

USER GUIDE

Apple Retail Supply e-Procurement Site



xpedx

NATIONAL ACCOUNTS

Welcome to your 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.

Comment [MA1]: James, is there going to be a local number?

LOG IN

1. Activate URL apple.xpedx.com
2. Enter your **USER NAME**
3. Enter your **PASSWORD**
4. Select **SIGN IN**

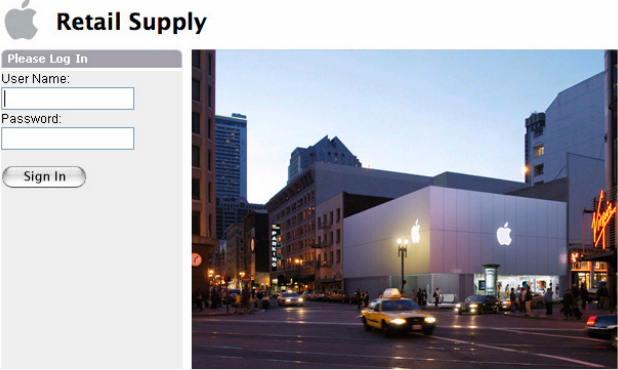


Exhibit 1. Log In Screen

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

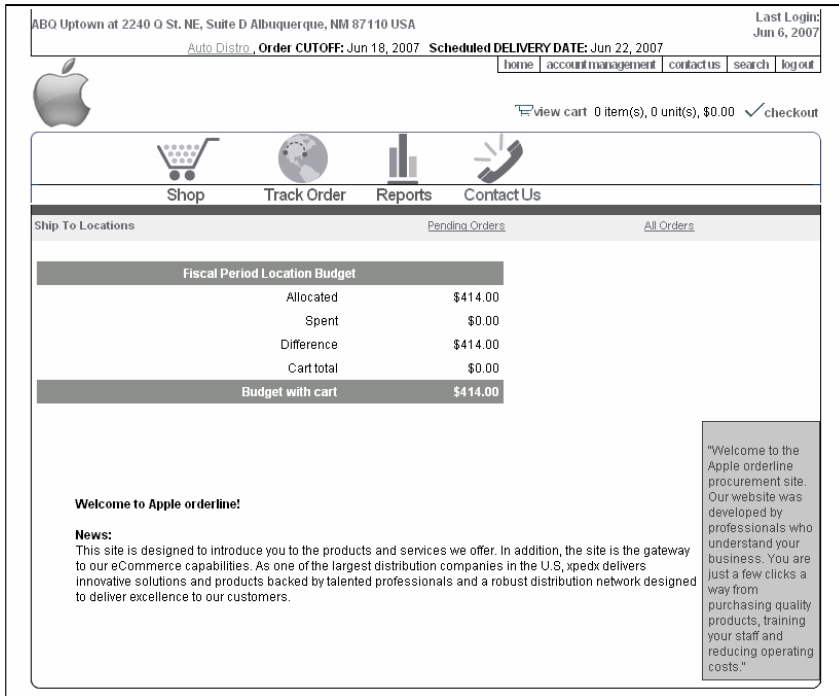


Exhibit 2. Store Homepage

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 GST may be displayed. Once the order is shipped, actual freight and GST will be shown, and your available budget funds recalculated.

Deleted: tax

Deleted: tax



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.





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

Last Login: Jun 11, 2007

Auto Distrib., 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

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							
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.

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 iPOS 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 [Regional](#) 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

Choose Another Address

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

✓ checkout

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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

Total: \$275.41

Account Number: #175153

Account Name: Apple

Address 1: 9105 Sabal Industrial Blvd

City,State,Zip: Tampa, Florida 33619

Country: UNITED STATES

Name: ABQ Uptown Apple Store

Site Name: Clone of >>> ABQ Uptown Test

Address 1: 2240 Q St. NE, Suite D

City,State,Zip: Albuquerque, NM 87110

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.

ABO 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](#) 3 item(s), 3 unit(s), \$355.01 [checkout](#)



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Order GuideProduct CatalogOrder Status

Shop: Product Catalog

All My Products

- [0](#)
- [Binders & Manuals](#)
- [Cash Wrap](#)
- [Display](#)
- [Envelopes](#)
- [Fixture](#)
- [Furniture](#)
- [Genius 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

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.

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



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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


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Order GuideProduct CatalogOrder 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
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 Logged 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: 03/11/2007 End Date Range: 06/11/2007

Web Order # / Confirmation #:

Customer PO #:

Result count: 2

Order #	Ref Order #	Date	PO Num	Site Name	Status	City	State	Zip Code	Total	Placed By
8		2007-06-11		Apple Computer	Ordered	Cupertino	CA	95014	\$307.20	Rupa Dalal (rdalal)
7		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 <u>fulfillment</u>
Pending Approval	Order on hold until Approving <u>Regional</u> 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 <u>fulfillment</u> .
Cancelled	Order was modified by the Approving <u>Regional</u> Director or Manager. This order is then cancelled and replaced with a new Confirmation Number.
Invoiced	Order has been shipped and invoiced.

Deleted: fulfillment

Deleted: fulfillment

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	Pack	UOM	Price	Qty	Extended 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)
					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)
					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)
					Item added with a quantity of 1.		
» Order Summary		» Ship to		» Bill to			
Subtotal:	\$275.41	Address: Clone of >>> ABQ Uptown Test		Account number: #175153			
Total:	\$275.41	2240 Q St. NE, Suite D		Apple			
Order Status:	Ordered			9105 Sabal Industrial Blvd			
Reorder		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**

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





Last Login:
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



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ReportsProfiles

Reporting:Reports

Choose your report from below

Budget Report	Displays the current budget usage for the site.
Delivery Schedule	
--Account Reports--	
Account Budget Report	Displays budget usage for all your sites and accounts.
Budgets Exceeded Report	Displays budget usage for all your sites and accounts that are over budget.
Order Information Report	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, Order CUTOFF: Jun 18, 2007 Scheduled DELIVERY DATE: Jun 22, 2007			
		home account management contact us search logout	
   			
Shop Track Order Reports 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.