

# USER GUIDE

## Apple Retail Supply e-Procurement Site



Welcome to your new Apple Retail Supply Web Site and an easy way to get more for your Store!  
Your User Name and a temporary Password have been sent to you in an email from  
appleservice@xpedx.com. If you have any questions along the way, reach your xpedx Service  
Coordinators at appleservice@xpedx.com or by calling 1.800.545.1175.

## LOG IN

1. Activate URL [apple.xpedx.com](http://apple.xpedx.com)
2. Enter your **USER NAME**
3. Enter your **PASSWORD**
4. Select **SIGN IN**

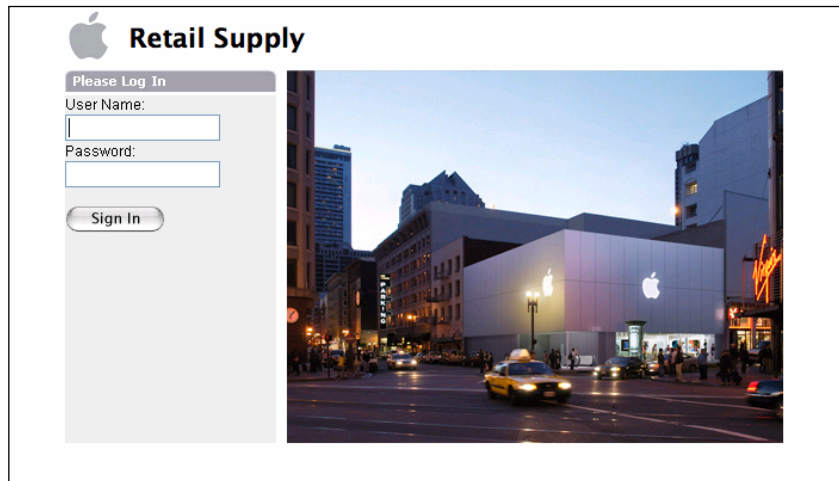


Exhibit 1. Log In Screen


Your Store Homepage will be displayed. Here, you may find links to news items and your current available budget funds.

ABQ Uptown at 2240 Q St. NE, Suite D Albuquerque, NM 87110 USA


Last Login: Jun 6, 2007


Auto Distro, Order CUTOFF: Jun 18, 2007 Scheduled DELIVERY DATE: Jun 22, 2007


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view cart 0 item(s), 0 unit(s), \$0.00 ✓ checkout

Shop

Track Order

Reports

Contact Us

Ship To Locations

Pending Orders

All Orders

Fiscal Period Location Budget	
Allocated	\$414.00
Spent	\$0.00
Difference	\$414.00
Cart total	\$0.00
Budget with cart	\$414.00

**Welcome to Apple orderline!**  
**News:**  
This site is designed to introduce you to the products and services we offer. In addition, the site is the gateway to our eCommerce capabilities. As one of the largest distribution companies in the U.S, xpedx delivers innovative solutions and products backed by talented professionals and a robust distribution network designed to deliver excellence to our customers.

"Welcome to the Apple orderline procurement site. Our website was developed by professionals who understand your business. You are just a few clicks away from purchasing quality products, training your staff and reducing operating costs."

Exhibit 2. Store Homepage

## ABOUT YOUR BUDGET

Budget funds are pre-loaded for your Store and reset quarterly. As you enter orders, your budget funds are decremented for each order submitted. Your Auto-Distribution items will not impact your budget.

During order placement, an *estimate* for freight and tax may be displayed. Once the order is shipped, actual freight and tax will be shown, and your available budget funds recalculated.



# SHOP


1. Select the **SHOP** icon from your Store Homepage
2. Your Auto-Distribution order details are displayed first. The quantity shown in the DISTRO column will be automatically distributed to your Store by end of week. The dates on which the order will be filled and expected to reach your Store are shown near the top of the screen.
3. All Auto-Distribution items are noted with an **ia** near the item number
4. After the Auto-Distribution items, all other items will be displayed, sorted by supplies category.





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ShopTrack OrderReportsContact Us

view cart 0 item(s), 0 unit(s), \$0.00 ✓ checkout

Scheduled Cart

Fiscal Period Location Budget

Allocated\$414.00

Spent\$0.00

Difference\$414.00

Cart total\$0.00

Budget with cart\$414.00

Distro	Our Sku #	Product Name	Size	Pack	UOM	Price	Amount	
Cash Wrap							Discretionary	
ia	0	682673	P101520A-US SMALL 12X13"X3" "SOHO APPLE BAG 250/CTN	N/A	250	CTN	\$29.05 *	\$0.00
ia	0	682675	P101523A-US SMALL 12X13"X3" "APPLE 5TH AVE BAG 250/CTN	N/A	250	CTN	\$29.05 *	\$0.00
ia	4	683155	L13744J-US 8 1/2X11" GENIUS "BAR RECEIPT PAPER US 500/PKG	N/A	500	PKG	\$29.06 *	\$0.00
ia	0	683156	L13744G-CE 8 1/2X11" GENIUS "BAR RECEIPT PAPER CE 500/PKG	N/A	500	PKG	\$36.57 *	\$0.00
ia	9	683192	L34000C-ARW 12X13"X3" SMALL "APPLE BAG 250/CTN	N/A	250	CTN	\$29.05 *	\$0.00

Total: \$0.00

Exhibit 3. Store Order Guide, with Auto-Distribution Order

► To request item quantities

1. Scroll to each item desired. Enter **ORDER QTY** required.
2. Select **+ ADD TO CART** while entering quantities and when finished shopping.
3. The total number of items and dollar value of your order is updated each time you ADD TO CART.

The screenshot shows the Apple Store Order Guide interface. At the top, there are navigation links: Shop, Track Order, Reports, and Contact Us. Below these are tabs for Order Guide, Product Catalog, and Order Status. The main section is titled 'Shop: Order Guide'. It includes a search bar with 'Apple' entered, a 'SEARCH BY' dropdown set to 'Product Name', and a 'SUBMIT' button. There are also options for 'Include location information' (Yes/No) and 'printer friendly' / 'excel format' links. A 'To Category' dropdown is set to '0'. Below the search section, there are buttons for '+ add to cart', 'X clear quantities', 'recalculate', 'view cart', and a checkout status showing '0 item(s), 0 unit(s), \$0.00'. The bottom section is a table of items with columns: Order Qty, Thumb., Our Sku #, Product Name, Pack UOM, Price, and Amount.

Order Qty	Thumb.	Our Sku #	Product Name	Pack UOM	Price	Amount
1		683191	L29405C-ARW 17X19.5"X5" MED "APPLE BAG 250/CTN	250 CTN	\$78.17	\$0.00
1		682671	L29406B-ARW 24X24"X5" LARGE "APPLE BAG 250/CTN	250 CTN	\$67.17	\$0.00
1		683192	L34000C-ARW 12X13"X3" SMALL "APPLE BAG 250/CTN	250 CTN	\$29.05	\$0.00
		684150	L36280A-ARW TERRAPIN SCREEN GUARD APPLE 4/PKG	4 PKG	\$6.89	\$0.00
3		684152	L36280B-ARW HYPERCOM SCREEN GUARD APPLE 10/PKG	10 PKG	\$6.89	\$0.00
		684151	L36414A-ARW IPOD HYPERCOM PEN TETHERED APPLE	1 EA	\$0.00	\$0.00

Exhibit 4. Store Order Guide, Enter Quantity

► To remove items from your pending order

1. Select **VIEW CART**
2. Find the item(s) you wish to remove.
3. Click in the **SELECT** box (at the end of the item line).
4. Select **X REMOVE SELECTED**. Select **X REMOVE ALL** to remove all items in the cart

▶ To change the quantities ordered

1. Select **VIEW CART**
2. Find the item(s) you wish to update.
3. Change the **ORDER QUANTITY**
4. Select **RECALCULATE** to update your order.

▶ To keep this list of items as a standard Order Guide

5. Enter a template **NAME** of your choice (field next to SAVE ORDER GUIDE)
6. Select ☐ **SAVE ORDER GUIDE**
7. The next time you **SHOP**, this template name may be selected from the **--TEMPLATE ORDER GUIDES --** drop down list. The items and quantities will be automatically launched. You may still add, change and delete items and quantities.

Shopping is now complete! If your pending order exceeds your available budget funds, a warning is displayed. You may update your order or proceed to checkout. Orders over budget will be routed to your Director or Manager for approval.

WITH THIS CART YOU WILL EXCEED YOUR BUDGET

You are now ready to submit your order to xpedx.


- ▶ To submit your completed order
- 1. Select **✓ CHECKOUT**.
- 2. Select **PLACE ORDER**.
- 3. The site will show an order CONFIRMATION NUMBER. Use this number to search for order status and inquire with xpedx Service Coordinators.

Clone of >>> ABQ Uptown Test at 2240 Q St. NE, Suite D Albuquerque, NM 87110 USA

Last Login: Jun 11, 2007

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view cart 0 item(s), 0 unit(s), \$0.00 ✓ checkout

Shop

Track Order

Reports

Contact Us

Shopping Cart

Reorder

Your order has been placed.

Confirmation number: 9

Order date: Monday, June 11, 2007

Shipping Comments:

printer friendly

Order Qty	Our Sku #	Product Name	Pack	UOM	Color	Price	Amount
xpedx National Accounts							
Binders & Manuals							
1	683282	L13766A-CF 5.5X8"X1" "APPLE POS MINI MANUAL	1	EA	N/A	\$142.04	* \$142.04
Cash Wrap							
1	683157	L13744A-CF 8 1/2X11" GENIUS "BAR RECEIPT PAPER CF 500/PKG	500	PKG	N/A	\$55.20	* \$55.20
1	683191	L29405C-ARW 17X19.5"X5" MED "APPLE BAG 250/CTN	250	CTN	N/A	\$78.17	* \$78.17
Product Total:							\$275.41

>> Summary	>> Billing Information	>> Shipping Information
Subtotal: \$275.41	Account Number: #175153	Name: ABQ Uptown Apple Store
Total: \$275.41	Account Name: Apple	Site Name: Clone of >>> ABQ Uptown Test
	Address 1: 9105 Sabal Industrial Blvd	Address 1: 2240 Q St. NE, Suite D
	City,State,Zip: Tampa, Florida 33619	City,State,Zip: Albuquerque, NM 87110
	Country: UNITED STATES	Country: UNITED STATES

Exhibit 5. Cart Checkout, Confirmation Number

## OTHER SHOP FEATURES


- ▶ To quickly reach a supplies category
  1. From the **TO CATEGORY** drop-down list, select the category you desire.
  2. Your Order Guide will move to the first item for the selected category.
- ▶ To search for an item
  1. In the **PRODUCT NAME** field, enter a brief description
  2. Select **SUBMIT**
  3. Your Order Guide will move to the first item that matches your description.

ABQ Uptown at 2240 Q St. NE, Suite D Albuquerque, NM 87110 USA





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Auto Distro, Order CUTOFF: Jun 18, 2007 Scheduled DELIVERY DATE: Jun 22, 2007

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[View cart](#) 3 item(s), 3 unit(s), \$355.01 [✓ checkout](#)



ShopTrack OrderReportsContact Us

Order GuideProduct CatalogOrder Status

Shop: Product Catalog

All My Products

- [Q](#)
- [Binders & Manuals](#)
- [Cash Wrap](#)
- [Display](#)
- [Envelopes](#)
- [Fixture](#)
- [Furniture](#)
- [Genuis Bar](#)
- [Gift Card](#)
- [Human Resources](#)
- [Janitorial Supplies](#)
- [Miscellaneous](#)
- [Operational](#)
- [Posters](#)
- [Printed Materials & Stickers](#)
- [ProCare Items](#)
- [Security](#)
- [T-Shirts/Uniforms](#)
- [Visual](#)
- [iTUNES Cards](#)
- [iTUNES Gift Cards](#)

SEARCH BY

Product Name

Description

Our Sku # ☒ Mfg. Sku # ☐

MANUFACTURER

SUBMIT

Exhibit 6. Other Item Search Methods



- ▶ To view item specifications and photos

Throughout the screens, a product name may be shown underlined. This indicates you may click on the number or name to view detailed item specifications and images.

Also, a thumbnail image of the item may appear next to the part number. Click on this thumbnail image to enlarge the image and view item specifications.

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view cart 0 item(s), 0 unit(s), \$0.00 ✓ checkout






[Shop](#)
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[Order Guide](#)
[Product Catalog](#)
[Order Status](#)

Shop: Order Guide

[+ add to cart](#)
[X clear quantities](#)
[view cart](#)
0 item(s), 0 unit(s), \$0.00 ✓ checkout



D3883LL/A-US ITUNES \$15 IPODL SILHOUETTE APPLE 100/BX  
D3883LL/A-US ITUNES \$15 IPODL SILHOUETTE APPLE 100/BX

Qty	Our Sku #	Product Name	Pack	UOM	Price
<input type="text" value="0"/>	683600	D3883LL/A-US ITUNES \$15 IPODL SILHOUETTE APPLE 100/BX	100	BX	\$0.00 *

[+ add to cart](#)
[X clear quantities](#)

Exhibit 7. Item Details

► To repeat an order previously placed

1. Select the **TRACK ORDER** icon.
2. A list of all orders you have placed will be displayed.
3. Select the order you wish to repeat by clicking on the **ORDER NUMBER**.
4. A view of the order details will be displayed. Select **REORDER** (at bottom of screen).
5. The site will place all items and quantities in your Shopping Cart. Make any revisions and select **✓ CHECKOUT**.




## TRACK ORDER

After you have placed orders and received confirmation numbers, you may view the order status at any time.

1. Select the **TRACK ORDER** icon.
2. Enter the search criteria and/or date range. Select **SEARCH**
3. All orders you have placed that meet this criteria will be displayed.

Apple Computer te at 1 Infinite Loop, MS:58-LW Cupertino, CA 95014 USA Last Login: Jun 11, 2007

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 [view cart](#) 0 item(s), 0 unit(s), \$0.00 [✓ checkout](#)

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[Order Guide](#) [Product Catalog](#) [Order Status](#)

**Shop: Order Status** [Site Orders](#) [Pending Orders](#) [All Orders](#)

**Order Date:** (mm/dd/yyyy) Begin Date Range End Date Range

**Web Order # / Confirmation #:**

**Customer PO #:**

**Result count: 2**

Order #	Ref Order #	Date	PO Num	Site Name	Status	City	State	Zip Code	Total	Placed By
<a href="#">8</a>		2007-06-11		Apple Computer	Ordered	Cupertino	CA	95014	\$307.20	Rupa Dalal (rdalal)
<a href="#">7</a>		2007-06-08		Apple Computer	Ordered	Cupertino	CA	95014	\$103.40	Rupa Dalal (rdalal)

Exhibit 8. Order Status for all Store Orders

STATUS	
Ordered – Processing	Indicates order is being prepared for transmission (Will be in this state for only two to three minutes after PLACE ORDER selected.
Ordered	Order transmitted to xpedx for fulfillment
Pending Approval	Order on hold until Approving Director or Manager accepts, rejects or modifies order.
Rejected	Order was rejected by the Approving Director or Manager. Order is cancelled and will not be transmitted for fulfillment.
Cancelled	Order was modified by the Approving Director or Manager. This order is then cancelled and replaced with a new Confirmation Number.
Invoiced	Order has been shipped and invoiced.

**Note:** Auto-Distribution orders are displayed separately from the supplies orders.

Confirmation Number	34567	
will be displayed as	34567AD	for the Auto Distribution portion
	34567	for the additional supplies

4. To view order details, click on the **ORDER NUMBER**.






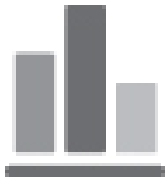
 Shop  Track Order  Reports  Contact Us			
Order Guide   Product Catalog   Order Status			
Shop: Order Status			Site Orders   Pending Orders   All Orders
Order Information			 printer friendly
Order Number	9	Contact Name	Rupa Dalal
Order Date	2007-06-11	Contact Phone	513-965-2301
PO Number		Contact Email	rupa.dalal@xpedx.com
Cost	Web	Placed By	Rupa Dalal (rdalal)
Comments:			
Notes:			
Our Sku #	Product Name	PackUOMPrice	QtyExtended Price Status
Distributor xpedx National Accounts Purchase Order #9-00			
683191	L29405C-ARW 17X19.5"X5" MED "APPLE BAG 250/CTN	250 CTN \$78.17	1 \$78.17 System Accepted (2007-06-11)
			1
Item added with a quantity of 1.			
683282	L13766A-CF 5.5X8"X1" "APPLE POS MINI MANUAL	1 EA \$142.04	1 \$142.04 System Accepted (2007-06-11)
			1
Item added with a quantity of 1.			
683157	L13744A-CF 8 1/2X11" GENIUS "BAR RECEIPT PAPER CF 500/PKG	500 PKG \$55.20	1 \$55.20 System Accepted (2007-06-11)
			1
Item added with a quantity of 1.			
2007-06-11 12:03:06.0 rdalal			
» Order Summary		» Ship to	
Subtotal:	\$275.41	Address:	Clone of >>> ABQ Uptown Test
Total:	\$275.41		2240 Q St. NE, Suite D
Order Status:	Ordered	Account number:	#175153
<input type="button" value="Reorder"/>		Apple	
		9105 Sabal Industrial Blvd	
		Albuquerque	
		NM	
		87110	
		UNITED STATES	
		Address:	
		Tampa	
		Florida	
		33619	

Exhibit 9. Order Status, Details for Selected Order



# REPORTS

Reporting features will help you monitor your budget and plan for your supplies needs.

1. Select the **REPORTS** icon.
2. A list of reports and their descriptions are displayed. Click on the **REPORT NAME** to select.
3. Enter the **SELECTION CRITERIA** or ranges requested.
4. Select **SUBMIT**

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Jun 11, 2007

[Auto Distro](#), **Order CUTOFF:** Jun 18, 2007 **Scheduled DELIVERY DATE:** Jun 22, 2007

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[view cart](#) 0 item(s), 0 unit(s), \$0.00 [✓ checkout](#)

Shop

Track Order

Reports

Contact Us

[Reports](#) [Profiles](#)

Reporting:Reports

**Choose your report from below**

<a href="#">Budget Report</a>	Displays the current budget usage for the site.
<a href="#">Delivery Schedule</a>	
<b>--Account Reports--</b>	
<a href="#">Account Budget Report</a>	Displays budget usage for all your sites and accounts.
<a href="#">Budgets Exceeded Report</a>	Displays budget usage for all your sites and accounts that are over budget.
<a href="#">Order Information Report</a>	Display ordering activity for the current budget period.

Exhibit 10. Report List






ABQ Uptown at 2240 Q St. NE, Suite D Albuquerque, NM 87110 USA		Last Login: Jun 11, 2007	
Auto Distro, <b>Order CUTOFF:</b> Jun 18, 2007 <b>Scheduled DELIVERY DATE:</b> Jun 22, 2007			
		<a href="#">home</a>   <a href="#">account management</a>   <a href="#">contact us</a>   <a href="#">search</a>   <a href="#">log out</a>	
		<a href="#">view cart</a> 0 item(s), 0 unit(s), \$0.00 <a href="#">✓ checkout</a>	
			
Shop		Track Order	
			
			
		Contact Us	
Reports		Profiles	
Reporting: Reports			
Select Parameters			
Budget Report		Year Year * <input type="radio"/> 2007	
Displays the current budget usage for the site.		<input type="button" value="Submit"/>	

Exhibit 11. Selection Criteria

- Report details will be displayed. You may **DOWNLOAD REPORT** in Microsoft Excel format.

# MANAGER FEATURES

As a Director or Manager of several Apple Stores, you may enter, view and approve orders for any Store under your direction.

## LOG IN

1. Activate URL [apple.xpedx.com](http://apple.xpedx.com)
2. Enter your **USER NAME**
3. Enter your **PASSWORD**
4. Select **SIGN IN**

► To select a Store location

1. Select **SEARCH** to view all Stores you may access.
2. Select the **SITE NAME** for your desired Store.
3. The Store's Order Guide will be display automatically, to place new orders.
4. The site will display the Site Name in the upper-left corner as you continue.

Clone of >>> ABQ Uptown Test at 2240 Q St. NE, Suite D Albuquerque, NM 87110 USA Last Login Jun 11, 2007  
Choose Another Address home account management contact us search logout

Apple logo View cart 0 item(s), 0 unit(s), \$0.00 ✓ checkout

Shop Track Order Reports Contact Us

Ship To Locations Pending Orders All Orders

Fiscal Period Location Budget	
Allocated	\$414.00
Spent	\$0.00
Difference	\$414.00
Cart total	\$0.00
<b>Budget with cart</b>	<b>\$414.00</b>

Find Site  ☐ Name(starts with) ☒ Name(contains)  
City   
State  Search

Site Name	Street Address	City	State/Province
<a href="#">ABQ Uptown</a>	2240 Q St. NE, Suite D	Albuquerque	NM
<a href="#">Ala Moana</a>	1450 Ala Moana Blvd. STE 2243	Honolulu	HI
<a href="#">Alderwood Mall</a>	3000 184th St. S.W.	Lynnwood	WA
<a href="#">Annapolis</a>	86 Annapolis Mall	Annapolis	MD
<a href="#">Apple Computer</a>	1 Infinite Loop, MS:58-LW	Cupertino	CA
<a href="#">Arden Fair</a>	1689 Arden Way STE 2134	Sacramento	CA

Exhibit 12. Site Name Selection



## APPROVE AN ORDER

When a Store order exceeds available budget funds, the order is placed as "Pending Approval". An email will be sent to you as Approving Director or Manager, including the Confirmation Number (Order Number).

1. Select **PENDING ORDERS** from your Homepage.
2. All orders awaiting your approval are listed.
3. Select the **ORDER NUMBER** to view order details.

### ▶ To reject an order

1. Select **REJECT** at the end of the order.
2. An email notice will be sent to the Store indicating the order has been rejected.
3. The order status will be shown as REJECTED.

### ▶ To approve an order

1. Select **APPROVE** at the end of the order.
2. An email notice will be sent to the Store indicating the order is approved and will be submitted to xpedx for fulfillment automatically.
3. The order status will be shown as ORDERED.

### ▶ To modify an order

1. Select **MODIFY** at the end of the order.
2. You may alter item quantities and/or remove items. (Reference instructions above.)
3. Select **✓ CHECKOUT**.
4. Select **PLACE ORDER**.
5. The site will show a new CONFIRMATION NUMBER.
6. An email notice will be sent to the Store indicating the new CONFIRMATION NUMBER. The order will be submitted to xpedx for fulfillment automatically.
7. The order status will be shown as CANCELLED (for original order number).

▶ To move the order to a new budget period

1. Enter a new date in the APPROVE ON field. The will move the order release date to the future date.
2. An email notice will be sent to the Store indicating the new release date.