



Ordering Portal User Guide

**Browse to www.iconoffice.com -
Click the login button**



Products ▾

Resources ▾

About

Contact

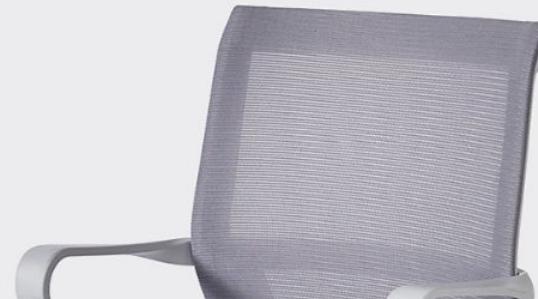


Login

51000

View the latest trends, products and
see how we can help you transform
your customers' office space!

Explore Our



Login using the supplied username and password.

Contact customer service if you do not know this



Welcome!

[Sign in](#) to continue

Username

Password

Remember me

[Forgot Password?](#)



[Sign in with Google](#)

Login

Once you're logged in you will see the cart and profile icons

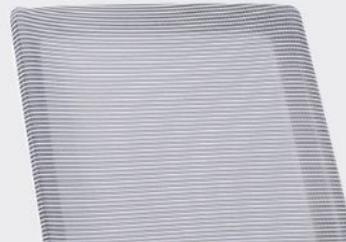


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Hello, Robb

View the latest trends, products and see how we can help you transform your customers' office space!



Click on the profile icon to review your profile details



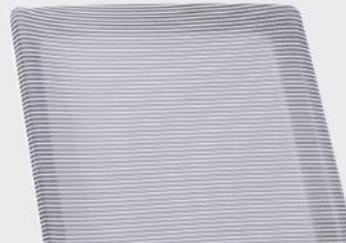
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Hello, Robb

View the latest trends, products and
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Profile Screen Items

1. Your name
2. Company name
3. Discount and Shipping Fee
4. Recent Orders
5. Payment Methods
6. Shipping address
7. Address Net Min/Shipping Fees

The screenshot shows a profile screen with the following elements and numbered callouts:

- 1.** Robb Bouck (User Name)
- 2.** Fromage Grille (Company Name)
- 3.** Placeholder for a user profile picture.
- 4.** RECENT ORDERS section header.
- 5.** YOUR MONERIS CARDS ON FILE section header.
- 6.** SHIPPING ADDRESSES section header.
- 7.** Shipping fee range between \$100.00 and \$1,500.00.

Other visible text and buttons:

- Recent Orders: You do not have any recent orders.
- Moneris Cards: You do not have any cards on file. ADD PAYMENT METHOD button.
- Shipping Addresses: Facility: Fromage Grille, Attn: , Net Min for Free Shipping: \$1,500.00, Shipping Fee: \$100.00, Address: 160 Rue Québec.
- Account Info: Edit Account Info button.
- Logout: Logout button.
- Dealer Discount: Your Dealer Discount: 65.4%
- Drop Shipping Fee: Drop Shipping Fee: \$25.00

If something is wrong in your profile please contact customer service right away!

Robb Bouck
Fromage Grille



[Edit Account Info](#)

[Logout](#)

Your Dealer Discount: **65.4%**

Drop Shipping Fee: **\$25.00**

RECENT ORDERS

You do not have any recent orders

YOUR MONERIS CARDS ON FILE

[ADD PAYMENT METHOD](#)

You do not have any cards on file.

SHIPPING ADDRESSES

Facility	Attn	Net Min for Free Shipping	Shipping Fee	Address
Fromage Grille		\$1,500.00	\$100.00	160 Rue Québec

Before you place your first order be sure to add your payment method

Robb Bouck
Fromage Grille



[Edit Account Info](#)

[Logout](#)

Your Dealer Discount: **65.4%**

Drop Shipping Fee: **\$25.00**

RECENT ORDERS

You do not have any recent orders

YOUR MONERIS CARDS ON FILE

[ADD PAYMENT METHOD](#)

SHIPPING ADDRESSES

Facility	Attn	Net Min for Free Shipping	Shipping Fee	Address
Fromage Grille		\$1,500.00	\$100.00	160 Rue Québec



Enter your card details.

**Add a description to help
you quickly identify the
card later on.**

Add Payment Method

Card Number

Expiration Month

Expiration Year

Card Description

[Add Payment Method](#)

Ordering

Browse product categories to begin your new order



Products Resources About Contact

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SEATING	DESKS	STORAGE
All Seating	All Desks	All Storage
Office Chairs	Desking Packages	Storage Pedestals
Side Chairs	Steel Frame Packages	
Stools	Camber	
ACCESSORIES		
ALL PRODUCTS		
All Accessories		
All Products		



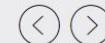
Hello, Robb

View the latest trends, products and see how we can help you transform your customers' office space!

Explore Our Products

[View Seating](#)

ATLAS
OFFICE CHAIR



- 1. Choose product options**
- 2. Reset options to default**
- 3. Additional Addons**
- 4. Current Stock Quantity**
- 5. Add current product configuration to cart**



Atlas

Take a tour of Atlas

Built in self adjusting lumbar support, breathable stretch mesh, adjustable height arms, tilt tension controls and pneumatic height adjustment. Limited Lifetime Warranty.

\$450

 Reset

2

Seat Type

1 Black Fabric 

FEATURED ADDONS

3 \$50 Hybrid Castor 

1

Add to Cart

5

117 in stock

4

When you have items in your cart the cart icon will change



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[Home](#) > [Seating](#) > [Office Chairs](#) > [Atlas](#)



Atlas

[Take a tour of Atlas](#)

Built in self adjusting lumbar support, breathable stretch mesh, adjustable height arms, tilt tension controls and pneumatic height adjustment. Limited Lifetime Warranty.

After you click on the cart icon you're beginning the check out process

	Product	SKU	List Price	Percent Discount	Dealer Cost	Quantity	In Stock	Backordered	Date Expected	Total Price	Remove from Cart
 Atlas Black Fabric Seat	IM-706.FA10	\$450.00	65.4%	\$155.70	1 	1	0		\$155.70		

Review the quantities and prices on this page.

Taxes and shipping is calculated on another screen

Proceed to Checkout if you agree

CART TOTALS

Sub Total \$155.70

Shipping

Total

[Proceed To Checkout](#)

Checkout

Product	SKU	List Price	Percent Discount	Dealer Cost	Quantity	In Stock	Backordered	Date Expected	Total Price	Remove from Cart
 Atlas Black Fabric Seat	IM-706.FA10	\$450.00	65.4%	\$155.70	<input type="text" value="1"/> 	1	0		\$155.70	

Enter your PO# and required ship date. If you want to ship right away leave the date as is and click checkout now

CART TOTALS

Sub Total \$155.70

Shipping

Total

Purchase Order #

Ship Date

Checkout Now

Finalize Your Order

ORDER #2-C DETAILS

PO: Test Order 321

Status: **Completing Checkout**

	Product	SKU	Dealer Cost	Quantity	Line Total
	Atlas Black Fabric Seat	IM-706.FA10	\$155.70	1	\$155.70

SELECT A SHIPPING ADDRESS

- Fromage Grille
160 Rue Saint-Paul
Québec, Quebec G1K 3W1
- Dropship for a fee of \$25

ORDER TOTALS

Sub Total	\$155.70
Shipping	\$0.00
Tax	\$7.79 (GST 5%)
Total	\$163.49

--Please Select a Payment Method--

Complete Order

Cancel Order

Choose your shipping address and select payment method

After you click process order, your order is in our system.

Then check your inbox for your Iconic order confirmation!

Once the order ships, you will receive a shipping confirmation email.



If you have any questions or concerns with the ordering process please contact us at:

Canada:

cs@iconoffice.ca

1-844-888-5555

USA:

cs@iconoffice.com

1-866-286-9438