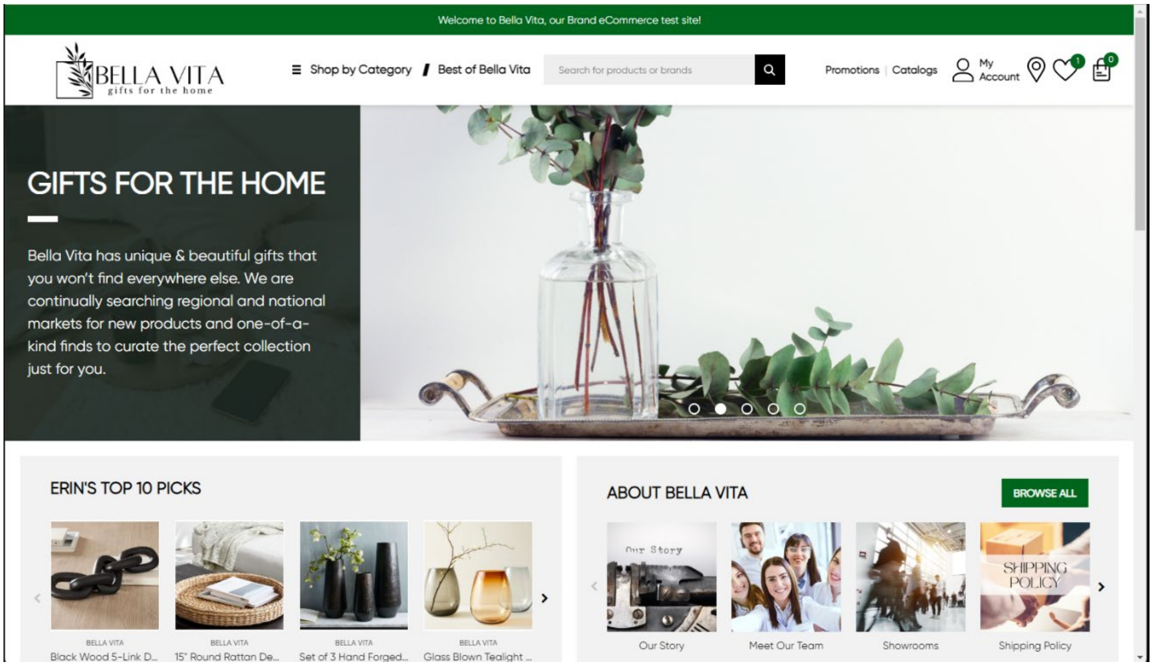
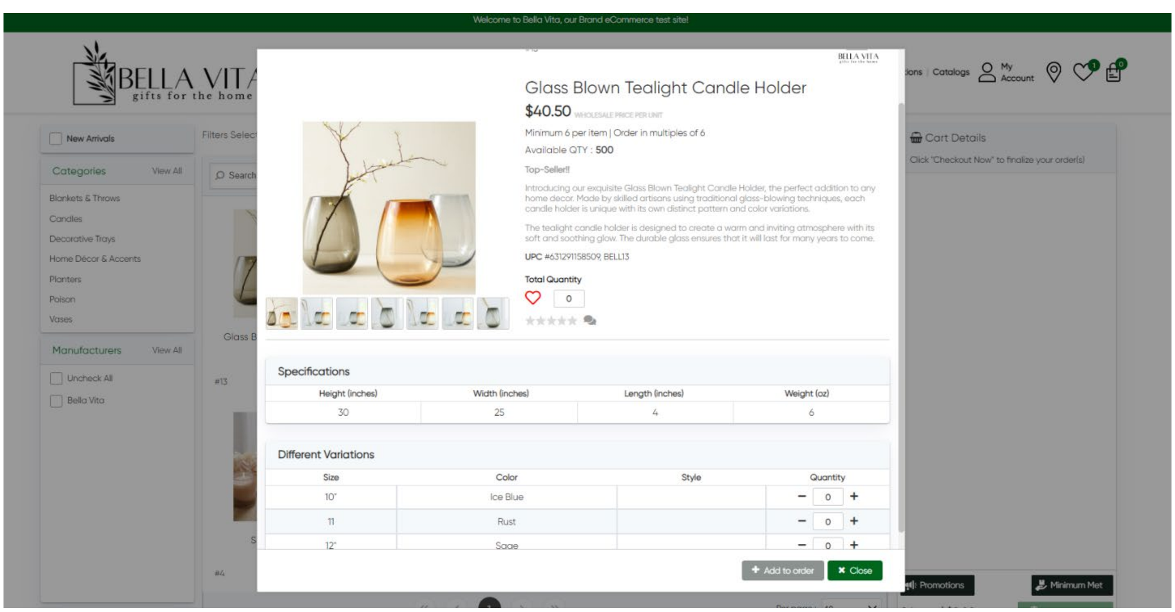
Shopping on our Genesis/MarketTime B2B Site

Along the top of a MarketTime B2B eCommerce site are a few key features including navigation and search bars, a link to any promotions, a link to any catalogs, and, in the top right corner, information about your Retailer account, favorites, and shopping cart. Note: these are only visible if you are logged in.



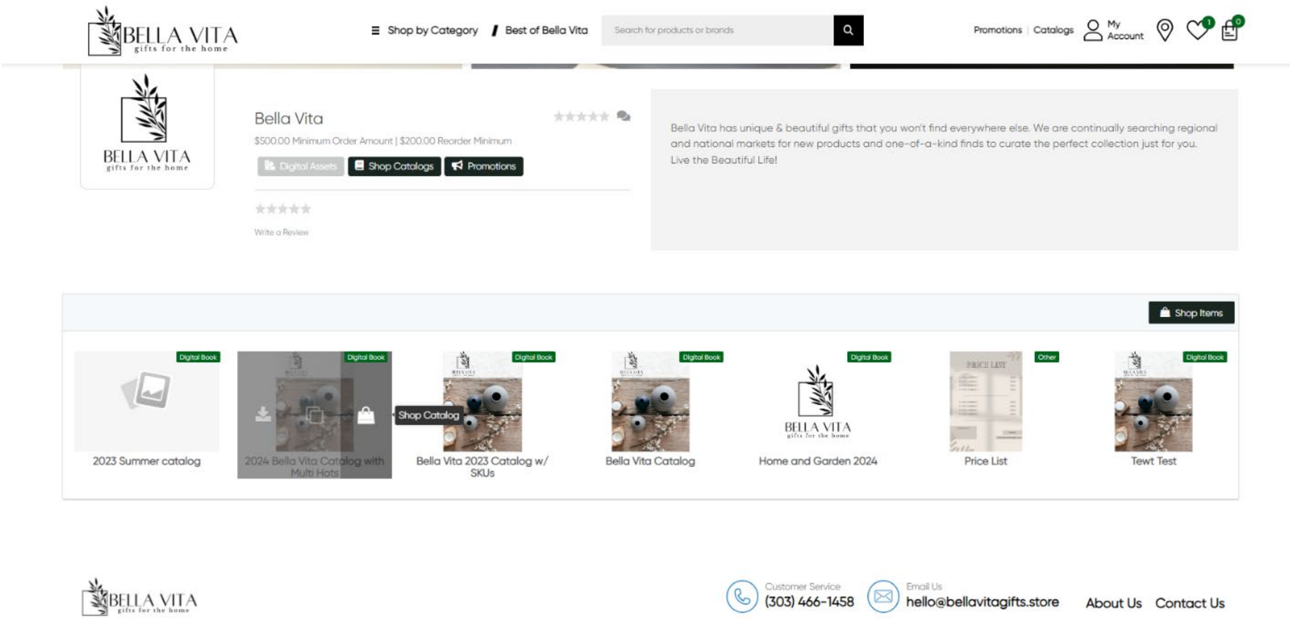
General Shopping Notes

You can shop by entering information into the search bar or browsing by category. Most items will have an image or video available and include information about the product, just like a catalog. Once you select an item, click on it to bring up the product page, enter your quantity, and any variables required (size, color, etc.), and click "Add to Order." From here you can also tag your favorites for later by clicking on the heart icon. Any items added to your cart will be visible by looking at the shopping bag (cart) in the top right of the page. **Click HERE for a detailed article on placing orders.** To shop by catalog, see the section below.



Shopping by Hotspotted Catalog

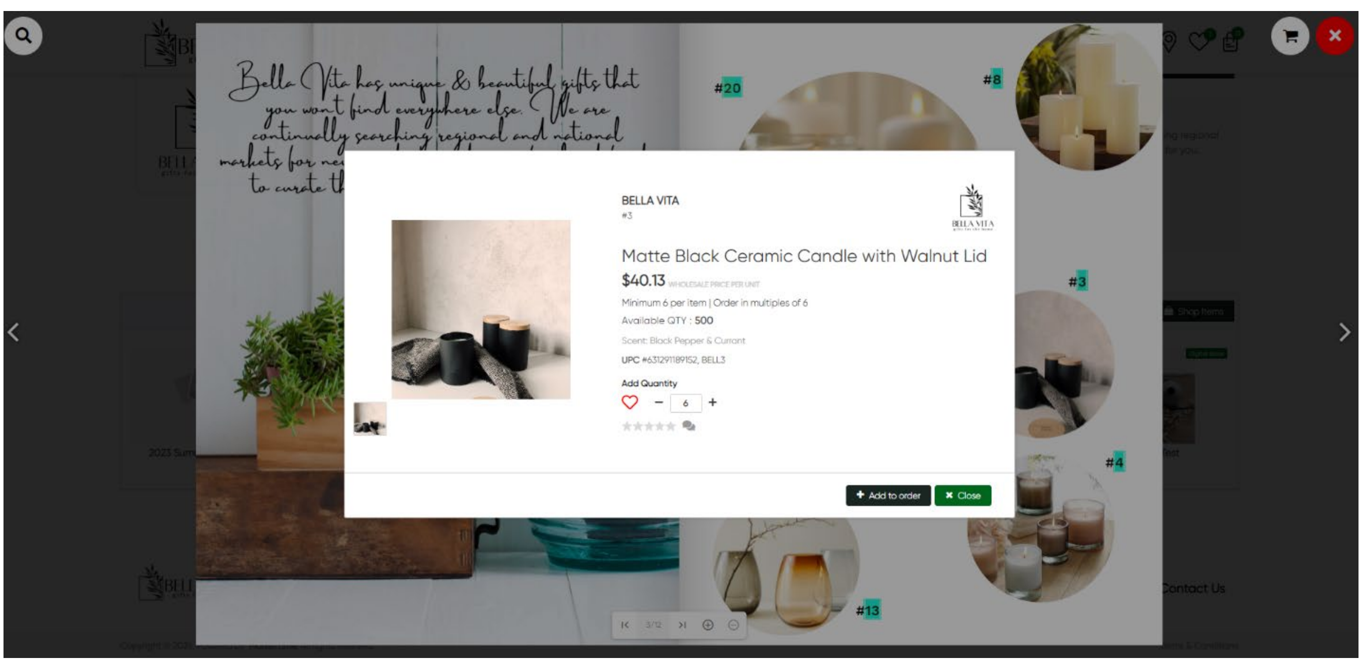
Clicking on the "Catalogs" link will take you a Brands page. If you are shopping on a Manufacturer's site, only one Brand may be visible. If you are shopping on a Sales Agency site multiple Manufacturers may appear. Select the Manufacturer whose catalog(s) you'd like to view and then choose from the catalogs available.



When you hover over a specific catalog, you will have the option to download the file, shop it, or copy it's URL. If you click on the shopping bag, a hotspotted version of the catalog will open up. Any item that has a colored box is shoppable.

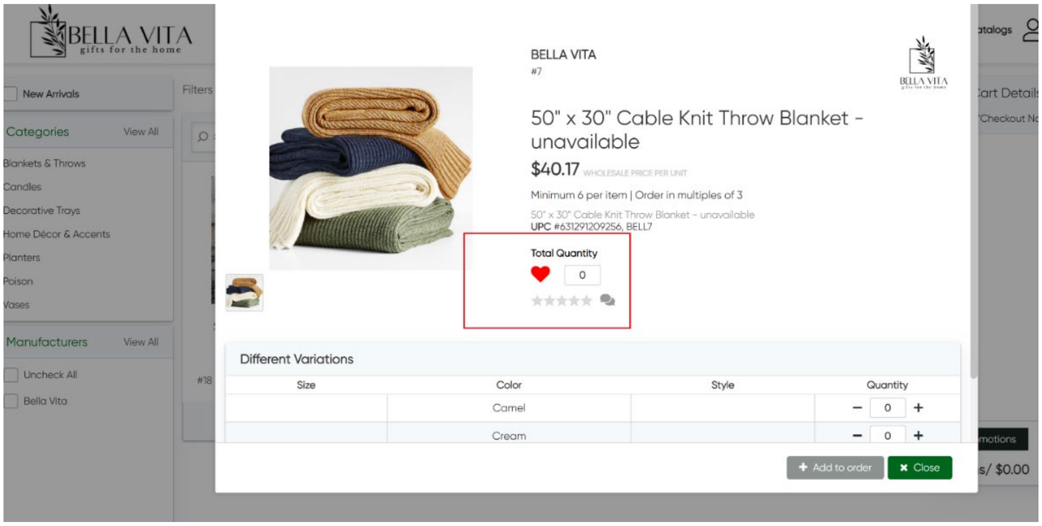
You do not need to note which items you like and then return to the site. You can shop directly from the catalog.

Click on the item with the colored box and a product ordering page will pop up just as though you were shopping directly on the site. Any items ordered through the catalog will appear in your shopping cart alongside any others.

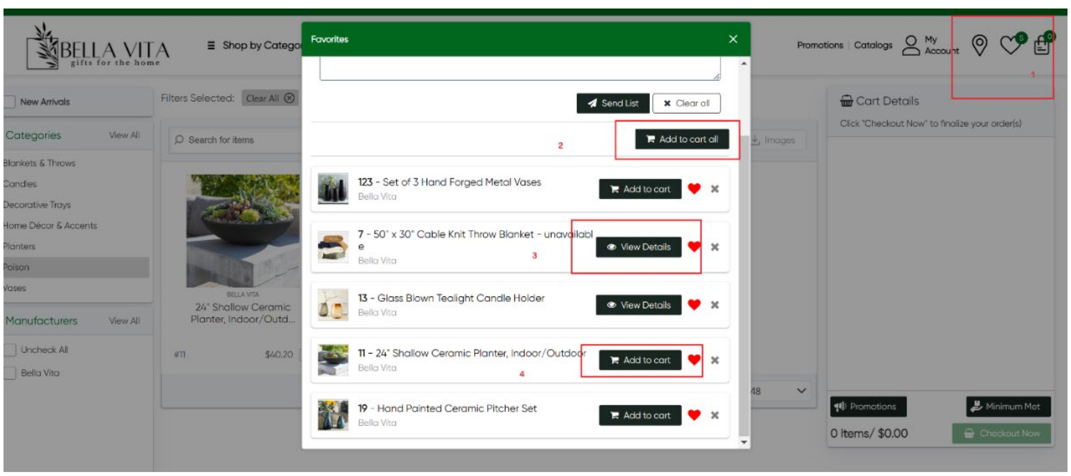


"Favorites" Section

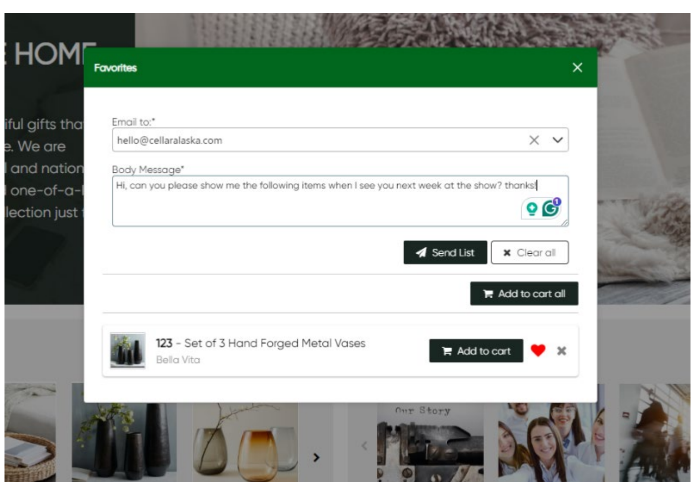
Whenever you like an item or want to save it for later, you can click on the heart icon that appears on the item's product page.



A copy of these favorited items lives in your favorites section at the top of the page with your account information **(1)**. If you click on the heart icon at the top, a running list of your favorites will appear. You can use this as a reminder for later or to add to an order **(2)** or **(4)**. Note: you will not be able to add any items that are unavailable to an order **(3)**.

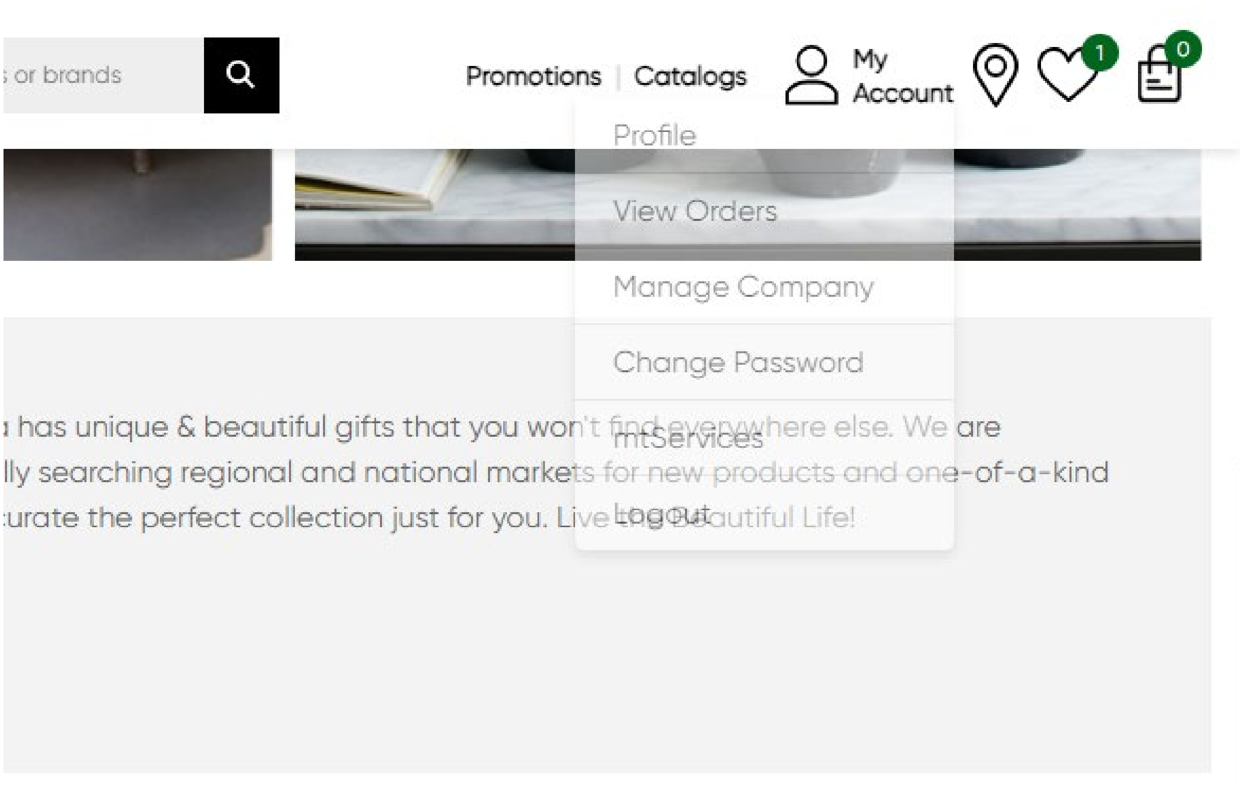


You can also select certain items to send to your Salesperson or Manufacturer Contact, as shown below.



"My Account" Section

The "My Account" section at the top of the page contains information about your company's preferences and your order history with this Manufacturer or Sales Agency. An overview of the drop-down menu items is shown below.

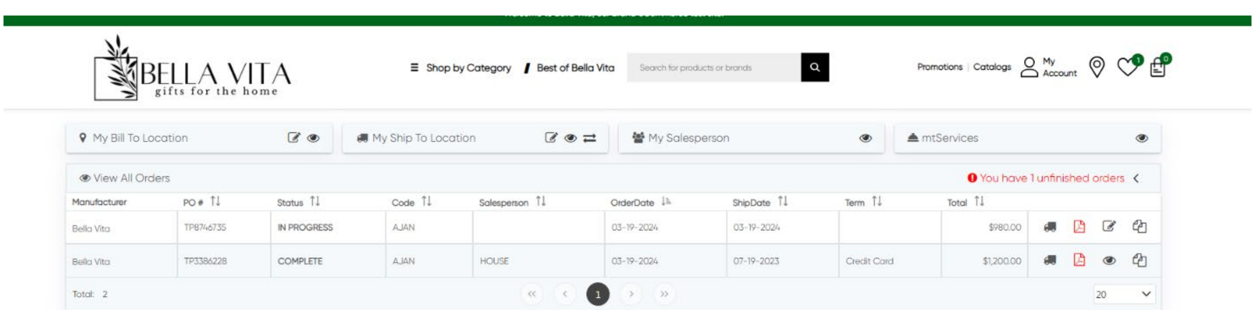


Profile -

When you click on "Profile" in the drop-down, you will see basic information about your company that can be edited and saved.

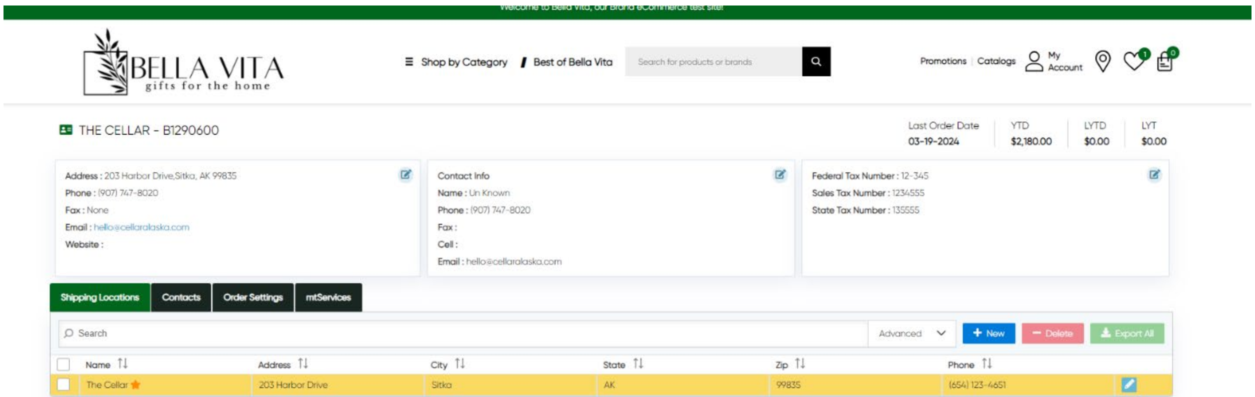
View Orders -

From "View Orders" you will see a list of all orders you've placed with the Agency or Manufacturer, including their status, payment type used, date ordered and/or shipped, and whether or not the order is unfinished. You can also see shipping information, view a pdf copy of the order, edit the order (if it is still pending), and duplicate the order. Additionally from this screen, you can edit your shipping and billing addresses and view your Salesperson's information. **For a dedicated article on editing your company information, click HERE.**



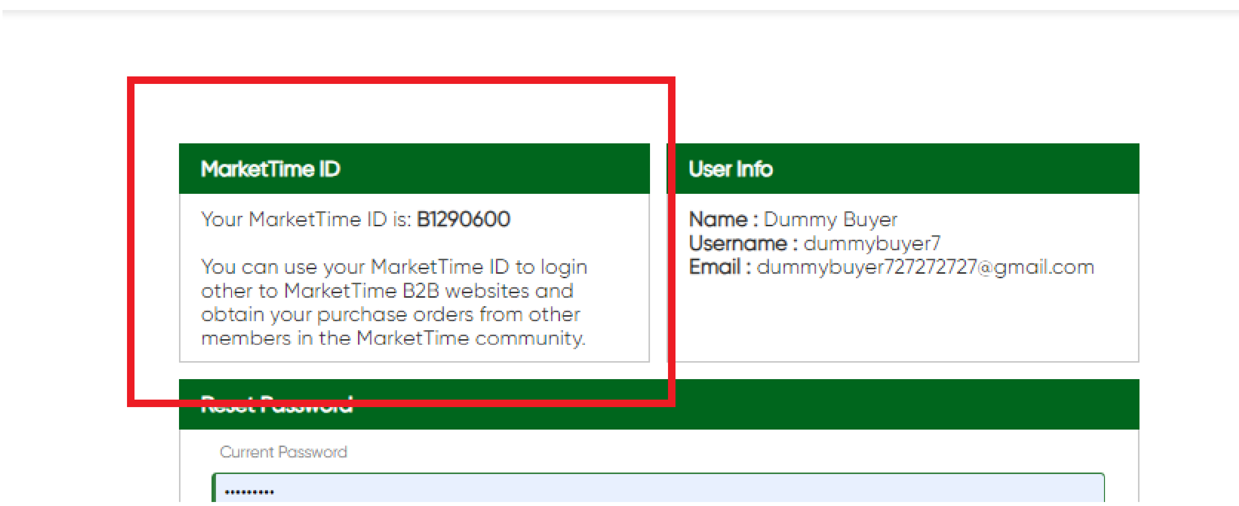
Manage Company -

From "Manage Company" you can edit your contact information, view, edit, and add additional ship-to locations, see a running total of your order spend and last order date, and more. **For a dedicated article on editing your company information, click [HERE](#).**



Change Password -

From the "Change Password" section of the drop-down, you can view your MarketTime ID, see your user name and associated email, and change your password.



Finding Your Assigned Salesperson

All orders will be sent to your Salesperson to review before being released to the Manufacturer. Any questions regarding the orders must be sent to the Sales Agency or your Salesperson. If you need information regarding your Salesperson, it can be found at the top of your orders dashboard.