



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**

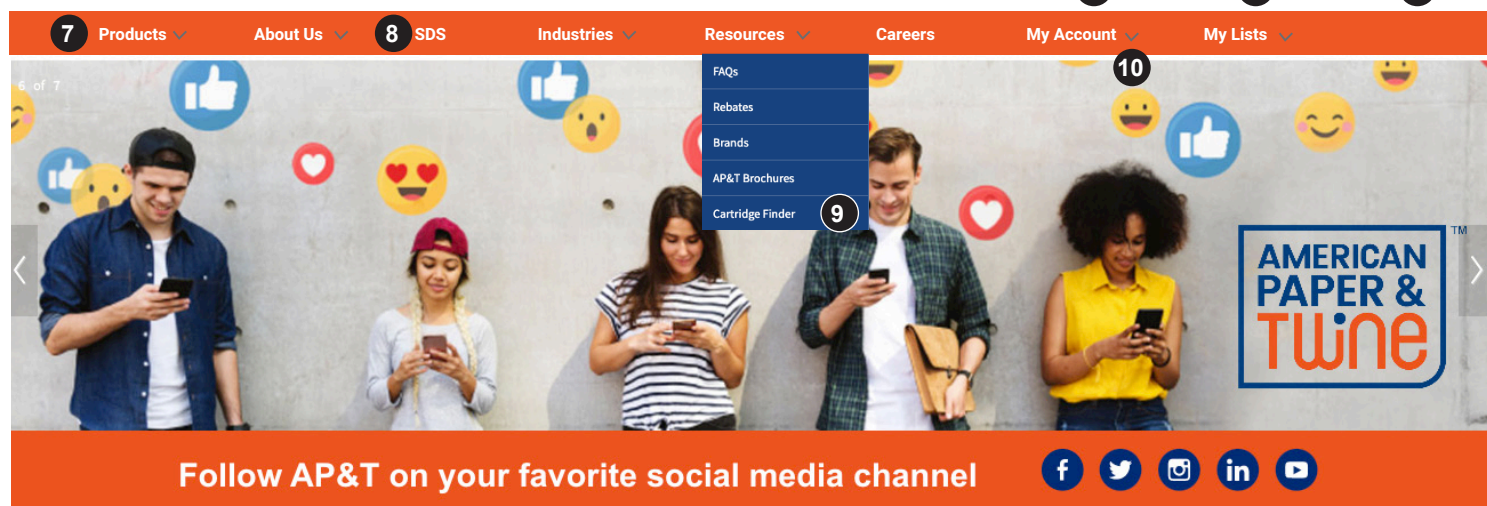


- | | | |
|--|---|--|
| 2. Click to view or change the Account/Ship To you are signed in under | 5. Click to go to My Account Dashboard Page | 9. Click to access resources such as the Cartridge Finder to search for ink or toner |
| 3. Search by keyword, item number, brand or manufacturer number | 6. 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



Revised 1/21

Please email ecommerce@aptcommerce.com with questions regarding ShopAPT.com or if you have issues 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 (11) to 'Make Dashboard my homepage'. A 'Quick Links' sidebar (12-18) includes: Orders & Returns (12), Invoice History (13), Addresses, Previously Purchased Items (14), Quick Order (15), Account Settings (16), My Lists, and Saved Orders (17). The 'My Lists' section (17) lists 'Your List 1' through 'Your List 5'. The 'Dashboard' section features a 'Messages (0)' bar (19) and an 'Order Approval' card (20) with a calendar icon. Below is a 'Quick Order' (15) form with a search field, 'QTY' (1), 'U/M' dropdown, and an 'Add to Cart' button (21). The 'Recent Orders' section (15) includes a 'View All' button and a table of orders.

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	0003	\$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

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

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



It's twine time.™

[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](#)

[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	0003	\$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



It's twine time.™

[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](#)

Order # 0000-00



26

[Email](#)

[Print](#)

[Return Request \(RGA\)](#)

[Reorder](#)

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

28

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

Invoice History Page:

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

- 31. Download and reprint invoices

AMERICAN PAPER & Twine It's twine time.™

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

AMERICAN PAPER & Twine It's twine time.™

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

Please email ecommerce@aptcommerce.com with questions regarding ShopAPT.com or if you have issues 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. The page features a navigation bar at the top with links for Products, About Us, SDS, Industries, Resources, Careers, My Account, and My Lists. A search bar and user account information are also visible. The main content area shows 34 items results for Disinfecting Wipes, sorted by Best Match. The product grid displays three items: Spartan Hard Surface Disinfecting Wipes, Spartan Protect Healthcare Disinfecting Wipes, and Spartan NABC Hard Surface Disinfecting Wipes. Each item includes a product image, a 'Compare' button, a 'View Availability by Warehouse' button, the price (\$0.00/CS), the pack size (6/CS or 12 EA/CS), and an 'Add To Cart' button. A callout '36' points to the view toggle buttons, '37' to the compare button, '38' to the 'View Availability by Warehouse' button, '39' to the 'Add To Cart' button, and '40' to the 'Add to List' button. A filter sidebar on the left is also visible, with a callout '35' pointing to the filter section.

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.

The screenshot shows the product detail page for Spartan Hard Surface Disinfecting Wipes. At the top, there is the American Paper & Twine logo with the tagline "It's twine time." and a navigation bar with links for Products, About Us, SDS, Industries, Resources, Careers, My Account, and My Lists. The breadcrumb trail indicates the path: Janitorial & Restroom Supplies > Chemicals > Disinfectants > Spartan Hard Surface Disinfecting Wipes.

The main product image shows a white plastic tub of Spartan Hard Surface Disinfecting Wipes. To the right of the image, the product name "Spartan Hard Surface Disinfecting Wipes" is displayed with callout 41. Below the name, the specifications "125 Count - 7 x 8 - pH 10.5-12 - White - Fresh Scent" and "770706 MFG #: 108606" are listed. A price tag of "\$0.00/CS" with callout 43 and "Pack: 6/CS" is shown. An "In Stock" status with callout 44 and a "View Availability by Warehouse" link are also present. A callout 42 points to the SDS (Safety Data Sheet) icon.

Below the product information, there are three bullet points (callout 41) describing the product: "A cleaner, disinfectant and sanitizer for cleaning non-porous surfaces", "Kills 99% of bacteria in just 15 seconds - EPA registered", and "Does not contain alcohol, solvent or bleach". A quantity selector (callout 45) is set to "1" with an "Add To Cart" button. An "Add to List" button is also visible.

On the left side, a "Specifications" section (callout 46) provides a table of product details:

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

Below the specifications, there are two "Alternates" sections (callout 47). The first alternate is the same Spartan product, and the second is "LYSOL® Brand Disinfecting Wipes Flatpacks" (470029 MFG #: RAC99716CT) priced at "\$0.00/CT" with a "Pack: 6 PK/CT".

On the right, there are two "Complements" sections (callout 48). A note states: "Note: Complements are listed below Alternates." The first complement is "Clorox® Disinfecting Wipes" (762478 MFG #: CLO31547) priced at "\$0.00/CS" with a "Pack: 1 EA/CT". The second complement is "Clorox® Disinfecting Wipes" (762493 MFG #: CLO15949CT) priced at "\$0.00/CT" with a "Pack: 6 EA/CT".

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

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." 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 is labeled "49 QTY:". To the left of the item is a "Line Notes" button labeled "50". Below the item is a "Continue Shopping" button labeled "54". To the right of the item is a subtotal box showing "\$39.90" with a callout "49". 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 titled "Billing & Shipping" and is divided into several sections:

- Billing Information Edit:** Contains customer name and address details.
- Shipping Information Edit (55):** Contains shipping address details.
- Shipping Method (56):** Includes dropdowns for "Select Carrier" (Customer Pickup) and "Select Service" (Customer Pickup).
- Payment Details (57):** Includes a "Payment Method" dropdown (Default Terms), a "PO Number" field (59), and a "Have a Promotion Code?" field with an "Apply" button.
- Add Order Notes (optional) (58):** A text area for entering order notes.
- Order Summary:** Displays a product image of "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 and a quantity of 1.
- Summary Table:**

Subtotal	\$0.00
Other Charges	\$0.00
Tax	\$0.00
Total	\$0.00
- Place Order (60):** A prominent orange button to complete the purchase.

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

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