

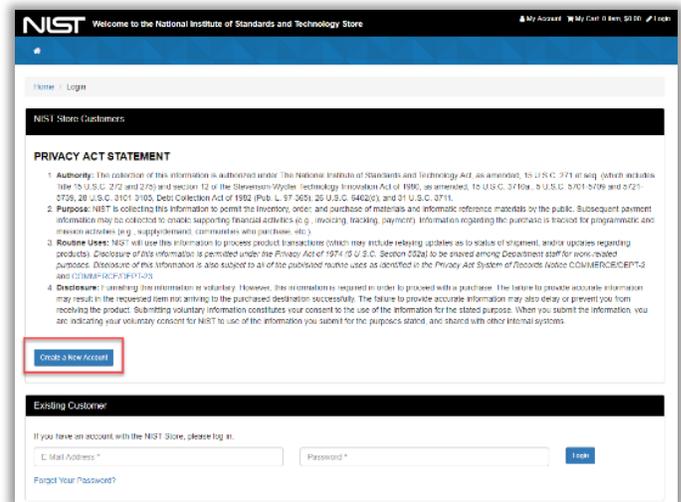
What is the NIST Storefront?

The NIST Storefront is an online shopping experience where customers can order NIST products and services. Beginning March 2019, customers can order NIST Calibration services. In the coming months, customers will also be able to order Standard Reference Data (SRDs), Standard Reference Materials (SRMs), and Standard Reference Instruments (SRIs) through the NIST storefront. Customers can browse for products and services, then add the desired products and/or services to their cart for easy checkout. As NIST is committed to providing high quality products and services, we are sure you will enjoy this new customer experience!

How do I create an account?

Although you can browse for products or services without an account, you must have an account to purchase NIST products or services. Therefore, we recommend you create an account as your first step! Follow these instructions to create an account from the NIST storefront:

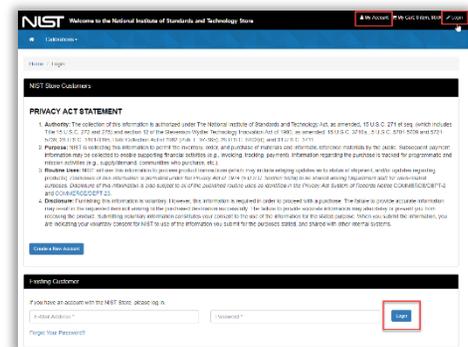
1. Click Login.
2. Review the Privacy Act Statement, then click Create a New Account.
3. Enter Personal Information, including first name, last name, and phone number.
4. Enter Additional Information, including your company name, sector, and sub sector.
5. Enter Login Information. This email address will be used to login to the NIST store.
6. Enter Billing Address.
7. Enter Shipping Address.
8. Click Submit.



Once registered, customers will receive an email from shopnist@nist.gov with a link to establish their password for the NIST store. Passwords must be 12 characters, cannot be duplicated, and can only be changed once every 24 hours.

I registered for an account. How do I login to the NIST store?

Once an account has been created, a customer can login to browse and purchase NIST products and services. To login, customers click Login or My Account. Enter login information (email address and password) under the Existing Customer section, then click Login.



What is an Enterprise Account?

One of the new features of the NIST storefront allows multiple individuals within your organization to independently create an order and share that order with other designated members of your account. This is known as an "Enterprise Account." An Enterprise Account allows you to manage your orders and payments based on your business needs and provides the ability for all users in your account group to view and access orders and invoices for your organization.

For example, you may have a scientist within your organization browse and select a product or service that requires your Accounts Payable or Purchasing Department to execute the payment transaction. An Enterprise Account allows your account owner to set up a network of accounts to manage and place orders to facilitate responsibilities and separation of duties within your organization.

In order to set up this type of account for your organization, your entity must designate one individual as the Master Enterprise Account owner. The Master Enterprise Account owner will manage the users under your organization's Enterprise Account, adding and removing users as needed. The Account owner can add or disable purchasers, buyers, and Accounts Payable members of your company to access your Enterprise Account and share orders, carts, and quotes.

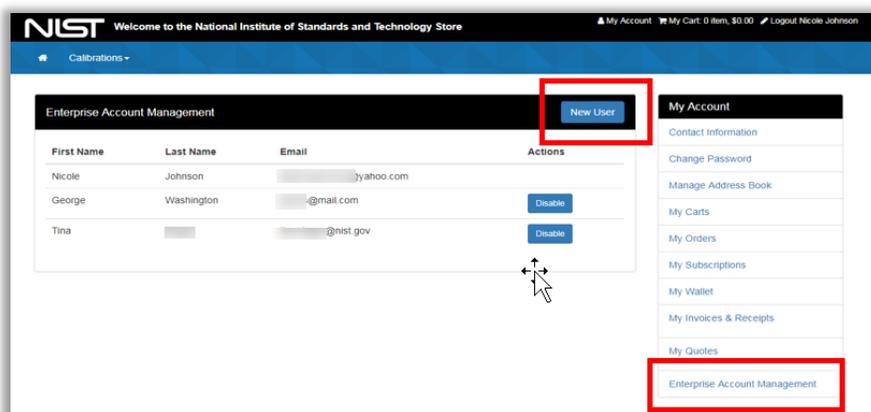
If you would like to create an Enterprise Account for your business, please contact NIST at shopnist@nist.gov.

I am a Master Enterprise Account owner. How do I add a new user to our Enterprise Account?

Complete the following steps to add a new user to your Enterprise Account:

1. Login to the NIST Storefront.
2. Click My Account.
3. Click Enterprise Account Management.
4. Click New User.
5. Complete the name/email fields, then click Save.

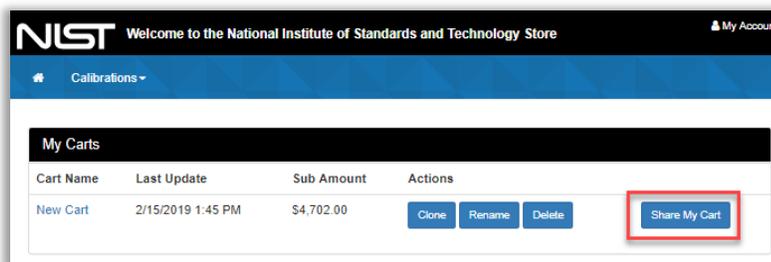
The new user will receive an email to create a password to the storefront only if they do not have an existing account. When a new user is granted access to E-Commerce as a member of an enterprise account, he/she can view orders, quotes, invoices, and the wallets of all users in that enterprise account. Enterprise account users can also transfer their carts to another user in the enterprise!



My company has an Enterprise Account. How do I transfer my cart to another user in my organization?

To transfer your cart to another user:

1. Login to the NIST Storefront.
2. Browse for a product/service, then click Add to Cart.
3. Enter the requested information, then click Submit.
4. Click My Account, then My Carts.
5. Click Share My Cart.
6. Enter the name of the user to transfer your cart.
7. Click Transfer.



How do I find the product or service I am looking for?

There are two ways to browse for NIST products and services. The Product Search box on the right-hand side allows customers to search for products or services via the product/service name, a predefined keyword, for the product stock keeping unit (SKU).

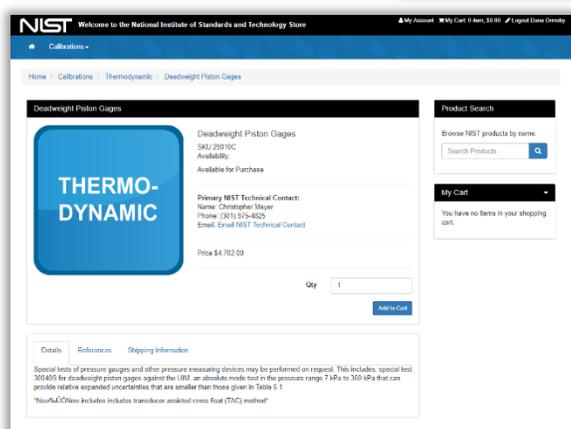
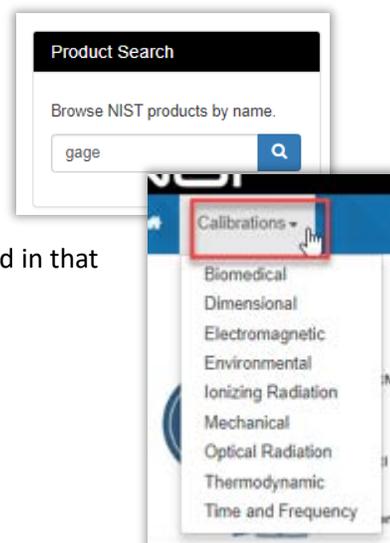
In addition, products or services can be found using the product menu. Customers can click the program area, then select a category or area to view the products or services found in that area.

Product results can be sorted to easily locate the desired product or service:

- Change the number of displayed results – 10 to 75
- Change the view of displayed results – list or icons
- Change the sort to display results via name, age, or price

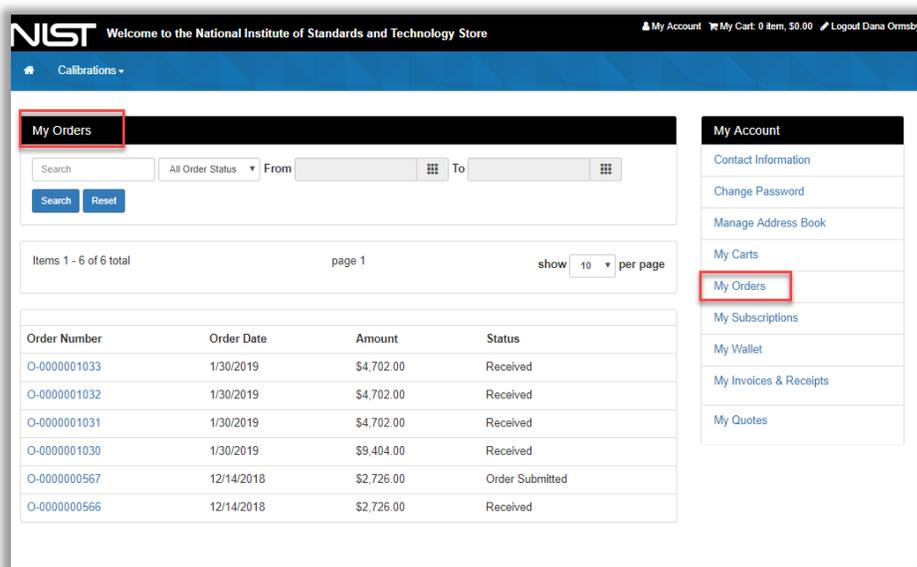
After locating the desired product or service, click the product name or image. The product details page provides additional information about the product or service:

- Product Name
- SKU Number
- Availability Message
- Primary NIST Technical Contact (name, phone, email address)
- Secondary Technical Contact (if available)
- Price (per unit)
- Order Quantity
- Tabs with Additional Product Information



How do I view my past orders?

My Orders allows a customer to view all previous orders, track order statuses, view order details, or download a Calibration Report (for a completed calibration service). To view past orders, login to the NIST Storefront with your email address and password. Click My Account, then click My Orders. Click the desired order number to view detailed information about the order. For Calibration orders, when the order is complete the Calibration Report will be made available for download in My Account under your order number.



Order Information

Order Number: O-000000217
 Order Date: 2/13/2019
 Status: Completed
 Sub Status: 2019-04-24 00:00:00
 Estimated Order Completion Date: undefined

[Order History](#)

General Information

Buyer Information Eileen Customer	Billing Address Eileen	Shipping Address Eileen
Shipping Information	Science Labs 100 Bureau Drive	Science Labs 100 Bureau Drive
	Payment Information PO#: PO TEST	

 [3 Roundness Traces](#) Status: Qty: 1

[Calibration Report](#) Price: \$119.00 You Save: \$19.00

Total: \$119.00 SKU: 11034C

I received an email that my quote is ready. How do I turn my quote into an order?

After a quote has been created by NIST, the customer will receive an email with the NIST-602 Quote for NIST Goods and Services attached. To purchase the product or service, login to the NIST storefront with your email address and password. Click My Account, then click My Quotes. Click the desired quote number (quote status should be Quote Available). Click Add to Cart, then click My Cart to checkout.

NIST Welcome to the National Institute of Standards and Technology Store

My Account My Cart: 0 Item, \$0.00 Logout Dana Ormsby

Calibrations

My Quotes

Quote Number	Amount	Status	Requested Date	End Date
RFG-0000001	Not Complete	Complete	02/17/2019	04/15/2019
RFG-0000015	\$1725.28	Quote Available	02/15/2019	04/14/2019
RFG-0000019	Not Complete	Complete	02/15/2019	04/16/2019
RFG-0000041	\$6483.84	Quote Available	12/20/2018	02/14/2019
RFG-0000043	Not Complete	New	12/18/2018	
RFG-0000045	Not Complete	Complete	02/15/2019	04/16/2019
RFG-0000046	Not Complete	New	02/04/2019	
RFG-0000045	Not Complete	In Process	02/04/2019	02/14/2019

My Account

- Contact Information
- Change Password
- Manage Address Book
- My Carts
- My Orders
- My Subscriptions
- My Invoic
- My Invoices & Receipts
- My Quotes**
- Enterprise Account Management

NIST Welcome to the National Institute of Standards and Technology Store

My Account My Cart: 0 Item, \$0.00 Logout Dana Ormsby

Calibrations

Quote Line Item Information

SKU	Name	Status	Price	Technical Comment	Action
31200S	Preliminary Examination of Ineligible Thermometer	Quote Available	\$54483.84	test	Add To Cart