

# ShopAPT Quick Reference Guide



Our ecommerce site [ShopAPT.com](http://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](http://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



Products About Us SDS Industries Resources Careers

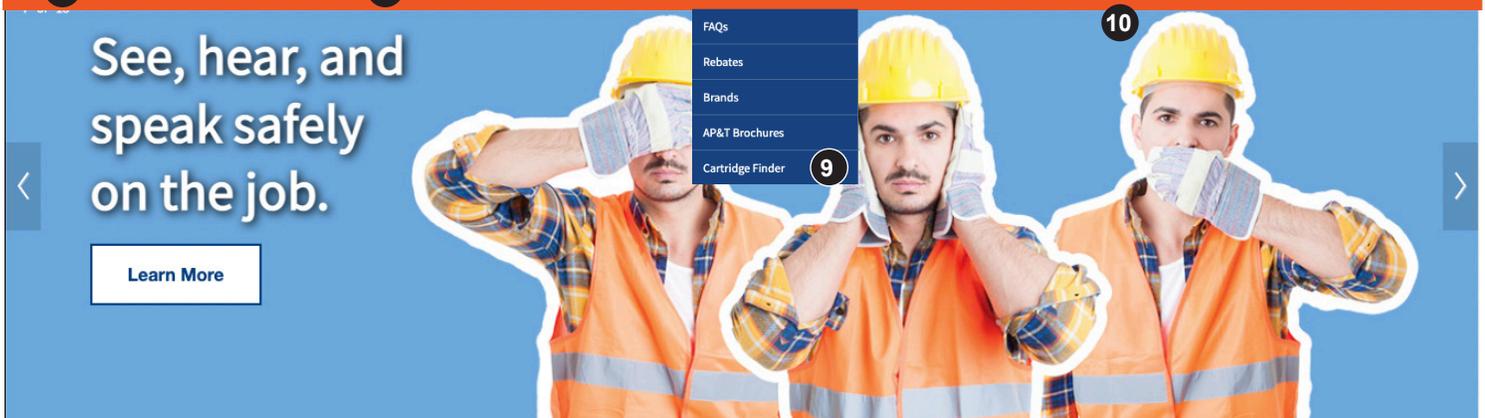
2. Click to view or change the Account/Ship To you are signed in under
3. Search by keyword, item number, brand or manufacturer number
4. Click to go to Shopping Cart
5. Click to go to My Account Dashboard Page
6. Sign Out button
7. Navigation menu to easily find products while browsing
8. Search and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



View or Change Account/Ship To 800.251.2437



7 Products About Us 8 SDS Industries Resources Careers My Account 10 My Lists



Please email [ecommerce@aptcommerce.com](mailto:ecommerce@aptcommerce.com) with questions regarding [ShopAPT.com](http://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 link 'View or Change Account/Ship To' and a phone number '800.251.2437'. Below the navigation bar, the breadcrumb 'Home > My Account' is visible. The main heading is 'My Account' with a checkbox '11 Make Dashboard my homepage'. On the left, 'Quick Links' includes: '12 Orders & Returns', '13 Invoice History', 'Addresses', '14 Previously Purchased Items', '15 Quick Order', '16 Account Settings', 'My Lists', and '17 Saved Orders'. Below this is '17 My Lists' with links 'Your List 1' through 'Your List 5'. The 'Dashboard' section features a 'Messages (0)' bar with a '+' icon and callout '19'. A '1' callout points to an 'Order Approval' card with a calendar icon. Below is the 'Quick Order' section with callout '15', containing a search box, 'QTY 1', 'U/M' dropdown, and an 'Add to Cart' button with callout '21'. The 'Recent Orders' section has a 'View All' button and a table with 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

## 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	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	

## 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

Please email [ecommerce@aptcommerce.com](mailto:ecommerce@aptcommerce.com) with questions regarding ShopAPT.com or if you have issues with your account.

## 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 34 Share

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## 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. On the left, a filter sidebar (35) allows users to narrow results by categories (Disinfectants, Disposable Wipers & Dispensers), brand (Clorox, Clorox Healthcare, Diversey, Kimtech, Legacy, LYSOL, SCRUBS, Sertun, Spartan Chemical Company, Wipes Plus), application/usage (Cleaning/Disinfection, General Purpose, General Purpose/Hospitals), and cleaner quantity. The main content area shows 34 items results for Disinfecting Wipes. The top of the product grid includes sorting options (Best Match) and a per page selector (100). Three product cards are visible, each featuring a product image (37), a 'Compare' button, the product name and company (Spartan Chemical Company), count, price (\$0.00/CS), pack size (39), and 'Add To Cart' (40) and 'Add to List' buttons. A 'View Availability by Warehouse' button (38) is also present for each item. The top navigation bar includes 'Products', 'About Us', 'SDS', 'Industries', 'Resources', 'Careers', 'My Account', and 'My Lists'. The top right has a search icon, 'Cart 0', 'Welcome User Name', and 'Sign Out'.

## 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.



It's twine time.<sup>™</sup>  
A Division of 

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

**45** Add To Cart

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 website's shopping cart page. At the top left is the American Paper & Twine logo with the tagline "It's twine time." and "A Division of ImportDirect". At the top right, there is a search icon, a cart icon showing 0 items, a user login area with "Welcome User Name" and "Sign Out", and a phone number "800.251.2437". Below the header 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 a price of \$0.00/CS. A quantity input field shows "1" and a price of "\$0.00/CS". A "Line Notes" button is labeled "50". A "Continue Shopping" button is labeled "54". On the right side, there is a subtotal box showing "\$39.90" with a callout "49". Below it 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 details: CUSTOMER NAME, ATTN: JOE SMITH, 1234 YOUR STREET, KNOXVILLE, TN 37200. A callout 55 points to the "Shipping Information" section.
- Shipping Method:** A section with a callout 56. It includes a "Select Carrier" dropdown menu (set to "Customer Pickup") and a "Select Service" dropdown menu (set to "Customer Pickup").
- Payment Details:** A section with a callout 57. It includes a "Payment Method" dropdown menu (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 Notes:** A section with a callout 58. It contains a text area labeled "Add Order Notes (optional)".
- Order Summary:** A section showing a product listing for "Multipurpose Copy Paper (formerly Spectrum)". The listing includes a product image, description ("Letter - 8.5" x 11" - 20lb - 92 Bright - White - Made in the USA"), pack size ("Pack: 10 RM/CS"), MFG # ("561650"), price per unit ("561650 MFG #: 561650 \$0.00/CS"), and quantity ("QTY: 1 \$0.00/CS").
- Summary Table:** A table showing the order totals:
 

Subtotal	\$0.00
Other Charges	\$0.00
Tax	\$0.00
Total	\$0.00
- Place Order:** A red button with a callout 60 and the text "Place Order".

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

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