

# Corporate Portal User Guide

[www.officerelief.com](http://www.officerelief.com)

(877) 919 1190

Mon – Fri / 7:00AM – 5:00PM

[customer care@officerelief.com](mailto:customer care@officerelief.com)



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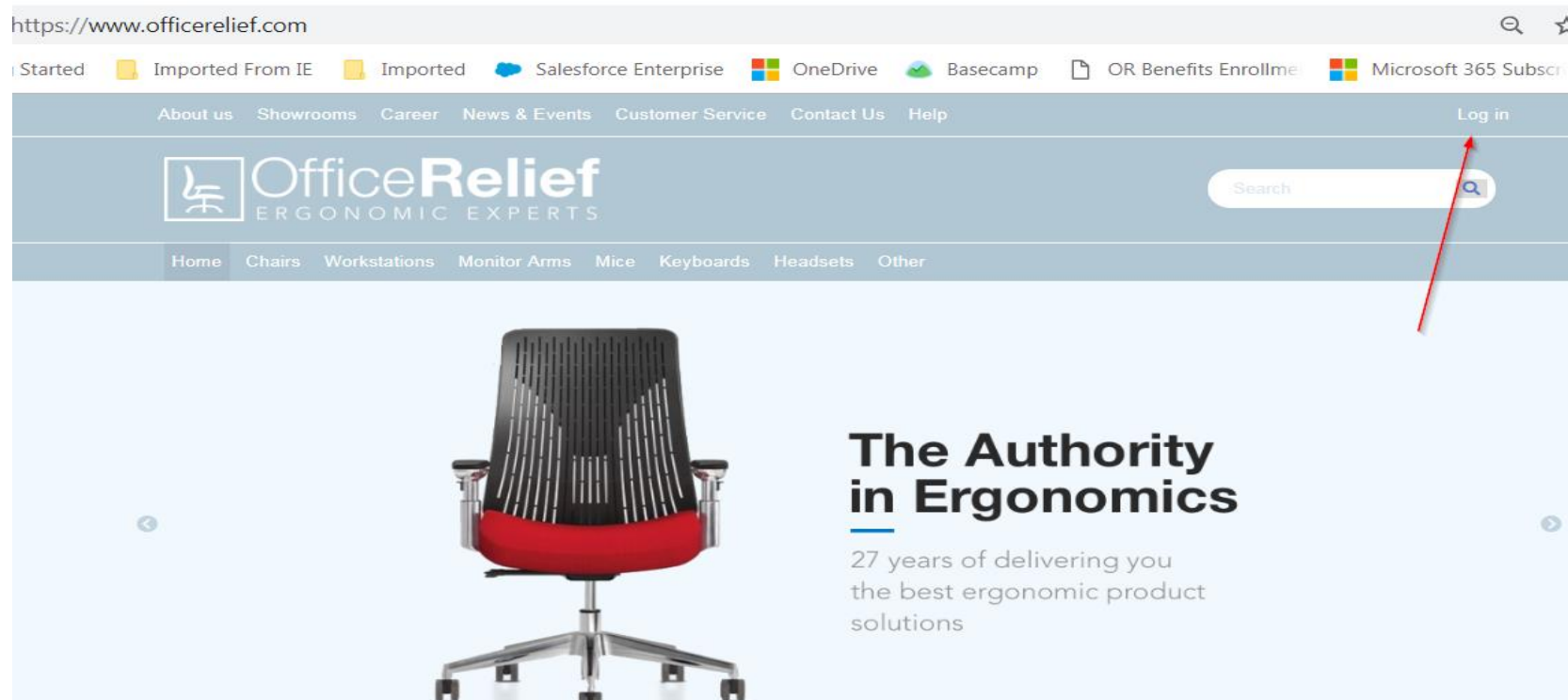
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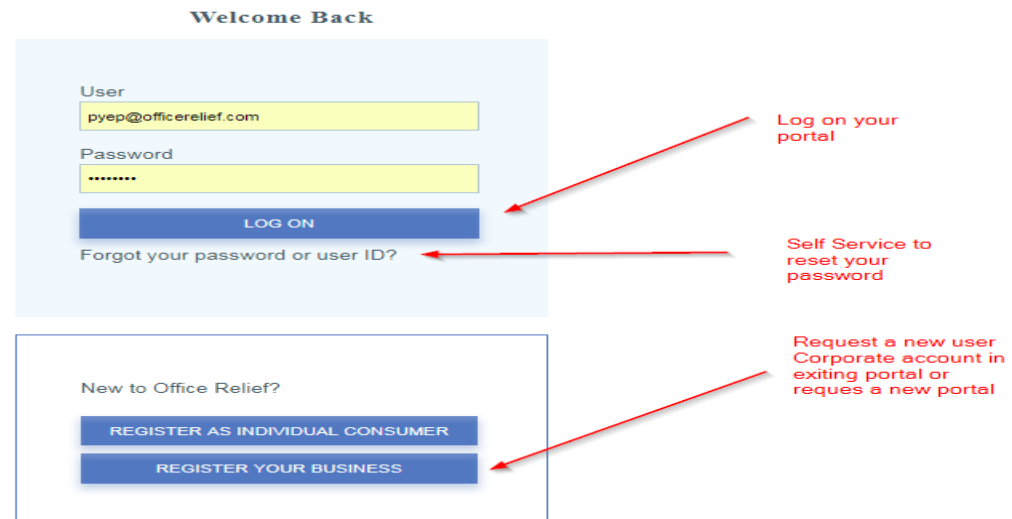
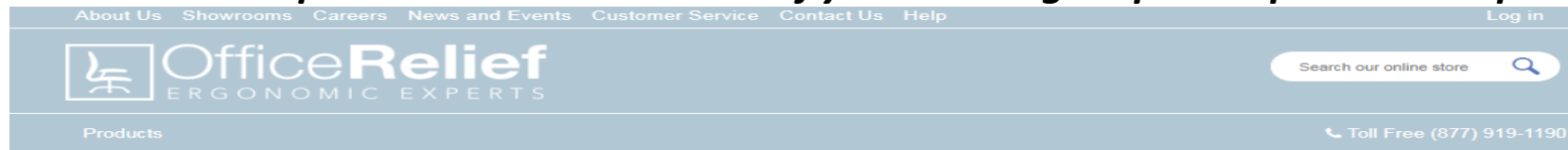
# [My Account Login or Sign Up](#)

Go to [www.officerelief.com](http://www.officerelief.com). Corporate portal users must log in to their respective portals before shopping



## [My Account Login or Sign Up](#)

- ***Please use your user ID and password to log in.***
- ***You can reset your password if needed using the self-service password reset***
- ***You can request a new user account of your existing corporate portal or request a blank new portal***



# Account Dashboard-Contains All of Your Profile Information

About Us Showrooms Careers News and Events Customer Service Contact Us Help

Hello TestUser IT

Your account  
Logoff

Search our online store

Customer # any

Products Quick Quote/Order Documents

Toll Free (877) 919-1190

**PRODUCTS** ▾

Brands >

Chairs (52) >

Sit Stand Solutions (70) >

Monitor Arms (134)

Mice (94)

Keyboards (88)

Anti-Fatigue Mats (6)

Arm Supports (9)

You are here: Home

## Products

Brands

Chairs

Sit Stand Solutions

om contour


Workrite ergonomics




ERGOTRON

# [Your Account](#)

**To Edit or View Your Account Information Click “Your Account”**

About Us Showrooms Careers News and Events Customer Service Contact Us Help Hello TestUser IT

 **OfficeRelief**  
ERGONOMIC EXPERTS


Search our online store   Sales Order: 31.19 USD 

Customer #: 1111111 PY Tester Company

Products Quick Quote/Order Documents Toll Free (877) 919-1190

## Your account

### Change personal data

- Change personal data 
- Change password

### Address Books

- Ship-To Address Book

### Company data

Company address Shipping and payment terms

Customer #

1111111  
PY Tester Company  
Accounts Payable  
1230 Nowhere Street  
San Leandro CA 94577

# Manage Temporary Delivery Address Book

## Account Address Book

**There are two types of delivery address. One is temporary address that you can manage them in the portal. One is permanent type and you need to request customer care team to add/edit/delete them in our backend system SAP.**

OfficeRelief  
ERGONOMIC EXPERTS

Search our online store

Sales Order: 213.00 USD

Customer #: 1111111 PY Tester Company

Products Quick Quote/Order Documents Toll Free (877) 919-1190

### Ship-To Address Book

Create new address

You can create a new temporary delivery address

You can delete the temporary delivery address

Items per page 50

Company Name ▲	First name	Last name	Street ⇅	House No.	Zip Code ⇅	City	Suite/Apt/Building	c/o name	
Love Second Chances	melody	chen	7840 HAZELNUT DRIVE		94566	Pleasanton	test		
Office Relief Inc.	Heather	Thompson	516 McCormick Street		94577	San Leandro			
Tester	Pierre	Yep	888 Clauser Dr		95035	Milpitas			
Thompson and Sons	Rik	Thompson	1374 schiller court		94521	concord			
test	Heather	Thompson	516 McCormick Street		94577	San Leandro			
test	test	test	12 test		94566	pleasanton			

BACK



# 2 Ways To Search For A Product

1 **Select Brand name or Categories Below**

2 **Search Product # or Key Word**

The screenshot displays the OfficeRelief website interface. At the top left is the logo for OfficeRelief ERGONOMIC EXPERTS. To the right of the logo is a search bar with the text "Search our online store" and a magnifying glass icon. Further right is a shopping cart icon with the text "Sales Order: 213.00 USD" and a right-pointing arrow. Below the search bar is the text "Customer #: 1111111 PY Tester Company". In the top right corner, there is a phone icon and the text "Toll Free (877) 919-1190".

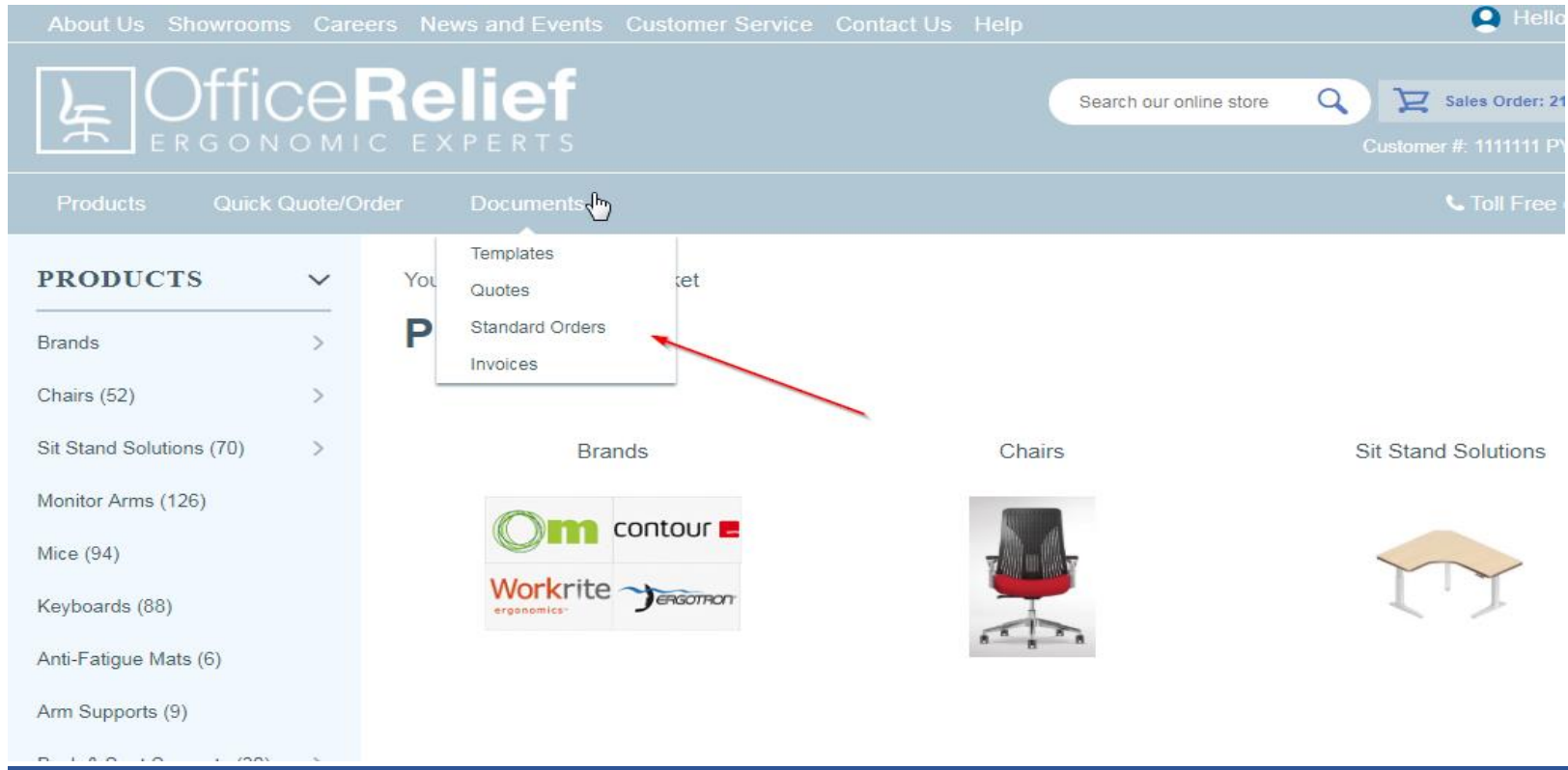
Below the header is a navigation menu with the following items: "Products", "Quick Quote/Order", and "Documents". A red arrow points from the "Products" menu item to the "Brands" link in the left sidebar. The left sidebar is titled "PRODUCTS" and contains a list of categories with right-pointing arrows: "Brands", "Chairs (52)", "Sit Stand Solutions (70)", "Monitor Arms (126)", "Mice (94)", "Keyboards (88)", "Anti-Fatigue Mats (6)", and "Arm Supports (0)".

The main content area is titled "Products" and features three columns of product categories: "Brands", "Chairs", and "Sit Stand Solutions". Under "Brands", there are logos for "om contour", "Workrite ergonomics", and "ERGOTRON". Under "Chairs", there is an image of a black and red office chair. Under "Sit Stand Solutions", there is an image of a light-colored sit stand desk.

Two red arrows are overlaid on the image. One arrow points from the text "Search brand name or category" to the "Brands" link in the left sidebar. The other arrow points from the text "Search product # or key word" to the search bar.

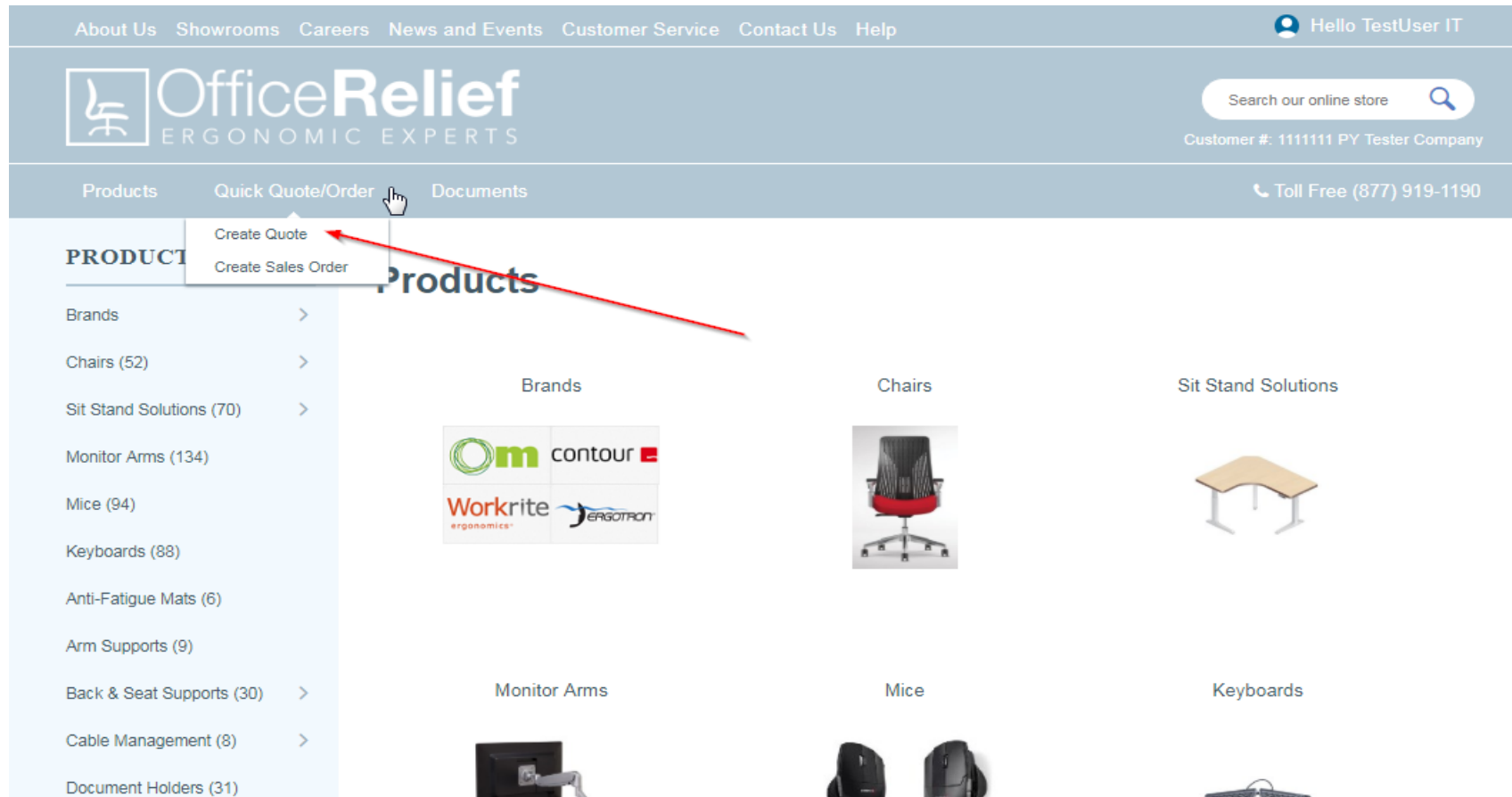
# Orders/Quotes/Invoices Document

Go to Documents and select Quotes, Orders and Invoice



# Create Quote

**The shopping cart default is sales order when you log in. If you need to create a quote instead of sales order. You need to go to Quick Quote/Order and click Create Quote**



## Create Order

**The shopping cart default is sales order when you log in. When you add products to the shopping cart, the sales order is created.**

OfficeRelief  
ERGONOMIC EXPERTS

Search our online store

Sales Order: 213.00 USD

Customer #: 1111 PY Tester Company

Products Quick Quote/Order Documents Toll Free (877) 919-1190

SEARCH BY ATTRIBUTES

BRAND

- BMS
- CHIEF
- ERGOTRON
- ESI
- FELLOWES
- GRAND STANDS
- HUMANSCALE

DISPLAY TYPE

- Dual Monitors
- Single Monitor

PRICE

- \$0 to \$124

You are here: Home » Monitor Arms

### Monitor Arms

Page 1 2 3 ... 14 >

XLS-download - Select sort sequence -

**Ergotron LX Wall Mount LCD Arm**

213.00 USD

1 EA

Add to product compare

Product: 45-243-026  
Brand: ERGOTRON  
Display Type: Single Monitor

**Grand Stands Ace20 Dual Bar Monitor Arm**

357.50 USD

1 EA

Add to product compare

Product: ACE20-HD-2DB-S  
Brand: GRAND STANDS  
Display Type: Single Monitor

When you add products to the shopping cart, the sales order is created

# Checkout Process

## Sales Order

1. Add new street address ,name, phone, email

1. You can select delivery address, edit delivery address on name, email , and phone. But you can't change the street address.

Show/Hide ▾

**Delivery address**  
 Pierre Yep  
 Test-PRD  
 1727 Beachwood Way  
 pleasanton CA 94566

**Invoice recipient**  
 PY Tester Company  
 Accounts Payable  
 1230 Nowhere Street  
 San Leandro CA 94577

**Please provide quote for installation**  
 Please provide quote for installation. Your order confirmation will be emailed when the installation has been added to your order. Normal turnaround time for installation pricing is 24-48 hours.

2. Select different invoice recipient if you have various recipients setup

3. Please enter order information here required for your tracking purposes"

4. Add additional email recipients to receive the order confirmation

5. Click on + to expand and add comment for that line item

XLS-download Upload products

Item	Product	Quantity	Description	Unit price	Total	Remove
10	RM-ASRD	1 EA	Contour Design ArmSupport Red	135.00 USD	135.00 USD	<input type="checkbox"/>

Here you can enter an item text

+

## Process For Checkout:

- Change or add delivery address if needed
- Select different invoice recipient if needed
- Add order note if needed
- Add additional email address for order confirmation if needed
- Add comment for the line item
- Select Payment Type
- Send the order

# Select Delivery Addresses

Search Delivery Address

Items per page

Company Name ▲	First name	Last name	Street	Suite/Apt/Building	City	Zip Code ↕	E-Mail Address	Telephone	c/o name
Love Second Chances	melody	chen	7840 HAZELNUT DRIVE	test	Pleasanton	94566	hthompson@officerelief.com	5103831190	
Office Relief Inc.	Heather	Thompson	516 McCormick Street		San Leandro	94577	hthompson@officerelief.com	5103831190	
PY Tester Company	Pierre	Yep	1230 Nowhere Street		San Leandro	94577	pyep@officerelief.com	5555555	Accounts Payable
Test-PRD	Pierre	Yep	1727 Beachwood Way		pleasanton	94566		510-383-1190	
Tester	Pierre	Yep	888 Clauser Dr		Milpitas	95035	yep899@yahoo.com	4088330578	
Thompson and Sons	Rik	Thompson	1374 schiller court		concord	94521	hthompson@officerelief.com	5103831190	
test	Heather	Thompson	516 McCormick Street		San Leandro	94577	hthompson@officerelief.com	5103831190	
test	test	test	12 test		pleasanton	94566	hthompson@officerelief.com	5103831190	

CANCEL

Select a delivery address. Edit name, phone, or email if needed

There are two types of delivery addresses. One type is permanent address that we setup in our order system SAP, which you can't delete or change the street address. Another type is temporary address (address with trash can) which you or your team add them during the checkout. You can delete them if they are no longer needed.

# Select Payment Type- Invoice

You are here: Home » Basket

## Select shipment and payment types

### Payment method

- Invoice
- Credit Card

Selete Invoice if you have payment term setup with Office Relief and you choose to pay with term

### Please provide quote for installation

Please provide quote for installation. Your order confirmation will be emailed when the installation has been added to your order. Normal turnaround installation pricing is 24-48 hours.

### PO/Cost Center

Office Relief Web Sales

Enter your PO # or Cost Center for your tracking

BACK

# Select Payment Type – Credit Card

## Select shipment and payment types

### Payment method

Invoice

**Credit Card**

No credit card on file.

Card type\*

--- Please select ---  
--- Please select ---  
American Express  
Mastercard  
VISA

Select Credit  
Card and card  
type

**Please provide quote for installation**

Please provide quote for installation. Your order confirmation will be emailed when the installation has been added to your order. Normal turn: installation pricing is 24-48 hours.

BACK

SEND





# Order Confirmation

You are here: Home » Basket

## Order Receipt Confirmation Number 293954

<b>Order #</b> 293954	<b>Date</b> 12/20/2018	<b>PO/Cost Center</b> tester
<b>Customer #</b> PY Tester Company test name 1232 Nowhere Street Test TTT San Leandro CA 94577	<b>Delivery address</b> Tester OfficeRelief PY Tester Company 1232 Nowhere Street Test TTT San Leandro CA 94577	
<b>Payment method</b> Invoice  ittest1@officerelief.com		

Item	Quantity	Product	Description	Unit price	Total
10	1 EA	72355	Kensington Pro Fit Wired Mid-Size Mouse	19.99 USD	19.99 USD
				Item Total	19.99 USD
				Shipping & Handling	10.95 USD
				Subtotal	30.94 USD
				Tax	3.01 USD
				<b>Total</b>	<b>33.95 USD</b>

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