



A Division of ImperialDade

ShopAPT Quick Reference Guide

Our ecommerce site ShopAPT.com was built with the user experience in mind. You can browse for products, place orders, manage your account online and more. This guide highlights the most commonly used functions and features available on ShopAPT.com.

When it's time for a remarkable shopping experience, it's twine time!

Header & Main Navigation Bar:

1. Click to sign in, enroll for a new account or request online access



800.251.2437

Search | Sign in/Enroll **1**



- | | | |
|--|---|--|
| 2. Click to view or change the Account/Ship To you are signed in under | 5. Click to go to My Account Dashboard Page | 9. Click to access resources such as the Cartridge Finder to search for ink or toner |
| 3. Search by keyword, item number, brand or manufacturer number | 6. Sign Out button | 10. My Account Drop Down Menu |
| 4. Click to go to Shopping Cart | 7. Navigation menu to easily find products while browsing | |
| | 8. Search and download SDS forms | |



2 View or Change Account/Ship To 800.251.2437

3 Search | **4** Cart 0 | **5** Welcome User Name | **6** Sign Out



Please email APT-ecommerce@aptcommerce.com with questions regarding ShopAPT.com or if you have issues with your account.

My Account Dashboard Page:

- | | | |
|--|---|--|
| 11. Click to make the My Account dashboard your homepage | 15. Order multiple items using Quick Order | 19. Click to view Site Messages |
| 12. Click to view Orders & Returns | 16. Click to view Account Settings (change email or password) | 20. Click to view orders ready for approval (if you are an approver) |
| 13. Click to view Invoice History | 17. Click to view My Lists | 21. Click to upload an order via Excel or CSV |
| 14. Click to view Previously Purchased Items | 18. Click to view Saved Orders | |

The screenshot shows the 'My Account' dashboard. At the top right, there is a 'View or Change Account/Ship To' button (11) and a phone number '800.251.2437'. Below the navigation bar, the breadcrumb 'Home > My Account' is visible. The main heading 'My Account' is on the left, with a checkbox 'Make Dashboard my homepage' (11) to its right. A 'Quick Links' sidebar on the left contains: Orders & Returns (12), Invoice History (13), Addresses, Previously Purchased Items (14), Quick Order (15), Account Settings (16), My Lists, and Saved Orders (17). Below this is 'My Lists' (17) with links for 'Your List 1' through 'Your List 5'. The 'Dashboard' section features a 'Messages (0)' bar (19) and a '1' icon (20) for 'Order Approval'. Below that is a 'Quick Order' (15) form with a search box, 'QTY' (1), 'U/M', and an 'Add to Cart' button (21). The 'Recent Orders' section (with a 'View All' link) contains a table with 6 columns: Date, Order #, Ship To, Status, PO #, and Total.

Date	Order #	Ship To	Status	PO #	Total
12/01/20	00-0000	Ship To Address 01	Pending	0004	\$0.00
12/01/20	00-0000	Ship To Address 01	Complete	0004	\$0.00
12/01/20	00-0000	Ship To Address 02	Complete		\$0.00
11/01/20	00-0000	Ship To Address 03	Complete	0002	\$0.00
11/01/20	00-0000	Ship To Address 01	Complete	0002	\$0.00

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Orders & Returns Page:

- 22. Click bar to search Orders & Returns
- 23. Click order # to view order details

- 24. View order status
- 25. Download proof of delivery

View or Change Account/Ship To 800.251.2437

Search | Cart 0 | Welcome User Name Sign Out

Products About Us SDS Industries Resources Careers My Account My Lists

Home > My Account > Orders & Returns

Orders & Returns

Click Here To Search Orders + 22

6 orders

Date	Order #	Ship To	Status	PO #	Total	POD
12/01/20	00-0000 23	Ship To Address 01	Pending	0004	\$0.00	
12/01/20	00-0000	Ship To Address 01	Complete	0004	\$0.00	25
12/01/20	00-0000	Ship To Address 02	Complete		\$0.00	
11/01/20	00-0000	Ship To Address 03	Complete	0002	\$0.00	

Order Details Page:

- 26. Download proof of delivery
- 27. Initiate a product return

- 28. View tracking information for orders shipping via UPS, FedEx & LTL

View or Change Account/Ship To 800.251.2437

Search | Cart 0 | Welcome User Name Sign Out

Products About Us SDS Industries Resources Careers My Account My Lists

Order # 0000-00 26

Email Print Return Request (RGA) Reorder

Order Information

Order Date: 12/21/20
 Order Status: Complete
 PO # 0000001

Shipping Address

CUSTOMER NAME
 ATTN: JOE SMITH
 1234 YOUR STREET
 KNOXVILLE, TN 37200

Billing Address

CUSTOMER NAME
 ATTN: JOE SMITH
 1234 YOUR STREET
 NASHVILLE, TN 37209

Order Summary

Subtotal	\$0.00
Other Charges	\$0.00
Tax	\$0.00
Total	\$0.00

Ship Date	Carrier	Service	Tracking #
12/22/20	UPSPT		1Z0000000000000000

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Invoice History Page:

- 29. Click bar to search Invoices
- 30. Check invoice balances

- 31. Download and reprint invoices

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View or Change Account/Ship To 800.251.2437

Search | Cart 0 | Welcome User Name Sign Out

Products About Us SDS Industries Resources Careers My Account My Lists

Home > My Account > Invoice History

Invoice History

Click Here to Search Invoices + 29

1839 invoices

Per page: 25 1 of 74 >

Invoice Date	Invoice #	Due Date	Ship To	PO #	Terms	Total	Balance	PDF
12/01/20	0000000	01/06/21	Ship To Address 01	000000000	2%-15, Net 30 Day	\$0.00	\$0.00	31
12/01/20	0000000	01/06/21	Ship To Address 01	000000000	2%-15, Net 30 Day	\$0.00	\$0.00	
12/01/20	0000000	01/06/21	Ship To Address 02	000000000	2%-15, Net 30 Day	\$0.00	\$0.00	

My List Details Page:

- 32. On the My List Details page you can view, manage and order from your custom shopping lists

- 33. Click to schedule an email reminder to order
- 34. Click to share list with others on your account

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View or Change Account/Ship To 800.251.2437

Search | Cart 0 | Welcome User Name Sign Out

Products About Us SDS Industries Resources Careers My Account My Lists

Home > My Account > My Lists > New List

32 My List Details

New List

Updated 12/21/2020 by User Name Private

1 items Search list by keyword or item # Add Items Add List To Cart

Select All Add To Cart Delete Sort by: Custom Sort

33 Schedule Email Reminder Copy Share 34

Please email APT-ecommerce@aptcommerce.com with questions regarding ShopAPT.com or if you have issues with your account.

Product Listing Page:

- 35. Use filters to help narrow search results to relevant items
- 36. Change between grid view and list view
- 37. Compare multiple items
- 38. View stock availability*
- 39. View cost, pack and unit of measure and add items to cart
- 40. Add items to My Lists


* **Please note:** We transfer product between our warehouses every day. So even if your local warehouse shows no quantity available, do not hesitate to place your order. If there is inventory available elsewhere in our network, it will be transferred to fill orders. Also, if there is no quantity available across our network, we encourage you to still place your order so you will be in the queue when inventory becomes available.


The screenshot displays the ShopAPT Product Listing Page for Disinfecting Wipes. At the top right, there is a link to 'View or Change Account/Ship To' and a phone number '800.251.2437'. Below this is a search bar and user account options: 'Cart 0', 'Welcome User Name', and 'Sign Out'. The main navigation bar includes 'Products', 'About Us', 'SDS', 'Industries', 'Resources', 'Careers', 'My Account', and 'My Lists'. On the left side, there is a 'Filter' section (35) with a search bar and various filter options under 'NARROW BY', including 'Categories' (Disinfectants (24), Disposable Wipers & Dispensers (10)), 'Brand' (Clorox* (6), Clorox* Healthcare* (4), Diversey(TM) (3), Kimtech(TM) (8), Legacy (1), LYSOL* Brand (2), SCRUBS* (1), Sertun(TM) (1), Spartan Chemical Company (2), Wipes Plus (5)), 'Application/Usage' (Cleaning; Disinfection (1), General Purpose (3), General Purpose; Hospitals (1)), and 'Cleaner Quantity'. The main content area shows '34 items results for Disinfecting Wipes'. At the top of the product grid, there is a 'Sort by: Best Match' dropdown, a 'Per page: 100' dropdown, and a view toggle icon (36). The grid displays three product listings. Each listing includes a product image (37), a 'Compare' button, the product name, company, specifications, stock status (38), price (\$0.00/CS), pack size (39), and 'Add To Cart' and 'Add To List' buttons (40). The first listing is 'Spartan Hard Surface Disinfecting Wipes' (125 Count - 7 x 8 - pH 10.5-12 - White - Fresh Scent) with MFG #: 108606, 'In Stock', and 'View Availability by Warehouse' (38). The second listing is 'Spartan Protect Healthcare Disinfecting Wipes' (7 x 8 - pH 3.0-4.0 - Alcohol Scent - 100 Wipes/Canister) with MFG #: 109112, 'In Stock', and 'View Availability by Warehouse' (38). The third listing is 'Spartan NABC Hard Surface Disinfecting Wipes' (125 Count - 7 x 8 - pH 10.5-12 - White - NABC Scent) with MFG #: 108706, 'Out of Stock', and 'View Availability by Warehouse' (38).


Product Detail Page:




- 41. Provides detailed information for a specific item
- 42. View and download SDS for the specific item
- 43. View cost, pack and unit of measure
- 44. View stock availability*
- 45. Add item to cart
- 46. View item specifications
- 47. View alternate items available
- 48. View complementary items available

* **Please note:** We transfer product between our warehouses every day. So even if your local warehouse shows no quantity available, do not hesitate to place your order. If there is inventory available elsewhere in our network, it will be transferred to fill orders. Also, if there is no quantity available across our network, we encourage you to still place your order so you will be in the queue when inventory becomes available.




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View or Change Account/Ship To  800.251.2437

 |
  Cart 0 |
  Welcome User Name |
 [Sign Out](#)

Products ▾
About Us ▾
SDS
Industries ▾
Resources ▾
Careers
My Account ▾
My Lists ▾

Janitorial & Restroom Supplies > Chemicals > Disinfectants > Spartan Hard Surface Disinfecting Wipes



41 **Spartan Hard Surface Disinfecting Wipes**

125 Count - 7 x 8 - pH 10.5-12 - White - Fresh Scent


770706 MFG #: 108606

43 **\$0.00/CS**

Pack: 6/CS

In Stock

View Availability by Warehouse **44**

 **42**

41

- A cleaner, disinfectant and sanitizer for cleaning non-porous surfaces
- Kills 99% of bacteria in just 15 seconds - EPA registered
- Does not contain alcohol, solvent or bleach

QTY

Add To Cart


45

Add to List

Specifications **46**

Cleaner Quantity	125 Count
Cleaner Type	Wipe
Color	White
Manufacturer	Spartan Chemical Company
Product Type	Cleaning Wipe
Scent	Fresh
UNSPSC	47131502

Alternates **47**



Spartan Chemical Company

Spartan NABC Hard Surface Disinfecting Wipes


770708 MFG #: 108706

\$0.00/CS

Pack: 6/CS

Add to Cart

Add to List



LYSOL® Brand

LYSOL® Brand Disinfecting Wipes Flatpacks

470029 MFG #: RAC99716CT

\$0.00/CT


Pack: 6 PK/CT

Add to Cart

Add to List

Complements **48**

Note: Complements are listed below Alternates.



Clorox®

Clorox® Disinfecting Wipes


762478 MFG #: CLO31547

\$0.00/CS

Pack: 1 EA/CT

Add to Cart

Add to List



Clorox®

Clorox® Disinfecting Wipes

762493 MFG #: CLO15949CT

\$0.00/CT

Pack: 6 EA/CT

Add to Cart

Add to List

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Shopping Cart Page:

- 49. Remove or modify items in shopping cart
- 50. Add line item notes (if desired)
- 51. Go to Checkout
- 52. Save Order for a later date
- 53. Add to a new or existing My List
- 54. Continue shopping without placing order

The screenshot shows the ShopAPT shopping cart interface. At the top left is the American Paper & Twine logo with the tagline "It's twine time." and "A Division of ImportDirect". On the top right, there are links for "View or Change Account/Ship To" (with a phone icon and number 800.251.2437), a search icon, a cart icon showing "Cart 0", a user greeting "Welcome User Name", and a "Sign Out" link. Below this is a navigation bar with links for Products, About Us, SDS, Industries, Resources, Careers, My Account, and My Lists. The main content area is titled "Cart" and shows "1 Items". The item is "Multipurpose Copy Paper (formerly Spectrum)", Letter - 8.5" x 11" - 20lb - 92 Bright - White - Made in the USA, Pack: 10 RM/CS, with MFG #: 561650. It is in stock and priced at \$0.00/CS. A quantity input field shows "1" with a "49" callout. To the left of the item is a "Line Notes" tab with a "50" callout. Below the item is a "Continue Shopping" button with a "54" callout. To the right of the item is a subtotal box showing "\$39.90" with a "49" callout. Below the subtotal are four buttons: "Checkout" (51), "Save Order" (52), "Add All to List" (53), and "Remove All".

Checkout Page:

- 55. Review ship to information
- 56. Review/change shipping method
- 57. Review/change payment method
- 58. Enter Order Notes (if desired)
- 59. Enter PO Number (if desired)
- 60. Click to place order and be taken to Order Confirmation page

The screenshot shows the checkout page for American Paper & Twine. At the top, there is a navigation bar with links for Products, About Us, SDS, Industries, Resources, Careers, My Account, and My Lists. The main content area is divided into several sections:

- Billing & Shipping:** Contains two columns of shipping information. The left column is labeled "Billing Information" and the right "Shipping Information". Both show customer name, attention, and address. A callout "55" is placed over the "Shipping Information" header.
- Shipping Method:** A section with a callout "56" containing two dropdown menus for "Select Carrier" and "Select Service", both set to "Customer Pickup".
- Payment Details:** A section with a callout "57" containing a "Payment Method" dropdown set to "Default Terms", a "PO Number" input field with callout "59", and a "Have a Promotion Code?" input field with an "Apply" button.
- Order Summary:** A section with a callout "58" showing a product image of "Multipurpose Copy Paper (formerly Spectrum)", its specifications, and a price table.
- Subtotal Table:** A table showing Subtotal, Other Charges, Tax, and Total, all at \$0.00.
- Place Order:** A red button with a callout "60" and the text "Place Order".

At the bottom, a note states: "Final order total calculated at the time of invoicing."

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