

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.

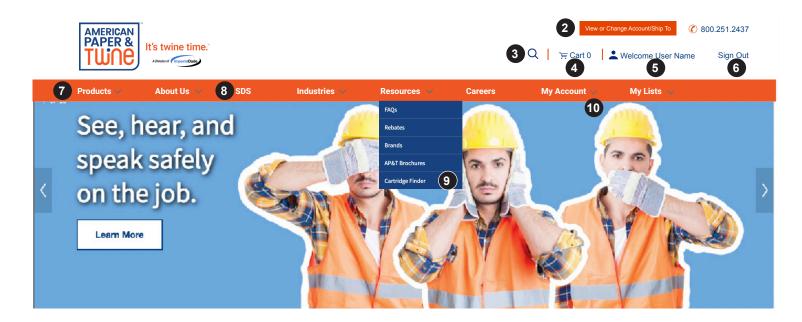
When it's time for a *remarkable* shopping experience, it's twine time!

Header & Main Navigation Bar:

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



- 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
- Click to access resources such as the Cartridge Finder to search for ink or toner
- 10. My Account Drop Down Menu

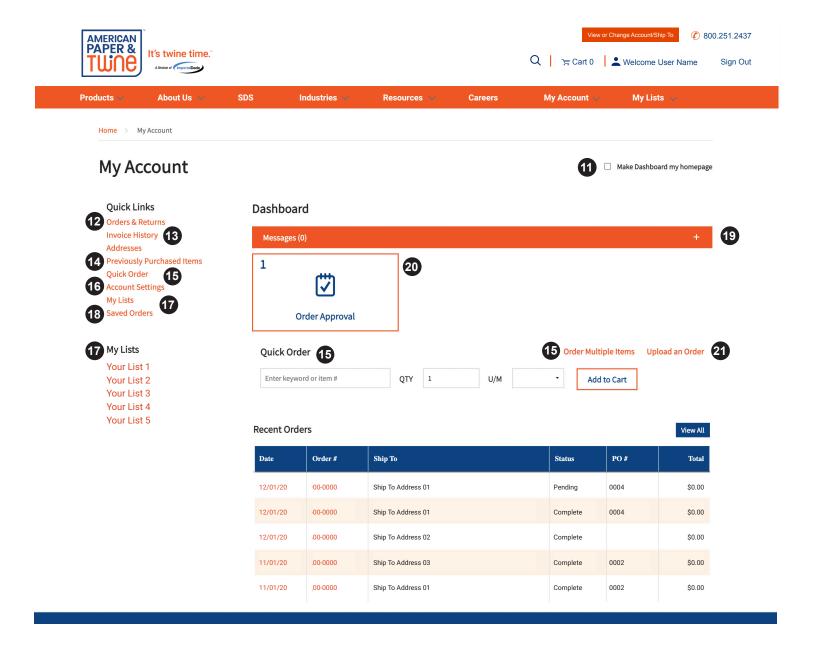


Please email APT-ecommerce@aptcommerce.com with questions regarding ShopAPT.com or if you have issues with your account.

Revised 10/23

My Account Dashboard Page:

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

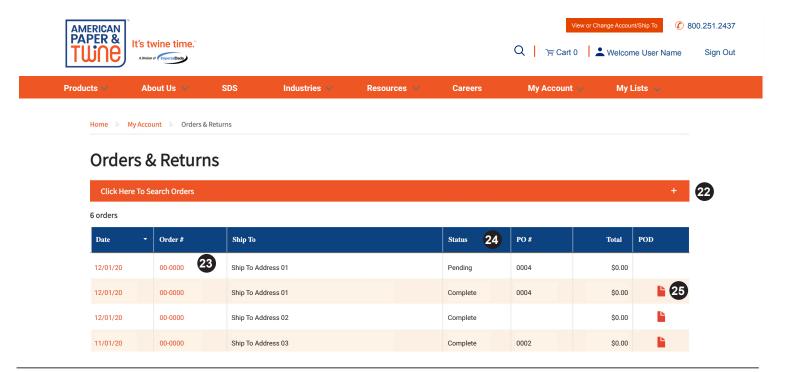


Orders & Returns Page:

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

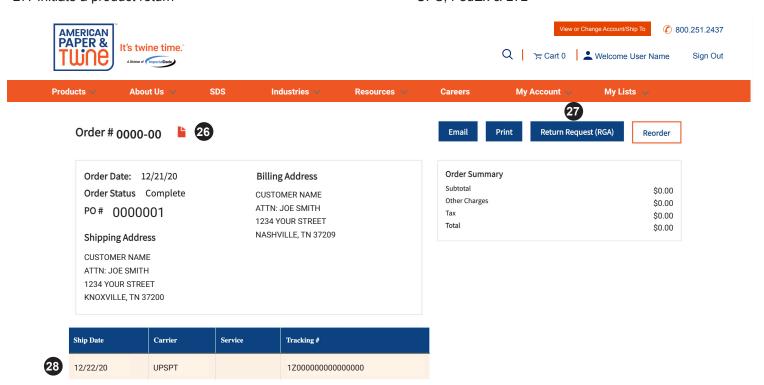
- 24. View order status
- 25. Download proof of delivery



Order Details Page:

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

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

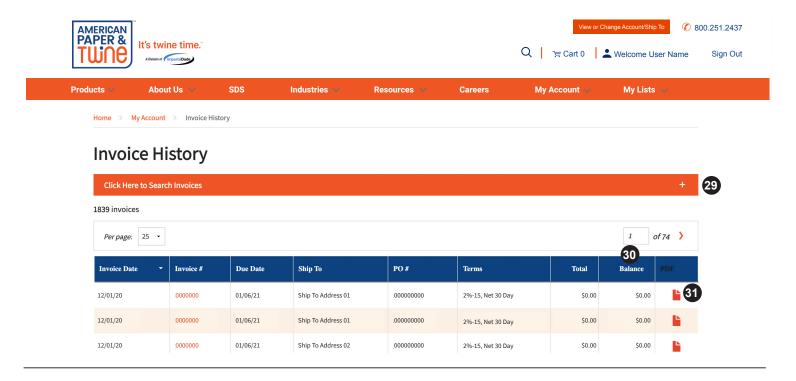


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Invoice History Page:

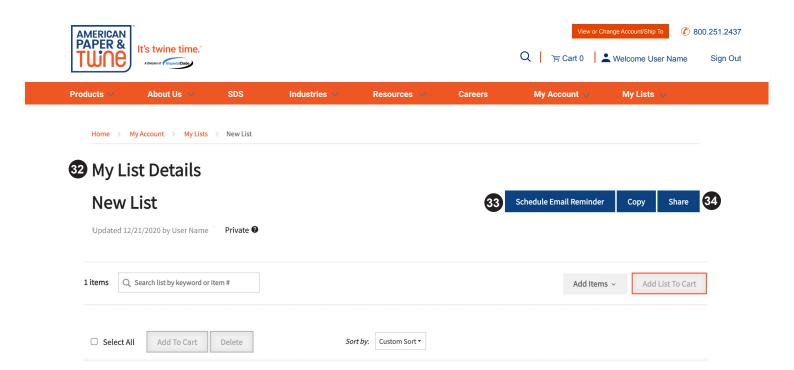
- 29. Click bar to search Invoices
- 30. Check invoice balances

31. Download and reprint invoices



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

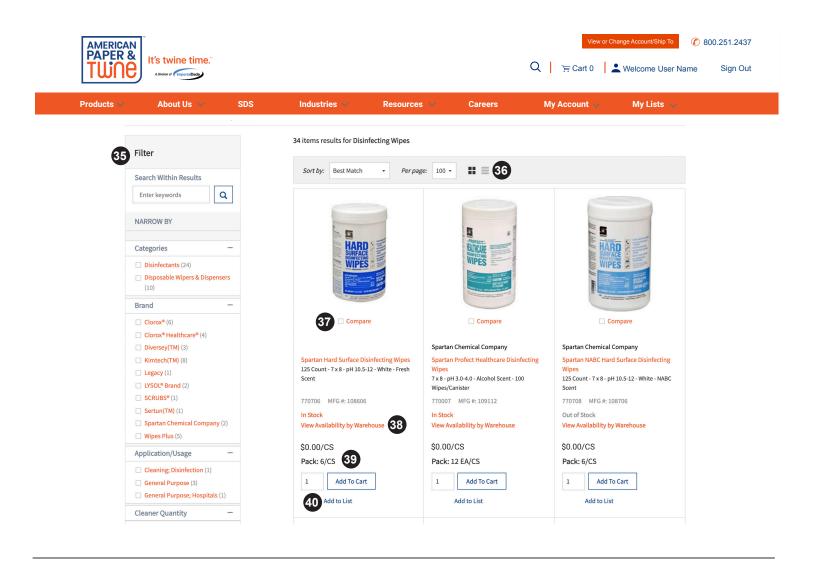


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Product Listing Page:

- 35. Use filters to help narrow search results to relevant items
- 36. Change between grid view and list view
- 37. Compare multiple items

- 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.

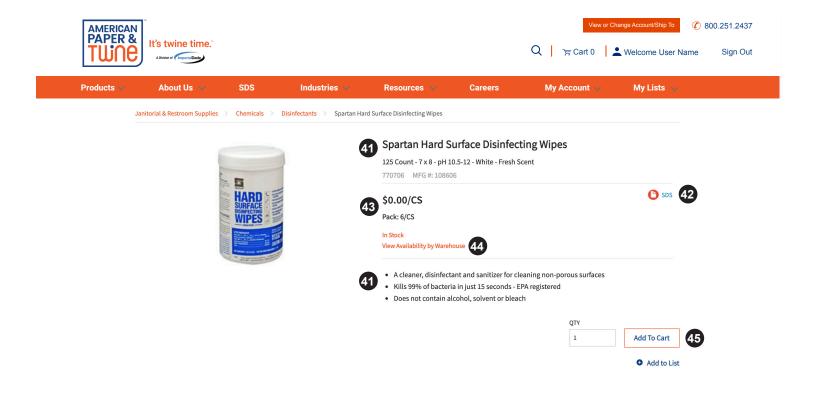


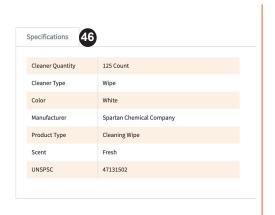
Product Detail Page:

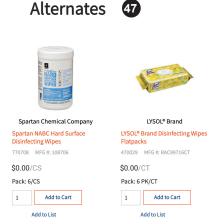
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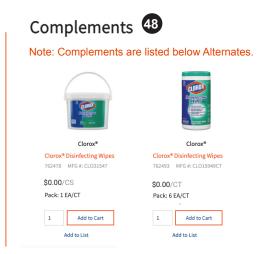
- 41. Provides detailed information for a specific item
- 42. View and download SDS for the specific item
- 43. View cost, pack and unit of measure
- 44. View stock availability*

- 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.







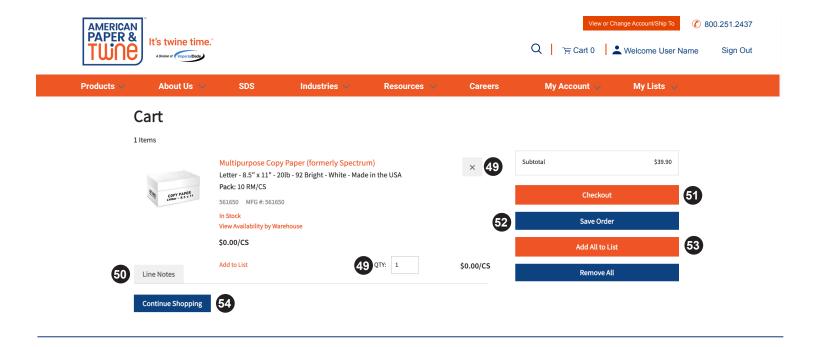


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Shopping Cart Page:

- 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



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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

