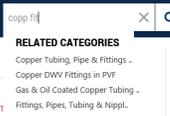


Welcome to APR Supply's Web 3.0. This is our 3<sup>rd</sup> Generation web site that combines both our information portal and our eCommerce portal into one easy to use platform. Our site is designed with you, our customer, in mind and provides features well beyond what you might expect from a traditional retail site. We removed a lot of the clutter, so you can get right to what's important to you, researching and buying the products we sell.

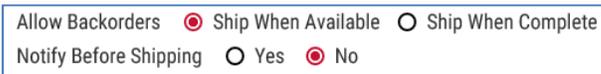
Use this guide to learn about the features beyond the basics that will make doing business with APR Supply easier and faster!

[www.aprsupply.com](http://www.aprsupply.com)

Thank you for allowing APR Supply to be part of your success!

PRODUCT SEARCH		
<b>Method 1</b>	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. <b>OLD TIMERS TIP:</b> For those familiar with the original APR Web Commerce site, DO NOT enter a period in front of the number.
<b>Method 2</b>	Your Part Numbers!	If you entered your part numbers, you can search by those as well! See the section - <b>Adding Your Part Numbers</b> in this guide for more instructions. 
<b>Method 3</b>	You know the Manufacturer ID, Model, or description	Just type in what you know in the search box and see what comes up! Pay attention to the Type Ahead Search results that continually update as you type in more information. You can type in part numbers, model numbers, descriptions and drill down categories to find what you need. 
	<b>Search Tips</b>	<ul style="list-style-type: none"> <li>• Try typing less rather than more. When you see the results, refine the search!</li> <li>• Only enter the first few characters of a word...even if entering multiple words</li> <li>• If having trouble, try less words. For example, instead of "Hot Water Heaters", try "Water Heaters".</li> </ul>
<b>Method 4a</b>	Product Category Drilldowns	Use any of the various locations on the site to start drilling into product categories. Click on the Products Menu, the Shop Products link under the search box, or the big category boxes. 
<b>4b</b>	Product Category Filters	Once drilled into a category, use the filters on the left side to narrow the search results by specific attributes. The list will be narrowed by what you selected and then you can choose additional filters to narrow further. 
<b>ADVANCED SEARCH</b>		To narrow your search results, try Advanced Search. Here you can search only through selected areas such as manufacturer part number, description only, your part numbers, or APR Part Numbers!

ORDER OPTIONS	
 <p>Depending on your account setup, you may have several different order options available to you. Click on the <b>Order Options</b> Link to select</p>	
<b>Order Option</b>	<b>Action</b>
<b>Bid Only</b>	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.
<b>Ship to My Address</b>	Traditional order where we will deliver to the address you specify on the order
<b>I will Pick-UP TODAY</b>	Will-Call order where you place the order online but will travel to branch to pick up. <b>TIP:</b> Pay attention to available quantities before you travel! See <b>Checking Inventory</b> in this guide for details.
<b>Deliver to Branch...</b>	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	
 <p>Depending on your account setup and the <b>Order Option</b> 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 <b>CHECKOUT</b> button from your CART.</p>	
Option	Action
<b>Allow Backorders</b>	
<b>Ship When Available</b>	APR Will deliver the product to you as available. We will not hold the order if any product is backordered. <b>(Default)</b>
<b>Ship When Compete</b>	APR will HOLD the order until all products are in stock and deliver the order complete.
<b>Notify Before Shipping</b>	
<b>No</b>	APR will simply deliver the order when ready to ship. This is your typical delivery that most customers use. <b>(Default)</b>
<b>Yes</b>	APR Supply will HOLD the order until we contact you for further instructions. This may be important for product that is backordered or needs to be delivered to a job site on a coordinated date and you need to provide us with further instructions.

## Linked Products

For many products, if you are on the product detail page and scroll down beneath the product descriptions, you will see linked items to that product. This is a list of related products that may be needed to complete a job or accessories that go along with the product selected. For example, if you have an Outdoor HVAC Condenser, the linked items may be Line Sets, Air Handlers, Thermostats, etc. Use this section to quickly add additional product to your order without having to search for them!



**13SEER R-410A AIR CONDITIONER CONDENSER**

Mfg. Name: [13SEER R-410A](#) Your Price: **Request for Quote**

MPN: [13SEER R-410A](#)

Brand: [13SEER R-410A](#)

APR Part #: 1391424

Min. Order Qty: 1  
Qty. Interval: 1

[Call for Availability](#)

1 [ADD TO CART](#)

[Add to Product Group](#)

[Add/Remove CPN](#)

**FEATURES**

- **Designed Using Galvanized Steel:** with a polyester urethane coat finish. The 950 hour s units.
- **Composite Base Pan:** Absorbs sound and is corrosion resistant. Composite is also stro
- **Permanently Lubricated Motor:** A heavy duty PSC motor for long lasting reliability and d protected from rain and snow.

**LINE SETS**

			
216 CSX 1/2" 16' 90' LINE SET WHITE COPPER	216 CSX 1/2" 16' 90' LINE SET WHITE COPPER	216 CSX 1/2" 12' 90' LINE SET WHITE COPPER	216 CSX 1/2" 16' 90' LINE SET WHITE COPPER
<a href="#">ADD TO CART</a>			

**AIR HANDLERS**

			
13/16" 1/2" POSITION UNIVERSAL COPPER AIR HANDLER, MC 2023A	Indoor Air Handler With Thermostatic Expansion Valve, 001925 Y 5014- ps	Indoor Air Handler, 3/16" 1/2" 16' 90' LINE SET WHITE COPPER	Indoor Air Handler With Thermostatic Expansion Valve, 001925 Y 5014- ps
<a href="#">ADD TO CART</a>			

**THERMOSTATS**

	
Programmable Thermostat, 4010 30 day P Heat/101a 2502	Programmable Thermostat, 4010 30 day P Heat/101a 2502
<a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>

## Express View



When viewing a product list in your search results or category drill down use the Express View to remove the images and get a condensed view of the items. From here you can quickly scan the list and add multiple item to your cart. For example, you filter your list by 1½ IN PCV Fittings and view the results in express view. Now you can quickly scan the fittings and add the ones you want to the cart, including changing the quantities!

- Select the products by:
  - Check the box
  - Enter / change a quantity
- Select All Products by checking  **Select All** at the top of the list
- Unselect products by:
  - Uncheck the box
  - Enter zero (0) in the quantity box
- Unselect All Products by unchecking  **Select All** at the top of the list
- Click **ADD SELECTED TO CART** at either the top or bottom of the list. **EASY!**

View: **Express View** Sort By: **SmartRank**

[ADD SELECTED TO CART](#) [ADD SELECTED TO PRODUCT GROUP](#)

<input type="checkbox"/> Select All	Item Description
<input checked="" type="checkbox"/> 25	<a href="#">ADD TO CART</a> PLAPIP 1-1/2 X 10 PVC PIPE
<input checked="" type="checkbox"/> 1	<a href="#">ADD TO CART</a> PLAPIP 1-1/2 X 20 PVC PIPE
<input checked="" type="checkbox"/> 8	<a href="#">ADD TO CART</a> PVCDWV 1-1/2 90 EL H
<input type="checkbox"/> 1	<a href="#">ADD TO CART</a> PVCDWV 1-1/2 90 ST E
<input checked="" type="checkbox"/> 5	<a href="#">ADD TO CART</a> PVCDWV 1-1/2 LONG T HXH
<input type="checkbox"/> 1	<a href="#">ADD TO CART</a> PVCDWV 1-1/2 90 VENT SPGXH
<input checked="" type="checkbox"/> 1	<a href="#">ADD TO CART</a> PVCDWV 1-1/2 90 VENT
<input type="checkbox"/> 1	<a href="#">ADD TO CART</a> PVCDWV 1-1/2 90 DRI FL

**BONUS Tip:** You can easily add multiple items to your Product Groups using the same process above and then clicking **ADD SELECTED TO PRODUCT GROUP**

## SMART RANK™

Smart Rank™ is the default way product search and category lists are sorted to provide the most relevant items at the top. For some items it is the most popular items and other products it is based on a logical sort of the products such as size or type of product.

Sort By: **SmartRank**

- SmartRank**
- Relevance
- MPN (Asc)
- MPN (Desc)

## Checking Inventory

Lebanon Distribution Center	1745 In Stock
Lebanon	70 In Stock
Sinking Spring	25 In Stock
Harrisburg	34 In Stock
Other APR Locations	1481 In Stock

For any product, by default you will see TOTAL available inventory unless you select a specific branch from your *Order Options*. From the Product Detail page, click on the [Check Other Locations](#) 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!

## 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 matches a number in your system or 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!



COPFIT 1/2 90 EL CXC  
Brand: Approved Vendor  
Mfg. Name: Approved Vendor  
APR Part #: 5056  
Customer Part Number: CATDOG  
Min. Order Qty: 1  
Qty. Interval: 1

Action	Steps
<p><b>Adding / Edit / Remove</b></p>	<p>1) View the detail of a part by clicking on the description or image thumbnail for the product. (Find the product Using Search, Drill Down, or from the Item on Order)</p> <p>2) Click on <a href="#">Add/Remove CPN</a> (Customer Part Number).</p> <p>BONUS: You may add more than one part number to an APR Supply part.</p>
	<p><b>ADD:</b> Enter your part number and click on the <b>ADD</b> button to save. <i>TIP: Your numbers should be 15 characters or less and can include numbers and letters.</i></p> <p><b>UPDATE:</b> Check an existing part number, enter the the one and then click on the <b>Update</b> button.</p> <p><b>REMOVE:</b> Check the box after the part number you want to remove and click on the <b>Remove</b> button to remove your part number.</p>

## PRODUCT GROUPS

You may save frequently referenced products into a Product Group for easy recall later. **Example 1:** You want a group of products related to a specific job type such has water heater install where you typically buy the same products for each installation. **Example 2:** You want to group commonly ordered product together such as your top 20 fittings. **Example 3:** 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, select the products you want to add to a product group by checking the box by each product. You can select ALL by checking <input type="checkbox"/> Select All at the top of the product list. Once you have selected the products click on the <a href="#">Save To Product Group</a> link located at the top of the product list.	1	From any product details page, click on the Add to Product Group link.. <b>NOTE:</b> Click on the Product description or image thumbnail on any product list to see the product detail page.
2a	<p><b>Create a NEW Product Group:</b></p> <p>1) If you already have product groups created, you will see a list of your product groups and also a box at the top where you can simply enter the new name of the group.</p> <p>2) If this is your first product group, click <b>Add New Group</b> in the Product Group summary page.</p>		
2b	<p><b>Add to an Existing Product Group:</b> Select the product group from the drop down list. Your product(s) will be added to the existing group.</p>		

### Retrieving a Product Group

1	Click on My Account menu, select <input checked="" type="checkbox"/> My Product Groups from the dropdown menu. <b>NOTE:</b> If you are already in any MY Account Page, Product Groups are also listed at the top if the page.
2	To Select, click on the name of the Product Group you want to see the individual products (or click the Edit link).
3	Select the individual products <input checked="" type="checkbox"/> you want add or <input checked="" type="checkbox"/> SELECT ALL to check all products. You may also edit the default quantities to what you need for this order. <b>NOTE: Default Quantities:</b> If you want to permanantly change the quantity for this product group, click o the UPDATE link. The next time you pull up this product group, the default quantity will be changed.
4	Click on <b>ADD SELECTED TO CART</b> to move the selected items to your Cart. This will append the products to your cart. If you already have products in your cart, they will remain.

## AWARDS PROGRAM

<p><b>AWARDS PROGRAM</b></p> <p>Total Awards Points    Total YTD Sales</p> <p>250,000                      \$50,000</p>	<p>If you are a member of the APR Awards Program, you may see your Awards points on your My Account Dashboard. Now it is easy to keep yourself up to date on your rewards!</p> <p>See <a href="http://www.aprsupply.com/APRAwardsProgram">www.aprsupply.com/APRAwardsProgram</a> for details on the program!</p>
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