AMERICAN PAPER & TWINE ™

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

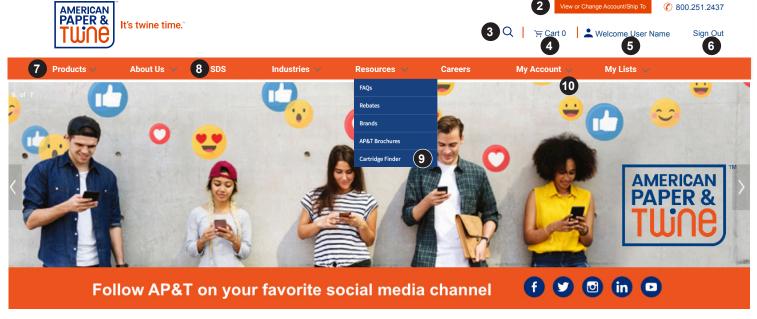2. Click to view or change the Account/Ship To you are signed in under
3. Search by keyword, item number, brand or manufacturer number
4. Click to go to Shopping Cart

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

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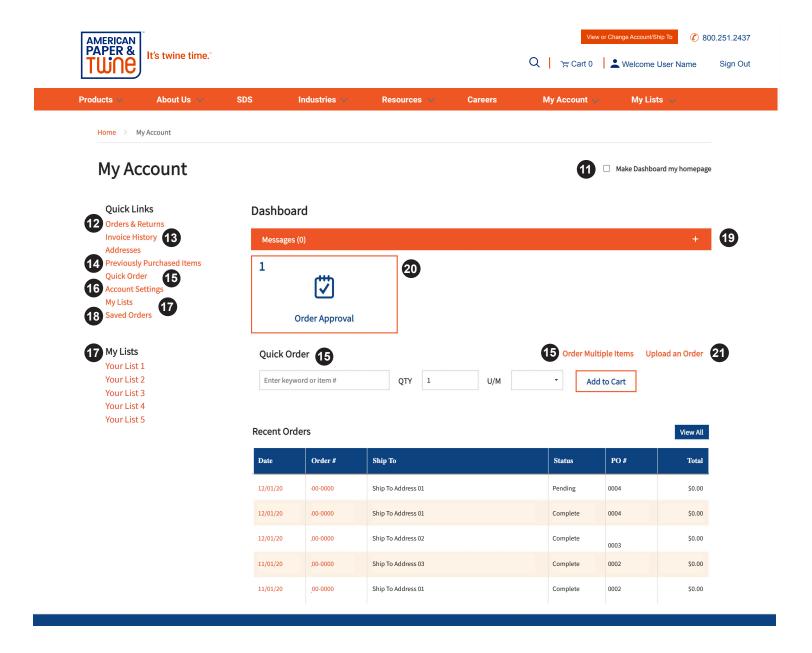10. My Account Drop Down Menu

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
12. Click to view Orders & Returns
13. Click to view Invoice History
14. Click to view Previously Purchased Items

15. 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

AMERICAN PAPER & TWINE 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

My Account

⑪ ☐ Make Dashboard my homepage

Quick Links

⑫ Orders & Returns
Invoice History ⑬
Addresses
⑭ Previously Purchased Items
Quick Order ⑮
⑯ Account Settings
My Lists ⑰
⑱ Saved Orders

⑰ **My Lists**
Your List 1
Your List 2
Your List 3
Your List 4
Your List 5

Dashboard

| Messages (0) | + | ⑲ |

1
📋
Order Approval   ⑳

Quick Order ⑮

| Enter keyword or item # | QTY | 1 | U/M | ⌄ | Add to Cart |

⑮ Order Multiple Items   Upload an Order ㉑

Recent Orders   [View All]

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

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or if you have issues your account.

ShopAPT Quick Reference Guide

Revised 1/21

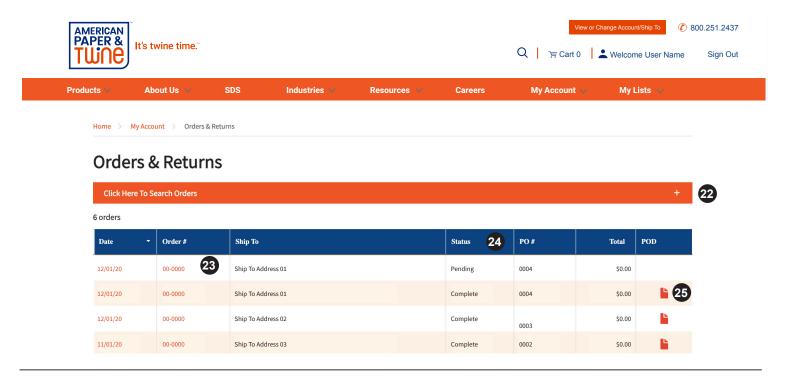## Orders & Returns Page:

22. Click bar to search Orders & Returns
23. Click order # to view order details
24. View order status
25. Download proof of delivery

Orders & Returns

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

Order # 0000-00

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		1Z000000000000000

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Invoice History Page:

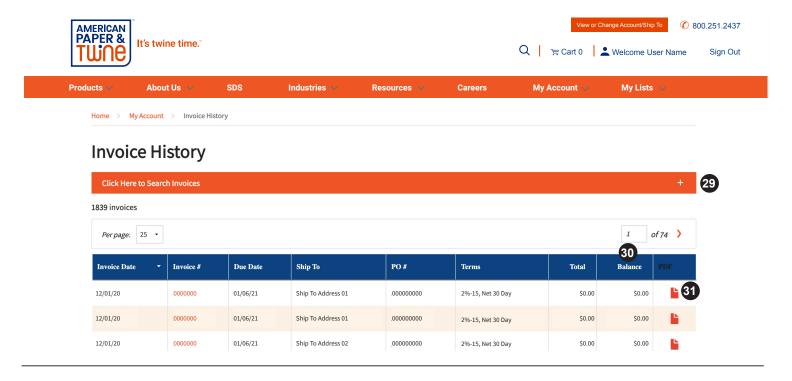29. Click bar to search Invoices
30. Check invoice balances

31. Download and reprint invoices

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🔍 | 🛒 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 ›

30

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

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

Home › My Account › My Lists › New List

32 My List Details

New List   **33** Schedule Email Reminder   Copy   Share **34**

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 ▾

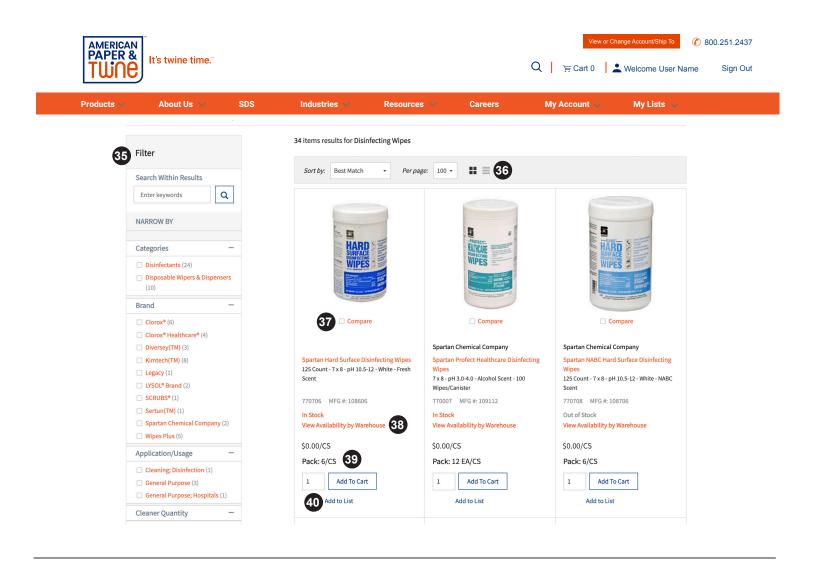Please email ecommerce@aptcommerce.com with questions regarding ShopAPT.com or if you have issues your account.

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.
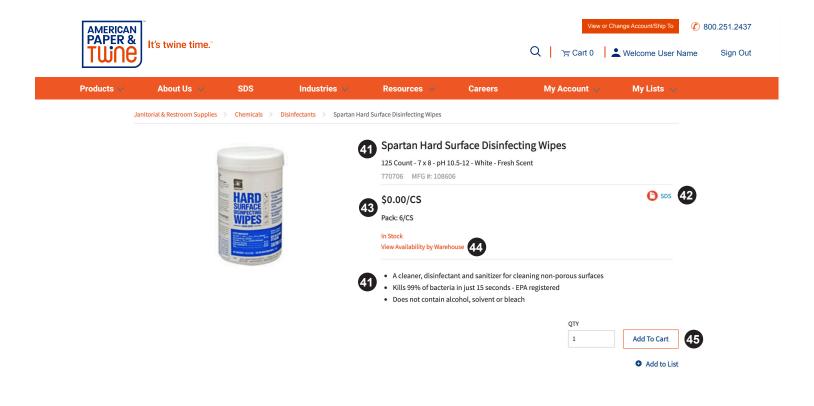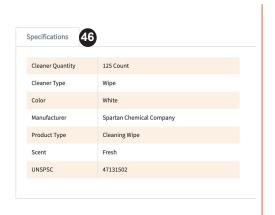

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Products ⌄ · About Us ⌄ · SDS · Industries ⌄ · Resources ⌄ · Careers · My Account ⌄ · My Lists ⌄

35 Filter

Search Within Results

Enter keywords 🔍

NARROW BY

Categories −
- ☐ Disinfectants (24)
- ☐ Disposable Wipers & Dispensers (10)

Brand −
- ☐ Clorox® (6)
- ☐ Clorox® Healthcare® (4)
- ☐ Diversey(TM) (3)
- ☐ Kimtech(TM) (8)
- ☐ Legacy (1)
- ☐ LYSOL® Brand (2)
- ☐ SCRUBS® (1)
- ☐ Sertun(TM) (1)
- ☐ Spartan Chemical Company (2)
- ☐ Wipes Plus (5)

Application/Usage −
- ☐ Cleaning; Disinfection (1)
- ☐ General Purpose (3)
- ☐ General Purpose; Hospitals (1)

Cleaner Quantity −

34 items results for Disinfecting Wipes

Sort by: Best Match · Per page: 100 · ▦ ≡ **36**

37 ☐ Compare

Spartan Hard Surface Disinfecting Wipes
125 Count - 7 x 8 - pH 10.5-12 - White - Fresh Scent

770706   MFG #: 108606

In Stock
View Availability by Warehouse **38**

$0.00/CS

Pack: 6/CS **39**

[1] [Add To Cart]

40 Add to List

☐ Compare

Spartan Chemical Company

Spartan Profect Healthcare Disinfecting Wipes
7 x 8 - pH 3.0-4.0 - Alcohol Scent - 100 Wipes/Canister

770007   MFG #: 109112

In Stock
View Availability by Warehouse

$0.00/CS

Pack: 12 EA/CS

[1] [Add To Cart]

Add to List

☐ Compare

Spartan Chemical Company

Spartan NABC Hard Surface Disinfecting Wipes
125 Count - 7 x 8 - pH 10.5-12 - White - NABC Scent

770708   MFG #: 108706

Out of Stock
View Availability by Warehouse

$0.00/CS

Pack: 6/CS

[1] [Add To Cart]

Add to List

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

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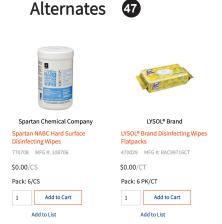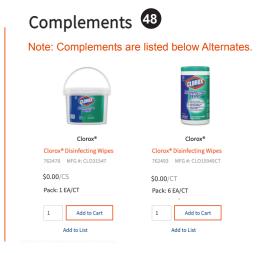
41. Provides detailed information for a specific item
42. View and download SDS for the specific item
43. View cost, pack and unit of measure
44. View stock availability*

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.
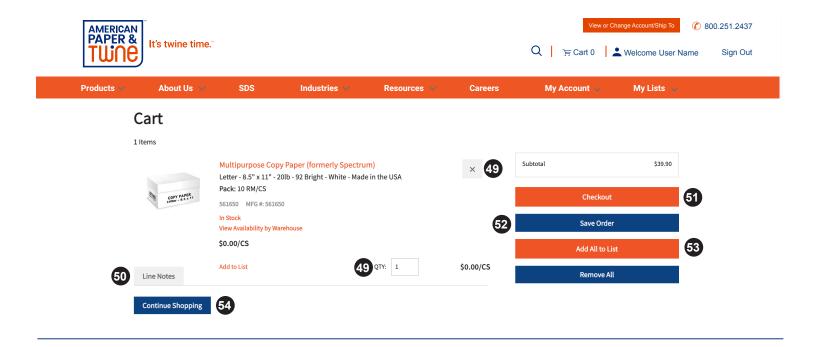

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Products ∨   About Us ∨   SDS   Industries ∨   Resources ∨   Careers   My Account ∨   My Lists ∨

Janitorial & Restroom Supplies > Chemicals > Disinfectants > Spartan Hard Surface Disinfecting Wipes

(41) Spartan Hard Surface Disinfecting Wipes
125 Count - 7 x 8 - pH 10.5-12 - White - Fresh Scent
770706   MFG #: 108606

(43) $0.00/CS   🔴 SDS **(42)**
Pack: 6/CS

In Stock
View Availability by Warehouse **(44)**

(41)
- A cleaner, disinfectant and sanitizer for cleaning non-porous surfaces
- Kills 99% of bacteria in just 15 seconds - EPA registered
- Does not contain alcohol, solvent or bleach

QTY
[1]   [Add To Cart] **(45)**

➕ Add to List

Specifications **(46)**

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

Alternates **(47)**

Spartan Chemical Company
Spartan NABC Hard Surface Disinfecting Wipes
770708   MFG #: 108706
$0.00/CS
Pack: 6/CS
[1] [Add to Cart]
Add to List

LYSOL® Brand
LYSOL® Brand Disinfecting Wipes Flatpacks
470029   MFG #: RAC99716CT
$0.00/CT
Pack: 6 PK/CT
[1] [Add to Cart]
Add to List

Complements **(48)**

Note: Complements are listed below Alternates.

Clorox®
Clorox® Disinfecting Wipes
762478   MFG #: CLO31547
$0.00/CS
Pack: 1 EA/CT
[1] [Add to Cart]
Add to List

Clorox®
Clorox® Disinfecting Wipes
762493   MFG #: CLO15949CT
$0.00/CT
Pack: 6 EA/CT
[1] [Add to Cart]
Add to List

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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
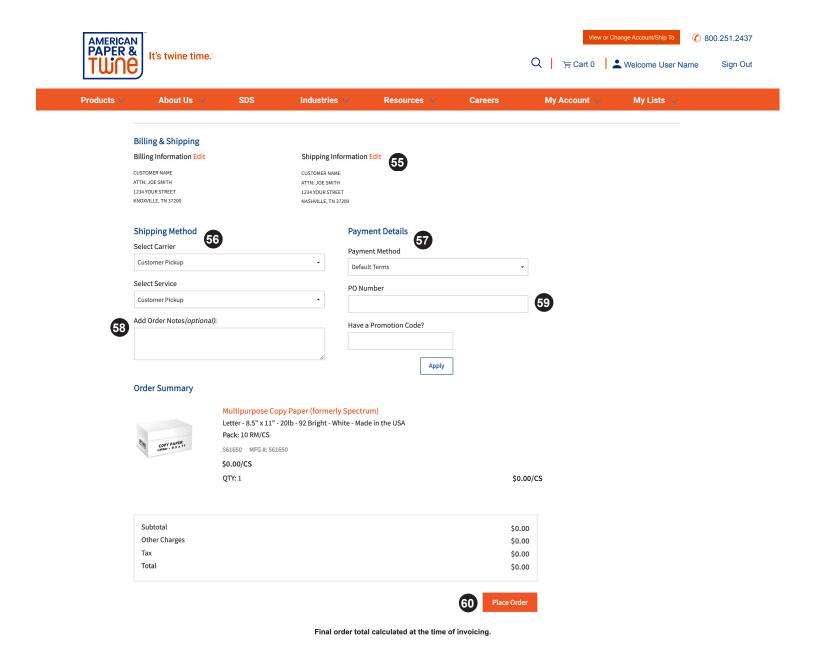54. Continue shopping without placing order

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

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

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

Billing & Shipping

Billing Information Edit

CUSTOMER NAME
ATTN: JOE SMITH
1234 YOUR STREET
KNOXVILLE, TN 37200

Shipping Information Edit **55**

CUSTOMER NAME
ATTN: JOE SMITH
1234 YOUR STREET
NASHVILLE, TN 37209

Shipping Method **56**

Select Carrier

Customer Pickup ▾

Select Service

Customer Pickup ▾

58 Add Order Notes *(optional)*:

Payment Details **57**

Payment Method

Default Terms ▾

PO Number

[   ] **59**

Have a Promotion Code?

[   ]

Apply

Order Summary

Multipurpose Copy Paper (formerly Spectrum)
Letter - 8.5" x 11" - 20lb - 92 Bright - White - Made in the USA
Pack: 10 RM/CS

561650   MFG #: 561650

$0.00/CS
QTY: 1 $0.00/CS

Subtotal	$0.00
Other Charges	$0.00
Tax	$0.00
Total	$0.00

60 [Place Order]

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.