This guide shows you how to use the NBS Floor covering M-marketsite punch-out site to purchase flooring materials and flooring related services from NBS.

You have the ability to review project quotes via the M-marketsite and place your order via M-pathways.
Project Quote Procurement

Instructions on how to find, review, accept, and submit project quotes from your dealer in M-marketsite

Prepare the Quote.

NBS Creates the Quote
- Work with your NBS Sales Representative to create a flooring quote

Notify NBS
- When the quote is ready to be accepted and loaded into M-marketsite, notify your Sales Representative

NBS publishes the quote
- The dealer publishes the quote to the NBS Floor covering M-marketsite punch-out site

NBS notifies you
- An email notifies you that a quote is ready to be reviewed, approved, and ordered

Log into the M-marketsite and Punch-out to NBS quotes catalog

Click on Retrieve Quotes link in the left margin
Enter your Quote #, and click the Search button. You may need to clear out the Search By e-mail address depending on what e-mail address was used on the quote.

View and Accept Your Quote

Click on the Quote # to view the quote details
To accept the quote click Add to Cart

- If you need to make a change to a quote that has been published you can click on the Return to Supplier button to send a note back to NBS for a change to the published quote. Once you select your quote and return it to your cart in M-pathways, this option is not available. No further changes can be made to the quote. A new quote for additional items or services will need to be issued by NBS

Confirm actions and go to your cart by clicking OK

Windows Internet Explorer

The contents of this quote will be added to cart for further action.

Click OK to proceed.
Click Cancel to return to the Search Results page.

Clicking Cancel returns you to the quote details page.
Check out and return the Cart to M-marketsite

At the top or bottom of the page select Return to M-marketsite
Review your cart in the M-marketsite

Verify items in your cart and then verify customer information. Once you have done that you can either “Assign Cart” or Return Lines to ePro

Note: Users should make the ShipTo on the M-marketsite cart the same as the address on the NBS quote

Review and Submit your M-pathways ePro Req

Select Review and Submit
If you would like type a name for your requisition in the Requisition Name field. If you do not, the system names your requisition with the requisition number. (Optional step)

Click on Check Budget

Budget checking assures that a corresponding budget line exists for the ChartField combination(s) in the Req and that the Req is eligible to be built into a PO

Click on Save & Submit to complete your requisition

Note: The order is not placed until you “Save and Submit” the cart in M-pathways. The PO will be sent to NBS automatically.