



**NB HANDY**  
*THE PREFERRED CHOICE SINCE 1891*



**CUSTOMER  
PORTAL GUIDE**

[buy.nbhandy.com](http://buy.nbhandy.com)

# Welcome to NB Handy's Customer Portal

Click on this link to connect to the portal  
<https://buy.nbhandy.com>

The screenshot shows the top section of the NB Handy website. At the top left is a search bar with the text "Search in website" and a magnifying glass icon. To the right are two buttons: "Log In" and "Register". Below these is the NB Handy logo, which includes the text "NB HANDY" in a stylized font, "THE PREFERRED CHOICE SINCE 1891" underneath, and "TOLL FREE 800.284.6242" to the right. A dark blue navigation bar contains the links "Products", "Quick Order", and "My Account". Below the navigation bar is a large banner image of a warehouse with stacks of materials. Overlaid on the banner is the text: "Welcome to the NB Handy Customer Portal where you can find the products and services you need to be successful!". Below the banner is a "Specials" section with a "Sort by" dropdown menu set to "Featured Items". Two product cards are displayed: one for a "CHIP BRUSH 2IN PAINT CB002" showing a paintbrush, and another for a "SCRATCHAWL A20 1/4IN" showing a red-handled screwdriver.

Click on Log in and enter your email address and password (as assigned by NB Handy).

Search in website

Log In

Register



Products Quick Order My Account

Home / Log In

I am an Existing Customer

Log In

User Name:

Password:

Remember me next time.

Log In



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## PRODUCTS

You can now search using basic information about the item you wish to locate using the Search in Website feature.

**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

Search in website

My Cart (0 items \$0.00) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out



Products Quick Order My Account

You searched for the word(s): B2P

1 Products found:

Search Results

Sort by Relevance



CHIP BRUSH 2IN PAINT CB002

Price:  
\$0.34

Showing 1 - 1 of 1 Results



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

Search in website

My Cart (0 items \$0.00) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out



Products Quick Order My Account

You searched for the word(s): Adhesive brush

11 Products found:

Search Results

Sort by Relevance



image  
coming soon

ADH 132 BRUSH 1 GAL

Price:  
\$18.97



CHIP BRUSH 2IN PAINT CB002

Price:  
\$0.34



CHIP BRUSH 3IN PAINT CB003

Price:  
\$0.50



CHIP BRUSH 4IN PAINT CB004

Price:  
\$1.16



KFLEX ADHESIVE GAL #800-320

Price:  
\$62.61



ADH DP2501 WB 5G WH  
EXTR/ROTO

Price:  
\$55.43



ADH DP2501 WB 50G WH  
EXTR/ROTO

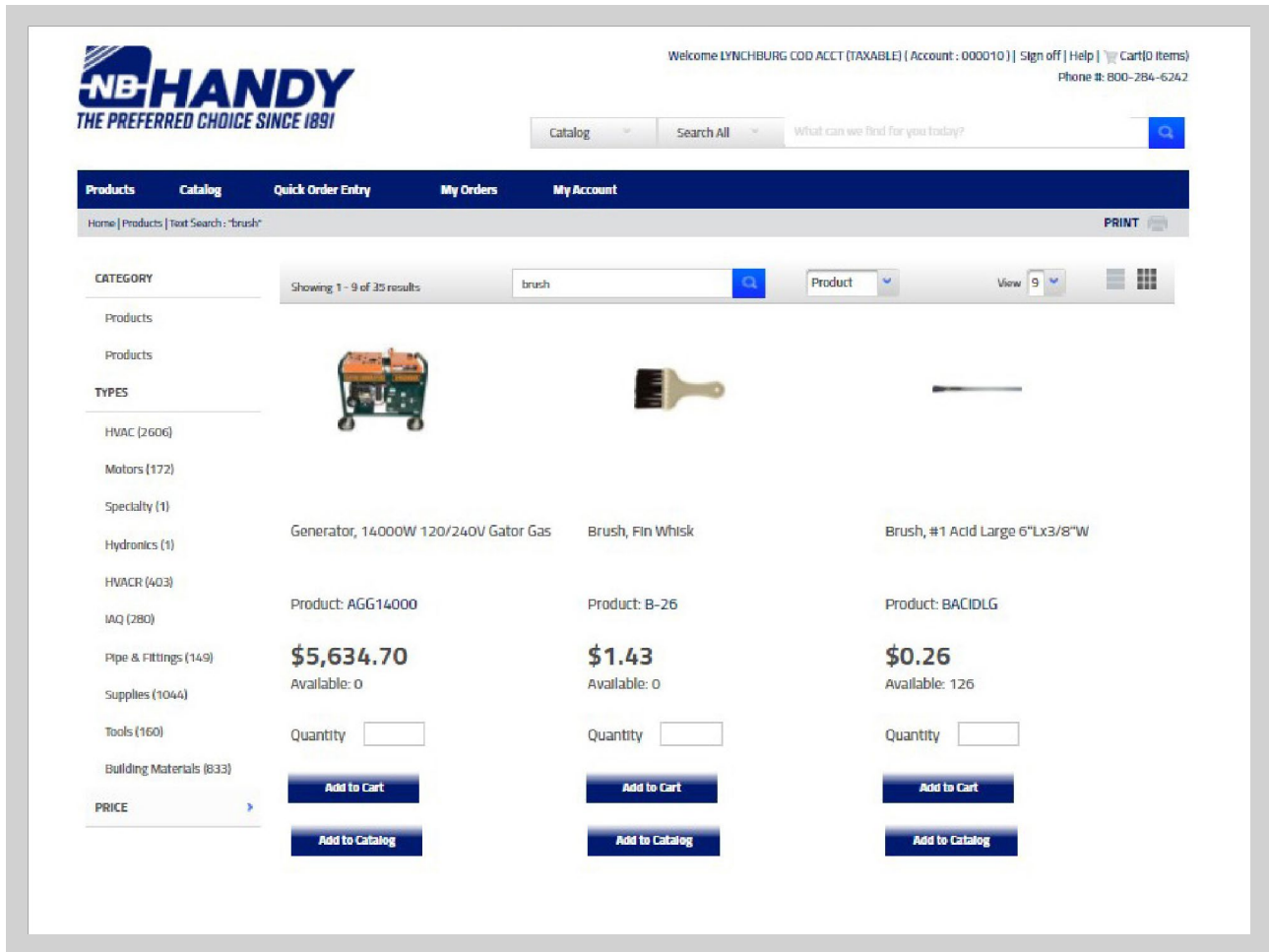
Price:  
\$55.43



ADH DP2502 WB 5GAL BLACK

Price:  
\$55.43

OR by typing in Brush in the search box



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.

Click on the item of your choice to see more information and to add to the shopping cart.

## Shop by Products:

If you simply want to view or shop through the Product offerings, you can click on the Products Tab to display all categories and continue to drill down until you find the item(s) you wish to view.

Example: HVAC/Bath Fans

Search in website


My Cart (0 items \$0.00) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out

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Home / HVAC / Bath Fans

Search in Bath Fans

### Bath Fans



**Product Listing**

Sort by

Product	Stock	Price	Qty	
50 CFM FAN W LIGHT	Out of Stock	\$31.46	<input type="text" value="1"/>	<input type="submit" value="+"/>
50CFM FAN LIGHT HOUSING	Out of Stock	\$9.23	<input type="text" value="1"/>	<input type="submit" value="+"/>
690RA HOUSING FOR 695RB/RNB	Out of Stock	\$5.60	<input type="text" value="1"/>	<input type="submit" value="+"/>
70CFM FAN W HTR AND LIGHT	Out of Stock	\$108.70	<input type="text" value="1"/>	<input type="submit" value="+"/>
744 RECESSED FAN 70 CFM	Out of Stock	\$108.44	<input type="text" value="1"/>	<input type="submit" value="+"/>
744FL 70 CFM FAN WITH LIGHT	Out of Stock	\$111.92	<input type="text" value="1"/>	<input type="submit" value="+"/>

You can scroll through the item selections at this point OR use the search function within this group of items.

Example: Type in AEN110 and click on magnifying glass.

Search in website   [My Cart \(0 items \\$0.00\)](#) [My Account 10](#) [LYNCHBURG COD ACCT \(TAXABLE\)](#) [Log out](#)



[Products](#) [Quick Order](#) [My Account](#)

You searched for the word(s): AEN110  
In the category: HVAC -> Bath Fans

**1 Products found:**

**Search Results**

Sort by



**AEN110 BATH FAN 110 CFM ES**  
Price:  
\$119.66

Showing 1 - 1 of 1 Results

[Return to category](#)



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Your shopping cart is always accessible from the logo at the top of the screen. When you click on the shopping cart logo, it will display current product loaded in the cart.

Search in website

My Cart (1 items \$0.34) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out

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Products Quick Order My Account

Home / Shopping Cart

Print this page

### Shopping Cart

Update Delete Selected Delete All Quick Cart Save Quote Save as Buying List Checkout

Qty	Availability	Shopping Cart Items	Price	Total Price
<input type="checkbox"/> 1	130	CHIP BRUSH 2IN PAINT CB002 	\$0.34	\$0.34

Grand Total: \$0.34



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**Update** – use if you change qty of any item

**Delete Selected** – removes one or more items that have been checked

**Delete All** – removes all items from the cart

**Quick Cart** – displays Quick Order Cart

**Save Quote** – save as a Quote for all your users to access

**Save as Buying List** – save to your personal Buying List

### QUICK ORDER

This is used ONLY when you already know the actual Product IDs of the items you wish to order.

Example: PID for 3” chip paint brush is PB3



Enter PB3 and quantity, click on Add

Search in website   My Cart (1 items \$0.34) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out

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Products Quick Order My Account

Home / Shopping Cart

[Print this page](#)

### Quick Cart

[Cart](#) [Save as Quote](#) [Save as Buying List](#)

[Checkout](#)

**Product Entry**

Product: B3P Quantity: 1

Description: CHIP BRUSH 3IN PAINT CB003

[Add](#) [Cancel](#) [Delete All](#)

Product	Description	Quantity	Value	
B2P	CHIP BRUSH 2IN PAINT CB002	1	\$0.34	<a href="#">Update</a> <a href="#">Delete</a>

Grand Total: \$0.34

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Your order will now be displayed in the Quick Cart.

Enter Site Admin Enable Page Editor

Search in website   My Cart (2 items \$0.84) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out

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Products Quick Order My Account

Home / Shopping Cart

[Print this page](#)

### Quick Cart

[Cart](#) [Save as Quote](#) [Save as Buying List](#)

[Checkout](#)

**Product Entry**

Product: Quantity:

Description:

[Add](#) [Cancel](#) [Delete All](#)

Product	Description	Quantity	Value	
B3P	CHIP BRUSH 3IN PAINT CB003	1	\$0.50	<a href="#">Update</a> <a href="#">Delete</a>
B2P	CHIP BRUSH 2IN PAINT CB002	1	\$0.34	<a href="#">Update</a> <a href="#">Delete</a>

Grand Total: \$0.84

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**Cart** – displays Shopping Cart

**Save as Quote** – save as a Quote for all your users to access

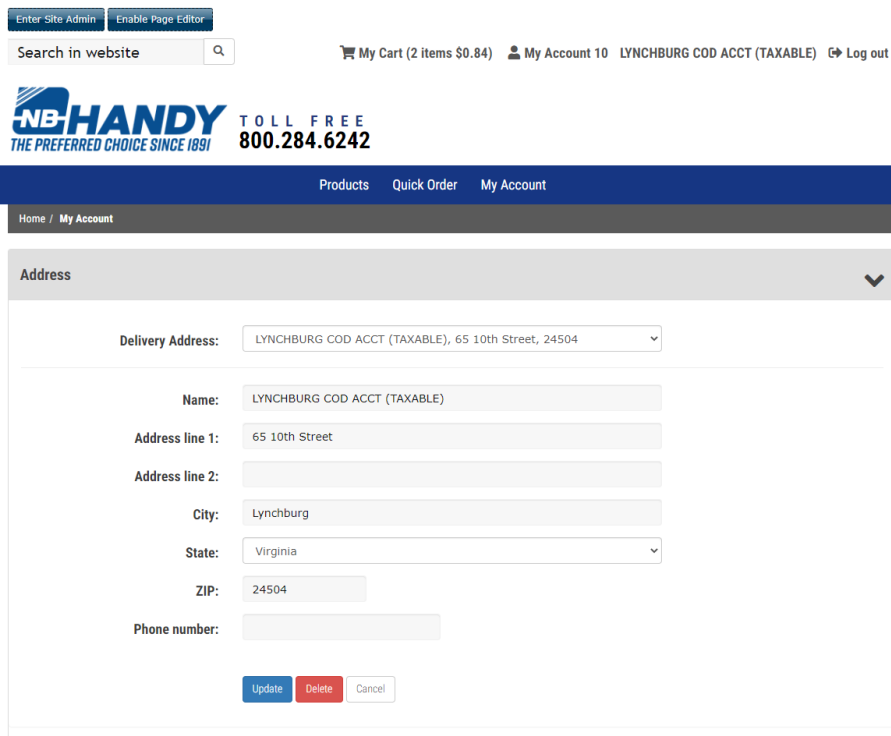
**Save as Buying List** – save to your personal Buying List

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

## My Account

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:** Account Settings – you can update Delivery Address for your Web Orders here.



The screenshot shows the 'My Account' page on the NB-HANDY website. At the top, there are links for 'Enter Site Admin' and 'Enable Page Editor'. Below that is a search bar and a shopping cart icon showing 'My Cart (2 items \$0.84)'. The user is logged in as 'My Account 10' for 'LYNCHBURG COD ACCT (TAXABLE)'. The NB-HANDY logo is prominently displayed with the tagline 'THE PREFERRED CHOICE SINCE 1891' and the toll-free number '800.284.6242'. A navigation bar includes 'Products', 'Quick Order', and 'My Account'. The breadcrumb trail shows 'Home / My Account'. The main content area is titled 'Address' and contains a form for updating the delivery address. The form fields are: 'Delivery Address' (a dropdown menu with the selected value 'LYNCHBURG COD ACCT (TAXABLE), 65 10th Street, 24504'), 'Name' (text input with 'LYNCHBURG COD ACCT (TAXABLE)'), 'Address line 1' (text input with '65 10th Street'), 'Address line 2' (empty text input), 'City' (text input with 'Lynchburg'), 'State' (dropdown menu with 'Virginia'), 'ZIP' (text input with '24504'), and 'Phone number' (empty text input). At the bottom of the form are three buttons: 'Update' (blue), 'Delete' (red), and 'Cancel' (grey).

Type in changes to Delivery Address and click on Update

Enter Site Admin   Enable Page Editor

Search in website

My Cart (2 items \$0.84)   My Account 10   LYNCHBURG COD ACCT (TAXABLE)   Log out

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Products   Quick Order   My Account

Home / My Account

**Address** ▼

Delivery Address: LYNCHBURG COD ACCT (TAXABLE), 65 10th Street, 24504 ▼

Name: LYNCHBURG COD ACCT (TAXABLE)

Address line 1: 65 10th Street

Address line 2: 4th Floor Office

City: Lynchburg

State: Virginia ▼

ZIP: 24504

Phone number:

Address was updated successfully. ✕

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl00\$mainContent\$MasterCenter\$pb3c3b361725c441\$btnSave", "", true, "updateAddress", "", false, true))

## [My Orders](#)

Use this option to review orders that have already been placed.



Home / My Account

Filter Options

Select orders in:

Select order date from:  to:

Filter by order status:

Filter by branch:

Search order:  Product code...

[List orders](#)

My Orders

Order	Customer Ref	Date	Value	Status	Document	Branch
8119755	JARRETT	07/31/20	\$99.51	In Progress		0020
8119676	ERIC	07/31/20	\$32.74	Complete		0020
8119441	TIM GLICK	07/30/20	\$174.35	Complete		0020
8119440		07/30/20	\$6.19	Complete		0020

Click on the Order to see details.



Print this page

Order Details

Order Number: 8119676 [Add to Cart](#)

Order Status: Complete

Order Placed: 07/31/20

**Delivery Address:**  
 LYNCHBURG COD ACCT (TAXABLE)  
 3105 Odd Fellows Rd  
 24501-5009

**Invoice Address:**  
 LYNCHBURG COD ACCT (TAXABLE)  
 MONEY TO BE COLLECTED  
 UPON DELIVERY OR PICKUP  
 000000000

Items Ordered:

Product	Description	Qty	Unit	Unit Price	Line Value	Status	Delivery Ref
TH3210D1004	TSTAT NON-PROG 2H/1C PR03000	1	EACH PIECE	\$31.09	\$31.09		L001
						<b>Subtotal:</b>	\$31.09
						<b>Tax:</b>	\$1.65
						<b>Order Total:</b>	\$32.74

If you wish to duplicate the order, click on Add to Cart.

Enter Site Admin Enable Page Editor

Search in website

My Cart (1 Items \$31.09) My Account 10 LYNCHBURG COD ACCT (TAXABLE) Log out

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Products Quick Order My Account

Home / Shopping Cart

Print this page

### Shopping Cart

Update Delete Selected Delete All Quick Cart Save Quote Save as Buying List Checkout

Qty	Availability	Shopping Cart Items	Price	Total Price
<input type="checkbox"/> 1	2	 TSTAT NON-PROG 2H/1C PRO3000	\$31.09	\$31.09

Grand Total: \$31.09



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Continue shopping or Checkout.

### My Buying Lists

Use this option to display all available lists that you have saved (or were created for you).

My Buying Lists

Buying List	Created	
Tools	7/31/2020	<a href="#">Add to Cart</a> <a href="#">Delete</a>



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Click on list to review and Add to Cart.

Buying List

Buying List:	Tools	<a href="#">BACK</a>
Date Created:	7/31/2020	<a href="#">ADD TO CART</a>

Items in the Buying List

Product	Qty	Price	Discount	Net Price	Total Line Price
FAIRMONT ALLSTEEL OFFSET TONG	1	\$39.85		\$39.85	\$39.85
CHUCK HEX MSH 1/4	1	\$3.59		\$3.59	\$3.59
SNIP M1R RED18GA LEFT COMP ACT	1	\$22.82		\$22.82	\$22.82
DIVIDER 24 QUICKSET	1	\$17.12		\$17.12	\$17.12



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## My Bids/Templates

Use this option to display all available lists that were entered as BIDS (by NBH Personnel) or as Quotes (by either you or NBH personnel).



Products Quick Order My Account

Home / My Account

**Filter Quotes** ▼

Select quotes in:

Select quote date from:  to:

Quote category:

Search quote:

Filter by branch:

**My Quotes** ▼

Quote	Customer Ref	Date	Value	Document
8119925	PAINT BRUSH QUOTE	07/31/20	\$1.41	
5290941 BID		07/31/20	\$13.32	
5290696 BID		07/28/20	\$634.64	
5290334 BID		07/22/20	\$3,418.95	
5290307 BID		07/22/20	\$3,200.07	
5289751 BID		07/14/20	\$1,754.97	

Choose the list to review and Add to Cart.



Print this page

Quote Details

Number: 8119925

Add to Cart Convert to Order

Date: 07/31/20

Delivery Address:

LYNCHBURG COD ACCT (TAXABLE)  
MONEY TO BE COLLECTED  
UPON DELIVERY OR PICKUP  
000000000

Invoice Address:

LYNCHBURG COD ACCT (TAXABLE)  
MONEY TO BE COLLECTED  
UPON DELIVERY OR PICKUP  
000000000

Items on Quote:

Product	Description	Qty
B2P	CHIP BRUSH 2IN PAINT CB002	1
B3P	CHIP BRUSH 3IN PAINT CB003	2
<b>Subtotal :</b>		\$1.34
<b>Tax :</b>		\$0.07
<b>Order Total :</b>		\$1.41