



Ordering Portal User Guide

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



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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 user profile interface. On the left, a sidebar contains a user name, company name, a placeholder profile picture, and two buttons: 'Edit Account Info' and 'Logout'. Below these are two lines of text: 'Your Dealer Discount: 65.4%' and 'Drop Shipping Fee: \$25.00'. The main content area has three sections: 'RECENT ORDERS' with a message 'You do not have any recent orders'; 'YOUR MONERIS CARDS ON FILE' with an 'ADD PAYMENT METHOD' button; and 'SHIPPING ADDRESSES' which contains a table. The table has five columns: Facility, Attn, Net Min for Free Shipping, Shipping Fee, and Address. One row is visible for 'Fromage Grille'. A double-headed arrow is positioned between the 'Net Min for Free Shipping' and 'Shipping Fee' columns, with a callout pointing to it.

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

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

You do not have any 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

11

Expiration Year

22

Card Description

Add Payment Method

Ordering

Browse product categories to begin your new order



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SEATING

All Seating

Office Chairs

Side Chairs

Stools

DESKS

All Desks

Deskling Packages

Steel Frame Packages

Camber

STORAGE

All Storage

Storage Pedestals

ACCESSORIES

All Accessories

ALL PRODUCTS

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

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	<input type="text" value="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

Choose your shipping address
and select payment method

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

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
