

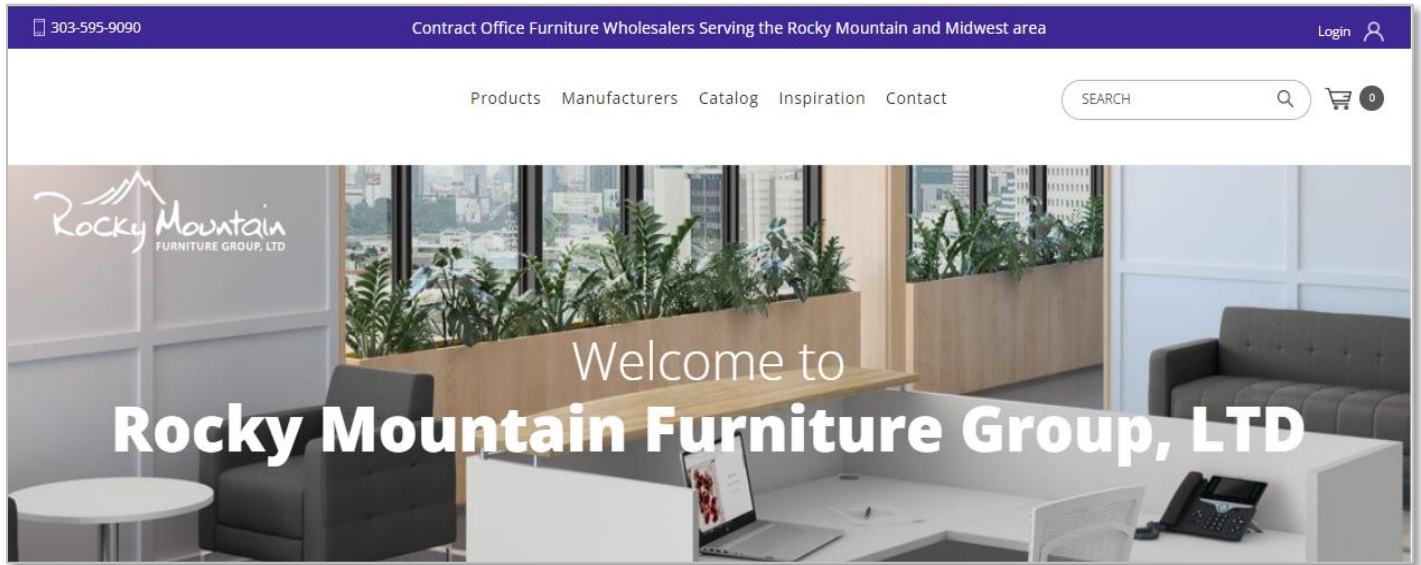


# Rocky Mountain Furniture Group Website "How To" Guide

Visit: [rmf-group.com](http://rmf-group.com)

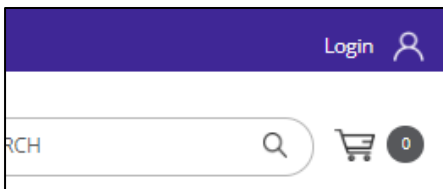
The RMFG layout is intuitive with familiar mega bar, drop-down menus, and resources. Customers and end users can use the website without logging in.

Without a login you will see list pricing. To see live inventory and Dealer net pricing you must log in to your account.



## Logging In

Login access is located in the top right corner of the home page.

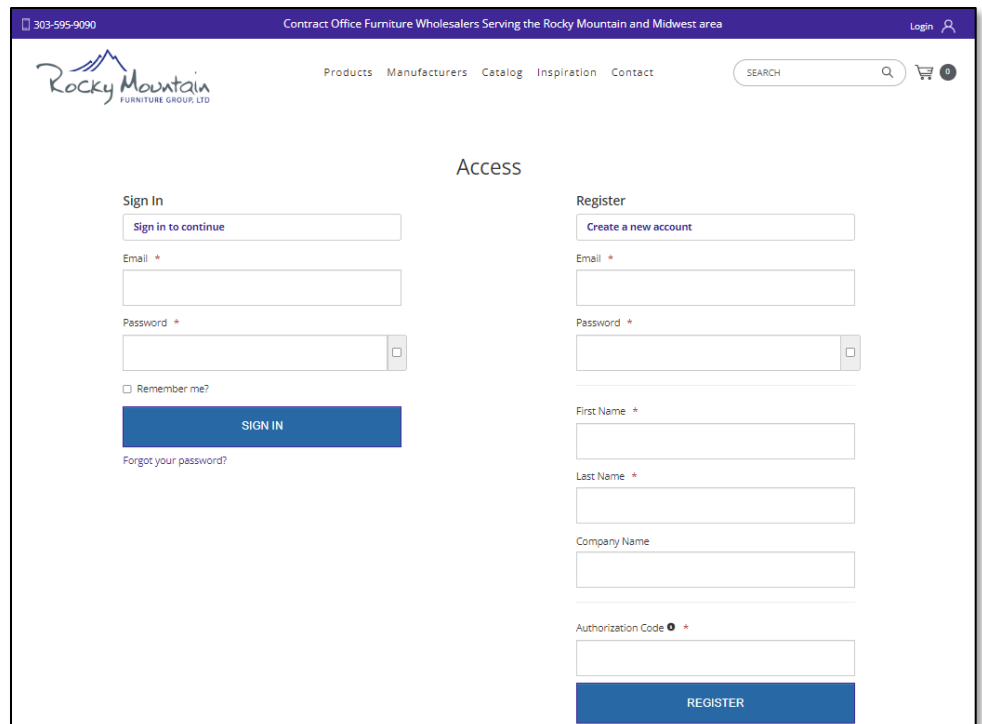


After you click login, you will be directed to the website Access page.

If this is your first-time logging in, you will need to register.

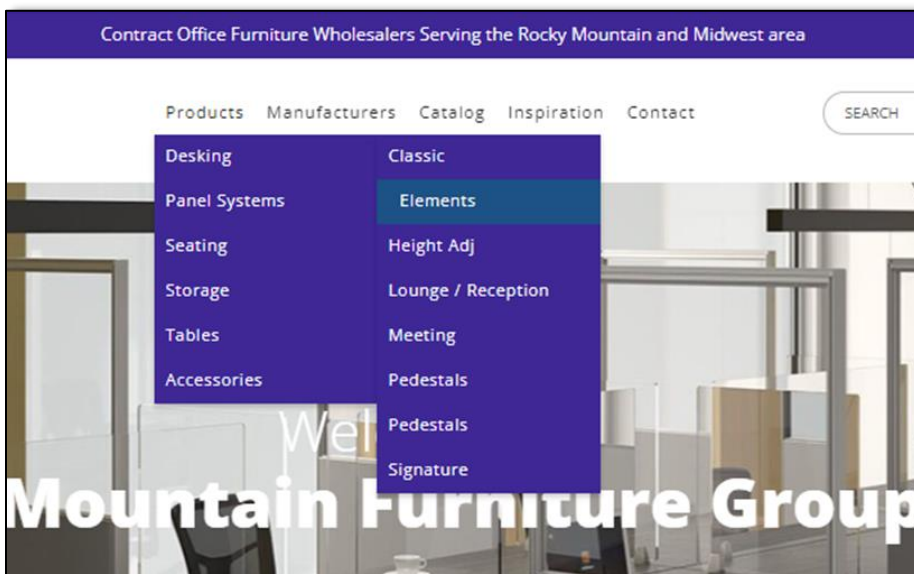
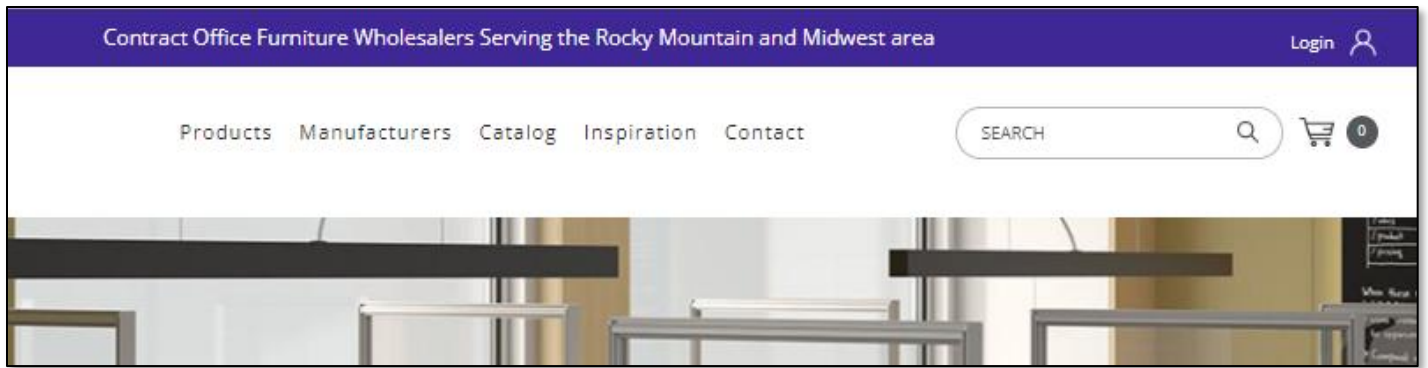
Enter your contact information and authorization code.

Your authorization code will have been provided to you by your team.



## Searching for Products

There are two ways to find items on the website. You can use the “Products” button on the mega bar, or you can search for them in the search box found on the top right corner of the page.



The drop-down product menu is sorted by categories. Select the category and subcategory then click to be directed to the corresponding pages.

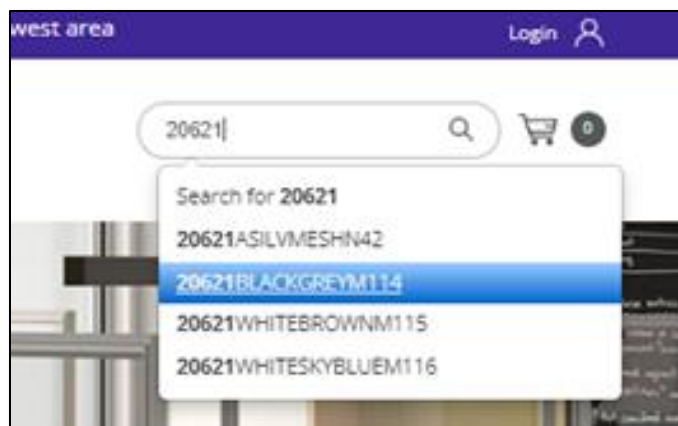
You can also search using the search box.

When searching you can enter the specific sku number or a description of the item.



Start typing your part number in the search box, you will see that it will automatically

Fill in the part number and you can click the auto-filled options. You can also search using keywords, keywords that are in the items description will appear in the search results.



## Item Page

After you have searched for an item, you will be directed to its page.

On the item page you will see all the details about the product including your net cost and current inventory.

Reminder- your net cost displays when you are logged in. To view pricing without net cost simply log out.

Inventory information is updated every 10 minutes.

Rocky Mountain FURNITURE GROUP, LTD.

Products Manufacturers Catalog Inspiration Dealer Tools

SEARCH

Categories

- Colorful Coolmesh
- Fuse Modular Seating
- Marics Ergonomic Seating
- Premium Metal Pedestals
- Products

Home > Products > Seating > Executive > MARIC MB CHAIR-BLK/ALUM N42

### MARIC MB CHAIR-BLK/ALUM N42

Part Number: 20621ASILVMESHN42

Price: ~~\$965.00~~ \$Net/EA

Quantity: - 1 +

43 In Stock

[Add to Cart](#) [Save to List](#)

[Return to Search](#)

See your pricing.

See stock count

Add to cart to buy online or save to a list for future.

Overview

Description

Color: Silver  
Material: Mesh  
Net Weight: 33.07 LBS  
Overall Dimensions: 23.75"W x 26.5"D x 37-41"H  
Shipping Dimensions: 32.28"W x 26.37"D x 25.2"H  
Style: Mid Back

Need Assistance?  
We are here to help.  
Call 303-595-9090

Click to view a larger image

## Adding Items to you Cart

Select the quantity you would like to order and click add to cart. You will see your cart quantity change.

Rocky Mountain FURNITURE GROUP, LTD.

Products Manufacturers Catalog Inspiration Dealer Tools

SEARCH

Categories

- Colorful Coolmesh
- Fuse Modular Seating
- Marics Ergonomic Seating
- Premium Metal Pedestals
- Products

Home > Products > Seating > Executive > MARIC MB CHAIR-BLK/ALUM N42

### MARIC MB CHAIR-BLK/ALUM N42

Part Number: 20621ASILVMESHN42

Price: ~~\$965.00~~ \$Net/EA

Quantity: - 1 +

43 In Stock

[Add to Cart](#) [Save to List](#)

Items are added to cart

Adjust your order quantity.

Select Add to Cart.

Added 3 MARIC MB CHAIR-BLK/ALUM N42 to your cart

3 items ( \$Net )

- MARIC MB CHAIR-BLK/ALUM N42
- p/n: 20621ASILVMESHN42
- \$Net x 3

[View the Full Cart](#)

Need Assistance?  
We are here to help.  
Call 303-595-9090

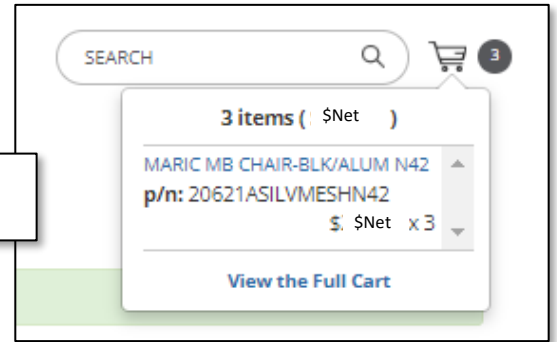
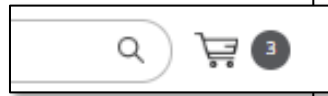
Click to view a larger image

Overview

## Making a Purchase

After you have added all the items you would like to order click the shopping cart icon in the top right and select "View the Full Cart."





This will take you to your shopping cart page.




303-595-9090 Contract Office Furniture Wholesalers Serving the Rocky Mountain and Midwest area Login

Rocky Mountain FURNITURE GROUP, LTD Products Manufacturers Catalog Inspiration Contact SEARCH

### Cart

Item	Quantity	Price	Total
 <b>MARIC MB CHAIR-BLK/ALUM N42</b> <i>p/n: 20621ASILVMESHN42</i> 43 In Stock	- 3 + Update Delete	\$	\$
 <b>PL105ASPEN 30"X72" DESK SHELL</b> <i>p/n: PL105APN</i> 7 In Stock	- 5 + Update Delete	\$	\$
 <b>BOX/BOX/FILE PEDESTAL-WHITE</b> <i>p/n: PL166WHITE</i> 6 In Stock	- 5 + Update Delete	\$	\$
 <b>FILE/FILE PEDESTAL-WHITE</b> <i>p/n: PL175WHITE</i> 13 In Stock	- 5 + Update Delete	\$	\$

Product Quick-Add 

**Total:** \$

You can always continue to add items to your shopping cart. By either searching for products in the top search bar or adding new skus using the "Product Quick-Add" feature on the shopping cart page (when using "quick-add" you must use the exact sku number).

After you have added all the items you would like to order, click "Proceed to Checkout," you will be directed to the check out page.

Enter your billing and shipping addresses. Your customer information and cart summary will populate. Your shipping address will always default to your billing address. You can ship to a different address if you would like.

303-595-9090 Contract Office Furniture Wholesalers Serving the Rocky Mountain and Midwest area Login

Rocky Mountain FURNITURE GROUP, LTD. Products Manufacturers Catalog Inspiration Contact SEARCH

### Checkout - Customer Information

**Customer Information**

Customer Name  
Contact Name  
Email

**Billing Address**

Recipient \*  
Attention  
Address Line 1 \*  
Address Line 2  
City \*  
State/Province - Please Select -  
Country + United States  
Postal Code \*  
Phone Number  
 Save to my address book

**Shipping Address**

Ship to the Billing address

Enter your billing address. This can be saved to your address book for future.

Your shipping address will default to your billing address. Uncheck this box if you would like to ship to a different location.

Save & Continue

**Cart Summary** edit

Subtotal:	\$
Shipping:	--
Tax:	--
Discount:	--
Total:	\$

**Account Summary** edit

Customer

Once you enter your information click "Save and Continue" you will be directed to the shipping and payment page.

303-595-9090 Contract Office Furniture Wholesalers Serving the Rocky Mountain and Midwest area Login

Rocky Mountain FURNITURE GROUP, LTD. Products Manufacturers Catalog Inspiration Contact SEARCH

### Checkout - Shipping & Payment

Disclaimer  
Please be advised that this order is subject to our review and changes. The order total shown here does NOT include the possible freight charges. Freight will be added after we review the order. You will receive an order acknowledgement after we review the order and confirm the ship dates.

**Choose your shipping method**

Freight Invoiced After Shipping \$0.00

**Additional Information**

Purchase Order # \*  
Ship Date  
Notes/Instructions

**Payment Details**

NET 30 DAYS

SUBMIT ORDER

Enter your purchase order number and any needed shipping notes or instructions. Please note: Rocky Mountain will do our best to accommodate requests, your order acknowledgement will detail your estimated ship date and confirm your requested instructions.

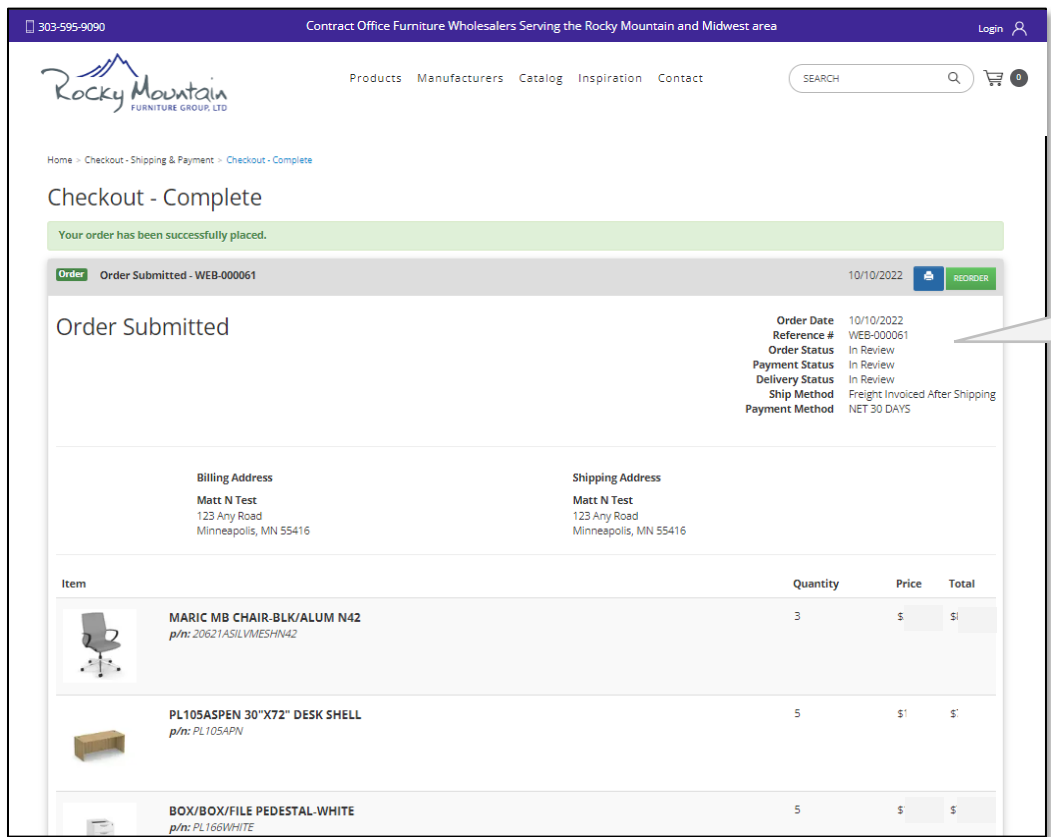
**Cart Summary** edit

Subtotal:	--
Shipping:	--
Tax:	--
Discount:	--
Total:	--

**Account Summary** edit

Customer

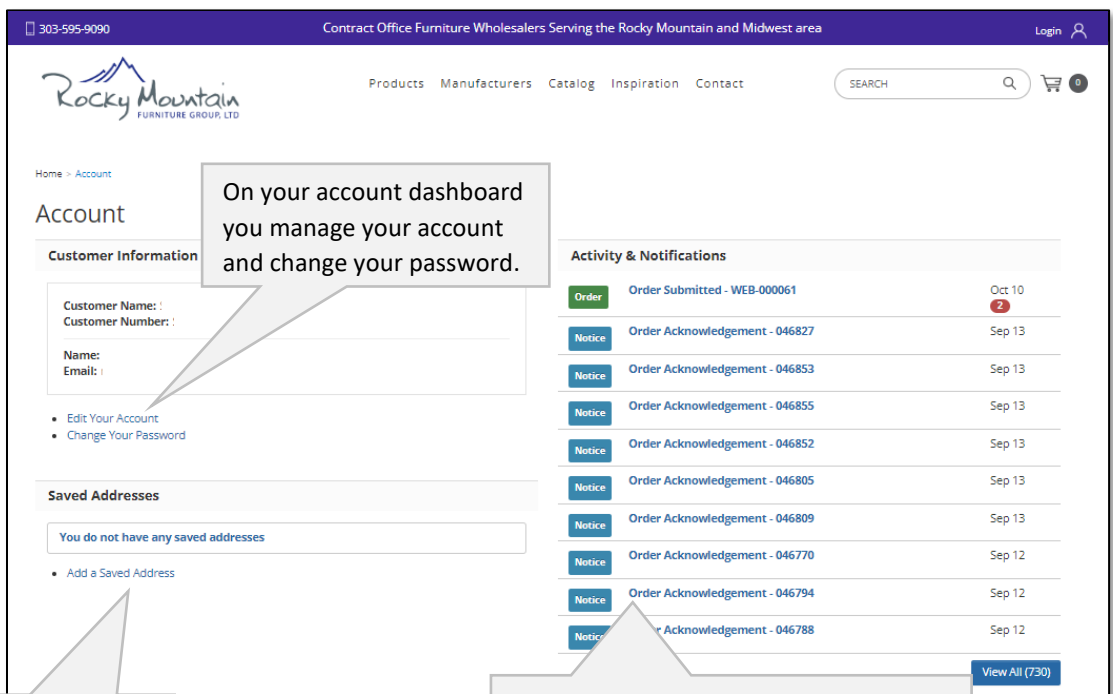
After you click submit order, your PO will be sent to Rocky Mountain Furniture. Rocky Mountain will review your order and once confirmed will provide an order acknowledgment.



Until your order is acknowledged its status will read "in review."

## Account Dashboard

You can review your account information and orders on your account dashboard. To view your dashboard, click the person icon in the top right corner.

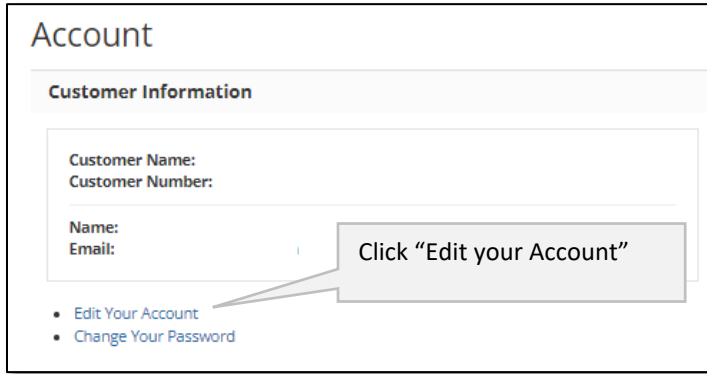


On your account dashboard you manage your account and change your password.

You can add and manage your address book.

You can view your order activity and notifications including submitted orders, acknowledgments, and invoices.

## Edit Your Account



You can change your contact information from your edit account page. Be sure to click save after your changes.

This page is where you will find your account authorization code. This is the code you will use to allow new users to join your account.

This code is what new users enter when registering on the login page.

**Keep this code secure**, it will allow users to place orders and view order history on your account.

The screenshot shows the 'Edit' page for a Rocky Mountain Furniture Group account. It features several sections: 'Customer Information' with fields for Customer Name, Customer Email, and Customer Number; 'Contact Information' with fields for First Name, Last Name, Email, and Phone; 'Invite users to your account' with a 'Random Generated Code' for authorization; and 'All Customer Contacts' with a table listing contacts.

Name	Email
Matt N Test	
Matt N Test	

## Change Your Password

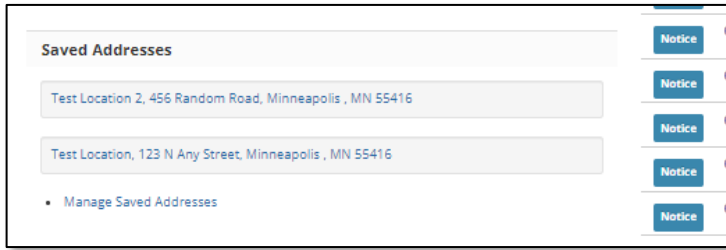
When you access your account for the first time enter a new password.

Keep your password secure. If you forget your password, Rocky Mountain Furniture can reset it for you.

The screenshot shows the 'Change Password' page. It includes a yellow warning box stating 'Passwords must be at least 7 characters long.' Below this are three input fields: 'Current password', 'New password', and 'Confirm new password'. There are 'Change' and 'Return' buttons at the bottom.

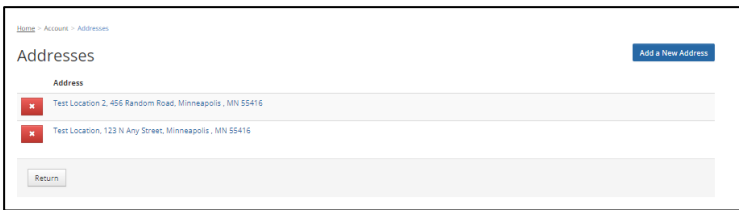
## Save Addresses

You can save frequently used addresses in your account. This will help speed up your check out process.



Multiple address can be saved. If you would like an address to be primary, or a default be sure to check the applicable box.

You can manage your addresses at any time.



Home > Account > Addresses > Address

### Create an Address

Recipient \*

Attention

Address Line 1 \*

Address Line 2

City \*

State/Province - Please Select -

Country \* United States

Postal Code \*

Phone Number

This is the **primary address** for our customer account

Use this as my **default billing address** in checkout

Use this as my **default shipping address** in checkout

## View Activity and Notifications

All your order information including acknowledgements and invoices will be listed in the Activity and Notifications section.

The account dashboard will show recent transactions and documents. To view all your documents, and search for a specific order click “view all.”

Whenever a new order, acknowledgement, or invoice is Created it will appear in your activity and notification Section.


Activity & Notifications		
Order	<a href="#">Order Submitted - WEB-000061</a>	Oct 10 <span>2</span>
Notice	Order Acknowledgement - 046827	Sep 13
Notice	Order Acknowledgement - 046853	Sep 13
Notice	Order Acknowledgement - 046855	Sep 13
Notice	Order Acknowledgement - 046852	Sep 13
Notice	Order Acknowledgement - 046805	Sep 13
Notice	Order Acknowledgement - 046809	Sep 13
Notice	Order Acknowledgement - 046788	Sep 13

You can click recent documents or view all to search all orders.

Please note, once an order is submitted it cannot be revised on the website. If you would like to revise your you must contact Rocky Mountain Furniture. Once your order has been revised, a new acknowledgement will be generated.



### Activity & Notifications

Search  

Page 1 of 2 (44) « 1 2 »


<b>Order</b>	<a href="#">Order Submitted - WEB-000051</a> \$483.14, 6 Items	Oct 12 <b>2</b>
<b>Order</b>	<a href="#">Order Submitted - WEB-000050</a> \$290.70, 1 Items	Oct 12 <b>2</b>
<b>Notice</b>	<a href="#">Order Acknowledgement - 214939</a>	Oct 12
<b>Order</b>	<a href="#">Order Submitted - WEB-000049</a>	Oct 12 <b>2</b>
<b>Order</b>	<a href="#">Order Submitted - WEB-000048</a>	Oct 12 <b>2</b>
<b>Order</b>	<a href="#">Order Submitted - WEB-000047</a>	Oct 8 <b>2</b>
<b>Order</b>	<a href="#">Order Submitted - WEB-000046</a> \$1,615.34, 7 Items	Oct 7 <b>2</b>
<b>Notice</b>	<a href="#">Order Acknowledgement - 214934</a>	Oct 7
<b>Notice</b>	<a href="#">Order Acknowledgement - 214932</a>	Oct 5
<b>Order</b>	<a href="#">Order Submitted - WEB-000045</a> Order Acknowledgement - 214905	Sep 23 <b>2</b>
<b>Order</b>	<a href="#">Order Submitted - WEB-000044</a> \$498.78, 4 Items	Sep 21 <b>2</b>
<b>Order</b>	<a href="#">Order Submitted - WEB-000043</a> Invoice - 220992	Sep 21 <b>3</b>
<b>Notice</b>	<b>test</b> MM - test sending emails via the customer user sc...	Sep 20
<b>Order</b>	<a href="#">Order Submitted - WEB-000041</a> \$363.12, 8 Items	Sep 19 <b>2</b>


You can search for your orders using your PO number or Rocky Mountain sales order number.

Click to view your document.

When you click in to an order you can view its history: order, acknowledgement, and invoice.

### Activity & Notifications - View

**Notice** Order Acknowledgement - 044503 8/17/2022 

**Invoice** Invoice - 666067 8/1/2022 

## Invoice

**Billing Address**

**Shipping Address**

Invoice # 666067  
Order # 044503  
Order Status Complete  
Ship Date 8/4/2022

Name	Number	Ordered	Shipped	UOM	Price	Discount	Total
36X72 RECTANGULAR TOP-CHRY-A1	PLT3672CHERRY-A1	1	1	EA	\$		\$
36" METAL U LEG - SILVER	PLTLEG-U-36SILVER	2	2	EA	\$		\$
PAIR BEAM BRCKET-48/60LEG-SILV	PLTCBBSILVER	1	1	EA	\$		\$
72" MAIN DESK BEAM - SILVER	PLT.MAINDESKBEAM	1	1	EA	\$		\$

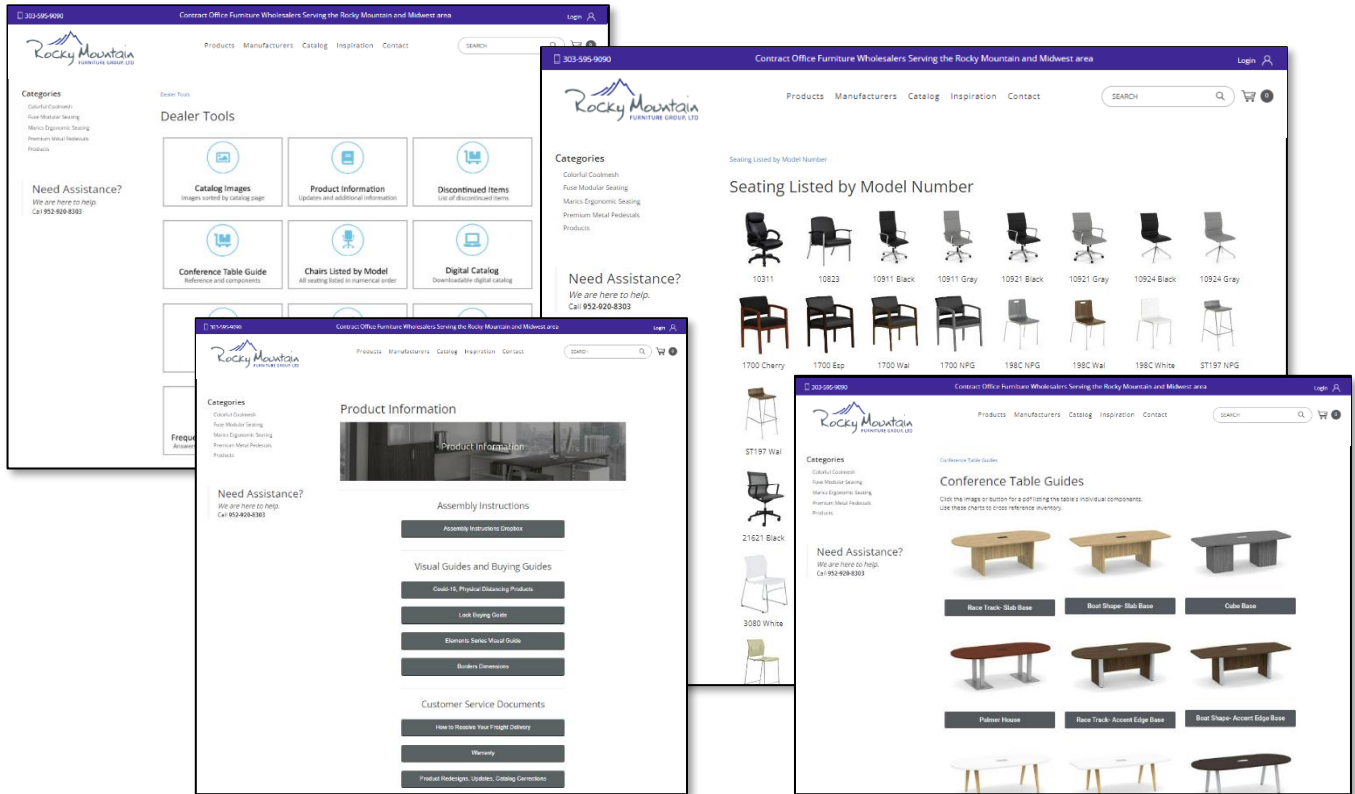
Easily print copies of acknowledgments and invoices.

Most recent document will be on top.

Order status will be listed in top right corner.

## Familiar Look

Most of the tools and resources you enjoyed on the old site are available for use on our new website.



Contact us anytime for additional information and tips on how to use the site.

orders@rmf-group.com