Introduction to ASP's mobile friendly digital platform

Welcome to ASP CONNECT™

Online shopping and ordering has never been easier at ASP with ASP Connect online! With secure and private logins, ASP Connect provides you with an intuitive, state-of-the-art experience with 24/7 - 365 access to your account. Available on all devices (Mobile Phone, Desktop, Tablet, Laptop, etc…)!

Product Search:
- Images with pricing, packaging and details
- Current Availability
- Estimated Ship Dates
- Create lists to organize your customers' favorite products
- E-mail product suggestions to your customers

Fast, Efficient Shipping:
- Estimated Ship Dates
- Reduced Freight Costs
- Real Time Tracking
- Blind shipping (no mention of ASP on any package or packing slip)

Click-to-Order:
- Efficient Online Ordering
- Instant Order History
- REORDER in two easy steps!
- Proof History Available

Accounting:
- Print Invoice Copies
- Pay Online
- Review Account History
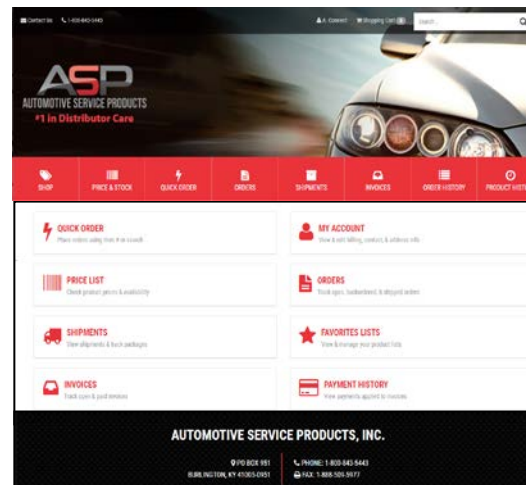
Accessing ASP CONNECT™ and Your Account

There are 2 ways to reach ASP CONNECT™

- From ASP's website:
http://www.AutoServiceProducts.com

- Or by going directly to the ASP CONNECT™ site at:
http://shop.AutoServiceProducts.com

Logging in is easy! Your user name and a temporary password are included in your *Introduction to* ASP CONNECT™ e-mail. You will be prompted to change this password upon your first log-in.

Once the Username and Password are entered, click the Red Sign In Button to begin your journey!
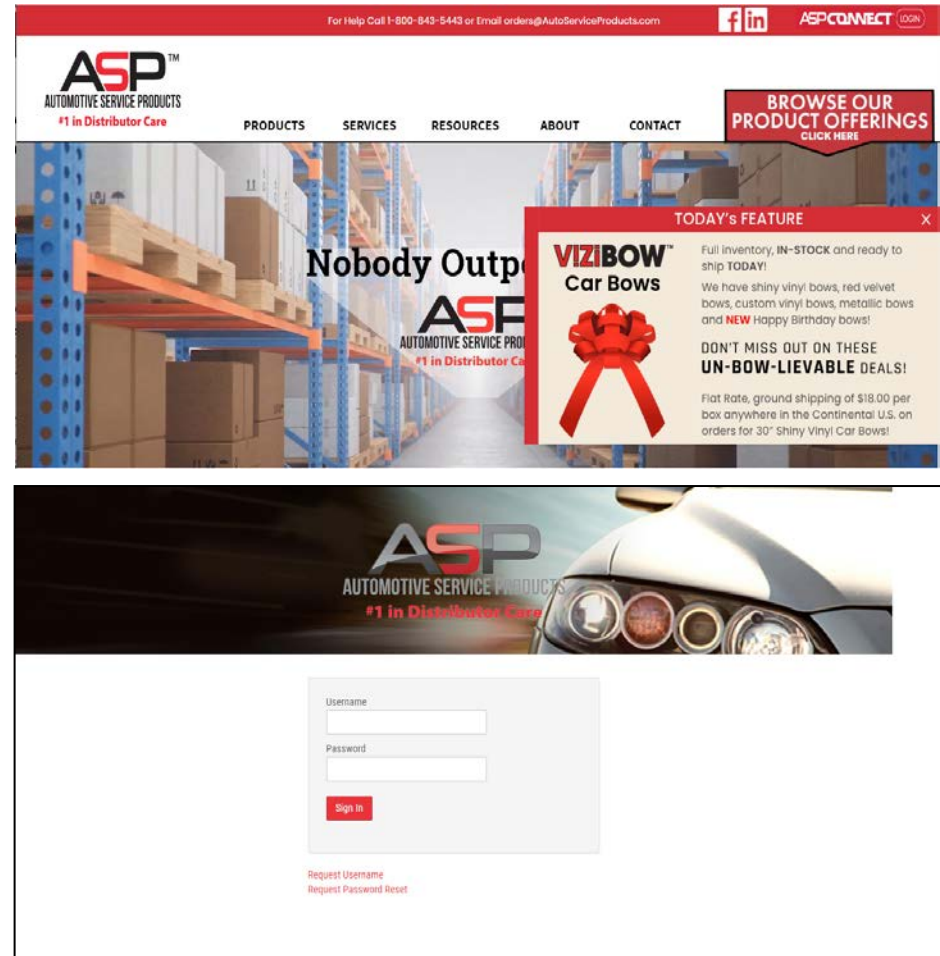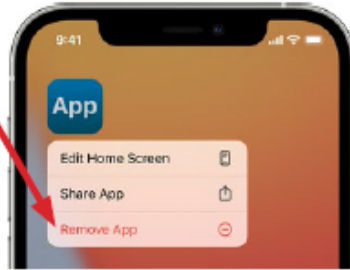
App Install Instructions

Apple APP Instructions
(iPhone, iPad, and iPod touch)

How to delete* the old ASP app from your Apple device.

1. Touch and hold the app until the box pops up
2. Tap Remove App. ⊖
3. Tap Delete App, and then tap Delete to confirm.

NOTE: *If you touch and hold the app from the Home Screen and the apps start to jiggle do the following:*

1. Tap the Remove icon ⊖ in the upper-left corner of the app.
2. Tap Delete App, and then tap Delete to confirm.
3. Tap Done.
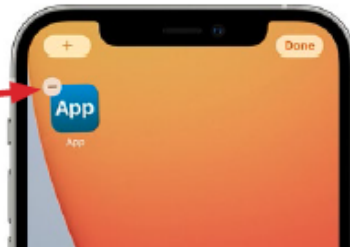
How to install* the new ASP app on iPhone…

1. Click on the following link on your phone to install the ASP app on your phone
   https://autoserviceproducts.com/app/
2. Click iPhone ASP App square
3. Click download in pop-up that appears on the page
4. DISREGARD Apple's reference to "Redeeming a Code"; the code is automatic for Authorized ASP Distributors
5. **Ready to go!**

Android APP Instructions

How to delete* the old ASP app from your Android device.

1. Go to Settings
2. Applications
3. Scroll list to find the ASP app
4. Click on ASP app
5. Click uninstall

OR

1. Press and hold the ASP app
2. Your phone will vibrate once, granting you access to move the app around the screen
3. Drag the app to the top of the screen where it says "Uninstall"
4. Once it turns red, remove your finger from the app to delete it

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How to install* the new ASP app on Android…

1. Click on the following link on your phone to install the ASP app on your phone
   https://autoserviceproducts.com/app/
2. Click Android ASP App square
3. Click install on the pop-up box that appears on the page
5. **Ready to go!**

INSTALLATION:

* Exact instructions vary by the model number of your phone. Google specific instructions for your phone's model number if needed.

DELETE OLD ASP APP:

* If the new app will not download and install, it likely means an old version of our app is still on your phone. Deleting an app icon doesn't necessarily mean the app itself has been deleted. Refer to your phone's actual list of installed apps under SETTINGS to fully delete it.
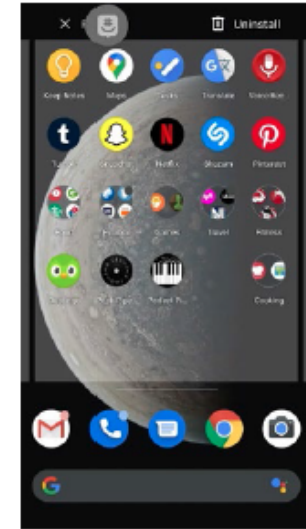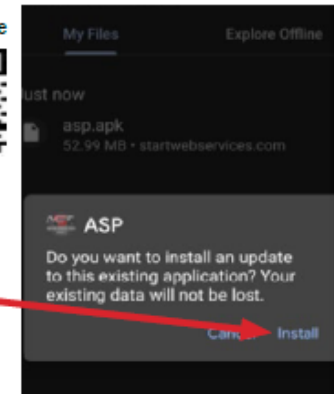
Navigating ASP CONNECT

There are 3 easy ways to navigate ASP CONNECT

- The **Red menu bar** under the ASP logo, that appears on **all pages**, has quick access to our shopping area with detailed product information and invoices for quick and easy payments.

- The **black menu bar,** that appears on **all pages,** contains shortcuts including your address book and account information. Our contact information and "My Cart" are also located here. Click the ASP Logo to get back to the "home" page.

- The information that you will access most frequently is easily located by using the **large, red buttons** on the bottom of the **Home Page**
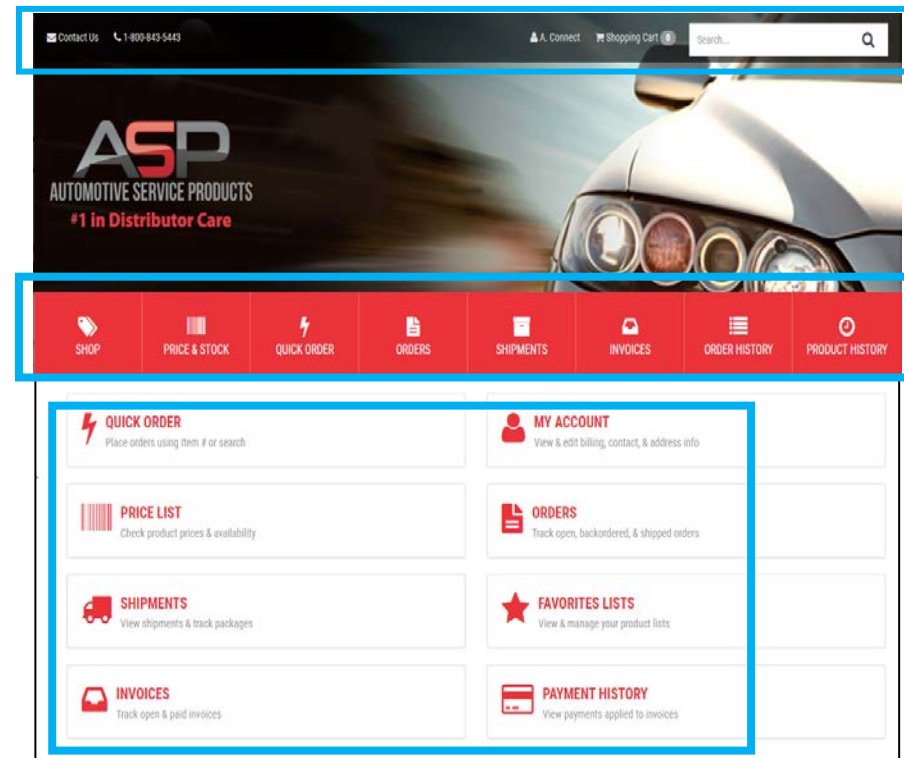
MY ACCOUNT

MY ACCOUNT on the *Home Page* reveals your Account Overview.

- **Contact Information -** confirm your account name and e-mail address associated with your account; this section also includes an option to change your password

- **Account Information** - view your company information and payment terms

- **Shipping Addresses** - manage your shipping addresses here; making ordering easy and convenient

Shop

Shop allows you to:

- Browse images of our 3,200 plus, products in inventory

- Search for the products you need by category, item number or by common key words

- Add products to our fully functional *shopping cart* and then visit your cart at a later time to finalize your order at your convenience
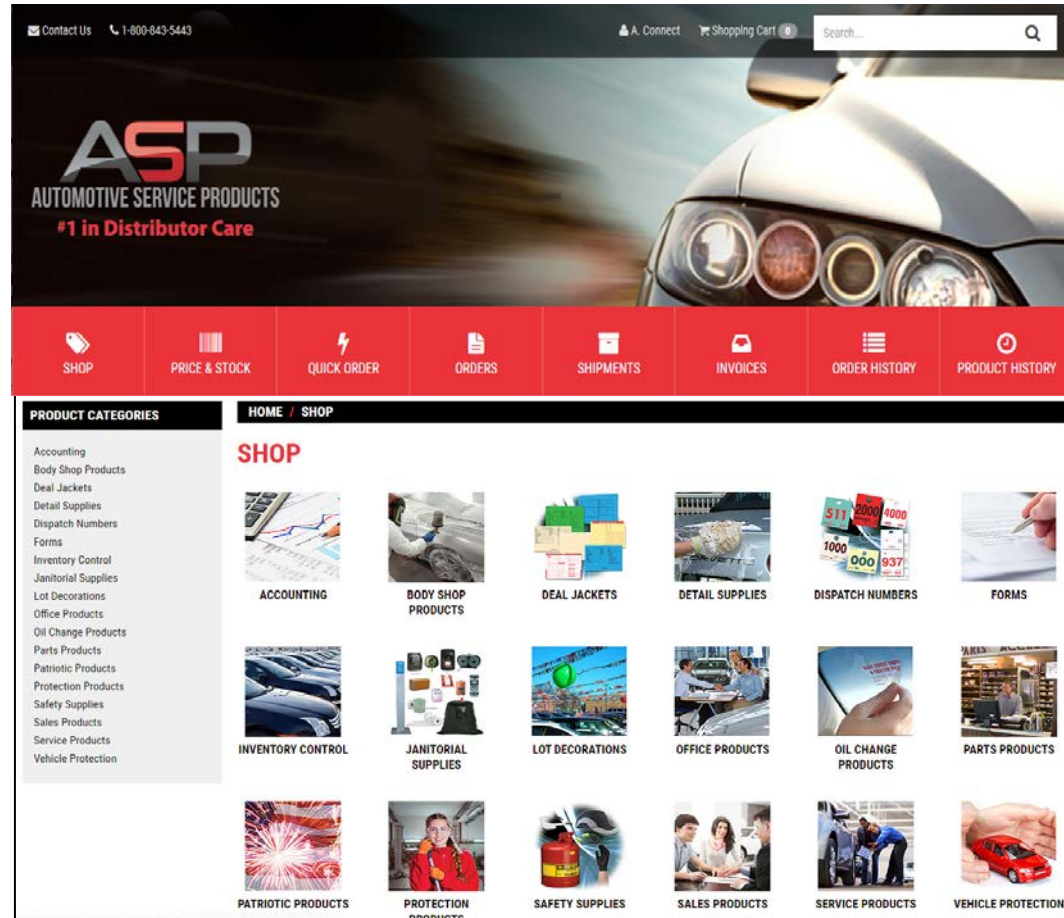
Price & Stock

Price & Stock allows you to:

- Browse our inventory of over 3,200 products

- Search for the products you need by name, item number, actual weight or dimensional weight

- View product availability, weight and pricing

Quick Order

Do you know your item number or description? Then *Quick Order* allows you to:

- Place your order in 2 easy steps

    - Simply select an address from your saved shipping addresses,

    - Add item numbers and quantities

    - *(Inventory search feature available)*, then click on *Add to Cart and Checkout*

    - Add your purchase order number, the end user's PO number, shipping option and payment method then click on *Place Order*

Orders

Orders allows you to:

- Search your current orders and order history.

- View **estimated ship dates** and order status for your open custom orders

- Quickly track your shipments via the **Track Shipment** button

- Print invoice copies by clicking on the **Invoice #**

Shipments

Shipments allows you to:

- Search your **shipment history**

- Quickly track your shipments via the **Track Shipment** link

- Print invoice copies by clicking on the **Invoice #**

Invoices

Invoices allows you to:

- Search your **invoice history**

- Select invoices for payment, enter your payment information (credit card or ACH) and click **Make Payment**

- Print invoice copies by clicking on the **Invoice #**

- Make real time payments by simply clicking **Pay Now**

Order History

Order History allows you to:

- Search your orders by date range; group them by item #, order #, date or ship to name; and search by PO#, Ship to Name, Item # or Qty.

- Select Order # to view & print your order confirmation, view & print an invoice, track a shipment or make a payment

- Easily place a reorder, by adding a quantity and add it to your cart

Product History

Product History allows you to:

- Search your *Product Ordering History* (sum of quantity) for a selected date range and item

- Select *Description* and view the detailed description of each product

- Select the *Item Qty* and view all orders within the selected date range for that item

- Enter a quantity in the *Reorder Qty* and easily place your reorder

Favorites

Products can be easily added to your favorites lists from the *Shop* section.

Favorites can be found on the home screen. To get to the home screen, click on the ASP Logo.

Favorites allows you to:

- Create frequently ordered product lists for each of your customers and track changes

- Increase efficiency and become more knowledgeable about your customers' purchase history
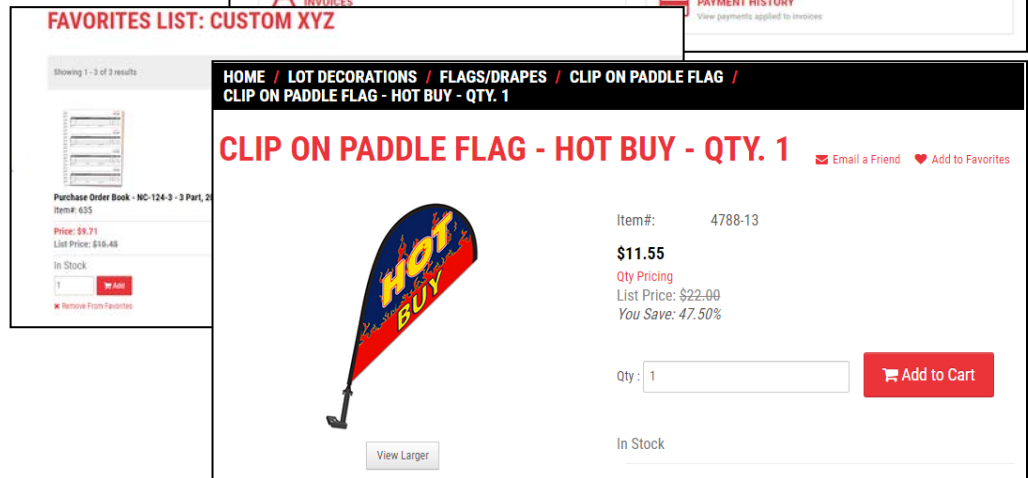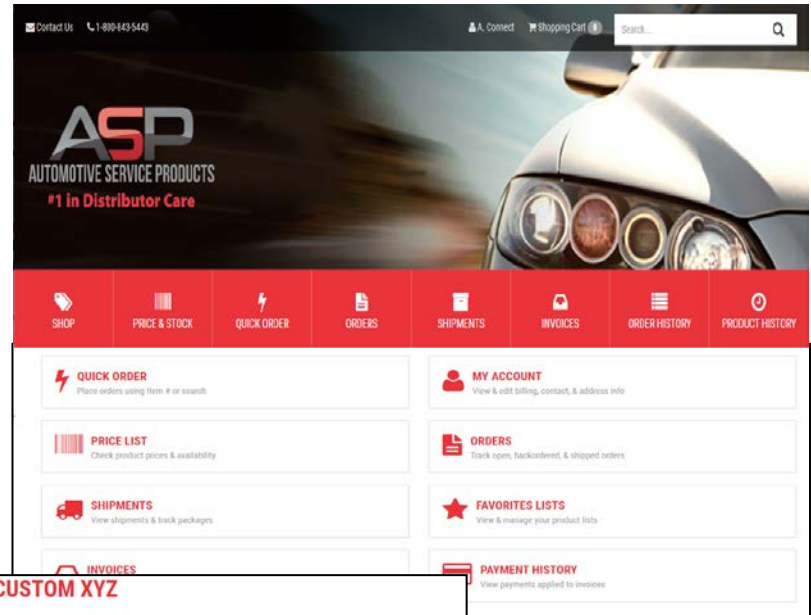
Payment History

Payment History can be found on the home screen. To get to the home screen, click on the ASP Logo.
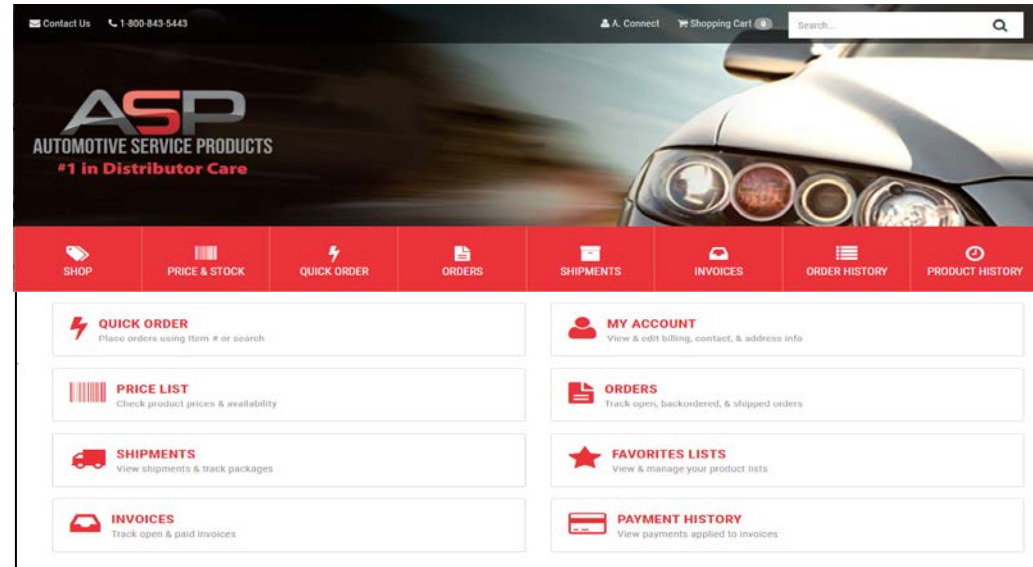
Payment History allows you to:

- Search your *payment history*

- Print invoice copies by clicking on the *Invoice #*

Supporting Your Business Into The Future

ASP Connect is a step toward improving our digital capacity to better serve our customers and improve your ability to better serve your customers. ASP Connect provides transparency and gives you control of your account.

Don't forget, you may request a personalized walk through of your account with one of our knowledgeable representatives. Please email aspconnect@autoserviceproducts.com to set up an appointment.

We're excited to provide you with ASP Connect! Please let us know if you have any suggestions or questions. We appreciate your business and look forward to continuing to serve you!

Quick Reference Guide

SHOP	PRICE & STOCK	QUICK ORDER	ORDERS	SHIPMENTS	INVOICES	ORDER HISTORY	PRODUCT HISTORY
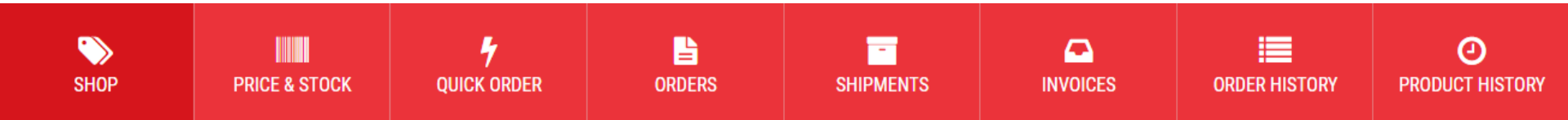
View Products and Pricing using…………….. **Shop or Price & Stock**

View Inventory Stock Status using………….. **Shop, Price & Stock or Quick Order**

View Inventory Weights using………………… **Price & Stock**

Place Orders using………………………………… **Shop or Quick Order**

Track Orders using……………………………….. **Orders, Shipments, Invoices or Order History**

View Estimated Ship Dates using…………… **Orders**

Print Invoices using……………………………… **Orders, Shipments, Invoices or Order History**

Make Payments using…………………………… **Invoices**

View Payment History using…………………. **Payment History**

Get an Actual Shipping Quote using………. **Quick Order**

Save Favorite Items using…………………….. **Shop**

View Favorite Items using…………………….. **Favorites**

View Product History (sum of qty)…………. **View Product History (sum of qty)**