

#### **Search Option**

You can expand your options from the menu bar on the left by clicking on the + sign or you can click on the thumbnail.



Either way you choose to go into the products, you will land at the following search menu. Click on the product group you wish to view.

Composites	
Corkboard	
Hardboard	
MDF / HDF	
HOPE	
Homasote	
Micone	
Particleboard	
Softboard	
Tackboard	
TFL.	
rtardware	
Lumber	1
Plywood	(
Surfaces	1

Below is what your search will return.

		_
	clear selections	Apply
E Length		Θ
96		
iii 120		
Thickness		Θ
iii 3/8		
7/16		
III 1/2		
iii 3/4		
1-1/8		
1-1/2		
Width		Θ
48		

Check the boxes that meet your product needs and click on Apply. All items that meet that criteria will be returned.

	Clear Selections Apply
Length	Θ
₫ 96	
120	
Thickness	Θ
2 3/8	
7/16	
<b>1/2</b>	
3/4	
1-1/8	
1-1/2	
Width	Θ
€ 48	
	Clear Selections Apply

This is an example of the return from the above search.

Search Advanc	ed Search	Al Producta + Compositiva + Micore	
Clear, Sele	tists Acoly	Show 100 • Rows Sort by Select •	Add to Cart View Quicklist
. Length	Θ	3/8"x48x96 Micore 300 FR Sanded & Coated	Price \$0.0000/EA
2 96 120		Available 6 EA Part # 1712452	Qiy EA ·
Thickness	Θ	Product Group: COMPOSITES / MICORE	+ Add to my quicklist
20 3/8 (1) 7/16		1/2"x48x96 Micore 300 FR Sanded & Coated Shop Available 9 EA	Price \$0.0000/EA
0.1/4		Part # 1714431 Product Group: COMPOSITES / MICORE	+ Add to my guicklist
2 1-1/2 2 width	Θ	1/2"x48x96 Micore 300 FR Sanded & Coated Actual size is 47.1919 x 96-78 CARB PHASE 2 Complex CCR 93120 24d EPA TSCA The VI., stratument Available 77 FA	Price \$34.0000/EA
Clair Sale	Apply	Part # 1714432 Product Group: COMPOSITES / MICORE	+ Add to my guicklist

It brings in the Item description, Qty. available, Item #, Price.

To go into the item to see the inventory details and quantity price breaks, click on the item description.

Clear Suite	tions Apply	Rows Sort by Select		Add to C	View Quick/is
) Length	0	3/8"x48x96 Micore 300 FR Sanded & Coated	Price \$0.0000/E	A	
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Thickness	Θ	Product Group: COMPOSITES / MICORE	+ Add to my q	uicklist	
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2716		Available 0 EA	Qty	EA	
0.1/2		Part# 1714431			
0 1-1/8		Product Group: COMPOSITES / MICORE	+ Add to my q	ulcklist	
1-1/2		1/2"x48x96 Micore 300 FR Sanded & Coated	Price \$34,0000	EA	
5 Widsh	Θ	Actual size is 47-1919 x 95-78 CARB PHASE 2 Compliant CCR 93120 2(a) EPA TSCA Title VI shop mate			
2 48		Available 71 EA	Qty	EA	

Options to see Pricing, Available Inventory by location, On order by location, Part Number and any associated Documents. At any time to go back to the product list click on Back to Product List.

		Part # 171	4432 00 / EA				Qty	EA	•
		Available q	ty 71				Add to	Cart	
							+ Add 1	o my quicklist.	
ing Available	e On Order Part I	Numbers (	Documents	Q					
s • Rows	Select Columns								
Type Price/	/Disc Type	Price	Price UOH	Effective Dates					
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Pricing	g Group Qty Break 20 EA	\$31.8000	64	Open - Open					
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able Totals By Br	On Order	Part Numbers Documents Doc	ments
Quantity	ООМ	Branch	
5	EA	01MAYWD	
66	EA	05ROCK	
0	EA	06INDY	
0	EA	08WBL	

To view On Order Inventory, Click on On Order and then change On Order to Totals By Branch.

Pricing A	vailable	On Order	Part Numbers	Documents
On Order	Totals By Br	anch 🔹	Show s •	Rows
Quantity		иом	Branch	
	140	EA	01MAYWD	
	140	EA	OSWBL	

Same process to see any associated part numbers or Documents.

## Placing an Order



## Placing an Order

	_						Continue Shopping	Proceed to Checkout
Been	2 Let 2 1/2* Mail pu veripsion.	Description Absolve Roll Sending Block	Hes	sage Location Ref	forme	6 ZA	Price* 0009 13.6400 54	Extension* 63.81
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Delete All						c	petinue Shapping	Total 48.64 rocceed to Checkout

## Placing an Order

\*Submit as – you can submit as an Order or Quote if you are looking for special pricing.

\*Requested delivery date will only allow you to choose dates available for your ship via request. \*Order Type will always be Partnerview

\*Ship Via options are OT (Out Truck), Parcel (UPS or Speedy) and WC (Will Call). Aetna Plywood reserves the right to change this.

\*Check the box for Ship Complete if you have a backorder on the order but can wait for all items to ship together.

	1990 A.						_		_			
Submit as	Order			••		Order type				•	•	
Requested delivery date						Reference						
Submitted by	Kim Disc			1		Ship via	6					
PO 10					_							
Job						🗄 Ship complete						
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100 10 • Rows	Size 2-1/	2"	Description Abraive Rail Sanding Black	2	Hessage	Location Reference	997 8	UOH EA	Price*	UOH EA	Extension <sup>a</sup>	61
100 18 • Rows 100m 200 100m051144452022	50x	2"	Description Absolve Roll Sanding Block		Hessage	Location Reference	097 8	UOH EL	Price*	UOM EA	Extension*	65
Now 10 • Rows	54r	2"	Description Abraive Nati Sanding Block	2	Hessage	Location Reference	017 6	UOH EA	Price*	UOH EA	Extension®	69
Now 10 • Rows	2-14	2"	Description Absolve full Sanding Block	8	Hessage	Location Reference	97	UOH EA	Pvic.*	UOM EA	Extension*	65

#### **Locating Quotes**



## Locating Quotes

	Search by Options:
Search by	Quote ID
	Reference #
Quote ID 🔹	Item #
Fauala -	PO ID
Equais	Job #
	Status Options:
Status	
All	All
	Active
From quote date	Closed
10/26/2019	Select your quote date range
To quote date	Show you like her Questa an Itam
11/26/2019	Show results by Quote or item
Show results by	Click on Search
Quote 🔻	
Include all ship-tos	
My quotes only	
Search	

# Locating Quotes

Active	MAYWOOD ONLY	WAREHOUSE - WOOD M	The second second second						
Closed			11/11/2019		JSSIAN BIRCH	R	286488	•	
	ATE MAYWOOD ONLY	WAREHOUSE - LAMINAT	09/23/2019		100 3/4	w	272296		
Closed	MAYWOOD ONLY	WAREHOUSE - WOOD M	07/01/2019		PRESS LUMBER	0	248960		
Closed	MAYWOOD ONLY	WAREHOUSE - WOOD M	05/16/2019				236570		
Closed		DIRECT	03/27/2019	SHOP			221279		
Closed		TRANSFER DIRECT	02/26/2019				212263		
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21у ЏОМ	Staged Qty Q	Quantity S		•	Description	Size			
2ty иом ЭА	Staged Qty Q	Quantity S	ounting Holes	3/8" w/out Mo	Description	144" Length	INOHOLES	HP375X14	
						2263 Document:	nts for ID 21 Transaction 10 MAY00212263 etails for ID	Docume Type Quotation Quote D	



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arch by		
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From order date	Invoiced	
44/07/0040	Cancelled	
11/2//2019		
lo order date	Select your quote date range	
12/27/2019	Show results by Quote or Item	
Show results by	Click on Search	
Order 🗸		
Include all ship-tos		
My orders only		
Search		

#### Click on the Document to get a PDF of the Order

Or – see the details of the order under Order Details for ID xxxxx

Туре	Transaction ID	Documents				
Quotation	MAY00212263	70	2			
Quote D	etails for ID 2	12263				
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ihow All	• Rows S	elect Column	Description	Quantity	Staged Qty	<b>Qty UOM</b>
ihow All Item A	Rows S	elect Column Size 144" Length	Description 33 Panel Clip 3/8" w/out Mounting Holes	Quantity	Staged Qty 0	Qty UOM EA
thow All Item All HP375x144	Rows S INOHOLES Holes	elect Column Size 144° Length 2° Length	Description 33 Panel Clip 3/8" w/out Mounting Holes 33 Panel Clip 3/8" with Mounting Holes	Quantity 100 500	Staged Qty 0	Qty UOM EA EA

#### Locating Invoices



## Locating Invoices

	Search by Options:
	Invoice ID
	POID
PLYW00	Reference #
	ltem #
	Job #
Search by	Original Sales Order ID
Search by	Original Credit Memo ID
Invoice ID 🔹	
	Paid Status Options:
Equals T	
	All
	Open
Paid status	Paid
All	Select your invoice date range
From invoice date	Show regults by Invision on Itom
10/26/2019	Show results by invoice or item
To invoice date	Click on Search
11/26/2019	
Show results by	
Invoice 🔻	
Include all ship-tos	
Search	

## Locating Invoices

w	10 • Rows	Select Column	ns						
	Invoice ID 🚽	Reference #	PO ID	Order Date	Invoice Date	Sale Type Description		Paid Status	Su
)	MAY00289448-002			11/21/2019	11/22/2019	WAREHOUSE - LAMINATE MAYWO	OD ONLY	Open	
)	MAY00289341-001		19367 ADD	11/20/2019	11/21/2019	WAREHOUSE - LAMINATE MAYWO	OD ONLY	Open	
Ð	MAY00289218-001		19367	11/20/2019	11/25/2019	WAREHOUSE - LAMINATE MAYWO	OD ONLY	Open	
)	MAY00289043-001		19366	11/20/2019	11/20/2019	WILL CALL		Open	
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#### Locating Credit Memos



#### Locating Credit Memos



# Locating Credit Memos

edit Memo	s from 01/01	/2019 to 1	1/26/201	19		
Credit Memo ID	Reference #	PO ID	Order Date	Sale Type Description	Status	Sub Total
) 278992		SP19256	10/15/2019	WAREHOUSE - LAMINATE MAYWOOD ONL	Y Invoiced	-420.00
277616		JU19234	10/10/2019	WAREHOUSE - LAMINATE MAYWOOD ONL	Y Invoiced	-81.60
267238		vbl mike	09/05/2019	WILL CALL	Invoiced	0.00
- see the det	ails of the cree	dit memo ui	nder Credi	it Memo Details for ID xx	XXX	
- see the det	ails of the cree	dit memo ui	nder Credi	it Memo Details for ID XX	XXXX	307.20
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- see the det	ID 244681 Transaction ID Do MAY00244681-001	FAM4677	o6/17/2019 w	it Memo Details for ID XX	XXX Invoiced -	307.20
- see the det 244681 Documents for Type Credit Memo Invoice Credit Memo D	ID 244681 Transaction ID Do MAY00244681-001 etails for ID 24468	FAM4877	nder Credi	it Memo Details for ID XX	XXX	307.20
- see the det	Transaction ID Do MAY00244681-001 etails for ID 24468 ws Select Columns	FAM4877	06/17/2019 w	it Memo Details for ID XX	XXX	307.20
- see the det	ails of the creation in the cr	tit memo ui	nder Credi	It Memo Details for ID xx	XXX Invoiced -	307.20 ice UOM

## Locating Statements

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		Product neimb tip kitywordtyb
- VEIWA		Products Quotes Orders Invoices Credit Memos Billin
ompany	WE'RE BUILDING SOLUTIONS	
formation	Searching for the latest building product solutions, and ways to make your next project more successful? WEVE 001	TH471 Whether you're fabricator or architect, contractor or building owner - you've come to the right place.
tna Plywood	Active about our CLISTOM DANIELS	
Abox #774315	You've come to the right place for faster fumaround on high-quality HPL panels - all made to order and priced right to	meet your panel requirements, whether one or 100 or 1,000 .
icago, IL 90877-4003	Better yet, Aetha's Panel Express program allows you to bundle together a variety of readily available panel sizes to in	sprove your cost and efficiency - all delivered just a week from date of order
caga, il 60677-6023 A	Deter yet, Aena's Panel Express program allows you to bundle together a variety of readity available panel sizes to i	nprove your coal and efficiency – all delivered just a week from date of order.
kaga, 8, 60677-6023 A	Inter yet, Aenus Paul Express program atous you to bundle togetter a variety of reactly available parer sizes to a         Image: Comparison of the parent size of th	norse your cost and efficiency – all delivered just a week from state of order.

#### Locating Statements

#### Account Summary

	Amount	Count
Current	2.913.29	
31-60 Days	0.00	0
61-90 Days	\$0.00	
91-120 Days	0.00	
Over 120 Days	-21.48	,
All	2,941.81	

#### Account Detail: All

Invoke ID	PO 10	300 #	Involce Date	Due Date	Ship to Seq	Ship-to Name	Ship-to Address	Aging	Original Amt	Unpaid Belance	Available Discount Amt	Balance Dee
AD-00000004			9/24/2019	9/24/2019	8	HISC ACCTS CASH	4250 OTTER LAKE ROAD	61-90 Days	50.00	50.00	0.00	50.90
AD-00000005			10/28/2019	10/28/2019	1	MISC ACCTS CASH	4250 OTTER LAKE ROAD	Current	2,661.15	2,681.15	0.00	2,681.15

Account Summary – Details of open invoices by age

Account Detail – List of all invoices currently open on the account

	e fabricator o	Quotes	Orders ontractor or bu	Involces	Credit Memos	Billir
Ompany formation       WE'RE BUILDING SOLUTIONS Searching for the latest building product solutions, and ways to make your next project more successful? WE'VE GOT THAT! Whether you'n that Plywood         Ask us about our CUSTOM PANELS! Is Solutions Center       You've come to the right place for faster tumaround on high-quality HPL panels – all made to order and priced right to meet your panel required	e fabricator o	or architect, c	ontractor or bu			
Searching for the latest building product solutions, and ways to make your next project more successful? WE VE GOT THATI Whether you's     ma Plywood     doc #774315     Solutions Center     You've come to the right place for faster tumaround on high-quality HPL panels – all made to order and priced right to meet your panel requi	e fabricator o	or architect, c	ontractor or bu			
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tion: #774315 5 Solutions Center You've come to the right place for faster tumaround on high-quality HPL panels – all made to order and priced right to meet your panel requi						
	rements, whe	ether one or	100 or 1,000 .			
ago, IL 60677-4003 Better yet, Aetna's Panel Express program allows you to bundle together a variety of readily available panel sizes to improve your cost and e	efficiency - al	ill delivered ju	ust a week from	date of order.		
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a can make a blanket payment on the account or pay specific invoices. make a blanket payment on account, click on Payment on Account count Summary Total Summary	and the second in case without over being of furnet and	when he have measure a	CONTRACTOR A CONTRACT.					10.00			and the second s	ALC: No. Of Concession, Name	Street, starting street, stree	and the second sec	
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