



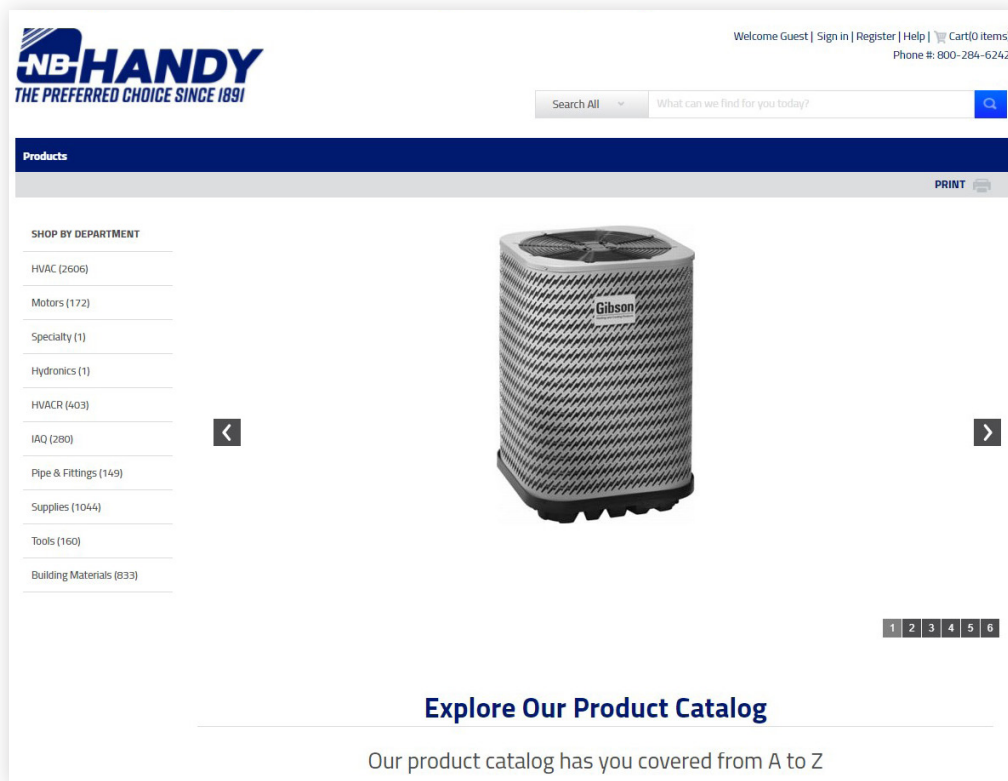
A faded background image of a warehouse interior. In the foreground, there are stacks of white materials, possibly insulation or pipes. In the background, several yellow forklifts are visible, with one clearly showing the 'Yale' brand name. The overall scene is dimly lit, emphasizing the industrial setting.

CUSTOMER PORTAL GUIDE

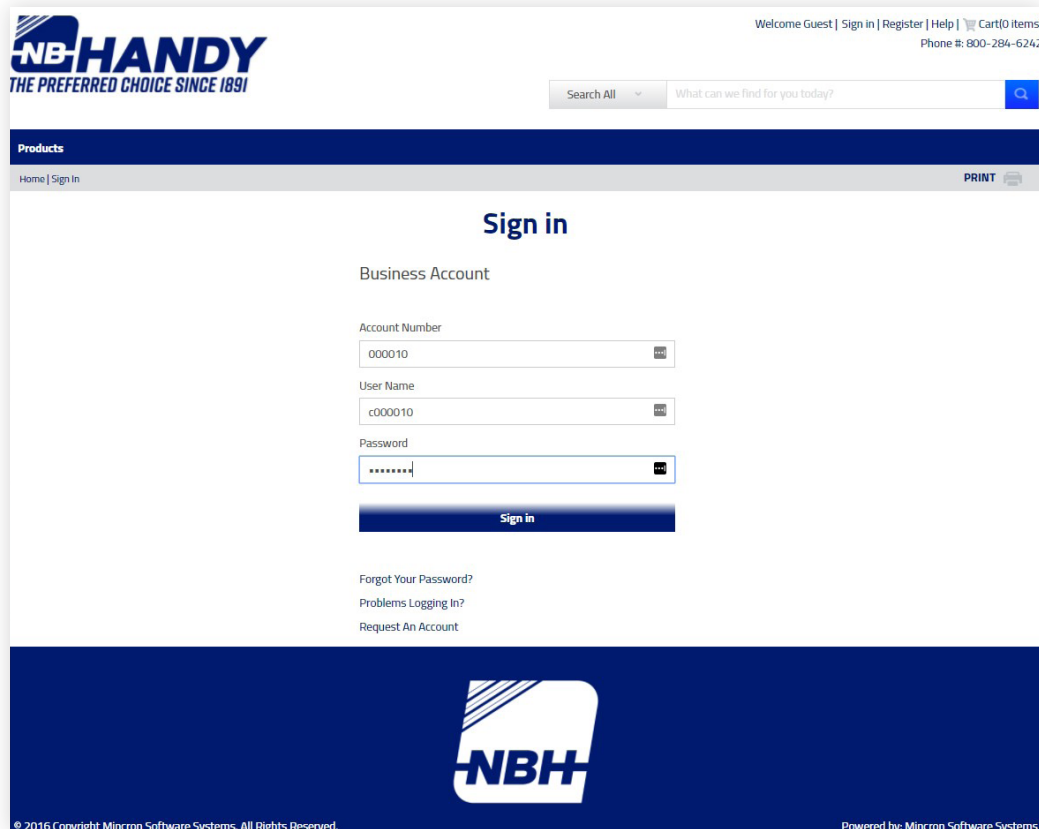
shop.nbhandy.com/WebSmart

Welcome to NB Handy's NEW Customer Portal

Click on the link below to connect to the portal.
<http://shop.nbhandy.com/WebSmart/>



Please sign in using your Customer Number, User ID, and password as provided by your Account Manager.



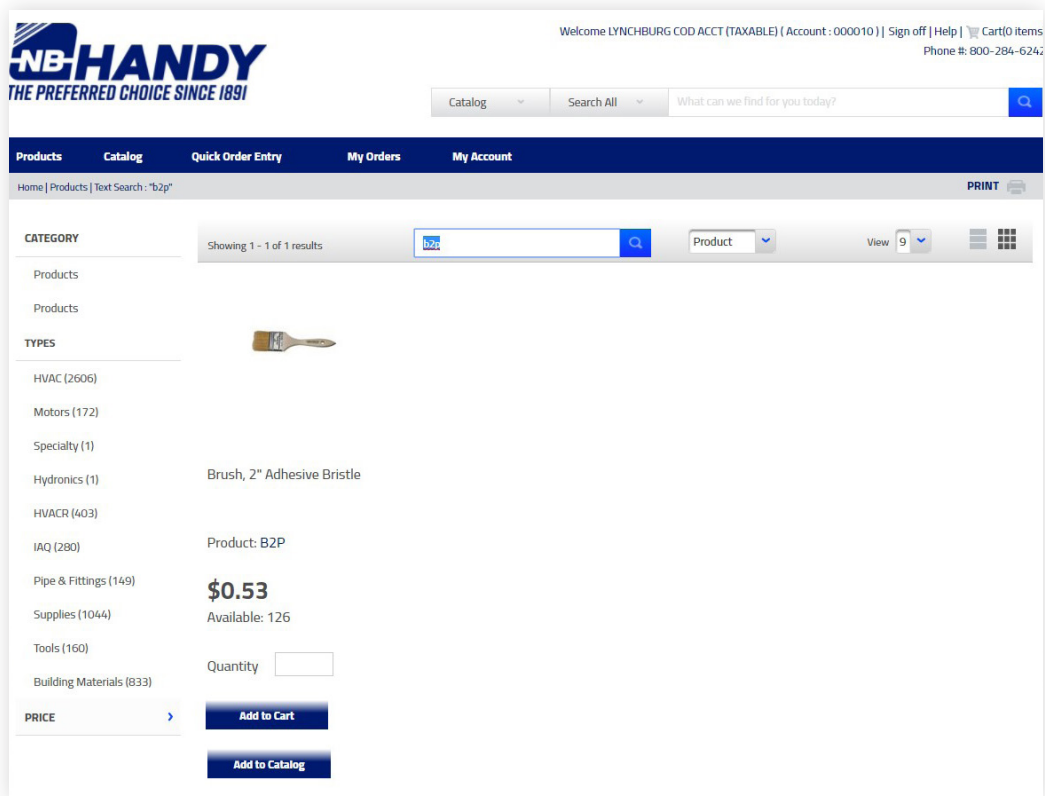
PRODUCTS

You can now search using basic information about the item you wish to locate.

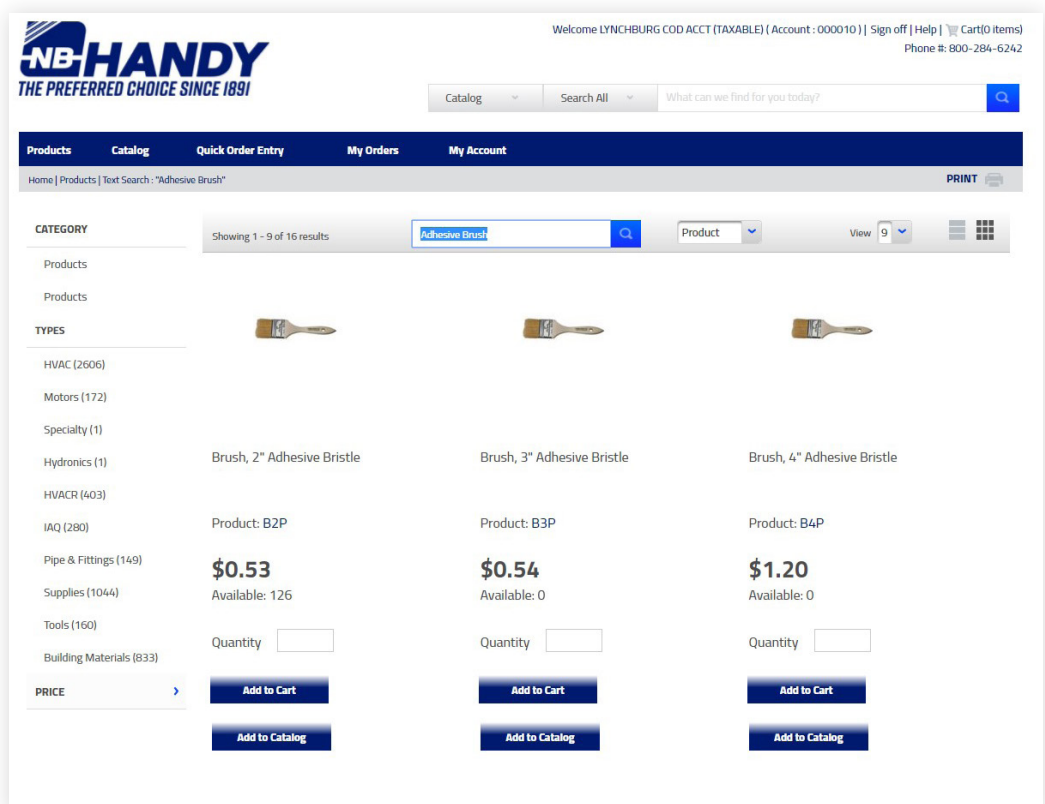
Example: NB Handy Product ID - B2P

Description - CHIP BRUSH 2IN PAINT CB002

can be found by typing B2P in the search box and clicking on the magnifying glass






OR by typing in Adhesive Brush (NOT case sensitive) in the search box



OR by typing in Brush in the search box

The screenshot shows the NB Handy website interface. At the top, the logo reads "NB HANDY THE PREFERRED CHOICE SINCE 1891". To the right, a welcome message for "LYNCHBURG COD ACCT (TAXABLE)" is displayed along with account details and a phone number. A navigation bar includes links for "Products", "Catalog", "Quick Order Entry", "My Orders", and "My Account". Below this, a search bar contains the text "brush" and shows "Showing 1 - 9 of 35 results". The results are presented in a grid with three columns. The first column shows a generator with a price of \$5,634.70. The second column shows a brush with a price of \$1.43. The third column shows another brush with a price of \$0.26. Each result includes an image, a product name, a product ID, a price, an availability status, a quantity input field, and buttons for "Add to Cart" and "Add to Catalog". A left sidebar lists various categories like HVAC, Motors, and Tools.

Image	Generator, 14000W 120/240V Gator Gas	Brush, Fin Whisk	Brush, #1 Acid Large 6"Lx3/8"W
			
Product: AGG14000	Product: B-26	Product: BACDLG	
\$5,634.70	\$1.43	\$0.26	
Available: 0	Available: 0	Available: 126	
Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	
Add to Cart	Add to Cart	Add to Cart	
Add to Catalog	Add to Catalog	Add to Catalog	

Each of the searches will find the brush, but as you can see by the number of possible choices (and as with any search), the more descriptive search will result in less choices.

The product search automatically shows if an item is Available (in your branch) and with your price.

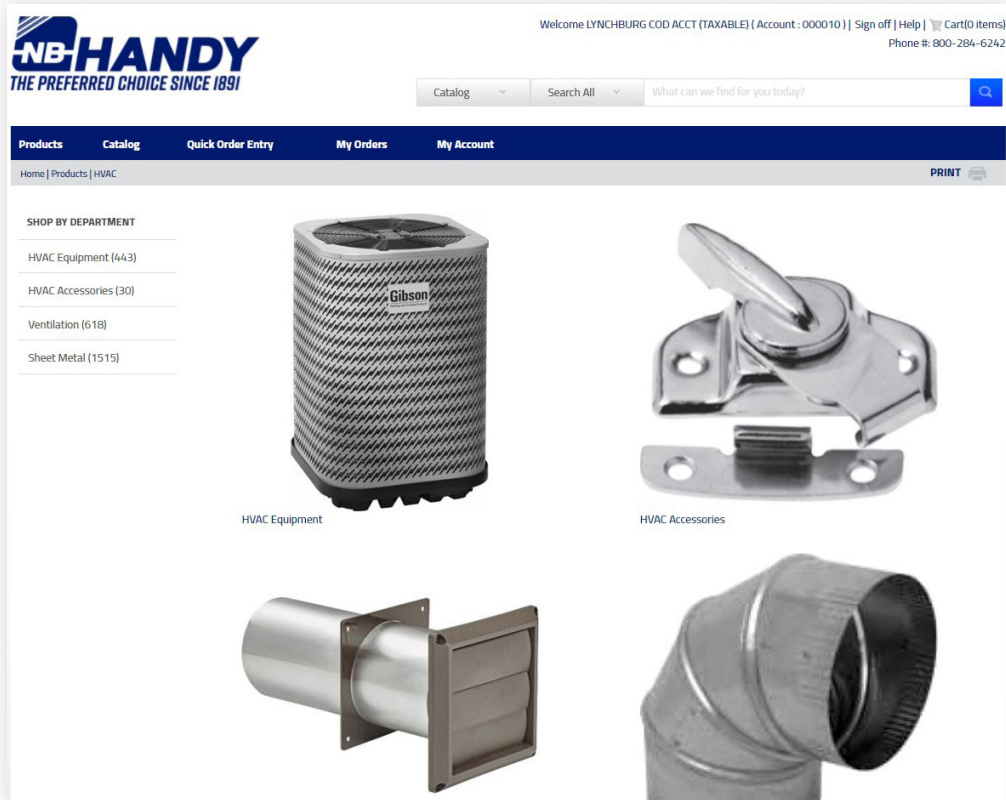
There is also an option below each result to add the item to your shopping cart or add to your personal catalog.

Shop by Department:

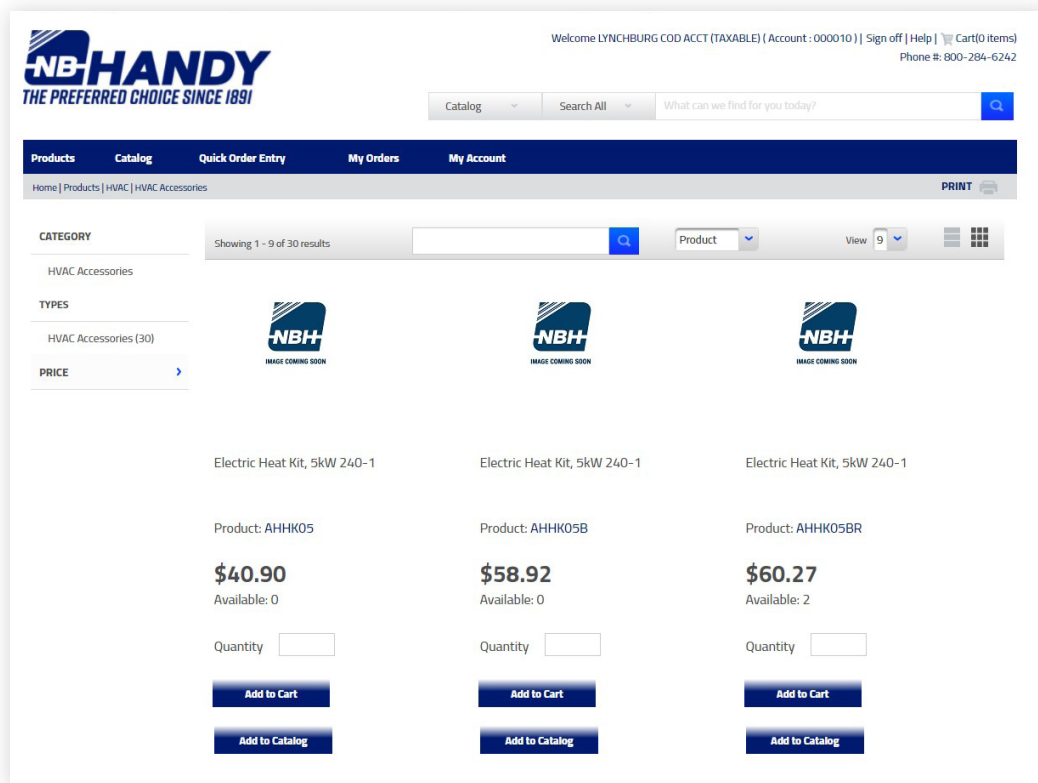
If you simply want to view or shop through the department offerings, you can click on the Product Department that you wish to expand and continue to drill down until you find the item(s) you wish to view.

Example:

HVAC (2606)



HVAC Accessories (30)



You can continue to drill down within Types at this point OR use the search function within this group of items.

Note: If you click on the logo of an item, it will display the most complete information available for that item.


Example:

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(0 items)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Products | Product #: M2006 PRINT



Snips, Cuts Left Red Ergonomic Grip Offset Aviation Max2000
Product #: M2006

\$30.00

Quantity Available 9
UOM EPC


Quantity

[Add to Cart](#) [Request for Information](#)

[Previous Page](#)

Product Description
Metal Snips Max2000® Offset Aviation Snips - Cuts straight line and 5" diameter circles - Hardened alloy steel blades with precision ground cutting edges - Molded thermoplastic color-coded grips permanently fitted over full length steel handle shafts - Narrow grip opening accommodates large or small hands - Ambidextrous, one-hand operation latch - Length: 10" - Length of cut: 1-1/4" - Made in the USA

Your shopping cart is always accessible from the logo at the top right of the screen.

Welcome Guest | Sign in | Register | Help | Cart(0 items) 
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account


PRINT

Home

Select Job Number

SHOP BY DEPARTMENT

- HVAC (2606)
- Motors (172)
- Specialty (1)
- Hydronics (1)
- HVACR (403)
- IAQ (280)
- Pipe & Fittings (149)
- Supplies (1044)
- Tools (160)
- Building Materials (833)




[1](#) [2](#) [3](#) [4](#) [5](#) [6](#)

Explore Our Product Catalog

When you click on the shopping cart logo, it will display everything that is currently loaded into the cart.

The screenshot shows the NB-HANDY website's shopping cart. The header includes the logo, a welcome message for user LYNCHBURG COD ACCT (TAXABLE), and a shopping cart icon with 1 item. A search bar is present. The navigation bar has links for Products, Catalog, Quick Order Entry, My Orders, and My Account. The main content area is titled 'Shopping Cart' and features a table with one item: 'Snips, Cuts Left Red Ergonomic Grip Offset Aviation Max2000'. The item's price is \$30.00, and the quantity is 1. To the left of the table are links for 'Save This Order', 'Save Standard Order', 'Clear Shopping Cart', 'Release from Contract Order', 'Add from Standard Order', and 'Select Job Number'. To the right of the table are buttons for 'Update Items', 'Continue Shopping', and 'Checkout'. The sub-total is \$30.00.

Product	Description	Price	Order Qty	Ext Price
	Snips, Cuts Left Red Ergonomic Grip Offset Aviation Max2000 Comments :	\$30.00	1	\$30.00

Sub Total: \$30.00




You have options to update items (change quantity), continue shopping or checkout available as buttons on the page. In addition, you could choose to Save This Order, Save Standard Order (creates a new standard order based on contents of your shopping cart), Clear Shopping Cart, Release from Contract Order, Add from Standard Order (if you have standard orders loaded/saved) or to Select Job Number (if jobs are turned on for your account).

CATALOG

Under catalog, you can choose to use either your customer catalog (based on purchase history) or your own personal catalog (created by adding items to it individually).

Example: Customer Catalog, clicking on the Category for HVAC Equipment yields the following results for this customer:

The screenshot shows the NB-HANDY website's customer catalog for HVAC Equipment. The header is the same as the shopping cart page. The navigation bar has links for Products, Catalog, Quick Order Entry, My Orders, and My Account. The main content area is titled 'HVAC Equipment' and shows a list of products. The products are displayed in a grid with images, descriptions, and prices. The products are: 'Outdoor Unit, 18MBTUH HP SZ 208/230-1 CAC' (Price: \$1,207.04), 'Indoor Unit, 18MBTUH 20.15r AHU HP SZ 208/230-1 CAC' (Price: \$1,479.57), and 'Outdoor Unit, 24MBTUH HP SZ 208/230-1 CAC' (Price: \$1,972.53). The products are available for purchase.

Product	Description	Price
	Outdoor Unit, 18MBTUH HP SZ 208/230-1 CAC Product: AC018JXADCH/AA	\$1,207.04 Available
	Indoor Unit, 18MBTUH 20.15r AHU HP SZ 208/230-1 CAC Product: AC018KNZDCH/AA	\$1,479.57
	Outdoor Unit, 24MBTUH HP SZ 208/230-1 CAC Product: AC024JXADCH/AA	\$1,972.53 Available

Note: The resulting page shows ONLY those items that have been previously purchased.

QUICK ORDER ENTRY

Use this option whenever you wish to enter quantities and item PIDs directly into an order pad.

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart (1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Quick Order Entry PRINT

Quick Order Entry

Quantity	Product Number	Description/Comments	Price	Ext Price
<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>		

Note: You must click on Refresh Items button (at bottom of the screen) to load the items into the screen (show description, price, ext. price).

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart (1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Quick Order Entry PRINT

Quick Order Entry

Quantity	Product Number	Description/Comments	Price	Ext Price
1	b2p	Comments: <input type="text"/>		
2	b3p	Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>		
<input type="text"/>	<input type="text"/>	Comments: <input type="text"/>		

Clear Form Import File Add Lines Refresh Items Add to Cart

Additional options available from this page are:

Clear Form – clears input on this page

Import File – available to import comma or tab delimited file from your PC

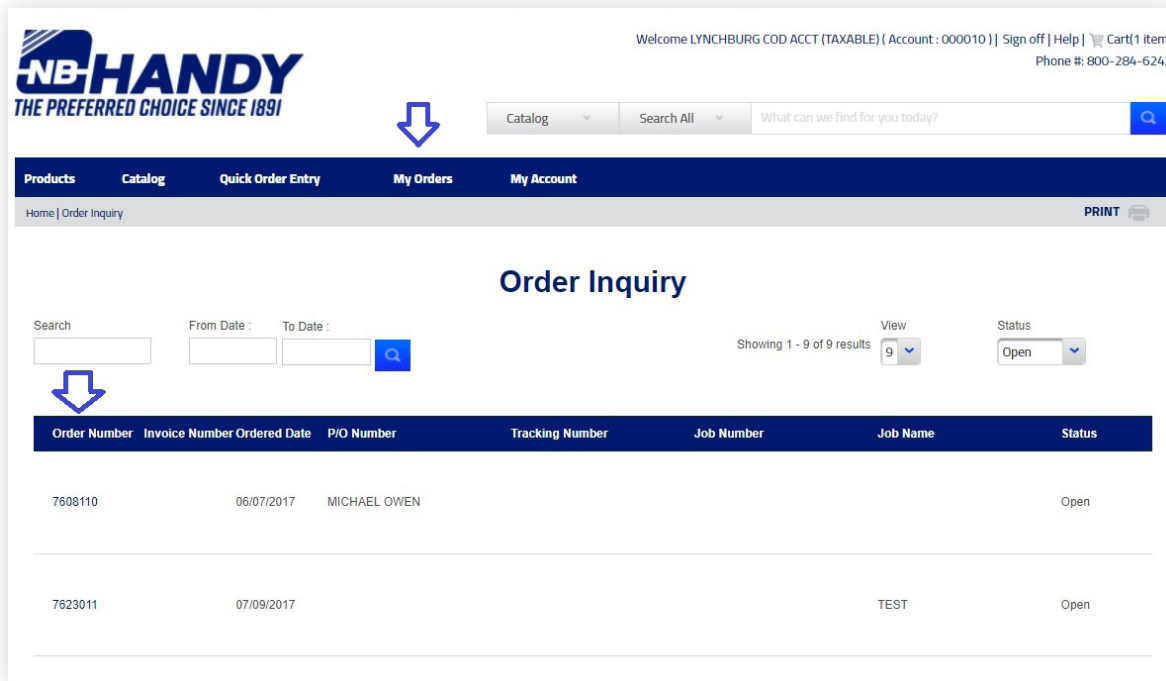
Add Lines – add additional blank lines

Add to Cart – adds all items displayed on this screen to your Cart

MY ORDERS

Use the options listed here to inquire about Open Orders, Shipped Orders, Invoiced Orders, or All Orders in addition to Saved Carts, Saved Standard Orders, Contracts, Bids and Back Orders.

Example: Open Orders



Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry **My Orders** My Account

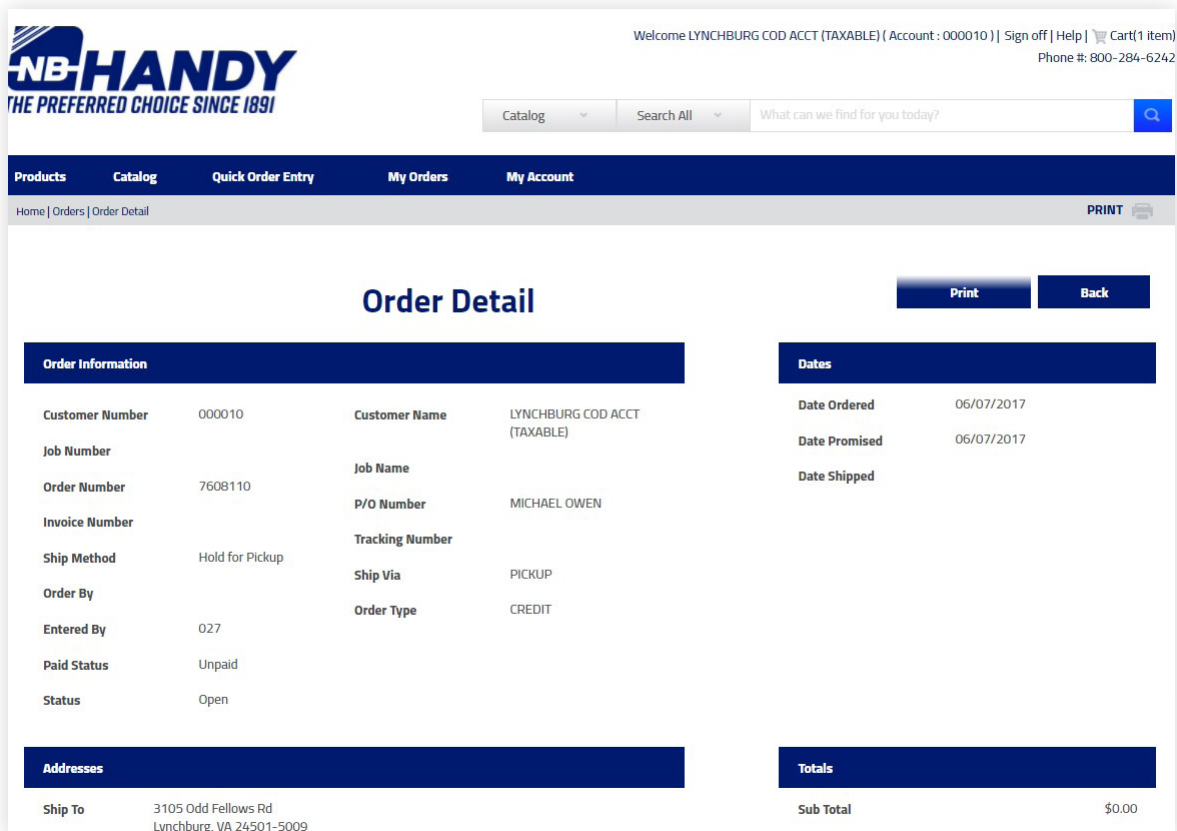
Home | Order Inquiry PRINT

Order Inquiry

Search From Date : To Date : Showing 1 - 9 of 9 results View 9 Status Open

Order Number	Invoice Number	Ordered Date	P/O Number	Tracking Number	Job Number	Job Name	Status
7608110		06/07/2017	MICHAEL OWEN				Open
7623011		07/09/2017				TEST	Open

If you wish to see the detail on either of the orders, simply click on the order number. You have the ability to Print a copy of this order from the Order Detail Screen.



Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry **My Orders** My Account

Home | Orders | Order Detail PRINT

Order Detail

Print Back

Order Information		Dates	
Customer Number	000010	Date Ordered	06/07/2017
Job Number		Date Promised	06/07/2017
Order Number	7608110	Date Shipped	
Invoice Number			
Ship Method	Hold for Pickup		
Order By			
Entered By	027		
Paid Status	Unpaid		
Status	Open		

Addresses		Totals	
Ship To	3105 Odd Fellows Rd Lynchburg, VA 24501-5009	Sub Total	\$0.00

MY ACCOUNT

Use to view/change Account Settings, Account Inquiry, Account Statements, or Check Inquiry.

Account Settings – use to update/change your password, email address, contact name, phone or fax numbers. In addition, you can choose to receive email notifications based on when order is placed and/or when order is shipped.

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(0 items)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Account | Update Account Information PRINT

Account Settings

Account Information
User Id: C000010
*Password: *****
*Verify Password: *****
*Email Address: AISAAACS@NBHANDY.COM
*Contact Name: ANGIE ISAACS
Phone: 000-000-0000
Fax: 000-000-0000

Email Notifications
☐ When Order Placed
☐ When Order Shipped

Save Changes

Note: Remember to click on Save Changes after any edits.

Account Inquiry – allows you to view information about your account as well as the ability to view and print statements. You can see detail (invoices) about any of the balances by clicking on the amount under Balance Due.

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Account Inquiry PRINT

Account Inquiry

Account Overview

Credit Limit	\$50,000.00
MTD Balance	\$0.00

Balance Due	
Current	\$0.00
30 Days	\$0.00
60 Days	\$0.00
90 Days	\$0.00
120 Days	\$0.00
Total Due	\$0.00

Account Summary

Last Payment Date	12/05/2017
Last Payment Amount	\$2,097.56
Average Monthly Sales (Last 6 Months)	\$9,900.11
Last 12 Months Total Sales	\$147,439.03

View and Print Statements

Statement – use this option to choose the year to load statements to make them available to view and print.

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Account Statements PRINT

Account Statements

Year : 2017

Statement Months	Action
January	View and Print
February	View and Print
May	View and Print
June	View and Print
August	View and Print

Check Inquiry – use this option to see how checks have been applied to invoices on your account.

Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(1 item)
Phone #: 800-284-6242

Catalog Search All What can we find for you today?

Products Catalog Quick Order Entry My Orders My Account

Home | Account | Check Inquiry PRINT


Check Inquiry

Search From Date : To Date : 9 View

Showing 1 - 9 of 141 results

Check Number	From Date	Amount
CA0106	01/08/2015	\$5.13
CA0118	10/22/2013	\$63.02
CA0127	01/30/2017	\$14.32
CA0207	02/08/2017	\$99.82

You can view detail by clicking on the check number.



Welcome LYNCHBURG COD ACCT (TAXABLE) (Account : 000010) | Sign off | Help | Cart(1 item)
Phone #: 800-284-6242

CatalogSearch AllWhat can we find for you today?

ProductsCatalogQuick Order EntryMy OrdersMy Account

Home | Account | Check TransactionsPRINT

A/R Check Transactions Inquiry

Check Number : CA0106

Search


From Date :

To Date :

View

Showing 1 - 1 of 1 results

Email	Transaction Date	Transaction Number	Payment Amount	Discount Taken	P/O Number	Job Number	Job Name
Email	01/02/2015	7172547	\$5.13	\$0.00	GREG		



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