

# APR SUPPLY CO.

The screenshot displays the APR Supply Co. website interface. At the top, navigation tabs include Main, My Account, My Product Groups, My Carts, Checkout, and Logoff. Below these are sections for Shipping Address (305 N. 5TH ST., LEBANON, PA 17046), Shipping Info (Ship Via: APR TRUCK DELIV, Ship Date: 03/19/2009), Required Info (Required Date: 03/19/2009, Required Info: PO #, Ordered By), and Shopping Cart (Items in Cart: 1, Subtotal: \$ 654.00). A search bar is present with a 'GO' button and a 'Reorder Pad' button. Below the search bar are six informational boxes: 'Finding Products' (How to Find Products), 'Adding Products' (Adding Items to Your Cart), 'My Account' (My Account Features), 'My Product Groups' (Using My Product Groups), 'My Carts' (Saving and Using Carts), and 'Checkout' (The Checkout Process). A footer section contains the APR Supply Co. logo, 'Since 1927', 'Wholesale Distributor of Plumbing, Heating, A/C & Controls', and a truck icon with the text 'The Plumbing & HVAC Contractor's Choice!'. The footer also includes 'powered by eclipse' and copyright information: 'Contact the Webmaster with questions about this site. © 2009 https://www.aprsupply.com. All Rights Reserved.'

## Web Commerce

# USER'S GUIDE

v 1.2

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## User's Guide Table of Contents

APR SUPPLY WEB COMMERCE OVERVIEW .....	1
<b>I. BASIC WEB ORDER ENTRY .....</b>	<b>1</b>
1. LOGGING INTO THE APR WEB COMMERCE SITE .....	1
2. THE WEB COMMERCE MAIN PAGE.....	3
3. LOGGING OFF WEB COMMERCE .....	4
4. FINDING ITEMS .....	4
4.1. SEARCHING.....	4
4.2. QUICKPAD.....	5
4.3. CATEGORY.....	5
4.4. REORDER PAD.....	6
4.5. NARROW YOUR RESULTS.....	6
5. ADDING ITEMS TO YOUR CART .....	6
5.1. FROM THE RESULTS PAGE .....	6
5.2. FROM THE MORE INFO PAGE .....	6
5.3. USING THE SELECT ITEM CHECKBOX .....	6
5.4. MORE INFORMATION ABOUT A SPECIFIC PRODUCT.....	6
5.5. THE SHOPPING CART/CHECKOUT PAGE .....	7
5.6. SHOPPING CART COMMENTS.....	7
6. CHECK OUT.....	7
6.1. EXPRESS CHECKOUT.....	7
6.2. STANDARD CHECKOUT .....	8
6.3. PAY WITHOUT CREDIT CARD .....	9
6.4. PRINTING THE ORDER .....	9
<b>II. ADVANCED WEB ORDER ENTRY.....</b>	<b>10</b>
7. PRODUCT GROUPS .....	10

7.1.ADD ITEMS TO A PRODUCT GROUP ..... 10

7.2.USING PRODUCT GROUPS ..... 10

7.3.RENAMING PRODUCT GROUPS .....11

7.4.OBSOLETE PARTS IN YOUR PRODUCT GROUPS .....11

8. CUSTOM PART NUMBERS ..... 12

8.1.ASSIGNING CUSTOM PART NUMBERS..... 12

9. MY ACCOUNT ..... 13

9.1.ACCOUNT INQUIRY ..... 13

9.2.MY SETTINGS ..... 15

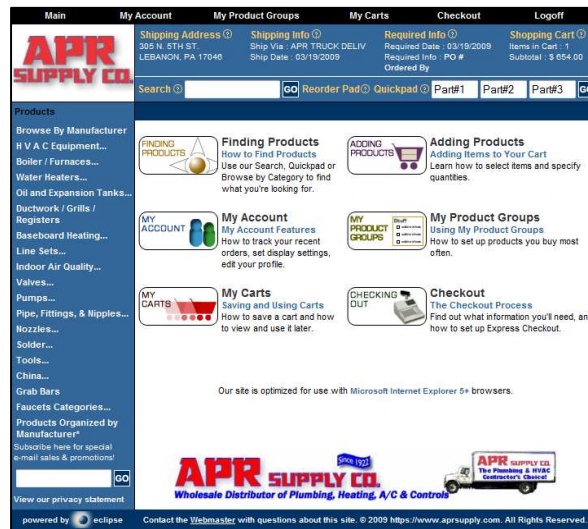
9.3.BIDS ..... 15

9.4.OPEN ORDERS..... 15

9.5.ORDER HISTORY ..... 15

9.6.PRINT INVOICES..... 16

10. MY CARTS ..... 16



## Web Commerce User's Guide



### APR Supply Web Commerce Overview

Welcome to APR Supply's Web Commerce. By using this technology, you now have an efficient and economical means for placing your orders via any web enabled computer at anytime, day or night. This user's guide will provide the basic directions you will need to navigate, place your orders, and review past orders. This guide is divided into two main sections, basic Web Order Entry and Advanced Web Order Entry. The Basis section will get you up and running quickly. The Advanced section describes some of the more powerful features of entering orders quickly.

## I. BASIC WEB ORDER ENTRY

### 1. Logging into the APR Web Commerce Site

Before you can log into the APR Supply Web Commerce (WC) site, you must first have a login name and password. If you do not an account already established, or you forgot either your username or password, please contact your APR salesperson.

You may use any modern browser to place your orders, included many mobile devices that have full featured browser capabilities.

To access the APR Supply's WC, using any browser:

STEP	Action																		
<b>1</b>	In your browser (Internet Explorer, Firefox, etc.) go to <a href="http://www.aprsupply.com">http://www.aprsupply.com</a> and click on the <b>ORDER ONLINE</b> link.																		
<b>2</b>	<p>From the login page, login using your provided username and password and click <b>SEND</b>.</p> <p><b>TIP 1:</b> You may check the <b>“Save my login and password”</b> checkbox so the next time you login, your username and password will already be filled in. Only do this if you are certain that others will not access your computer and place orders without your authorization!</p> <p><b>TIP 2:</b> You may check the <b>“Bypass login screen completely next time”</b> checkbox to have your computer auto-complete the login page AND go directly to the Home Page.</p> <p><b>TIP 3:</b> If you forgot your password, click on the <b>“Forgot your ID or password”</b> link. Otherwise, please call your APR Salesman to have your account reset.</p> <div style="border: 1px solid #003366; background-color: #003366; color: white; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">Web Order Entry ID:</p> <p>username <input style="width: 100%;" type="text"/></p> <p>Password: <input style="width: 100%;" type="password"/></p> <p style="text-align: center; font-size: small; color: #FFD700;">Forgot your ID or password? <a href="#">Click here.</a></p> <p style="text-align: center;"> <input checked="" type="checkbox"/> Save my login and password  <input type="checkbox"/> Bypass login screen completely next time         </p> <p style="text-align: center;"> <input type="button" value="SEND"/> <input type="button" value="CLEAR"/> </p> </div>																		
<b>3</b>	<p>If you have multiple fixed SHIPPING Addresses established with APR Supply, you will be prompted to pick the appropriate address for this order. If you do not have multiple addresses established, you will go directly to the order entry page.</p> <p>Select the appropriate address by clicking on the <b>“use this address”</b> button.</p> <div style="border: 1px solid #003366; background-color: #003366; color: white; padding: 10px; margin: 10px 0;"> <p style="font-size: small;">▶ Choose a Shipping Address</p> <p style="background-color: #FFD700; padding: 2px;"><b>Joe's Plumbing &amp; Heating</b></p> <p style="font-size: x-small;">Please select a shipping address from your address book</p> <p style="font-size: x-small;">Enter text here to search for a specific Shipping Address</p> <p> <input style="width: 100%;" type="text"/> <span style="margin-left: 10px;">Name ▾</span> <input style="margin-left: 10px;" type="button" value="Search"/> </p> <p style="text-align: center; font-size: x-small;">Click Column Heading to sort</p> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #FFD700;"> <th style="width: 10%;"></th> <th>Name</th> <th>Address</th> <th>City</th> <th>St</th> <th>Zip</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="button" value="use this address"/></td> <td>Joe's Plubing &amp; Heating</td> <td>305 N. 5TH ST.</td> <td>LEBANON</td> <td>PA</td> <td>17046</td> </tr> <tr> <td style="text-align: center;"><input type="button" value="use this address"/></td> <td>Joe's Plubing &amp; Heating</td> <td>123 Queen Street</td> <td>LANCASTER</td> <td>PA</td> <td>17601</td> </tr> </tbody> </table> </div> <p><b>NOTE:</b> You will always be able to change the shipping address within the order.</p>		Name	Address	City	St	Zip	<input type="button" value="use this address"/>	Joe's Plubing & Heating	305 N. 5TH ST.	LEBANON	PA	17046	<input type="button" value="use this address"/>	Joe's Plubing & Heating	123 Queen Street	LANCASTER	PA	17601
	Name	Address	City	St	Zip														
<input type="button" value="use this address"/>	Joe's Plubing & Heating	305 N. 5TH ST.	LEBANON	PA	17046														
<input type="button" value="use this address"/>	Joe's Plubing & Heating	123 Queen Street	LANCASTER	PA	17601														

## 2. The Web Commerce Main Page

The screenshot shows the APR Supply Co. web commerce main page. The page is divided into several sections:

- 1: Main Menu** - A horizontal navigation bar at the top with links for Main, My Account, My Product Groups, My Carts, Checkout, and Logoff.
- 2: Order Header Info** - A section containing shipping address (305 N. 5TH ST., LEBANON, PA 17046), shipping info (APR TRUCK DELIV, Date: 03/19/2009), required info (Required Date: 03/19/2009, PO #, Ordered By), and shopping cart info (Items in Cart: 1, Subtotal: \$ 654.00).
- 3: Search Box and QuickPad** - A search bar with a 'GO' button and a 'Quickpad' section with 'Part#1', 'Part#2', and 'Part#3' input fields.
- 4: Drill Down Paths** - A vertical sidebar menu on the left with categories like 'Browse By Manufacturer', 'H V A C Equipment...', 'Boiler / ...', 'Water ...', 'Oil and Expansion Tanks...', 'Ductwork / Grills / Registers', 'Baseboard Heating...', 'Line Sets...', 'Indoor Air Quality...', 'Valves...', 'Pumps...', 'Pipe, Fittings, & Nipples...', 'Nozzles...', 'Solder...', 'Tools...', 'China...', 'Grab Bars', 'Faucets Categories...', and 'Products Organized by Manufacturer\*'. There is also a subscription box and a privacy statement link.
- 5: HELP topics or APR Special Promotions** - A central grid of six help topics: 'Finding Products', 'Adding Products', 'My Account', 'My Product Groups', 'My Carts', and 'Checkout'. Each topic includes a brief description of the feature.

At the bottom of the page, there is a footer with the APR Supply Co. logo, 'Wholesale Distributor of Plumbing, Heating, A/C & Controls', and a truck image. The footer also includes the text 'powered by eclipse' and 'Contact the Webmaster with questions about this site. © 2009 https://www.aprsupply.com. All Rights Reserved.'

**1: Main Menu** – Provides links to the major functions of Web Commerce

**2: Order Header Info.** – Includes Shipping Information and Order Summary (Items and \$)

**3: Search Box and QuickPad** – Box for quickly finding the products you need to order

**4: Drill Down Paths** – Locate products by selecting categories and sub-categories of products

**5: HELP topics or APR Special Promotions** – Either help topics will be displayed or APR special promotions will show.

### 3. Logging Off Web Commerce

When you are finished using the web site, log off the site. If you have items in your current shopping cart that you have not yet ordered, the system saves the shopping cart.

**To log off web commerce:**

1. From the **Logoff** menu, select **Logoff and return home** to log off the web site. The system saves your current cart and displays the Logoff Successful page.

### 4. Finding Items

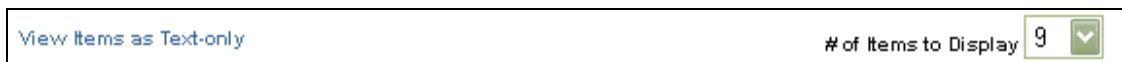
There are several ways to find products on every page in the site. They are:

- **Search** on the top left of the page
- **Quickpad** on the top right of the page
- **Category** links on the left side of the page



To see more information about a product, click on the item's description.

You can change how the results page looks by selecting to View Items as Thumbnails or as Text-only. You can change the number of items to display using the links and drop-down box at the end of the results page. You can set your default view on the **My Account > My Settings** page.



#### 4.1. Searching

In the search box, you can enter keywords, item numbers, and/or manufacturer name. Click **GO**, and a product return page containing products that match your search terms will display.




If you are entering an APR part number directly, (our SKU number), you must first enter a period (.) before the number. This is only applies for the APR part numbers, not a manufacturer's part number or model number. For example: You find our part number in our printed catalog, say part number 123456 description RED WIDGET. To get the same part in Web Commerce, enter a period followed by the part number. Using the example, you would enter ".123456". Note the period in the front of the part number.

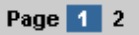


By default, the search results show any products that *match the first part* of all keywords you enter. In addition, there are some special characters that allow you to perform a more advanced search:

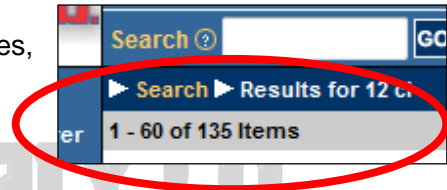
- 1) If you want an *exact match* on a specific keyword, put a "." after the keyword.
  - i. Example: "BLK." Would return items with BLK as its own word, but BLKFIT would not be returned since the "FIT" is included as part of the word.
- 2) For searching text within a word or at the end of a word, put a "/" after the keyword.
  - i. For example: searching for "ING/" would return items that end in "ING"

**\*\*TIP: Common APR Supply Abbreviations are included at the end of this user's guide!**

To search for a specific manufacturer, enter the name and click . To refine the search further, enter the manufacturers name and the product name.

A list of pages containing the results is listed in the upper right of the main body of the page. You can click on individual pages to quickly move through your results. 

The section you are viewing is listed to the left of the pages, under your location.



## 4.2. QuickPad



For fast ordering by product number, enter a period (.) followed by the number in the Quickpad and click Go.

If you have more than 3 products, click on the word **Quickpad** for expanded ordering.

- If there is one match, it will be automatically added to your cart
- If there are multiple matches, a summary page with the number of results will be displayed
- If there are no matches, you will be prompted to try again.

Product	Quantity
.12345	5
.4586	1
.12569	1
.1384458	2
<input type="button" value="Continue"/>	

If you would like to use keywords or descriptions to find items, please use the Search box to the left of **Quickpad**.

## 4.3. Category

On the left side of every page are the product categories, allowing you to browse for products. Each category has subcategories to differentiate the types of items it contains. Simply click on a subcategory and the results page will display the products in that section or a list of additional subcategories. To move through multiple pages of results, click on the page numbers in the upper right.

## 4.4. ReOrder Pad

The Reorder Pad lists all of the items you have purchased within the last year (365 days, not a calendar year) for quick and easy reordering.


## 4.5. Narrow Your Results

If you get back too many results to be useful, try using the **Narrow your results** box on the results page. Enter a keyword or two about what you are looking for and click **Go**. Only items containing your original and new keywords will be returned.

# 5. Adding Items to Your Cart

You can add items to your cart from the results page or the more information page.

## 5.1. From the Results Page


From the results page, **enter the Quantity** for each item, then click . If you use the "Select Item" checkbox, and do not enter a quantity, the item will be added to your cart with a quantity of 1.

## 5.2. From the More Info Page

On the additional product information page, **enter the Quantity** and click .

## 5.3. Using the Select Item Checkbox

Use the Select Item checkbox when you've got a list of products from the search results or category list, and you want to do the same thing with some or all of them.

Click the **Select Item checkbox**  (located under the product thumbnail or next to the Quantity field) for the products you're interested in.

Choose to **Compare Checked Items**, **Add Checked Items to Product Group**, or **Add Checked Items to Cart**.



## 5.4. More Information About a Specific Product

To see additional product information about an item, click on the item description on the results page. This page contains detailed information about a single product.

- **Product Description**  
The detailed description of the selected item.
- **Your Price**  
The price you would pay to purchase the item.
- **Quantity, Add Item To Cart, Add Item to My Product Groups**  
Enter the quantity you would like to purchase or add to a product group. You can then add the item(s) to your cart or add the items to a product group.

## 5.5. The Shopping Cart/Checkout Page

After adding items to your cart, the page listing all the contents of your cart is displayed. Here you can change quantities, remove items or go on to checkout.

If you would like to save your cart and come back to it later, go to the top menu bar, click on My Carts then click on Save Current Cart.

PO # X3456-Group		3 Items on Order		Required Date: 11/03/09	
Qty	Unit of Measure	Item Description	Line Item Comment	Unit Price	Ext Price
1	ea (1)	CAM CB-8 2 INSERT COUPLING		54.600 ea Availability: 0 ea	54.600
1	ea (1)	PREGROOVED 1.5" 12X8 4FT DUCTBOARD		52.000 ea Availability: 16 ea	52.000
1	ea (1)	PREGROOVED 1.5" 16X8 4FT DUCTBOARD		57.800 EA Availability: 25 ea	57.800
				Subtotal	164.40
Comments ⓘ					
<input style="width: 100%; height: 40px;" type="text"/>					
<input type="button" value="UPDATE"/> <input type="button" value="STANDARD CHECKOUT"/> <input type="button" value="EXPRESS CHECKOUT"/>					

## 5.6. Shopping Cart Comments

This field adds your comments as a line item in the Sales Order and will appear on your invoice.

## 6. Check Out

To checkout, click on the **Checkout** or **Shopping Cart** links at the top of the page.

First, check that the items and quantities are correct. To update quantities, enter the new amount the Qty box and click **Update**.

### 6.1. Express Checkout

Express Checkout is available once you have set up a *default shipping address* and *default payment choice* for your account.

To select your shipping information, go to **My Account** in the top navigation bar, and select **My Settings**. There is a drop-down menu with all of your shipping addresses and another drop down menu with your default payment choice - select your defaults and click **Save and Continue**.

From the Shopping Cart/Checkout page, **clicking on Express Checkout submits your order without any other steps** (not even an order review page).

## 6.2. Standard Checkout

### 1. Shipping Information

Make sure all the required fields are filled in, and add any shipping specific information or instructions. See section 6.4 – Shipping Information for more details  
**Click on Continue With Checkout**

All of the information needed to place and submit your order is marked as required with an asterisk, including:

- Address 1 - Zip
- City - Phone
- State - EMail

Depending on your requirements, additional required information may be necessary, including:

- Purchase Order # - Release #
- Ordered By - Required Date

<b>Ship-To Name</b> I. M. HAPPY		<b>*Purchase Order #</b> X3456-Group
<b>*Address 1</b> 749 Guilford Street		<b>Release #</b> 
<b>Address 2</b> 		<b>*Ordered By</b> Hans Oloe
<b>*City</b> LEBANON		<b>Order Status</b> Bid
<b>*State</b> PA	<b>*Zip</b> 17046	<b>Ship Via</b> APR TRUCK DELIV
<b>*Phone</b> 717-274-5999		<b>Required Date</b> 11/03/09
<b>*Email</b> info@aprsupply.com		
<b>Shipping Instructions</b>		
Please deliver with care.		
<input type="button" value="Continue with Checkout"/>		

Use the Shipping Comments box for shipping specific information.

If you would like to change Ship-To accounts select a different Ship-To in the drop-down box at the top of the form (this will not be available if you do not have more than one ship-to, or if you do not have access to other Ship-To accounts for your company).

Please note that any changes you make to your ship-to(s) will only be temporary changes, used for this session only. The changes **will not** be saved for future use.

Please check this information carefully!

NOTE: If you have multiple locations or frequently ship to addresses other than your primary address, APR can set up multiple locations in Web Commerce. You can then pick the address from the login screen as shown in Section 1 – Logging In, Step 3. Please contact your APR Salesperson for more information

### 2. Payment Information

Select or enter your payment information for the credit card you're using. Credit cards previously used are kept on file, or you can enter a new card. SEE Section 6.3 – Pay without Credit Card if you plan on paying without a credit card.  
**Click on Continue With Checkout**

### 3. Final Review

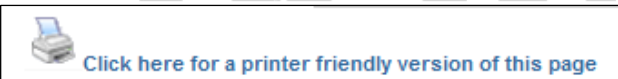
The next step is the final order review, where you should double check that all the information is correct. If not, use the links to update incorrect information. **Click on Place Order to submit your order.**

### 6.3. Pay Without Credit Card

This option is available if your company has set up an account with us and arranged for company billing. If this is the case, when you check out you will see a Pay Without Credit Card button. Clicking on the Pay Without Credit Card button will set this order to be charged to your account, and you can continue with checkout.

### 6.4. Printing the Order

Once you have submitted the order, you will receive a confirmation screen that shows the APR Sales Order Number along with the items ordered, shipping information, and payment information. You also have the ability to print the invoice. Click on the "Printer Friendly Version" link at the bottom of the order to open a page with an invoice format that can be sent directly to your printer.



**CAUTION:** Click on the SUBMIT button only once to place the order. Wait for the screen to refresh and show you the ORDER number at the top of your order. When you see the order number, your order is placed. Be patient for this screen to appear. If it doesn't appear after a minute and you think the order didn't get submitted, do not click on the SUBMIT button again. Go directly to your OPEN ORDERS by clicking on the MY ACCOUNT menu option and selecting the OPEN ORDERS/BIDS option. The top order should be the one you just placed. If isn't, go back to your cart and then resubmit (you can get there quickly by clicking on your browser's BACK button until you get back to the EXPRESS CHECKOUT screen.)

Thank you for your order

Your order number is: S3859078

Shipping Address		Billing Address	
I. M. HAPPY 749 Guilford Street LEBANON PA 17046		I. M. HAPPY 305 N. 5TH ST. LEBANON PA 17046	
Shipping Instructions		Order Details	
Please deliver with care.		Order Date:	11/03/2009
		Required Date:	11/03/2009
		Ship Date:	11/03/2009
		Ship Via:	APR TRUCK DELIV
		Ordered By:	Hans Olbe
		Phone #:	717-274-5999
		PO #:	X3456-Group
		Release #:	
		Status:	Bid

Qty	Item Description	Availability	Your Price	Ext Price
1ea	NEWYOR MICROTEK3-2 LOW MASS BOILER	5 ea	2159.000 ea	2159.000
1ea	VAUGHN S50-TPP 50 GAL INDIRECT WATER HEATER	2 ea	1417.500 EA	1417.500
1ea	TACO 329-3 1/2 CI FAST FILL SWT UN	1193 ea	60.000 ea	60.000
2ea	SM 5 26 GA 4-PC 90 EL V526	360 ea	6.540 EA	13.080
3ea	SM 5 26 GA 2FT ROUND PIPE	184 ea	7.950 EA	23.850
1ea	FIELD SRC DRAFT CONTROL 46207201	83 ea	26.460 ea	26.460
1ea	3/8" OD X 50' COIL REF TUBING	99 ea	69.800 ea	69.800
			<b>Subtotal</b>	<b>3769.69</b>
			<b>Tax</b>	<b>226.18</b>
			<b>Freight</b>	<b>0.00</b>
			<b>Handling</b>	<b>0.00</b>
			<b>Discount</b>	<b>-37.70</b>
			<b>Order Total</b>	<b>3958.17</b>

Your Discount is Comprised of an Automatic Web Discount of 37.70.

[Click here for a printer friendly version of this page](#)

## II. ADVANCED WEB ORDER ENTRY

### 7. Product Groups

This function should be used to group products you purchase regularly. You can also use this feature to group products by job or by job type.

#### 7.1. Add Items to a Product Group

1. Find the items that you'd like to add to a product group through a search or category drill-down
2. Check the **Select Item checkbox** if you have multiple items shown
3. Click **Add Checked Items to Product Group**



OR

A screenshot of a blue button with white text that reads "ADD ITEM TO MY PRODUCT GROUPS".

A page listing the Product Groups you have set up will then be displayed. If you've already set up the Product Group you'd like to add items to, select it; or select Create a New Product Group and give the group a name. If you're making a new Product Group, the items you've selected will be listed below the name field. If you are adding products to an existing group, the new items will be added to the list and the whole list displayed on the next page.

#### 7.2. Using Product Groups

Once you've selected a group or chosen to Create a New Product Group, the next page lists all the items in that group.

The buttons at the bottom of the list allow you to update the quantities of items, compare items, remove items, or add items to your current cart.

- **UPDATE**  
If you are updating the quantities to be kept as the default, use Update.
- **COMPARE CHECKED ITEMS**  
Select two or more items to compare by checking the Select Item box, then click Compare Checked Items to see similarities and differences.
- **REMOVE CHECKED ITEMS**  
Select any items to be removed by checking the Select Item box, then click Remove Checked Items.
- **ADD CHECKED ITEMS TO CART**  
Enter the quantities you would like to add to your cart and click Add Checked Items to

Cart. For quantities of one you can simply check the Select Item box and click Add Checked Items to Cart.

The Comments field is there for your reference and does not appear on invoices or order pages. It is useful for leaving messages for other people in your company who are using the same group. For example, "Please check if these are the right sinks for the Smith job."

### 7.3. Renaming Product Groups

Unfortunately, at this time you cannot directly change a Product group name. For very short product groups, it may be best just to remove the old group and create a new group from scratch. If you do have a larger group however, it is possible to create a copy of the old group by following these steps:

STEP	Action
<b>1</b>	Create the NEW product Group (Under Product Group in the main menu, select CREATE A NEW PRODUCT GROUP (the last product group in your list) then click on Continue. Enter the new group and then SAVE)
<b>2</b>	View the product group you want to copy and then click on ADD TO CART. <b>NOTE:</b> You should have a BLANK cart before doing this.
<b>3</b>	View your cart.
<b>4</b>	Make any changes to the "order" to reflect what you want in the new product group. (i.e. if you want to remove or add something, do so to make the items in your cart look like what you want to be in the NEW product group.)
<b>5</b>	Click on the EXPRESS CHECKOUT button.
<b>6</b>	Complete the EXPRESS CHECKOUT page, and MAKE SURE the ORDER STATUS is set to BID and then click on the SUBMIT button to save the order. You will now have an NEW Bid in your OPEN orders. <b>WARNING</b> If you do not set the order status to BID, expect the products to show up at your door! Bid Status does not automatically submit the order.
<b>7</b>	From the main menu, click on MY ACCOUNT, then select OPEN ORDERS /BIDS
<b>8</b>	Select the new bid you just created. It should be the top one.
<b>9</b>	Go to the bottom of the lines items and click on COPY ITEMS TO PRODUCT GROUP
<b>10</b>	Select the NEW product group you created in step i. above. You have now created the new product groups.
<b>11</b>	GO back to the main menu and select the bid again as you did in steps vii. and viii. Above
<b>12</b>	At the bottom, click on CANCEL BID to remove the bid from your list of open bids and orders and you are done!

### 7.4. Obsolete Parts in your Product Groups

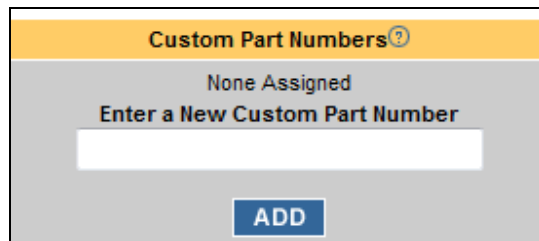
One word of caution when using product groups: If APR removes a product from our standard stock item through obsolescence or possibly if APR switches a product to a new part, you will not be notified of the change in Web Commerce, nor will your existing product groups be

updated to reflect those changes. You will have to make those changes manually when you become aware of the change. Fortunately, this shouldn't happen frequently. Be aware of this though with dealer based products where new models are introduced frequently.

## 8. Custom Part Numbers

You can use this feature to assign your customer specific part numbers to the items you buy. These numbers will be stored and allow you to use these part numbers when placing orders in the future. When using the Search functions, you can enter your own part numbers and the search results will include your numbers.

Your Custom Part Number appears with the line item description on the sales order.




Custom Part Numbers?

None Assigned

Enter a New Custom Part Number

ADD

### 8.1. Assigning Custom Part Numbers

- View the product details page for the item to which you want to add your part number.
- Click on **View Custom Part Numbers and Availability** (If the Customer Part Number box is not already visible.)
- **Enter** a New Custom Part Number
- Click **Add** (Pressing Enter will not work for this) 



## 9. My Account

My Account will allow you to see your order history with APR, including open orders as well as completed orders. You can also reprint any order.

### 9.1. Account Inquiry

I. M. HAPPY IMHAP		As of Date: 11/03/2009		GO			
Future:	0.00	Deposits:	0.00	Contact	Phone		
Current:	0.00	Orders:	0.00	J.T.	717-274-5999		
31-60:	0.00	MTD Sales:	0.00	FAX			
61-90:	0.00	YTD Sales:	0.00	Terms:	NET 30 DAYS		
91-120:	0.00	6-Mo Average:	0.00	Credit Limit:	500.00		
Over 120:	0.00	6-Mo High:	0.00	Available:	500.00		
Total:	0.00	Payment Days:	0	Last Sale:	04/27/06 0.00		
				Last Payment:	0.00		
Reference #	Br	Date	Amount	Payment	Pmt Date	Balance	Age
No Orders Found							
Or you can search by Reference # or PO # or Release # :						<input type="text"/>	GO

*This page may not be available for all accounts or users, and may require a separate password for access.*

This page details financial information about your account. It displays future, current and aged balances with totals. It also displays month and year to date sales, available credit limit, last payment, terms, and contact information. This information covers all your open orders, not just those placed over the web.

You can search by Reference number or by selecting a page in the upper right corner of the page. The date span defaults to everything, and it determines what transactions are listed and the aging of all account balances displayed. The Reference number can be either a sales order number or your purchase order number.

#### **Future**

The part of your balance that is due, that has not yet appeared on a statement.

#### **Current**

The part of the balance that has been billed and is due in the current period.

#### **31-60, 61-90, 91-120, Over 120**

The part of your balance that is overdue, by number of days overdue.

#### **Total**

Your total balance due.

#### **Deposits**

The total of all deposits you've made against open orders.

#### **Orders**

The dollar value of material that has been ordered but not yet been shipped to you.

**MTD Sales, YTD Sales**

Month-to-date and year-to-date sales. Your total sales so far in the current month or year.

**6-Mo Average**

Your average balance due over the last 6 months.

**6-Mo High**

The highest total balance due over the last 6 months, at a single point.

**Payment Days**

This is the average number of days it takes you to pay your balance.

**Contact**

The names and phone numbers for contacting you.

**Terms**

Your payment terms for your account.

**Credit Limit**

The total credit available for your account.

**Available**

What is available on your credit; the difference between your limit and the total balance due.

**Last Sale**

Shows the date and amount of the last sale to your account.

**Last Payment**

Shows the date and amount of the last payment made on your account.

**Reference Number**

The sales order number, check number or cash payment number of a transaction.

**Br**

Branch you worked with on that transaction.

**Date**

The posting date of the transaction.

**Amount**

The amount of the transaction.

**Payment**

The amount applied to the original transaction.

**Pmt Date**

The date the payment was made.

**Balance**

The remaining balance for the transaction.

**Age**

The aging category of the transaction.

## 9.2. My Settings

Use the Product Display options to set up how your product results will be displayed. If you are on a dial-up connection, we recommend the text-only view. The text-only view has a y/n notation of whether there is an image or not, and if there is, you can click on the Y and see the picture as a popup above the product results page.

The Express Checkout Settings allow you to preset your default ordering information, then use Express Checkout for one-click ordering. Select your default credit card and shipping address from the drop-down menus, then click **Save and Continue**.

## 9.3. Bids

This page lists your orders that are in Bid status, meaning they have been submitted, but not yet approved as orders. This is often the default status for orders submitted from the web. As soon as we process your bid, it will switch to an open order, then it will be invoiced and you will be able to see it in your order history.

Pricing on bids is good for a set amount of time. If a bid is not marked as expired, then when you copy the items to your current cart they will have the same pricing. Bids that are expired may have pricing changes when you copy the items to your current cart.

Click on a **Bid Number** to see the order detail, including the items, ship via, comments, etc. To copy the items to your current cart click on **Copy Items To Cart**. You can also click on **Modify Bid** to add or remove items from the bid.

## 9.4. Open Orders

This page shows you the orders that you have submitted, but have not yet been invoiced.

You can search for an order using the PO number or the Sales Order number by performing a reference number search.

Click on an **Order Number** to see the order detail including the items on the order, ship via and comments. You can also copy the items to your current cart from here.

## 9.5. Order History

*This page may not be available for all accounts or users, and may require a separate password for access.*

The order history contains a record of all open orders and other transactions that have been invoiced and notes whether each transaction is a credit or debit. This page does not include bids or open orders.

The initial view is from the beginning of your account to today. Enter alternate dates and click on **Get More Transactions** to see a specific date range.

Click on the **Reference Number** to see the transaction detail including post date and time, user ID of the person who placed the order, the amount and the method of payment.

## 9.6. Print Invoices

Enter your date range making sure that the Start Date is earlier than the End Date, and click **Submit**. It may take a few minutes for the server to return a page.

This function will only show you orders that have already been invoiced, not open orders or bids, or cancelled invoices. You will be returned a page displaying all of the invoices within that date range. Use your browser's print command to print the invoices.

Depending on the number of invoices, it may take a few minutes for the page to load, even on high speed connections.

## 10. My Carts

If you have items in your cart that you would like to buy, but not right now, you can save your cart by going to **My Carts**, and clicking on **Save Current Cart**. It will be available to you on future visits, until you decide to delete it or submit the cart as an order.

To buy items you saved previously, click on **View Saved Carts**, select the cart you would like and click **GO**. The items will be added to your current cart.

To delete a saved cart, click on **View Saved Carts**, select the cart to be deleted, and click **DELETE**.

NOTES

**APR SUPPLY CO.**

NOTES

**APR SUPPLY CO.**

## Common APR Supply Abbreviations

22-1/2 Elbow	22-1/2	Galvanized Steel Pipe	GSP
45 Elbow	45	Handicapped	ADA
90 Elbow	90	Heater	HTR
Adapter	ADPT	Heavy Duty	HD
Angle	ANG	Horizontal	HORZ
Assembly	ASSY	Hose	HOSE
Backflow Preventor	BFP	Insulation	INS
Ball & Waste	BW	Long Turn	LTRN
Ball Valve	BV	Magnetic	MAG
Beveled	BEV	Male	M
Black Fitting	BLKFIT	Male Adapter	MADPT
Black Steel Pipe	BSP	Male Pipe Thread	MPT
Brass Fitting	BRAFIT	Malleable Iron	MAL
Boiler	BLR	Nipple	NIP
Burner	BRN	Pipe	PIPE
Bushing	BUSH	PEX Fitting	PEXFIT
Cartridge	CART	P-Trap	PTRA
Cast Iron	CI	Plastic Pipe	PLAPIP
Circulator	CIRC	PVC	PVC
Close	CL	PVC Schedule 40	PVC40
Compression	COMP	Quarter Turn	1/4TRN
Connector	CON	Reducer	RED
Control	CTRL	Repair	REP
Copper	COP	Return Bend	RBEND
Copper Clad	CC	Reverse	REV
Copper Fitting	COPFIT	Round Front	RF
Coupling	CPLG	Sheet Metal	SM
CPVC	CPVC	Slip	SL
Curved	CUR	Spigot	SP
Degree	DEG	Steam	STM
Descanco	DES	Steel	STL
Double	DBL	Stop	STP
Drain, Waste, Vent	DWV	Straight	STR
Elbow	EL	S-Trap	STRA
Elongated	ELG	Street	ST
Exchange	EXC	Sweat	SWT
Extra Large or Long	XL	Tailpiece	TP
Female	F	Tee	T
Female Adaptor	FADPT	Thread	THD
Female Pile Thread	FPT	U-Bend	UBND
Fitting	FTG or FIT	Union	Un
Flange	FLG	Valve	VLV
Flare	FLR	Water	WTR
Flexible Gas Connection	Flex Gas Con	WELD	WLD
Galvanized	GA	Whirlpool	WP

## Common APR Supply Abbreviations

### COLORS

Almond	ALM
Biscuit	BSCT
Bisque	BIS
Black	BLK
Blue	BLU
Bone	BNE
Bronze	BRZ
Brown	BRWN
Copper	COP
Dessert Sand	DSAND
Dusty Rose	DROSE
Glacier Blue	GLACBLU
Green	GRN
Natural	NAT
Onyx	ONYX
Peach	P
Peach Bisque	PBIS
Platinum	PLAT
Rose	ROSE
Ruby	RUBY
Sand	SAND
Silk	SLK
Verde	VERD
White	WHT
Yellow	YEL
Zinfandel	ZIN

### FINISHES

Brass	BR
Brushed Nickel	BRNCK
Chrome	C
Chrome Plated	CP
Nickel	NCK
Pearl Nickel	PNCK
Polished Brass	PBR
Rubbed Bronze	RUBBRZ
Stainless Steel	SS

### UNITS OF MEASURE

Bag	BG
Box	BX
Case	CS
Cubic Foot	CF
Each	EA
Foot (Feet)	` or FT
Inch	" or IN
Package	PKG
Pair	PR
Pound(s)	LB(s)
Set	SET
Skid	SK