

PRINT GARAGE

USER GUIDE

Powered by **VALO** 



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INTRODUCTION

The new Print Garage is an easy-to-use global B2B eCommerce platform allowing users to order ready-made, branded marketing tools and materials to help grow your business. Print Garage will include Retail and Professional marketing tools, specialty products, event/seasonal sale materials, personalized stationery, program signage, permanent décor replacements and more!

Print Garage gives Advance and Carquest Store Teams and Professional Teams the opportunity to add or replenish sales tools and collateral with a quick turnaround to react to competitor and customer situations across the country.

New Print Garage Features and Benefits:

- A single site for marketing materials that is easily accessible for all users.
- Fresh content, branding, usability and opportunities to increase field activation.

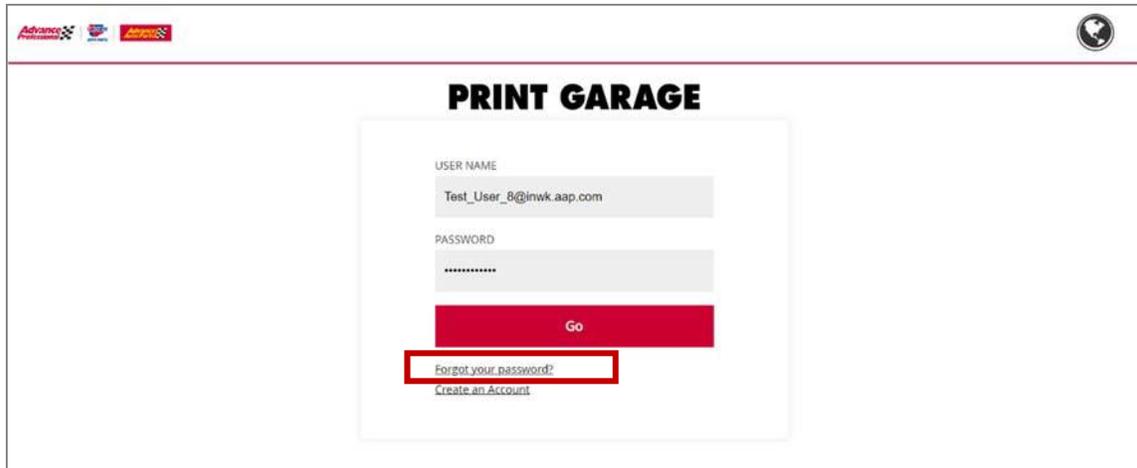
USING THE SITE

When working on the Print Garage Site, you can:

- Access your Commerce site
- Browse the catalog
- Add items to your shopping cart
- Place an order
- Add items to your Favorites list
- View and copy previous orders
- Manage shipping addresses
- Contact Support

ACCESSING THE AAP PRINT GARAGE SITE

To access the AAP Print Garage Commerce site, navigate to <https://aap.inwk.com/>. Provide your username (your email address) and password, then click **Go** to log in.



The screenshot shows the login interface for the AAP Print Garage. At the top left, there are logos for 'Advance' and 'AAP'. At the top right, there is a globe icon. The main heading is 'PRINT GARAGE'. Below this is a login form with the following elements:

- USER NAME: Test_User_8@inwk.aap.com
- PASSWORD: [Masked]
- Go button (red)
- Forgot your password? (highlighted with a red box)
- Create an Account (blue link)

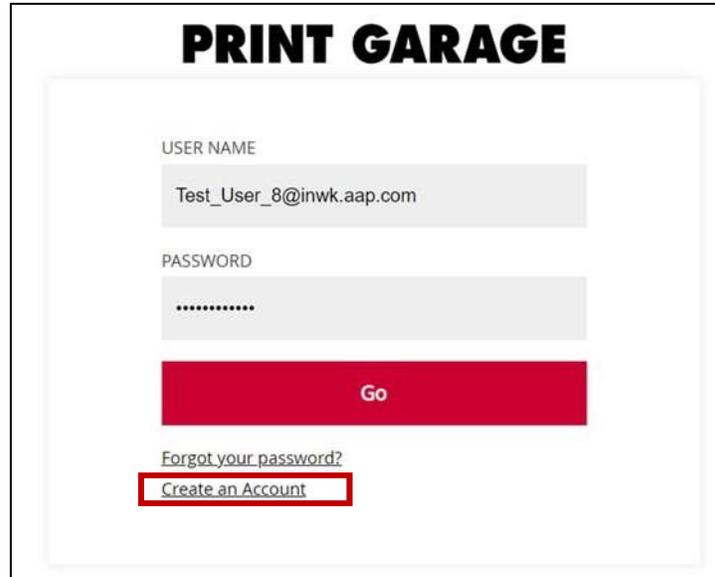
If this is your first time accessing Print Garage, please set your password by clicking the **Reset your password** link. You will be prompted to enter your username (your email address).

Click **Go** to generate an email that will allow you to enter a custom password and access the site.

If you receive the message "We cannot find a record for this username," please follow the instructions below to **Create an Account**.

Self-Registration Form

Navigate back to the main login page by clicking the logos in the top left corner. Once there, click on the **Create an Account** link under the login fields.



PRINT GARAGE

USER NAME
Test_User_8@inwk.aap.com

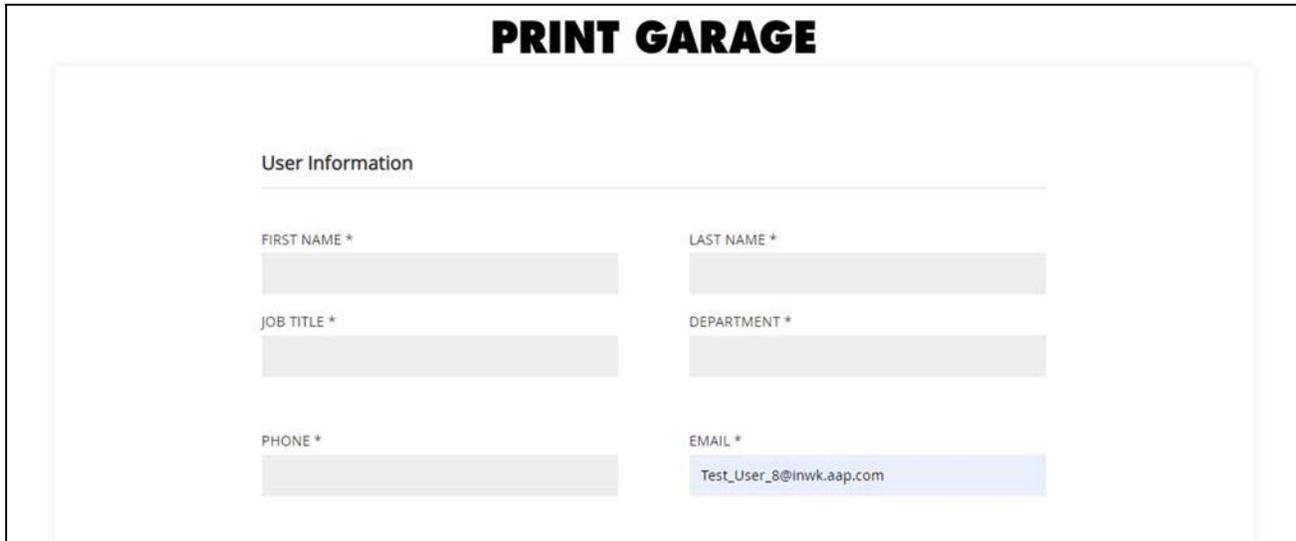
PASSWORD
.....

Go

[Forgot your password?](#)

[Create an Account](#)

Complete the form by filling out all required information.



PRINT GARAGE

User Information

FIRST NAME *
[Input Field]

LAST NAME *
[Input Field]

JOB TITLE *
[Input Field]

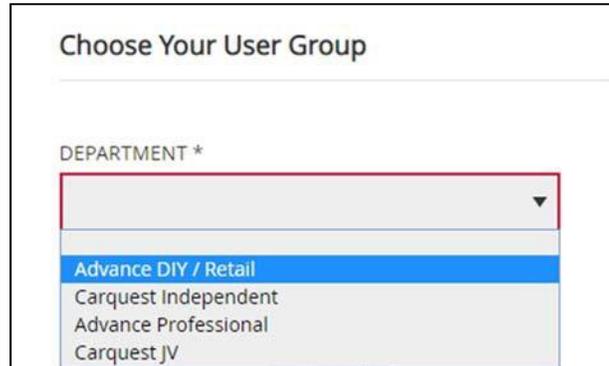
DEPARTMENT *
[Input Field]

PHONE *
[Input Field]

EMAIL *
Test_User_8@inwk.aap.com

Enter the email address you wish to use for your account and create a password for your account. The email address submitted here will become your Print Garage site username.

Select your User Group from the dropdown menu at the bottom of the form. This is based on your company division.



The image shows a form titled "Choose Your User Group". Below the title is a horizontal line. Underneath, the label "DEPARTMENT *" is followed by a dropdown menu. The dropdown menu is open, showing four options: "Advance DIY / Retail" (highlighted in blue), "Carquest Independent", "Advance Professional", and "Carquest JV".

Click **Submit** to complete the form. Your account creation form will be submitted for approval. Once your account has been approved, you will receive an email confirming your ability to login.

Note: emails with the domain [@advance-auto.com](mailto:advance-auto.com) will be automatically approved for site access

BROWSING THE CATALOG

To find a specific item, you can browse through the categories on the left side of the screen or enter a keyword in the search field at the top of the screen.

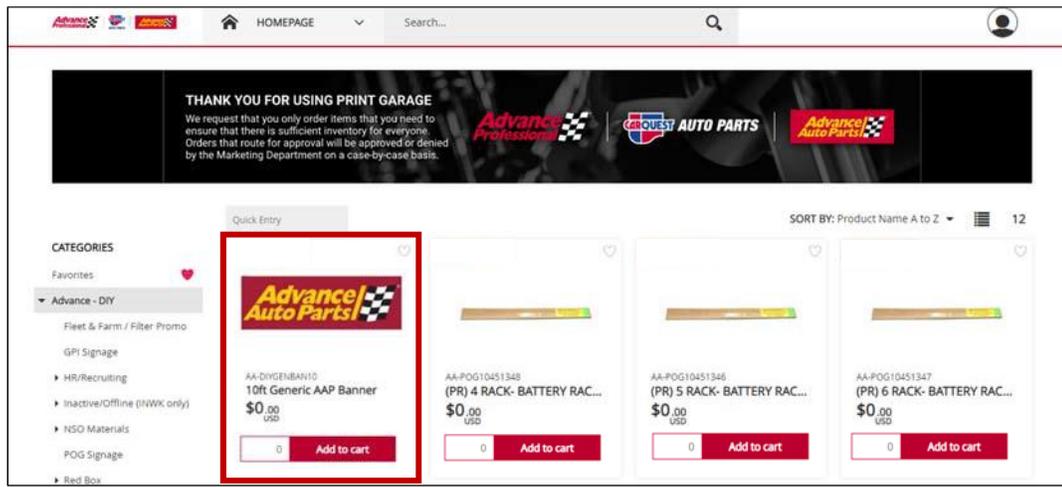
The screenshot displays the top navigation bar with the Advance logo, a 'HOME' icon, 'HOMEPAGE', a search bar with 'Search...' text, and a user profile icon. Below the navigation is a dark banner with the text 'THANK YOU FOR USING PRINT GARAGE' and a request to ensure sufficient inventory. The banner also features logos for Advance Professional, CARQUEST AUTO PARTS, and Advance Auto Parts.

On the left side, a 'CATEGORIES' sidebar is visible, containing 'Favorites' with a heart icon and 'Advance - DIY' with a right-pointing arrow.

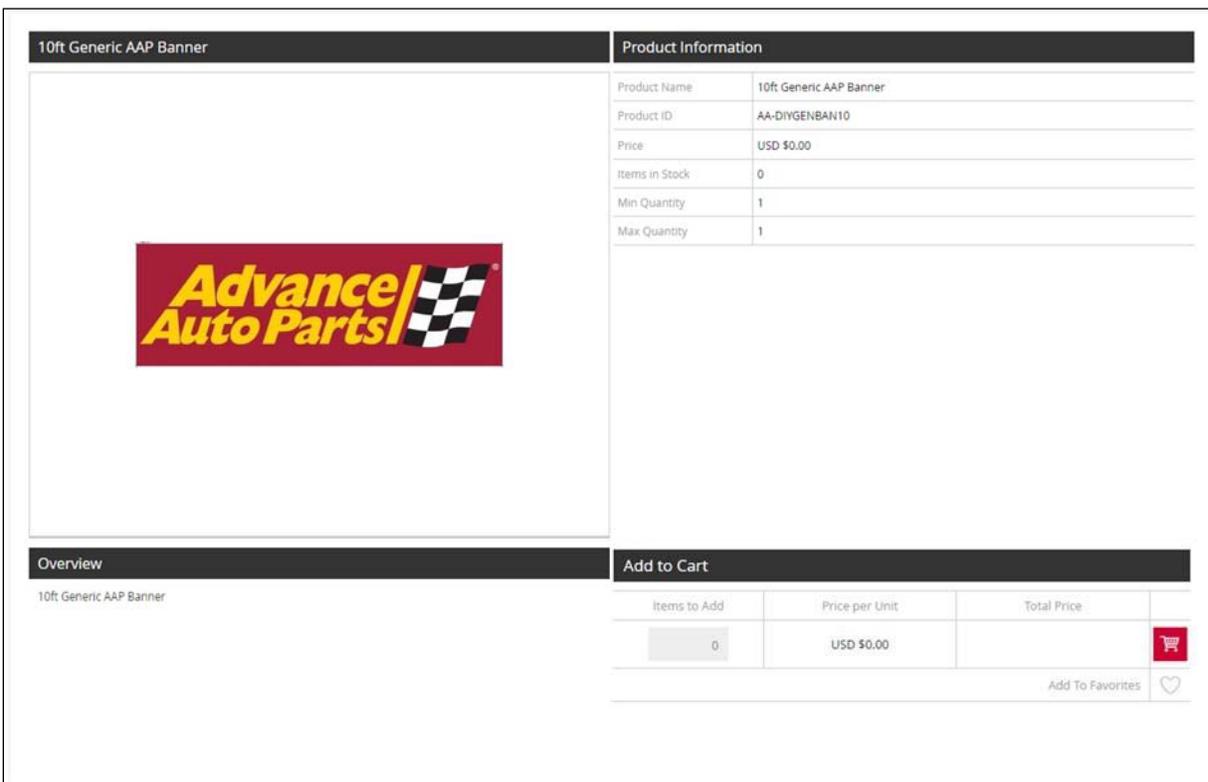
The main content area features a large image of a piston and connecting rod. Overlaid on this image is the text 'WELCOME TO THE NEW PRINT GARAGE' and 'Your source for customized marketing materials, promotional items, signage and more.' To the right of the image is a red sidebar with the text 'Get materials designed to help educate and service your customers.' and a paragraph explaining that the site presents items based on the user's brand umbrella, including Advance Professional, Carquest Auto Parts, and Advance Auto Parts.

At the bottom of the page, there is a dark banner with the logos for Advance Professional, CARQUEST AUTO PARTS, and Advance Auto Parts.

Click on an item's image to access the item detail screen, which provides you with additional information and gives you the option to add the item to your shopping cart or to your list of favorites.



You can add items to your shopping cart directly from this page or click on an item image to view more information.

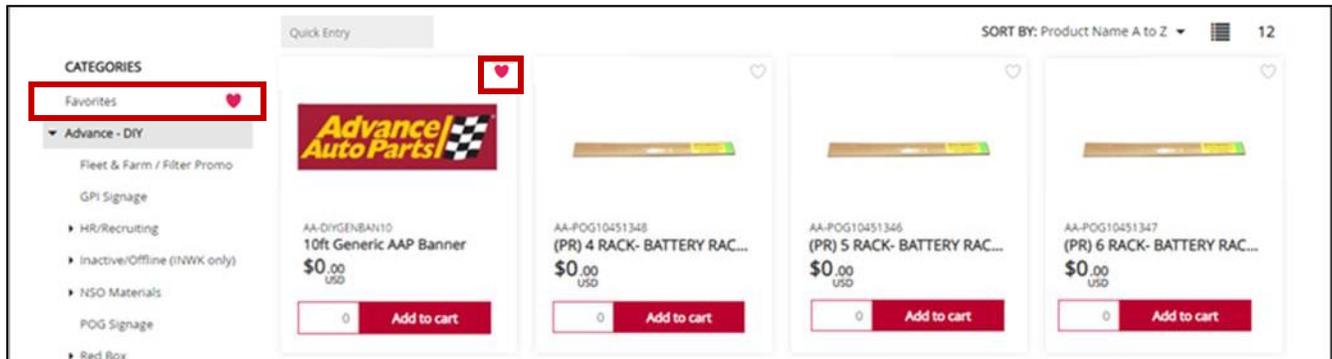


Adding Items to Your Favorites List

If you will be ordering a certain item frequently, click the **Add To Favorites** heart to add it to your Favorites list to make it easy to find in the future.

Add to Cart			
Items to Add	Price per Unit	Total Price	
0	USD \$0.00		
			Add To Favorites 

You can see the list of all your favorite items by clicking **Favorites** in the **Categories** menu. Click the heart to remove it from your favorites.



Quick Entry

SORT BY: Product Name A to Z 12

CATEGORIES

- Favorites** 
- Advance - DIY
- Fleet & Farm / Filter Promo
- GPI Signage
- HR/Recruiting
- Inactive/Offline (INWX only)
- NSO Materials
- POG Signage
- Red Box

AA-DIYGENBAN10
10ft Generic AAP Banner
\$0.00 USD
0 Add to cart

AA-POG10451348
(PR) 4 RACK- BATTERY RAC...
\$0.00 USD
0 Add to cart

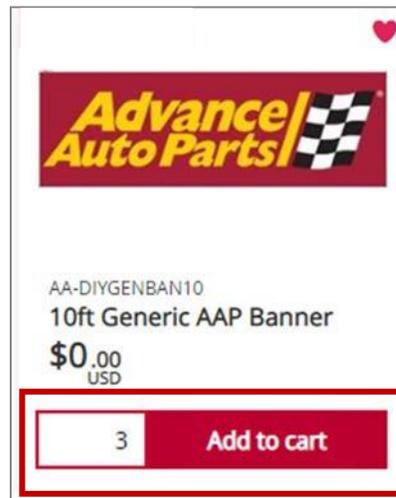
AA-POG10451346
(PR) 5 RACK- BATTERY RAC...
\$0.00 USD
0 Add to cart

AA-POG10451347
(PR) 6 RACK- BATTERY RAC...
\$0.00 USD
0 Add to cart

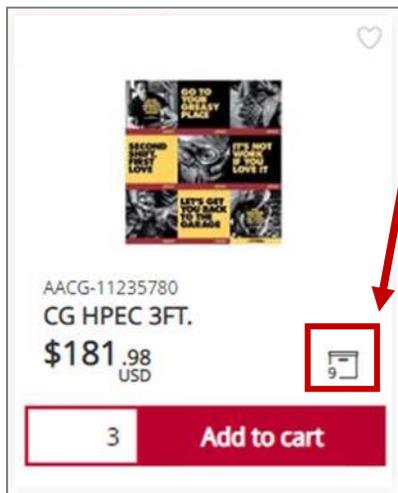
ADDING ITEMS TO YOUR SHOPPING CART

There are three ways to add an item to your shopping cart:

1. From the catalog page, enter the quantity in the field provided and click **Add to cart**.

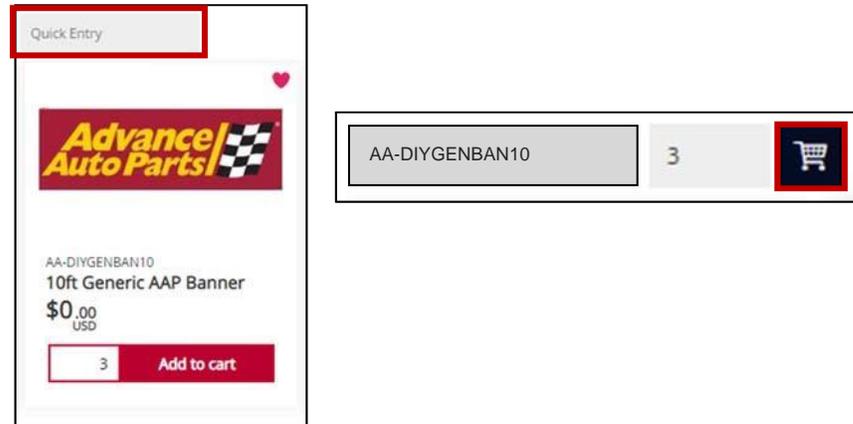


Important: When entering the desired quantity for your order, be sure to look at the pack size of the item. Items are often ordered in packs, not individually.



Product Information	
Product Name	CG HPEC 3FT.
Product ID	AACG-11235780
Price	USD \$181.98
Package Quantity	Pack of 9
Items in Stock	0
Min Quantity	1
Max Quantity	1

3. On the catalog page, enter the Item Code/SKU into the Quick Entry Field. Provide the quantity and click the shopping cart button.



4. On the item detail screen, enter the desired quantity in the Add to Cart area and click the shopping cart button.



CUSTOMIZE AN ITEM – (DIY USERS ONLY)

Some items require customization on the item detail screen before ordering.

To open the item detail screen for customization, click on **Configure** underneath the item's image.



To customize an item on the item detail screen, click on the pencil icon next to the item image to bring up the custom form.

The screenshot displays the full item detail screen. On the left is a large image of the 'CAR WASH' sign with the text 'EDITABLE: DATE, TIME LINE 2 XXXXXXXXXX' and the 'Advance! Auto Parts' logo. A pencil icon is visible in the top right corner of the image area. On the right side, there is a 'Product Information' section with the following details:

Product Name	Car Show Customizable Pole Sign
Product ID	AA-NSOPSCARWASH-POD
Min Quantity	1

At the bottom, there is an 'Add to Cart' section with a table:

Items to Add	Price per Unit	Total Price
0	USD \$150.59	

Below the table, there is an 'Add To Favorites' button with a heart icon.

Once the customization form appears:

1. Enter your personalized information into the form on the left.
2. To save your information, enter a name in the “**Quick Fill**” field below the page numbers and click on “**Save Quick Fill**”. This will allow you to load info onto the same item at a later visit.
3. To load a saved quick fill, click the down arrow at the top left, next to the words “**Choose Quick Fill**” and select the name you previously saved. This will load all saved data.
4. To view your imprint, click “**Update**” The image on the right will update to show your entered information.

Choose Quick Fill

Event Date*

Event Time*

Address*

City*

State*

ZIP*

Enter Quick Fill Name Save Quick Fill

Update Approve/Checkout

Choose Quick Fill

Event Date* 4/2/2020

Event Time* 4:00pm

Address* 203 N Lasalle

City* Chicago

State* IL

ZIP* 60601

Enter Quick Fill Name Save Quick Fill

Update Approve/Checkout

30%

CAR WASH

4/2/2020, 4:00pm
203 N Lasalle, Chicago,
IL, 60601

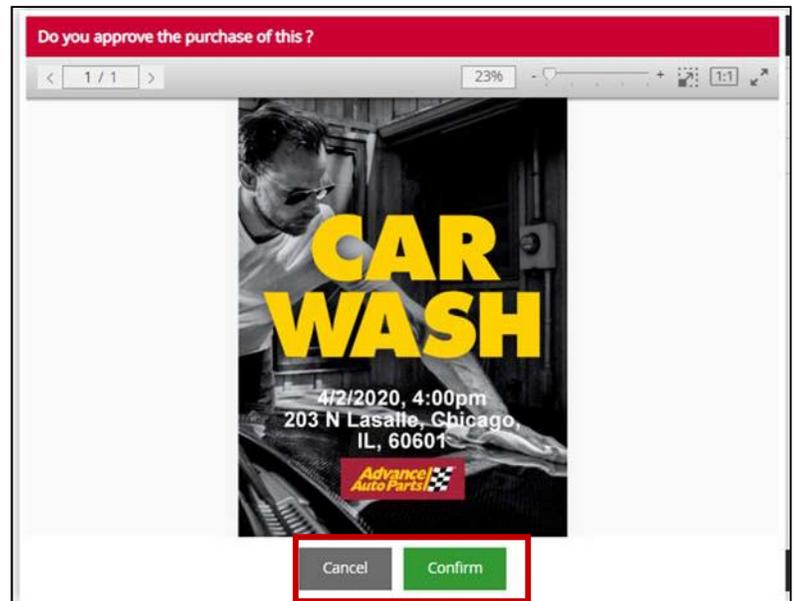
Advance Auto Parts



- The tool bar above the image can be used to flip through the images, alter how you view the imprint, including zoom in/out by percentage, zoom in/out by slider, full screen view, and view at actual size (1:1).
- Once you're satisfied with your imprint, click the **"Approve/Checkout"** button which saves your imprint and activates the **Shopping Cart** button. You will **not** be able to place an order until the **Approve/Checkout** button is clicked. The form customization window will close afterwards.

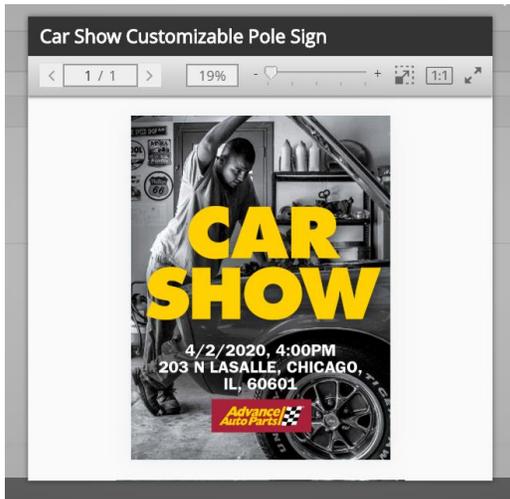
Add to Cart			
Items to Add	Price per Unit	Total Price	
<input type="text" value="2"/>	USD \$150.59	USD \$301.18	
			Add To Favorites 

- Enter a quantity to order in the **"Items to Add"** field. The quantity entered should be greater than or equal to the **"Min. Quantity"** listed in the item information in the upper right.
- To add the item to your cart, click the Shopping cart button. You will be prompted to **Confirm** or **Cancel** on the proof. Click **"Confirm"** and the item will be added to your cart. If this is the first item added to your cart, the Shopping Cart/Checkout icon will appear in the upper-right corner of the screen.



- Once you click the button **Confirm**, the item will get sent to your shopping cart together with the template that you approved and the image you see will switch back to the default one. Do not be alerted by that fact, you can be sure that the information you entered was not lost, it was simply moved to the shopping cart.
- Once you go into your shopping cart, you will have one more opportunity to review the details you have entered into the template, by simply clicking the little magnifying glass

Shopping Cart		Enable Multiple Address Shipping	Clear
Item Description	Quantity	Price	Subtotal
 SKU AA-NSOPSCARSHOW-POD Car Show Customizable Pole Sign	 2	USD \$45.00	USD \$90.00 



11. If you are satisfied with the template, you can click **Next** and continue the checkout process. If you want to make any edits to the template, please return and reenter the details.

CUSTOMIZE AN ITEM – BUSINESS STATIONERY

(For Carquest Independent users only)

Some items require customization on the item detail screen before ordering.

To open the item detail screen for customization, click on **Configure** underneath the item's image.



To customize an item on the item detail screen, click on the pencil icon next to the item image to bring up the custom form.

A screenshot of the item detail screen for "#10 Non-Window Envelopes". The screen is divided into several sections. At the top, there is a header with the product name and a pencil icon. Below this is a large image area on the left and a "Product Information" section on the right. The "Product Information" section contains the following details:

Product Name	#10 Non-Window Envelopes
Product ID	CQU53
Min Quantity	500

At the bottom of the screen, there is an "Add to Cart" section with a pricing table:

Quantity	Price per Unit
500 - 999	USD \$0.18
1000 - 2499	USD \$0.15
> 2500	USD \$0.11

Below the pricing table, there is an "Items to Add" input field with the value "0" and a "Total Price" column.

Once the customization form appears:

12. Enter your personalized information into the form on the left.
13. To save your information, enter a name in the “**Quick Fill**” field below the page numbers and click on “**Save Quick Fill**”. This will allow you to load info onto the same item at a later visit.
14. To load a saved quick fill, click the down arrow at the top left, next to the words “**Choose Quick Fill**” and select the name you previously saved. This will load all saved data.
15. To view your imprint, click “**Update**” The image on the right will update to show your entered information.

Choose Quick Fill

Name* Test User

Address* 123 Main Street

City* Chicago

State* IL

Zip* 60601

Test Save Quick Fill

Update Approve/Checkout

Choose Quick Fill

50%

Name* Test User

Address* 123 Main Street

City* Chicago

State* IL

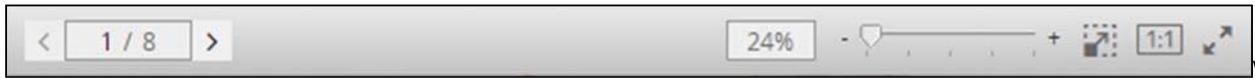
Zip* 60601

Test Save Quick Fill

Update Approve/Checkout

CARQUEST AUTO PARTS

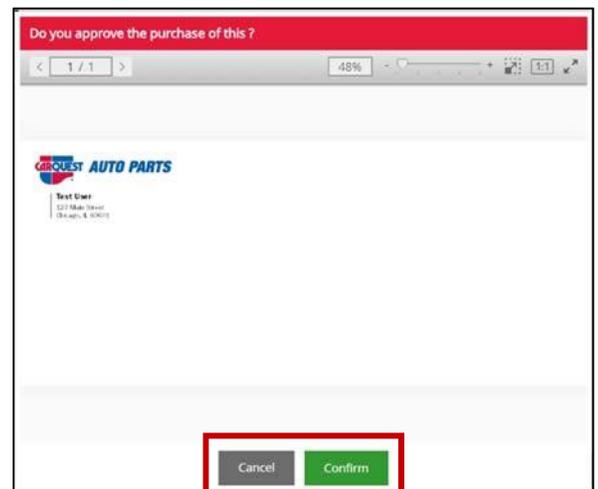
Test User
123 Main Street
Chicago, IL 60601



16. The tool bar above the image can be used to flip through the images, alter how you view the imprint, including zoom in/out by percentage, zoom in/out by slider, full screen view, and view at actual size (1:1).
17. Once you're satisfied with your imprint, click the **"Approve/Checkout"** button which saves your imprint and activates the **Shopping Cart** button. You will **not** be able to place an order until the **Approve/Checkout** button is clicked. The form customization window will close afterwards.

Add to Cart		
Quantity	Price per Unit	
500 - 999	USD \$0.18	✓
1000 - 2499	USD \$0.15	
> 2500	USD \$0.11	
Items to Add	Total Price	
505	USD \$90.90	

18. Enter a quantity to order in the **"Items to Add"** field. The quantity entered should be greater than or equal to the **"Min. Quantity"** listed in the item information in the upper right.
19. To add the item to your cart, click the Shopping cart button. You will be prompted to **Confirm** or **Cancel** on the proof. Click **"Confirm"** and the item will be added to your cart. If this is the first item added to your cart, the Shopping Cart/Checkout icon will appear in the upper-right corner of the screen.



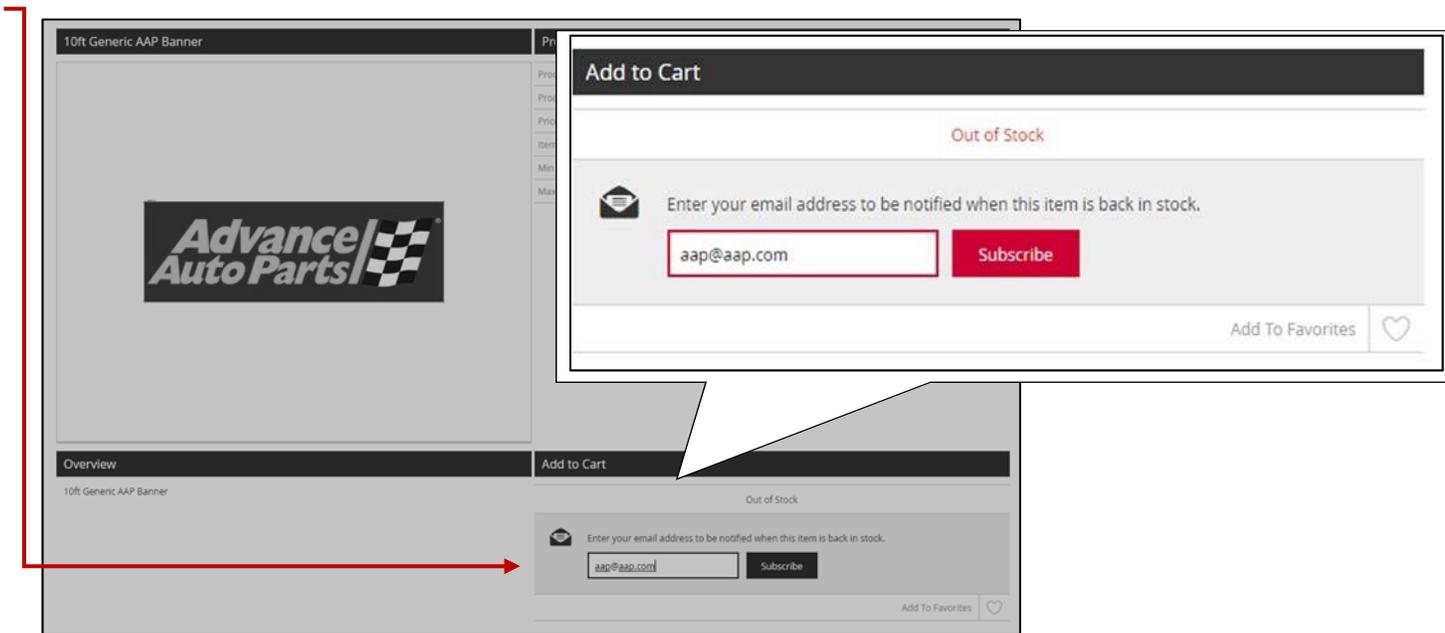
20. The same logic applies here, once you click the **"Confirm"** button, your approved template will be moved to the shopping cart and then image you would see on the page will switch to the default one. The details you have entered have been saved, though, and you are able to review them one more time once you move to the shopping cart by clicking on the small magnifying glass.

SUBSCRIBING TO AN OUT OF STOCK ITEM

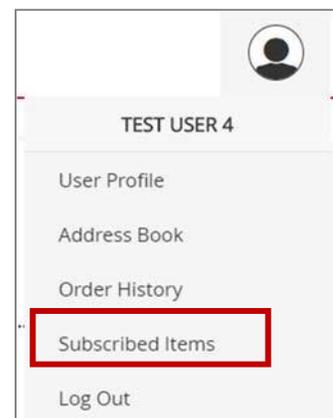
If an item is Out of Stock, you will also have the option to sign up to be notified via email when the item is back in stock and available for ordering again.

On the catalog page, click on the **item image** to open the **item detail page**.

On the item detail page, in the bottom right, enter your email address & click **Subscribe** to be notified.

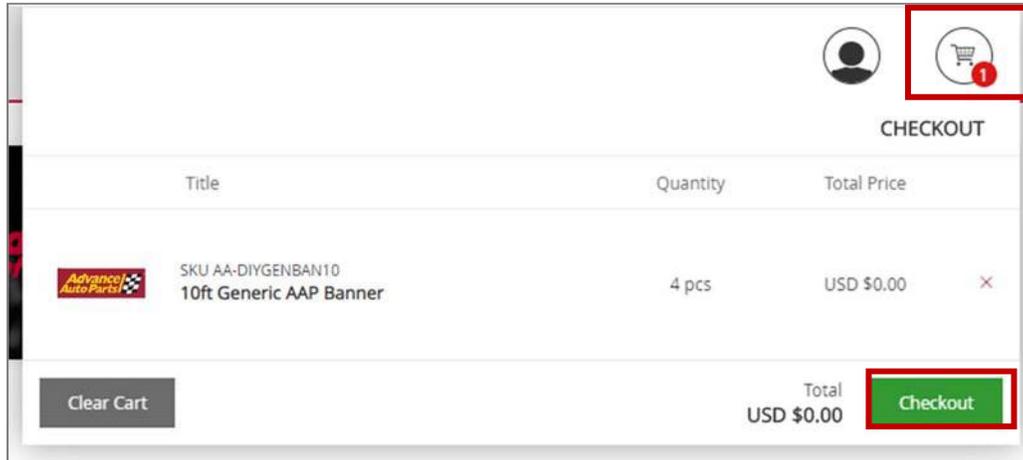


To access and manage the list of all your notification subscriptions, hover over your user icon and select **Subscribed Items**.



PLACING AN ORDER

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select **Checkout**. This launches the checkout screen.



When the Checkout page opens, you will be prompted through several steps. After completing each step, click the **Next** button to proceed.

REVIEW YOUR ITEMS

On the **Items** screen, you can

1. Remove all items from your shopping cart by clicking **Clear**
2. Modify item quantities in the **Quantity** field
3. Remove individual items by clicking the **X** button for the line item
4. Continue adding items to your cart before checking out by clicking the **Continue Shopping** button
5. Continue with the purchasing process by clicking the **Next** button

The screenshot displays a checkout interface with a progress bar at the top showing five steps: Items (1), Shipping (2), Delivery (3), Payment (4), and Checkout (5). The 'Items' step is currently active. Below the progress bar is a 'Shopping Cart' section with a 'Clear' button. The cart contains one item: 'SKU AA-DIYGENBAN10 10ft Generic AAP Banner' with a quantity of 4, a price of USD \$0.00, and a subtotal of USD \$0.00. A yellow box highlights the quantity field, and another yellow box highlights the 'X' button next to the item. At the bottom right, the 'Subtotal: USD \$0.00' and 'TOTAL: USD \$0.00' are displayed. A 'Continue Shopping' button is on the bottom left, and a 'Next' button is on the bottom right, highlighted with a red box.

Item Description	Quantity	Price	Subtotal
 SKU AA-DIYGENBAN10 10ft Generic AAP Banner	4	USD \$0.00	USD \$0.00

Subtotal: USD \$0.00
TOTAL: USD \$0.00

Continue Shopping Next

REVIEW OR ENTER SHIPPING ADDRESS

On the **Shipping Address** page you can enter the location where the items will be shipped.

Note: Always confirm the address is **correct**. If you have a default shipping address saved in your user profile, the shipping address may default to this location.

Items Shipping Delivery Payment Checkout

Shipping Address [Open Address Book](#) Clear

Country *
United States

First Name *
YOW AUTO SUPPLY

Last Name *
Serve DC: DFW

Company *
Store Key 9347

Address 1 *
AAP Store Number: 2922

Address 2
221 S. JEFFERSON

City *
Elk City

State *
Oklahoma

Zip Code *
73644

Phone *
5802252166

Subtotal: USD \$0.00
TOTAL: USD \$0.00

Continue Shopping Back Next

Click the **Open Address Book** link to select from a list of addresses in the Corporate Address Book or saved in your user profile

To narrow the list of displayed addresses, enter the desired criteria in the **Search By** area and click **Search**.

The screenshot shows a 'Shipping Address' form with a search bar and two address book tabs. The search bar contains 'Search by' and 'Search'. The address book tabs are 'Corporate Address Book' and 'Personal Address Book'. The form includes fields for Country, First Name, Last Name, Company, Address 1-4, City, State, Zip Code, Phone, Mobile Phone, and Email. A list of addresses is displayed on the right, and a pagination control is visible at the bottom right of the list.

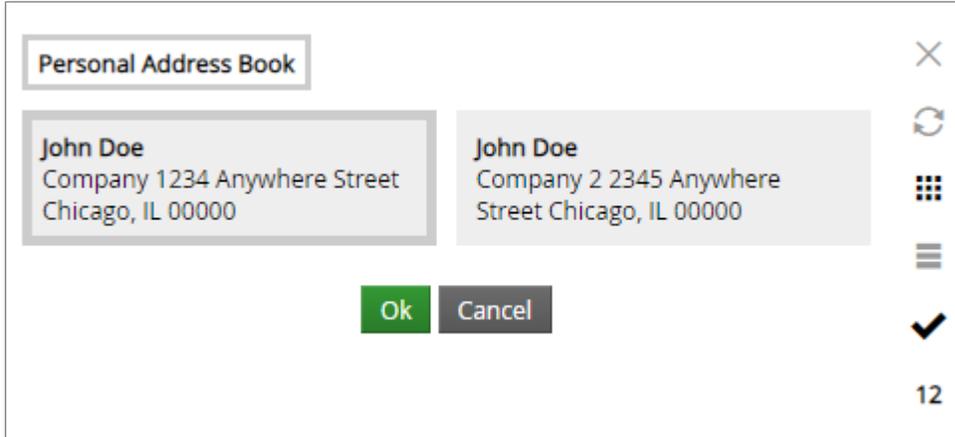
Address Book	Address
Corporate	Walsh Auto Supply Inc 547 Serve DC: KAN Store Key 9257 AAP Store Number: 2877 440 Colorado St Walsh, CO 81090
Corporate	Warren Tech Serve DC: DEN Store Key 12500 AAP Store Number: 5595 13300 West 2nd Place Lakewood, CO 80228
Corporate	WATFORD AUTO PARTS Serve DC: TOR Store Key 5329 AAP Store Number: 1664 7890 Industrial Drive WATFORD, ON NOM 250
Corporate	WATSON AUTO SUPPLY Serve DC: KAN Store Key 5280 AAP Store Number: 1634 626 4TH ST Deshler, NE 68340
Corporate	Weaver Auto Parts Serve DC: CLE Store Key 4880 AAP Store Number: 1423 8685 Route 322 Shipperville, PA 16254
Corporate	Wellsville CARQUEST Serve DC: BUF Store Key 13181 AAP Store Number: 3293 100 Bolivar Road Wellsville, NY 14895
Personal	Wards 4M4 Serve DC: SLC Store Key 5895 AAP Store Number: 2378 197 South Main Huntington, UT 84528
Personal	WASHINGTON PARTS Serve DC: KAN Store Key 4741 AAP Store Number: 1335 113 E 7TH Washington, KS 66968
Personal	Watkins Glen Auto Parts Serve DC: BUF Store Key 15424 AAP Store Number: 7127 276 South Catherine St, Montour Falls, NY 14865
Personal	Wayne Auto Parts Inc Serve DC: DES Store Key 6026 AAP Store Number: 2442 117 SOUTH MAIN Wayne, NE 68787
Personal	Webbers Supply Serve DC: DEN Store Key 15383 AAP Store Number: 7053 1711 Rose Ave Burlington, CO 80807
Personal	Wendell Truck and Auto Parts Serve DC: SLC Store Key 6554 AAP Store Number: 2568 356 S IDAHO ST WENDEL, ID 83355

Pagination: ← 1 ... 498 499 500 ... 502 →
Buttons: Ok, Cancel

Toggle between the **Corporate** or **Personal Address Books** by clicking the buttons above the address list in the right-hand menu.

Select the desired shipping address from either list, click **Ok** to add it to your order. Click **Next** to proceed to the **Delivery** page.

In the **Open Address Book** section, there are several buttons



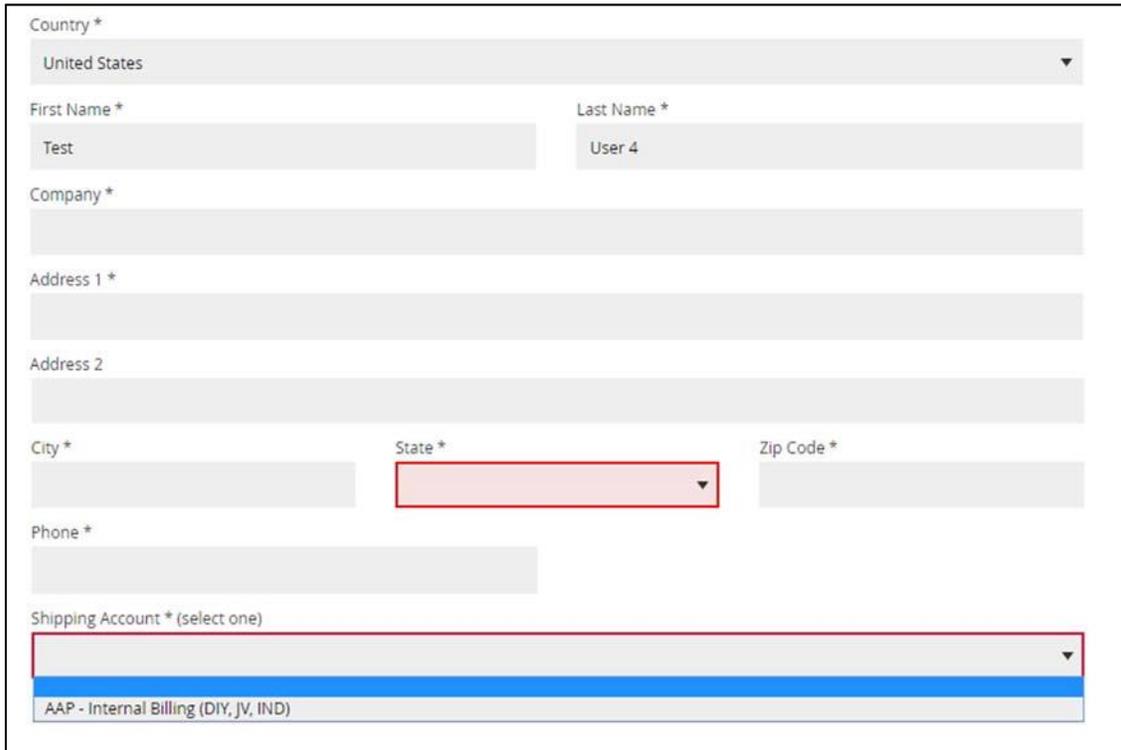
	Cancel: Closes the Address Book.
	Refresh: Refreshes the addresses displayed in the Address Book.
	Grid: Displays the addresses in a grid format.
	List: Displays the addresses in a list format.
	Ok: Selects the highlighted address.
	Results Displayed: Selects the number of results displayed on the page (6, 12, or 24).

To narrow the list of displayed addresses, enter the desired criteria in the **Search By** area and click **Search**.

Select the desired shipping address from either the **Address Book**, click **Ok** to add it to your order.

Shipping Address		
Search by <input type="text"/> Search <input type="button" value="Search"/>		
COUNTRY		
United States ▼		
FIRST NAME	LAST NAME	
<input type="text"/>	<input type="text"/>	
COMPANY		
<input type="text"/>		
ADDRESS 1		
<input type="text"/>		
ADDRESS 2		
<input type="text"/>		
ADDRESS 3		
<input type="text"/>		
ADDRESS 4		
<input type="text"/>		
CITY	STATE	ZIP CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
PHONE	MOBILE PHONE	
<input type="text"/>	<input type="text"/>	
EMAIL		
<input type="text"/>		

Once your shipping address is complete, you must select a Shipping Account from the dropdown menu before proceeding.



The image shows a shipping address form with the following fields and values:

- Country *: United States
- First Name *: Test
- Last Name *: User 4
- Company *: (empty)
- Address 1 *: (empty)
- Address 2: (empty)
- City *: (empty)
- State *: (empty, highlighted with a red border)
- Zip Code *: (empty)
- Phone *: (empty)
- Shipping Account *: (select one)

The Shipping Account dropdown menu is open, showing the following option:

- AAP - Internal Billing (DIY, JV, IND)

Click **Next** to proceed to the **Payment** page.

PAYMENT METHOD

If your cart total amounts to more than \$0, you will be prompted to pay by [Credit Card](#).

If your cart total is \$0, you will be prompted to pay by Internal Billing, or [Bill to My Account](#).

Credit Card payments:

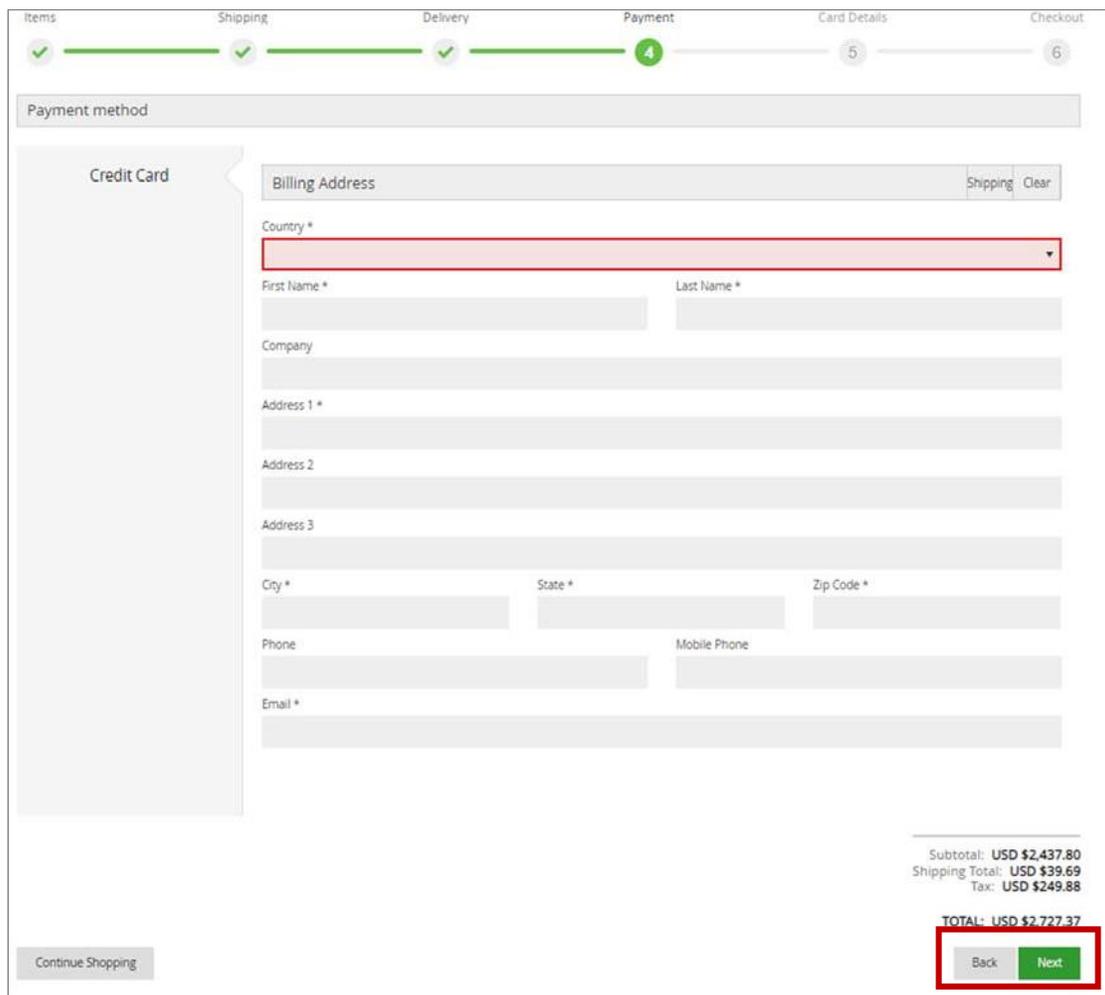
1. On the **Payment** page, make sure to select the cost center from the dropdown for shipping.



A screenshot of a dropdown menu. The menu is open, showing a list of options. The top option is "Cost Center" and is highlighted. Below it, the word "Agent" is visible. The dropdown is contained within a rectangular box.

Please Note: All items will ship on UPS Ground. The Cost Center field is required for reconciliation of shipping charges.

2. Next, enter your Billing Address for the credit card that's being used for payment. Click Next to enter the full Credit Card Details.



A screenshot of the "Payment method" page in a checkout process. The page is titled "Payment method" and shows a progress bar at the top with six steps: Items, Shipping, Delivery, Payment (current step, marked with a green circle and the number 4), Card Details (marked with the number 5), and Checkout (marked with the number 6). The "Payment method" section is expanded to show "Credit Card" options. The "Billing Address" form is visible, with fields for Country, First Name, Last Name, Company, Address 1, Address 2, Address 3, City, State, Zip Code, Phone, Mobile Phone, and Email. The "Country" field is highlighted with a red border. At the bottom right, the subtotal is USD \$2,437.80, shipping total is USD \$39.69, tax is USD \$249.88, and the total is USD \$2,727.37. The "Next" button is highlighted with a red border.

3. On the **Payment Information** page, enter the Credit Card Information and click **Next** to Finalize your order.

The screenshot shows a checkout process with six steps: Items, Shipping, Delivery, Payment, Card Details, and Checkout. Steps 1-4 are completed, and step 5 (Card Details) is the current active step. The page title is "Payment Information".

The form includes the following fields and elements:

- Card Number ***: Input field containing "*****1234".
- Expiration Date**: Two dropdown menus showing "1" and "2022".
- CW ***: Input field containing "123".
- Accepted ...**: A list of credit card logos including VISA, MasterCard, Discover, and AMEX.
- Summary**:
 - Subtotal: USD \$2,437.80
 - Shipping Total: USD \$39.69
 - Tax: USD \$249.88
 - TOTAL: USD \$2,727.37**
- Buttons**: "Continue Shopping" (disabled), "Back", and "Next" (highlighted with a red box).

Please Note: Your card will be charged an initial deposit for on-demand items.

As a security measure, this eCommerce site validates credit card information including Billing Address with the credit card issuer. If you receive an error (declined message or "Order Placement Error") when attempting to place an order with a credit card, please ensure that the Billing Address matches exactly the information on your statement or validate the address with the issuing bank.

Internal Billing payments:

On the payment page, select your **Internal Billing number** from the **Cost Center** dropdown menu.

Click **Next** to proceed to the Checkout Confirmation screen.

Payment method

Bill to My Account

Cost Center *

Cost Center

Internal Billing (DIY, JV, IND)

Internal Billing PRO

INW Corporate Billing

Subtotal: USD \$0.00

TOTAL: USD \$0.00

Continue Shopping

Back Next

Please Note: All items will ship on UPS Ground.

FINALIZE YOUR ORDER

On the final screen, review your order and make any necessary changes. Once you've confirmed the information, click **Checkout**.

Items Shipping Payment Checkout

✓ ✓ ✓ 4

Shipping Address

A & S AUTO PARTS Serve DC: LEX
Store Key 5505
AAP Store Number: 1769
125 E RUSSELL ST
Elkhorn City, KY, 41522

▼
[Change](#)

Payment Information

Bill to My Account
Cost Center Test
[Change](#)

Item Description	Quantity	Price	Subtotal
 SKU AAP_Inventory_test Inventory Time	5	USD \$0.00	USD \$0.00

[Change](#)

Subtotal: USD \$0.00
TOTAL: USD \$0.00

[Continue Shopping](#) [Back](#) [Checkout](#)

An **Order Confirmation** screen will appear with the option to print on the bottom right corner.

You will also receive an email copy of your order confirmation at the email address on your account. If you need to contact InnerWorkings regarding the order for any reason, please reference your order number.

ORDER CONFIRMATION 4/10/2020

ORDER #**PO1951831292** DETAILS
In Progress

SHIPPING ADDRESS
A & S AUTO PARTS Serve DC: LEX
Store Key 5505
AAP Store Number: 1769
125 E RUSSELL ST
Elkhorn City, KY 41522
United States
6067544095

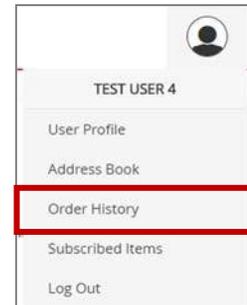
Item	Line Item Status	Quantity	Price	Sub
Inventory Time AAP_Inventory_Test	In Progress	5	USD \$0.00	USD \$0.00

PAYMENT INFORMATION
Payment method: Bill to My Account
Cost Center: Test TOTAL: USD \$0.00

[Continue Shopping](#) 

VIEW AND COPY PREVIOUS ORDERS

To access a list of all orders you have placed, hover over your user icon and select **Order History**.



On the **Order History** screen, you can **filter** order by date or status or search by keyword.

The screenshot shows the 'Order History' screen. On the left, there are filters for 'Date Range' (4/9/2020, 4/10/2020), 'Order Status' (In Progress, Partially Shipped, Completed, Invoiced, Canceled), and 'Order Number'. A 'Search' button is at the bottom. The main area displays a table of orders:

ORDER NUMBER	ORDER DATE	ORDER TOTAL	ORDER STATUS	ORDER DETAILS
#PO1951831292	4/10/2020	USD \$0.00	In Progress	View Details
#PO1951076341	4/9/2020	USD \$0.00	In Progress	View Details

A filter overlay is shown, highlighting the 'Date Range' and 'Order Status' sections. The 'Date Range' section has two date pickers: 4/9/2020 and 4/10/2020. The 'Order Status' section has five checked options: In Progress, Partially Shipped, Completed, Invoiced, and Canceled. The 'Order Number' section has a search input field and a red 'Search' button.

ORDER HISTORY DETAILS

Click [View Details](#) to bring up an order's confirmation screen, which lists all the included items. At the bottom of the screen, click the shopping cart  to add all these items to your cart, or the print button  to print the screen.

Item	Line Item Status	Quantity	Price	Sub
Inventory Time AAP_Inventory_test	In Progress	5	USD \$0.00	USD \$0.00

ORDER CONFIRMATION 4/10/2020

ORDER #PO1951831292 DETAILS
In Progress

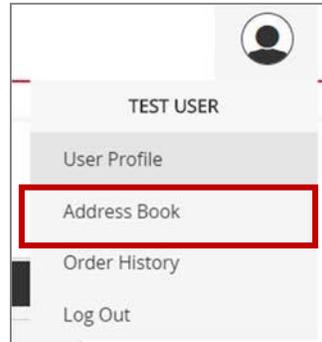
SHIPPING ADDRESS
 A & S AUTO PARTS Serve DC: LEX
 Store Key 5505
 AAP Store Number: 1769
 125 E RUSSELL ST
 Elkhorn City, KY 41522
 United States
 6067544095

PAYMENT INFORMATION
 Payment method: Bill to My Account
 Cost Center: Test TOTAL: USD \$0.00

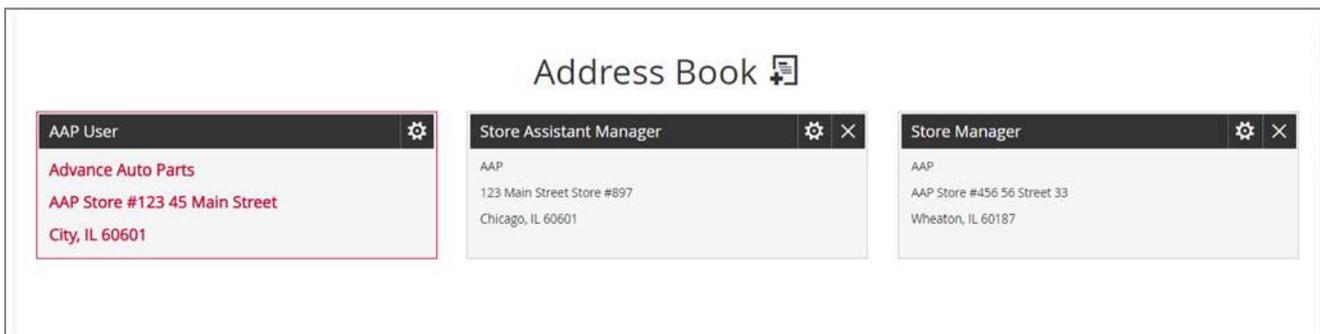



MANAGE SHIPPING ADDRESSES

To modify the shipping addresses available at checkout, hover over your User icon and select **Address Book**.



Your saved shipping addresses display, along with your default address in a larger, bolder **red font**.



To add a new address, click the **Add** icon . To modify an existing address, click the **Gear** icon .

CONTACT SUPPORT

To contact InnerWorkings Support with questions or requests regarding the Print Garage site, please send an email to support.aap@inwk.com.