

PRODUCT SEARCH		
Method 1	You know the APR Supply Item Number	Just enter the APR item number in the search box and hit Enter on your keyboard, or click on the SEARCH button. OLD TIMERS TIP: For those familiar with the original APR Web Commerce site, DO NOT enter a period in front of the number.
Method 2	You know the Manufacturer ID, Model, or description of the product	Just type in what you know and see what comes up! If you get many results, you can refine your search using the <input type="text"/> 25 <input type="button" value="Refine Search"/> <input type="button" value="New Search"/> Search Results search box. Enter a refining letters or word and hit ENTER or click on the Refine Search button. You can also start a brand new search as well. TIP: Select the number of products to see on one page before clicking on the NEXT button by clicking on the search results dropdown box and selecting the quantity of results per page.
	Search Tips	<ul style="list-style-type: none"> • Try typing less rather than more. When you see the results, refine the search! • Only enter the first few characters of a word...even if entering multiple words • If you don't see your product on the first page, don't forget to click NEXT to see the next set of products if your search results are large.
Method 3	Your Part Numbers!	If you entered your part numbers, you can search by those as well! See the section - Adding Your Own Part Numbers in this guide for more instructions.
Method 4	Product Catalog Drilldown	From the Table of Contents, simply click on the images or on the TOC list on the left to drill down until you find the product you want. TIP: If you don't see your product, try searching for it using Method 2 above!

ORDER MODES	
Depending on your account setup, you may have several different order modes available to you. Click on the Change Order Mode Link to select your order mode.	
Order Mode	Action
Bid Only	This order is only for reference purposes only. APR Supply will NOT ship this order. Helpful for quoting or to hold an order for later assistance from APR Staff.
Ship to My Address	Traditional order where we will deliver to the address you specify on the order
I will Pick-UP TODAY	Will-Call order where you place the order online but will travel to branch to pick up. TIP: Pay attention to available quantities before you travel! See Checking Inventory Quantities in this guide for details.
Deliver to the Store	The order will be picked from our Distribution Center and then delivered to the branch on the next business day for you to pick up there.

DELIVERY OPTIONS	
Depending on your account setup and the Order Mode you selected, you may have several delivery options available to you. You will see these on the PLACE ORDER page after you click on the Checkout button from your CART.	
Option	Action
Delivery Notification	
Just Ship the Order	APR will simply deliver the order. This is your typical delivery that most customers use. (Default)
Call Me Before You Ship	APR Supply will HOLD the order until we contact you for further instructions. This may be important for product that is backordered needs to be delivered to a job site on a coordinated date.
Allow Backorders	
Ship as Available	APR Will deliver the product to you as available. We will not hold the order if any product is backordered. (Default)
Ship Compete	APR will HOLD the order until all products are in stock and deliver the order complete.

ADDING YOUR PART NUMBERS

You have the ability to add your part number into the APR Supply's Web Commerce site for easy reference and search! You can use a part number that you use in any system you use or simply if you think a product should be identified differently, by all means add it in! Your part number will appear throughout the website wherever a product is displayed. This number will even appear on your invoices from APR Supply!

Vendor	Item #	Your Part #	Product Description
Wrot Copper Fittings		5056 CATDOG	Copper 90° Elbow, 1/2" (5/8" OD) CxC Close Rough

Action	Steps
Adding your part number 	<ol style="list-style-type: none"> View the detail of a part by clicking on the Item # or image thumbnail for the product. (Find the product Using Search, Drill Down, or from the Item on Order) In the Custom Part Numbers box, enter your part number or identifying text. <i>TIP: Your numbers should be 15 characters or less and can include numbers and letters.</i> Click on the Add Part Number(s) button to Save. <p>BONUS: You may add more than one part number to an APR Supply part. However, your part number can only be used once, meaning you cannot assign the same number to multiple items.</p>
Removing Your Part # 	<ol style="list-style-type: none"> View the detail of a part by clicking on the Item # or image thumbnail for the product. (Find the product Using Search, Drill Down, or from the Item on Order) Click on the checkbox by your part number you want to remove Click on the Remove Checked button to remove your part number(s).

Product Groups

You may save frequently referenced products into a Product Group for easy retrieval later. For example, you want a group of products related to a specific job type such as water heater install where you typically buy the same products for each installation. Possibly you want to group commonly ordered product together such as your top 20 fittings. Maybe you have a list of products you typically use to replenish a service truck's inventory. Groups are whatever you decide!

Creating a Product Group

METHOD 1 – From your Cart		METHOD 2 - Individually	
1	From the Cart, click on Save as Product Group and you will see the product group action items 	1	From any product details page, click on the Add Item to Group button. Click on the Item # or image thumbnail to see the product detail of any product list.
2a	Create a NEW Product Group: Just enter the product group name, and an optional Note to describe the group.		
2b	Add to an Existing Product Group: Select the product group from the Drop down list. Your product(s) will be added to the existing group.		
2c	Replace Existing Product Group. Click on the <input checked="" type="radio"/> Replace Existing Product Group button. This option will overwrite the existing product group with the new product(s) in your cart. The name will remain the same		
3	Click on the Save Product Group button.		

Retrieving a Product Group

1	Click on Product Groups from the menu bar. Product Groups
2	Select your Product Group from the list to see the individual products.
3	As an option, edit the quantities of each item. Press the Clear button to Zero (0) the quantities if you only want to add a few products and then fill in the quantity for those you want to add..
4	Click on the Add product group to Cart button. This will append the products to your cart. If you already have products in your cart, they will remain.

Checking Inventory Quantities

Lebanon	30 In Stock	(Check)
Lancaster	4 In Stock	668 In Stock
Sinking Spring	9 In Stock	(Check)
Harrisburg	16 In Stock	(Check)
Ephrata	2 In Stock	482 In Stock
Central Distribution Center	366 In Stock	(Check)
Other locations	241 In Stock	(Check)

For any product, by default you will see TOTAL available inventory. HOVER your mouse over the **(Check)** link in the STOCK column to have the availability window pop up. You will see inventory on hand at your local branch and surrounding branches, as well as what is in the Distribution Center and finally, all remaining locations in total. *TIP: If there is damaged material for sale, you will see that as well! Contact your branch for details!*