Advanced Poly-Packaging, Inc.

http://www.advancedpoly.com

Website User Guide

June 2019





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Introduction

Welcome to Advanced Poly Packaging's new website. We hope you enjoy the new look, and find the new features helpful. The new features include the ability to create a User Account, access to account and billing information, online ordering for many products, and Request for Quote (RFQ) capability as well.

APPI has created this User Guide to take you through the many useful features of the new website to ensure your online experience is a positive one.



Registration

Click on the "Log In" link in the upper right-hand corner of the web page. This will take you to "Login or Create an Account". If you already have an account you can log in. If you are a new user, you can use this page to create an account. You will need an email address, and will be asked to create a password. You can browse the website without an account, but an account is required for requesting quotes or placing orders.

							Log In
			Search er	ntire store here	2		Go
F.A.Q.	Success Stories	Help	Documents	Blog			
REGISTE	RED CUSTOMERS						
If you h	ave an account with	us, please log in.					
Email A	laaress*						
Passwo	ord*						
✓ Remen	ber Me What's this?						
						* Rec	quired Fields
Forgot	Your Password?						
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	Poly-Packa	aging, Inc.					
	Poly Bags • Bag	gging Systems					
			Home	Products	Contact Us	Store Locator	About Us
Log	gin or Crea	te an Aco	count				
NEV							
BV	reating an account wi	th our store, you y	vill be able to mo	ve through the	checkout process	faster, store multiple	
ship	oping addresses, view	and track your ord	ders in your accou	int and more.	encendue process	laster, store malaple	
						Create an Acc	ount



Obtain a Quote from APP

While many of APPI's products have the price listed, some products can be customized, so the final price depends on selectable features and configurations. To obtain a quote, click on the "Request Price" button for the item (for some configurable items, you must first select "Add to Cart" which will display the available configurations.



Clicking on the "Request Price" button will allow you to fill in this form:

Request Price	
Product Details : Sku : T-T1000-S18HI Product Name : T-1000-S18 Wide Horizontal-Incline Ac Poly-Bagger (PN: T-T1000-S18HI)	lvanced
Name*	
Email*	
Company*	
Telephone*	
Details*	



Orders - Entering new APP order

To place a new order, APPI uses the same intuitive process you expect when shopping online. Simply use the website menus to navigate to the appropriate product page. For example, the Ribbon product page displays the available types and sizes of Thermal Ribbon. Scroll down the page to the item you wish to purchase and click "Add to Cart".



Enter the quantity, select "Update Shopping Cart", and "Proceed to Checkout" when ready.

Product Name			Unit Price Qt	y Subtotal
Thermal Ribbon	3" x 1969' Black (TEC) 12 Rolls per case Note: Price is per roll	Edit	1	
Continue Shopping		Clear Shopping Cat	rt Update S	hopping Cart
	DISCOUNT CODES Enter your coupon code if you have one.		S Grand	ubtotal I Total



The next several screens will ask you to provide the necessary information to process your order:

- Billing Address
- Shipping Address
- Shipping Method
- Payment Information

You will have an opportunity to review your order before submitting.

Checkout	Your Checkout Progress
Billing Information	Billing Address
Falest a billion address from your address heads a same address	Shipping Address
Select a bining address from your address book of enter a new address. PO Box /040, Akron, Ohio 44667, United States	Shipping Method
Ship to this address	Payment Method
Ship to different address	
* Required Fields	
Continue	

You can also export the order information as a .CSV (Comma-Separated Vales) file before proceeding to Checkout. Click the "Export as Quote" button and the .CSV file will download.

Shopp	ing Cart				
			Proceed	l to Checkou	it
Bracket, Belt T	ensioner was added to your shopping cart.				
	Product Name	Unit Pric	e Qty S	Subtotal	
	(Right) Guide Block, Seal Frame Sku : TP-T1MC00163-2 Machine Serial Number Add		1		Ŵ
	Bracket, Belt Tensioner Sku: TP-T1 MC00091 Machine Serial Number Add		1		Ŵ
Contir	nue Shopping	Clear Shopping Cart Export as Quote	Jpdate Shoppi	ing Cart	





After submitting your order, you will receive immediate confirmation on the website and a confirmation email will be sent to the address provided. You many also choose to print a copy of the order confirmation.

Orders - Re-Ordering Items

To re-order items from a previous order, log into the website and select My Account" from the upper right-hand side of the page. This will take you to "My Dashboard", which in addition to your contact information, also displays your recent account activity.

My Account	Customer Connect		
My Dashboai	rd		
Hello, John Davis! From your My Accourt Dash RECENT ORDERS	nboard you have the abil	ity to view a	snapshot of your recent account activ
Order #	Date	s	Ship To
189312	4/30/2018		John Davis

In the "Recent Order" table, click on the "Reorder" link. This will display the Shopping Cart for that previous order. You may adjust the quantity (if necessary), and "Proceed to Checkout". It's that easy!

		View All
Order Total	Status	
\$0.01	Pending	View Order Reorder



Billing Inquiries

You can access detailed account information from the "My Dashboard" page by hovering the mouse over the "My Account" and "Customer Connect" tabs immediately above "My Dashboard". The information that is visible in these tabs is dependent upon your level of access, and can be customized to meet your needs. If greater access is required, please contact APPI to review your security clearance and adjust the level of access accordingly.

"My Account" – A summary of online accounts and orders.

Under this tab, you can access:

- Account Information (Name, email)
- My Orders
- Billing Agreements
- Recurring Profiles
- My Product Reviews
- My Wishlist
- My Applications
- Newsletter Subscriptions
- My Downloadable Products

	Ноп	e Product			
	-				
My Account	Customer Connect				
Account Dashboard	Ь				
Account Information	0.6%				
My Orders	tz!				
Billing Agreements	bard you have the ability to v	iew a suapsilor (
Recurring Profiles					
My Product Reviews	Date	Ship To			
My Wishlist	4/30/2018	John Davis			
Newsletter Subscriptions					
My Downloadable Products					

"Customer Connect" – A direct link to APPI with a full account history.

Under this tab, you can access:

- Account Information (Billing)
- Account Orders
- Account Invoices
- Account Payments
- Account Shipments
- Account RMAs
- Account RFQs
- Permissions
- Account SKUs





Documents Section

Hundreds of useful documents available for download are described in the next several pages.

Credit Application

A Credit Application Form is available in the Documents Section of the website:

Adv Poly Poly B	anced -Packagi	ng, Inc.		Se	Welcome Joh arch entire s	n My Account My Wi	shlist (1 ltem)	My Cart (1 item) I
Home	Products	Contact Us	Store Locator	About Us	F.A.Q.	Success Stories	Help	Documents
Home Page / Docume	ents							
Category : Billing		•	S d	elect "Bill own men	ling" fro u.	om the dro	p-	
$\int \blacksquare Documents \\ \leftrightarrow \Rightarrow C \blacksquare$	× C	2017_APPI_W-9_150583	8 × C Microsoft Wo	rd - APPI Le X	/licrosoft Word - A	Advanc X	θ -	□ × ∴
	Advanc Poly-Pac Poly Bags	ed kaging, Inc.		Welcome John M	Ny Account My N	Wishlist (1 ltem) My Cart (1 Item) Log O	ut
Home Pag	Home Prod	ucts Contact U	s Store Locator	- About Us	F.A.Q.	Success Stories	Help	
Doc	cuments							_
Catego	ry:	Y						
Search Searc	h Here							
Subm	it			Reset				
		Title			c	ategory	Downloa	d
Paym	ent Instructions	Just cl	ick the "Do	wnload"			Download	
Credit	t Application	button					Download	
Advar	nced Poly W9						Download	
	Contact Us St	ore Locator About	Js F.A.Q. Success	Stories Help Sit	te Map Docu	uments Blog Repor We are o Leave us a N	t Issue ffline lessage	

After downloading the one-page fillable Word document, just save it, and email it to: <u>AR@advancedpoly.com</u>.



Download Payment Instructions

Instructions for making payments (checks and/or electronic transfers) can be downloaded from the Documents Section.

Advanced	Welcome John My Account My Wishlist (1 Item) My Cart (1 Item) Lo
Poly Bags • Bagging Systems	Search entire store here
Home Products Contact Us Store Locator	About Us F.A.Q. Success Stories Help Documents
Home Page / Documents	
Documents	
Category : Billing	Select "Billing" from the drop- down menu.
	osoft Word - APPI Le X C Microsoft Word - Advanc X
← → C	☆ :
Advanced	Welcome John My Account My Wishlist (1 Item) My Cart (1 Item) Log Out
Poly-Packaging, Inc. Poly Bags • Bagging Systems	Search entire store here Go

Billing	Ŧ					
Search Search Here						
Submit			Reset			
Payment Instructions	Just clic button.	k the "Dov	vnload"	Cate	egory	Download Download
Credit Application			BIII	ng		Download
Advanced Poly W9			Billi	ng		Download



Form W-9 Information

Advanced Poly Packaging's TIN is also available in the Documents Section:

Advanced Poly-Packaging Poly Bags • Bagging	g, Inc. ^{Systems}	S	Welcome John earch entire st	My Account My	vWishlist (1 ltern)	My Cart (1 Item) Lo
Home Products C	Contact Us Store Locat	or About Us	F.A.Q.	Success Storie	es Help	Documents
Home Page / Documents Documents						
Category : Billing		Select "Bi down mer	lling" fro iu.	om the dro	op-	

Documents X 🗋 20	17_APPI_W-9_1505838 × C Microsoft Word - APPI Le ×) Microsoft Word - Advanc 🗙	θ - □ ×
← → C Secure https://ecor	n.advancedpoly.com/documents		☆ :
Advance	d Welcome John	My Account My Wishlist (1 Item) My Ca	art (1 Item) Log Out
	aging, Inc. gging Systems	ore here	Go
Home Product:	s Contact Us Store Locator About Us	F.A.Q. Success Stories	Help
Home Page / Documents			
Documents			
Category :			
Billing	v		
Search			
Search Here			
Submit	Re	eset	
	Title	Category	Download
Payment Instructions		Billing	Download
Credit Application	lust click the "Download"		Download
Advanced Poly W9	button.		Download
			-
Contact Us Store	Locator About Us F.A.Q. Success Stories Help	Site Map Documents Blog Rep	
		DITED ESS	e offline
	© 2017 Advanced Poly-Packaging, Inc. All Righ	its Reserved. Leave us	a Message



Sales Information

An informed consumer always does research before making a purchase:

- What kind of guarantee is offered?
- Can I get a catalog?
- What's the company's BBB rating?
- What are the payment terms?
- ISO Certification?

Advanced Poly has information on those topics in the Documents Section:

Advanced Poly-Packag Poly Bags • Baggi	jing, Inc. ng Systems		
н	ome Products	Contact Us	Dealer Locator
Home Page / Documents			
Category :			
Please select			
Search	•		
Search Here			
Submit			Reset
	Or just enter a se click "Submit".	earch term and	



Film Data Sheets

Advanced Poly offers custom printed or non-printed bags, and polyethylene film from highquality resins and blends. To see specifications and applications for different film types, as well as a glossary of common terminology, navigate to the Documents Section, and select "Film Data Sheets" from the drop-down menu

Advanced Poly-Packaging, Inc. Poly Bags • Bagging Systems						
	Home	Products	Contac			
Home Page / Documents						
Documents						
Category :		4				
Film Data Sheets		•				
Search						
Search Here						
Submit						
APPI Film Knowled	dge Base	2				
		April 2018 Ver	rsion 1			
Common Termino	logy	ally stated for film thicknesses	in			
terms of cubic centimeters / 100 sq. in.	of material over a 24-hour	period at a pressure of 1 atmo	sphere.			
WVTR: The steady rate at which water v terms of grams / 100 sq. in. of material (vapor can permeate a film. over a 24-hour period at a p	Typically stated for film thickn pressure of 1 atmosphere.	esses in			
Secant Modulus: Describes the relative stiffer material.	stiffness of the material, wi	ith a higher number indicating	а			
Dart Impact: The impact failure weight i under test.	in grams at which a falling d	lart induces failure of a film sa	mple			
Elmendorf Tear Strength: The resistance or the Transverse Direction (TD) from a	e of the material to tearing notch cut into the material.	in either the Machine Directic	on (MD)			



Download Operations Manuals

PDF copies of Operations Manuals for all equipment and machinery sold by Advanced Poly are available for download. To find the correct manual for your equipment, just match the Serial Number.

Advanced	Welcome John My Account My	Wishlist (1 Item) My Cart (1 Item)) Log Out
Poly-Packaging, Inc.	Search entire store here		Go
Home Products Contact Us Dealer Locator F.A.Q.	Success Stories Help	Documents News and E	Events
Home Page / Documents			
Documents			
Category :			
Machine Manuals			
Search			
Search Here			
Submit	Reset		
Title		Category D	ownload
T-1000 Operations Manual Version 1, for Serial Numbers 95080001 - 2001204	430	Machine Manuals	Download
T-1000 Operations Manual Version 2, for Serial Numbers 201010431 - 202120	0538	Machine Manuals	Download
T-1000 Operations Manual Version 3, for Serial Numbers 203010539 - 205110	0698	Machine Manuals	Download
T-1000 Operations Manual Version 4, for Serial Numbers 206010699 - 206120	0765	Machine Manuals	Download
T-1000 Operations Manual Version 5, for Serial Numbers 207030766 - 208110	0886	Machine Manuals	Download
T-1000 Operations Manual Version 6, for Serial Numbers 209010887 - 213101	185	Machine Manuals	Download
T-1000 Operations Manual Version 8A, for Serial Numbers 213101186 - 21410	01246	Machine Manuals	Download
T-1000 Operations Manual Version 9, for Serial Numbers 214101247 - 215051	1291	Machine Manuals	Download
T-1000 Operations Manual Version 9A, for Serial Numbers 215051292 - 2150	91303	Machine Manuals	Download

Over 50 manuals available for immediate download.



"How To" Instructions

Advanced Poly probably has created over 170 "How To" documents to help you handle common problems with step-by-step instructions.

Advanced Poly-Packaging, Inc. Poly Bags • Bagging Systems	For UK service, Please visit http://appuk.co.uk	My Account My Wishlist (1 ltr	em) My Cart Log Out here Go
Home Products Contact Us Dealer Locator	F.A.Q. Success Stories	Help Documents News	and Events
Home Page / Documents			
Documents			
Category : Machine - Help Documents			
Search			
Search Here			
Submit	Reset		
Title		Category	Download
HOW TO (All Baggers) Proper Bag Roll Handling: Help Doc 01		Machine - Help Docum	ents Download
HOW TO (T-375) Activate/ De-Activate Light Curtain: Help Do	oc 02	Machine - Help Docum	ents Download
HOW TO (Ti-1000) Check Printer Power Supply: Help Doc 03		Machine - Help Docum	ents Download
HOW TO (T-1000/Ti-1000Z) Diagnose PC Link Error: Help Doc	06	Machine - Help Docum	ents Download
HOW TO (Ti-1000Z) Adjust Zebra Take-up Spindle: Help Doc 0	8	Machine - Help Docum	ents Download
HOW TO (Ti-1000Z) Assemble Zebra Take-Up Spindle: Help De	oc 09	Machine - Help Docum	ents Download
HOW TO (T-1000) Check Zebra Power Supply: Help Doc 10		Machine - Help Docum	ents Download
HOW TO (T-1000) Load Stored Labels: Help Doc 11		Machine - Help Docum	ents Download
HOW TO (Any TiZ Printer) Determine DPI of Zebra XiIII and X	(i4: Help Doc 12	Machine - Help Docum	ents Download
HOW TO (T-1000): Replace PLC Battery: Help Doc 17		Machine - Help Docum	ents Download



Information About Standard Options

Advanced Poly offers over 40 different standard options that can be added to your machine. To learn more about which options are available for your particular model, download these brief descriptions.

In the Documents Section, select "Options and Accessories Manuals" from the drop-down menu.

Advanced	Welcome John My Account My Wishlist (1 Item) My Cart (1 I	ltem) Log Out			
Poly-Packaging, Inc.	Search entire store here				
	ator About Us EAO Success Staries				
	ator About Us F.A.Q. Success stories				
Home Page / Documents					
Documents					
Category :					
Options and Accessories Manuals					
Search					
Search Here					
Submit	Reset				
Title	Category	Download			
Accumulating Funnel Manual T-1000	Options and Accessories Manuals	Download			
Bag Blow Off Manual T-1000	Options and Accessories Manuals	Download			
Bag Deflator Manual T-1000	Options and Accessories Manuals	Download			
Heavy Duty Bag Deflator Manual T-1000	Options and Accessories Manuals	Download			
Bag Out Detector Manual T-1000	Options and Accessories Manuals	Download			
Bag Open Detector T-1000	Options and Accessories Manuals	Download			
Safety CE Conformity Kit Manual T-1000	Options and Accessories Manuals	Download			
T-1000 Barcode Verifier Manual	Options and Accessories Manuals	Download			
T-1000 Counting Funnel Manual	Options and Accessories Manuals	Download			



System Layouts

Illustrations of Standard System layouts, complete with dimensions, are available for download in the Documents Section. Select "Layouts for Various Systems" from the drop-down menu.

Advanced Welcome John My Acco	unt My Wishlist (1 Item) My Cart (1 Item) Log Out
Poly-Packaging, Inc. Poly Bags • Bagging Systems		Go
Home Products Contact Us Store Locator About Us H	F.A.Q. Success Stories	
Home Page / Documents		
Documents		
Category :		
Layouts For Various Systems		
Search		
Search Here		
Submit Reset		
Title	Category	Download
Cart for Table Top Baggers	Layouts For Various Systems	Download
Towel Bagging System	Layouts For Various Systems	Download
T-1000 NBO with Printer and Two UC-3000	Layouts For Various Systems	Download
T-1000-S14 Bagger with Ti-1000z Printer and UC-2400	Layouts For Various Systems	Download
T-1000-S14 Bagger with Loose Parts Diverter, Counter, Conveyors, and Check Weigh Scale	Layouts For Various Systems	Download
T-1000-S14 Bagger with Light Safety Curtain, Printer, Conveyor, and Combi Scale	Layouts For Various Svstems	Download



Service Forms

Need to return a device for repair or reprogramming? Or prepare for a system installation? We have a form for that!

All Service Forms are available in the Documents Section. Just select "Service Forms", and you can download:

- PLC Return Form
- Equipment Install Checklist
- Return for repair Form
- Service Agreement

Advan Poly-Pa Poly Bags	ackagir • Bagging	IG, INC. Systems	Wel Searc	come John My A	re	ishlist (1 ltem) My Cart (1	l Item) Log Out
Home Pr	oducts	Contact Us	Store Locator	About Us	F.A.Q.	Success Stories	
Home Page / Documents	5						
Category :							
Service Forms		- < -					
Search							
Search Here							
Submit				Reset			
		Title			Ca	itegory	Download
PLC Return Form				Servi	ce Forms		Download
Equipment Install Ch	ecklist			Servi	ce Forms		Download
Return for Repair Re	quest			Servi	ce Forms		Download
Service Agreement				Servi	ce Forms		Download

For assistance with any of the Service Forms, or for additional Service information, please call 1-800-754-4403, Monday through Thursday, 9:00 AM to 5:30 PM EST, or Friday 9:00 AM to 5:00 PM EST, and ask for Service, or at Service@advancedpoly.com.

F.A.Q.

Looking for a quick answer to a question? Use the menu on the top of the webpage to access the Frequently Asked Questions page. Select a category from the drop-down menu or enter a search term. New categories will be added as more questions are submitted.

Current categories include:

- Advanced Poly (General Billing, Terms)
- Artwork Printing (Bags/Film)
- Bags (General)
- Machines (General)
- Machines (Service Support)
- Machines (Warranty Guarantees)

Advanced Poly-Packaging, Inc. Poly Bags • Bagging Systems	Welcome John My Account My Wishlist (1 Item) My Cart (1 Item) Log Out Search entire store here Go
Home Products Contact Us Store Locator About Us F.A	.Q. Success Stories Help Documents Blog
Home / FAqs Frequently Asked Questions	
Category : Artwork - Printing (Bags/Film)	
Search	
Submit	
We would like to switch to Advanced Poly and have printing plates that we have purch	nased. Can you use our existing plates? +
Can you print 8 colors on both sides of the bag?	+
I am the Graphic Artist and have the artwork ready to send to you for our custom prin	ted bags. What format do you require for these art files? +
Can I send you my artwork?	+
How many colors do you print?	+

Click on any of the displayed FAQ to see the answer.

Submit	Reset	
We would like to switch to Advance	d Poly and have printing plates that we have purchased. Can you use our existing plates?	+
Can you print 8 colors on both sides	of the bag?	
APPI's complete printing capabilities inc your artwork, typesetting and color sep	- lude line, screen or process printing up to 6 colors on one or both sides. Allow our in-house graphic design team to creat arations.	e
FAQs category: Artwork - Printing (Bag	;/Film)	
I am the Graphic Artist and have th	e artwork ready to send to you for our custom printed bags. What format do you require for these art files?	+



Help

Having an issue? You may find your solution here! Use "Category" to select a Machine, and "Sub Category" to select a problem. Available answers are displayed at the bottom of the page.

Categories include:

- T-1000 Bagger
- T-200 Tabletop Bagger
- T-275 Tabletop Bagger
- T-300 Tabletop Bagger
- T-375 Tabletop Printer/Bagger
- Ti-1000 TEC Printer
- UC-2400 Parts Counter
- UF-5000 Infeed Conveyor
- US-4000 Check Weigh Scale
- US-5000/5500 Scale
- US-9000 Scale
- UCS-2400 Comb. Counter Scale

Advanced Poly-Packaging, Inc.		Welcome John My Account My Wishlist (1 Item) My Cart (1 Item) Log				
Poly Bags • Bagging Systems		search entire stor	re nere		GO	
Home Products Contact Us	Store Locator	About Us	F.A.Q.	Success Stories	Неір	
Home / Help						
Help						
Category :						
T-1000 Bagger						
Sub Category :						
Bagger Sealing Issues						
Search		Rese	1			
The bag seal annears to be melted, and the ba	ag is sticking to the	Heater Bar				
Bags are not sealing at a proper or consistent	distance from the	bag perforation)			
Seal temperature has been 400 degrees, but i	t was necessary to	raise it to 500 d	egrees to ge	et the bag to seal. Wh	at's causing this?	



Dealer Locator

Need to find an APPI location near you? Enter a City, State, or Zip Code.



The names and addresses of the stores in that area are displayed, along with links to Store Details, Contact Information, and an Interactive Map.



Success Stories

Customer share experiences and feedback about Advanced Poly. Read their thoughts and recommendations, and comment on the stories.



Videos

Watch videos of the different machines available from Advanced Poly Packaging, as well as demonstrations of the specific applications of the different systems (Baggers, Counters, etc.), and promotional videos.





Customer Service

Accessed by means of the website Footer Links, the Customer Service Page contains brief summaries addressing topics that APPI knows are important to their customers:

- Shipping & Delivery
- Privacy & Security
- Returns & Replacements
- Ordering
- Payment, Pricing, & Promotions
- Viewing Orders
- Updating Account Information

The Customer Service page also contains a link to download the latest copy of this Web User Guide. Just click on the image of the Guide.



To access the Customer Service page, select the link on the bottom of the web page, as shown below:







Learn About Advanced Poly

To learn more about the company, please visit the pages on our website by using the menu on the top of the page:



Further Assistance

If you need any further assistance using the new features, please use the "Contact Us" tab at the top of the website, or call APPI at 1-800-7584-4010.



1331 Emmitt Road • Akron, OH 44306 • 1-800-754-4403 • fax 330-785-4010 • www.advancedpoly.com