



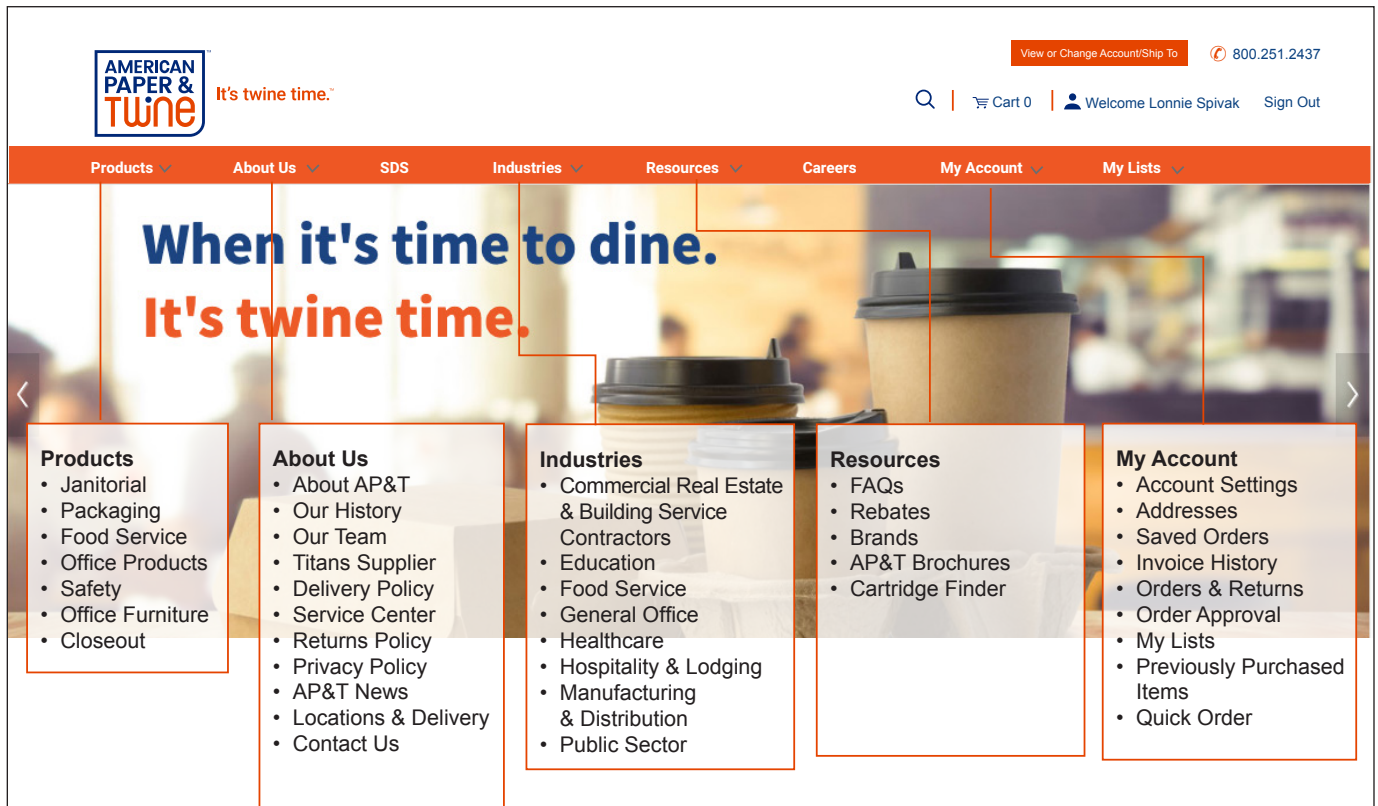
# ShopAPT New Features

Revised 1/21

## When it's time for a better shopping experience... It's twine time.

We are pleased to announce an exciting upgrade to our ShopAPT website that promises to enhance the user experience. **What's new?** See below some of the new features and functionality that will make shopping and managing your account easier than ever.

**Homepage** - The homepage is redesigned and you can access new pages with information about the industries we serve, our service center, career opportunities and other helpful resources.





**My Account Dashboard** - There is a My Account dashboard area that you can set as your homepage for easy access to recent orders, orders pending approval and other common functions. You can access this dashboard by clicking on your name or by clicking on the My Account tab in the navigation bar.

The screenshot displays the ShopAPT user interface. At the top right, there are links for 'View or Change Account/Ship To' and the phone number '800.251.2437'. The navigation bar includes 'Products', 'About Us', 'SDS', 'Industries', 'Resources', 'Careers', 'My Account', and 'My Lists'. The 'My Account' tab is circled in red. Below the navigation bar, the user is logged in as 'Welcome Lonnie Spivak', with a 'Sign Out' link. A 'Make Dashboard my homepage' checkbox is also circled in red. The 'My Account' section is divided into 'Quick Links' (Orders & Returns, Invoice History, Addresses, Previously Purchased Items, Quick Order, Account Settings, My Lists, Saved Orders) and 'My Lists' (LS Test, New List, Sprint Store Supplies, Sprint-PPE). The 'Dashboard' section features a 'Messages (0)' bar, an 'Order Approval' card with a calendar icon and a checkmark, and a 'Quick Order' form with a search box, quantity '1', and unit 'U/M', and an 'Add to Cart' button. A 'Recent Orders' section with a 'View All' button is partially visible at the bottom.

**Share My Lists** - You can share lists with other users on your account via the My Lists tab.

Home > My Account > My Lists > My List

## My List Details


### My List

Schedule Email Reminder Copy **Share**

Updated 11/12/2020 by Lonnie Spivak Private

1 items  Add Items Add List To Cart

Select All Add To Cart Delete Sort by: Custom Sort -

<input type="checkbox"/>		<p>Rubbermaid® Commercial</p> <p><b>Rubbermaid® Commercial Heavy-Duty Utility Cart</b></p> <p>Heavy-Duty Utility Cart, Two-Shelf, 25.9w x 45.2d x 32.2h, Beige</p> <p>066315 MFG #: RCP452088BG</p>	\$0.00 / EA	<input type="text" value="0"/>	Add To Cart
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**My List Reminders** - You can schedule reminders to order from My Lists.

Home > My Account > My Lists > My List

## My List Details


### My List

Schedule Email Reminder Copy Share

Updated 11/12/2020 by Lonnie Spivak Private

1 items  Add Items Add List To Cart

Select All Add To Cart Delete Sort by: Custom Sort -

<input type="checkbox"/>		<p>Rubbermaid® Commercial</p> <p><b>Rubbermaid® Commercial Heavy-Duty Utility Cart</b></p> <p>Heavy-Duty Utility Cart, Two-Shelf, 25.9w x 45.2d x 32.2h, Beige</p> <p>066315 MFG #: RCP452088BG</p>	\$0.00 / EA	<input type="text" value="0"/>	Add To Cart
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# ShopAPT New Features

**View Quantity Available** - You can view product quantity available by warehouse (based on the unit of measure selected).\*

\* **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.

AMERICAN PAPER & Twine It's twine time.<sup>™</sup>

View or Change Account/Ship To 800.251.2437

Cart 1 | Welcome Lonnie Spivak | Sign Out

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

Office Products > Paper & Printable Material > Copy & Multiuse Paper > Multipurpose Copy Paper (formerly Spectrum)

### Multipurpose Copy Paper (formerly Spectrum)

Letter - 8.5" x 11" - 20lb - 92 Bright - White - Made in the USA

561650 MFG #: 561650

\$0.00 / CS -

Pack: 10 RM/CS

In Stock

[View Availability by Warehouse](#)

- Versatile and practical for daily use

AMERICAN PAPER & Twine It's twine time.<sup>™</sup>

View or Change Account/Ship To 800.251.2437

Cart 1 | Welcome Lonnie Spivak | Sign Out

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

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\$0.00 / CS -

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#### Warehouse Inventory

Warehouse	QTY
Atlanta	73
Chattanooga	2182
Knoxville	4501
Little Rock	1994.9
Memphis	8450
Muscle Shoals	2037.9
Nashville	26272.8



# ShopAPT New Features

**Invoice Balance** - You can view invoice balances from the Invoice History page.

Home > My Account > Invoice History

## Invoice History

Search Invoices +

1750 invoices

Per page: 25 1 of 70 >

Invoice Date	Invoice #	Due Date	Ship To	PO #	Terms	Total	Balance	PDF
11/11/20	3814182	11/26/20	SHIP TO 01	100000001	2%-15, Net 30 Day	\$139.43	\$139.43	
11/11/20	3814180	11/26/20	SHIP TO 01	100000002	2%-15, Net 30 Day	\$124.99	\$124.99	
11/11/20	3814145	11/26/20	SHIP TO 01	100000003	2%-15, Net 30 Day	\$26.47	\$0.00	
11/11/20	3814149	11/26/20	SHIP TO 01	100000004	2%-15, Net 30 Day	\$67.67	\$67.67	
11/11/20	3814178	11/26/20	SHIP TO 01	100000005	2%-15, Net 30 Day	\$129.25	\$0.00	

**Tracking Numbers** - For orders not delivered on an AP&T truck, you can view shipment tracking numbers on the Order Details page within Orders & Returns.

Home > My Account > Orders & Returns > Order Details

**Order # JF3ZJ-00**

[Email](#) [Print](#) [Return Request \(RGA\)](#) [Reorder](#)

<b>Order Date:</b> 11/12/20 <b>Order Status:</b> Complete <b>PO #:</b> AG10007023	<b>Billing Address</b> Customer Name John Smith 1234 Street Name Nashville, TN 37209	<b>Order Summary</b> Subtotal \$0.00 Other Charges \$0.00 Tax \$0.00 <b>Total \$0.00</b>
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<b>Shipping Address</b>			
John Smith 1234 Street Name Nashville, TN 37209			

Ship Date	Carrier	Service	Tracking #
11/12/20	UPSTP		1Z0000000000000000

Product	Price	Qty Ordered	Qty Shipped	Subtotal
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# ShopAPT New Features

**Forgot Password** - You can reset your own password using the Forgot Password function.

The screenshot shows the ShopAPT website's navigation bar with links for Products, About Us, SDS, Industries, Resources, and Careers. The main content area features a 'Sign In / Enroll' section with a 'Forgot Password?' link circled in red. An inset image shows a password reset email with the subject 'Reset Your Password' and a 'Reset Password' button.

**Account Locked Message** - You will receive an account locked message after entering your password incorrectly 5 times.

The screenshot shows the 'Sign In / Enroll' page with the username 'testuser1' and a masked password. A red-bordered box contains the message: 'Due to too many incorrect attempts to log in, your account has been locked. Please wait 5 minutes and then select the Reset Password option. We apologize for any inconvenience.' A 'Sign In/Enroll' button is visible at the bottom right.