



Customer Setup Guide
**Nanoleaf Wholesale
Ordering**

Step 1: Log In

USA Accounts:

<https://nanoleaf.me/usawholesale>

Payments in US Dollars

Orders ship from Olean, NY or Henderson, NV

Canadian Accounts:

<https://nanoleaf.me/canwholesale>

Payments in Canadian Dollars

Orders ship from Mississauga, ON

UK Accounts:

<https://nanoleaf.me/ukwholesale>

Payments in Pounds Sterling

Orders ship from Venlo, Netherlands

EMEA Accounts:

<https://nanoleaf.me/emeawholesale>

Payments in Euros

Orders ship from Venlo, Netherlands

USERNAME

your email address

TEMPORARY PASSWORD

password1234

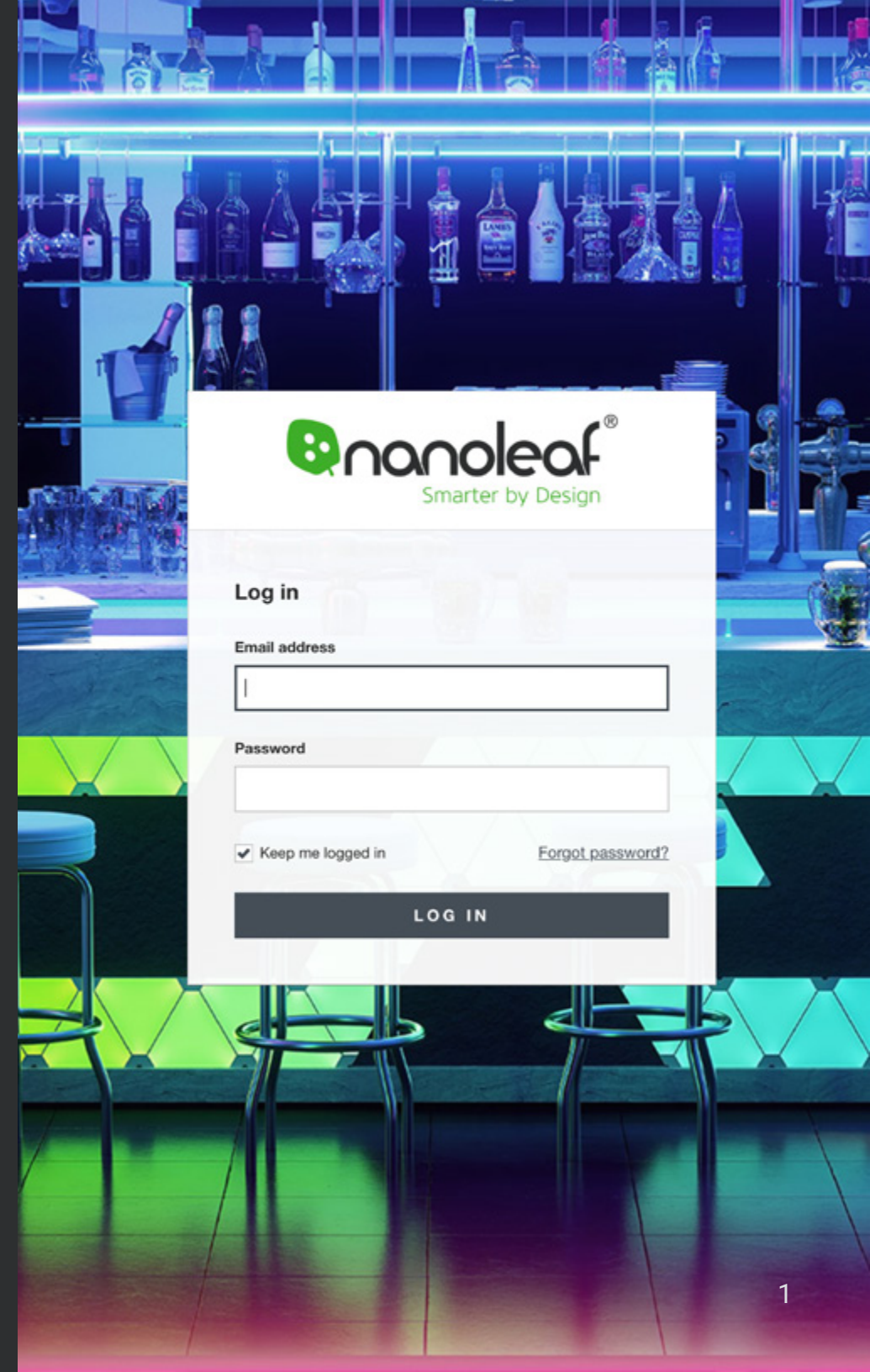
*IMPORTANT

Ask your IT contact to whitelist these email addresses to ensure that order notifications aren't marked as spam:

hello@nanoleaf.me

shop@nanoleaf.me

shop-noreply@nanoleaf.me



Step 2: Change Password

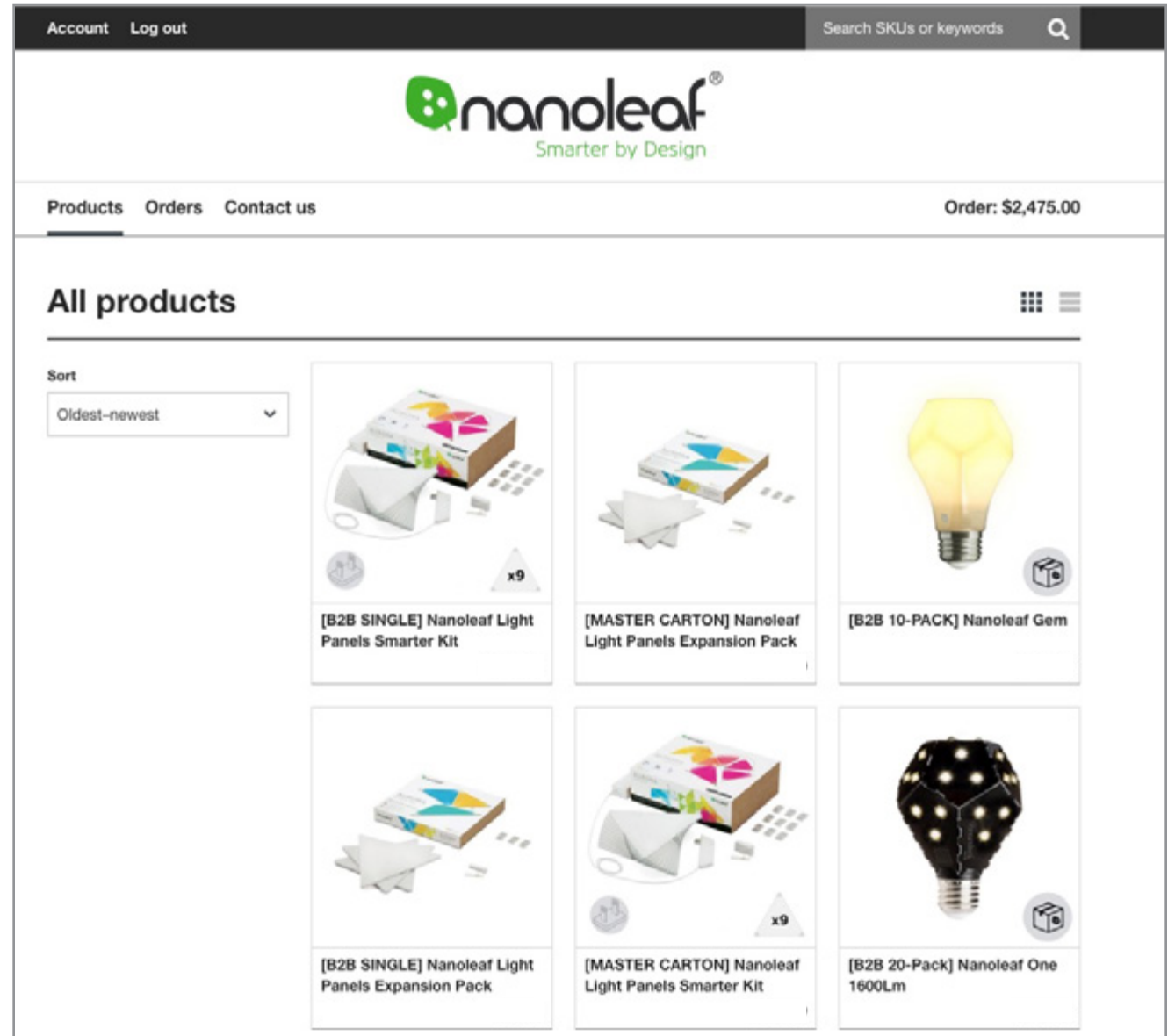
1. After logging in, click on 'My account' at the top left.
2. Enter your temporary password in the 'Current password' field.
3. Enter your new password and confirm it by retyping in the field below.
4. Click save to finish

The screenshot shows the Nanoleaf account management interface. At the top, there are links for 'Account' and 'Log out', and a search bar for 'Search SKUs or keywords'. The Nanoleaf logo with the tagline 'Smarter by Design' is prominently displayed. Below the logo, there are navigation links for 'Products', 'Orders', and 'Contact us', along with an order total of 'Order: \$2,475.00'. The main content area is titled 'Account' and is divided into two sections: 'Change your password' and 'Shipping addresses'. The 'Change your password' section contains three input fields: 'Current password', 'New password (8 or more characters)', and 'Confirm password'. A dark 'CHANGE PASSWORD' button is located below these fields. The 'Shipping addresses' section lists two addresses. The first address is 'Paul Austin Wilson' at '457 Broadview Avenue, Unit 2, Toronto, Ontario M4M 1B7, Canada', with 'Edit' and 'Remove' links. The second address is 'Nanoleaf Canada Limited' at '140 John Street, 3rd Floor, Toronto, Ontario M5H 2K1, Canada', with 'Edit' and 'Remove' links. The second address is marked as the 'Default shipping address'. A link to 'Add shipping address' is provided at the bottom of the shipping addresses section. The footer of the page contains the copyright notice '© 2018 Nanoleaf Canada'.

Step 3: Place Draft Order

1. Click on 'Catalog' in the main navigation menu.
2. Click on the product you want to order.
3. Select the desired quantity and click on 'Add to Order'
4. Click on 'Catalog' to return to add more items, or click on 'Submit Order' to finish.

Once submitted, our team will review the order for availability and calculate shipping costs and taxes (if applicable). We will then approve and ship the order, and invoice you via email per the normal terms for your account. You may also pay the invoice via credit card if this method has been agreed upon.



Important: Order Notes

When reviewing your draft order, make sure to include additional information needed in the instructions to seller field.

Examples:

- Your PO number
- Shipping address and contact information, if different from your normal orders (or you have multiple delivery locations)
- Special requests, such as rush orders (include desired delivery date)

The screenshot shows the Nanoleaf website's order review interface. At the top, there is a navigation bar with 'Account' and 'Log out' on the left, and a search bar with 'Search SKUs or keywords' and a magnifying glass icon on the right. Below this is the Nanoleaf logo with the tagline 'Smarter by Design'. A secondary navigation bar contains 'Products', 'Orders', and 'Contact us' on the left, and 'Order: \$2,475.00' on the right. The main content area is titled 'Current order' and shows 'Last modified: 29/08/2017'. Below this is a summary row for '[MASTER CARTON] Nanoleaf Light Panels Smarter Kit' with a price of '\$2,475.00' and a close icon. The form is divided into two columns: 'Shipping address' and 'Instructions to seller'. The shipping address field contains 'Nanoleaf Canada Limited, 162 John Street, 3rd Floor, Toronto ON M5W'. Below the shipping address field is a link 'Add shipping address'. The instructions to seller field is empty. A note states 'Taxes and shipping are calculated once your purchase order is approved.' At the bottom right, the total is displayed as 'Total: \$2,475.00'. Below the total is a dark button labeled 'SUBMIT PURCHASE ORDER' and a red link 'Delete order'. At the very bottom, there is a copyright notice '© 2018 Nanoleaf Canada'.