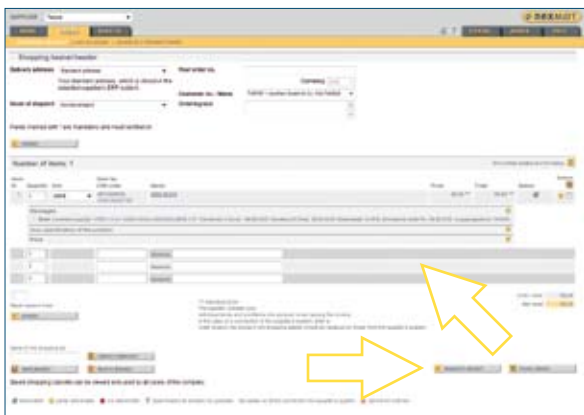
7. Order directly in the shopping basket case

After choosing a supplier within the yellow menu, click on the button <ORDER>. Afterwards you can fill in the article number and the quantity of your order positions directly.



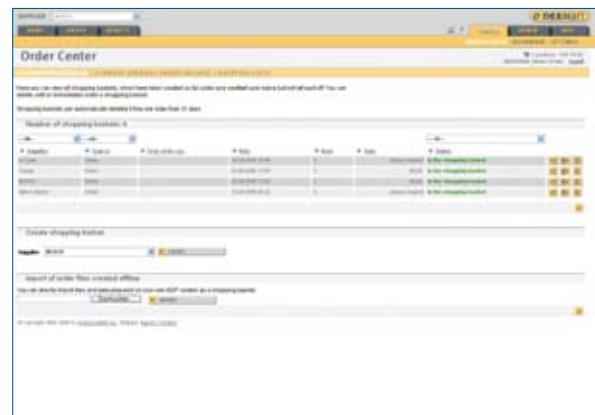
8. Catalogue

You can find your product in a catalogue structure if you click on <CATALOGUE>. In order to see details, please click on the product description. A click on  supplement your shopping basket case with the chosen product.



9. Order request

In order to get information about exact conditions and delivery times, press the button <REQUEST BASKET> (see N°7) after all positions are complete. Through <PLACE ORDER> you send your order to the supplier.



10. Order overview

Within <PORTAL><ORDER CENTRE> on the right side in the menu you can have an overview of all actual and already processed orders. On the right side next to the shopping basket case symbol you can logout at any time.

We are at your disposal from Monday – Friday, from 7:30 to 17:30

If you should have any problems or questions, please do not hesitate to contact us. We will lead you step by step into all functions.