



Welcome to **WebDocs**[™]

AP's WebDocs service provides anytime access to search your purchase history and view or print your invoices, credits, proof of delivery slips, and statements. This guide was created to assist you in registering for and using the WebDocs system.

WebDocs will not have records from our old invoicing system, so if you require any invoices or credits dated prior to 08/22/16 please give us a call.

Please note that WebDocs is a different website than Pronto Auto Parts (Nexpart) where you order parts online, your Pronto-Nexpart login **DOES NOT** work for this website. Please follow the steps in this guide to create a new WebDocs account.

Please contact us if you have any problems registering with or using WebDocs.

We will be happy to help!

Thank you from Automotive Products Inc.

Let's get started!

You can get to WebDocs from our main website, <https://www.automotiveproductsinc.com>

The link can be found on the top right hand side of the page in the navigation bar.



On the login page for WebDocs you will find a link to create your account.
This will take you to the first step in self-registration.

A screenshot of the WebDocs login page. At the top is the Automotive Products Inc. logo, which is a circular emblem with 'AUTOMOTIVE PRODUCTS INC.' around the top and 'PORTLAND, OREGON' around the bottom, and a large red 'AP' in the center. Below the logo are two input fields: 'USER ID:' and 'PASSWORD:'. Underneath these fields are two buttons: 'Login' and 'Clear'. Below the buttons is a yellow highlighted box containing the text 'Need to create a new account? [Click here.](#)' with a red arrow pointing to the link. Below this is another line of text: 'Forgot your user name or password? [Click here](#)'. At the bottom, there is a compatibility notice: 'This site is compatible with [Internet Explorer](#) 8.0 or higher, [Google Chrome](#) 30.0 or higher, and [Adobe Acrobat Reader](#) 9.0 or higher.'

For the first step in registration you just need to verify a few details from the top of any one of your Automotive Products invoices that are **dated on or after 08/22/16**.

Self-registration

Please enter information below. Your answers will be matched against I nvoices we have on file. If the information checks out, you can create a user account.

Enter your API account # here -

Enter one of your invoice #'s here -

Enter date of your selected invoice here -

[Cancel](#) [Register >](#)



Automotive Products, Inc
1700 S.E. Grand Ave.
Portland, OR 97214
503-234-5241 FAX: 503-239-0603
1-800-547-8454
www.automotiveproductsinc.com

Invoice No. 01AP0123

Page 1

CUSTOMER NUMBER	Invoice NUMBER	Invoice DATE	PACKING SLIP	TERMS	WHSE
99999	01AP0123	08/01/18	01AC5678001	NET 10TH	001

BILL TO:
SAMPLE CUSTOMER
1700 S.E. GRAND AVE.
PORTLAND, OR 97214

SHIPPED TO:
SAMPLE CUSTOMER
1700 S.E. GRAND AVE.
PORTLAND, OR 97214

Once your information is verified, you will be prompted to create your account.

You'll just need to click proceed to continue registration.

Create Account

You will now be asked to create an account. Once you create an account, you can use it to view your documents.

[Proceed >](#)

On the first page of account creation many of the fields are optional.
Only the Name field is required.

The name being requested on this page is your business name.

Please fill out the following information for your account. Only name is required. The rest of the fields are optional.

*Name	<input type="text" value="Sample Auto Repair"/>
Address	<input type="text" value="1700 SE Grand Ave."/>
	<input type="text"/>
City	<input type="text" value="Portland"/>
State	<input type="text" value="OR"/>
ZIP Code	<input type="text" value="97214"/> - <input type="text" value="3535"/>
Phone:	<input type="text" value="503"/> - <input type="text" value="234"/> - <input type="text" value="5241"/>
Fax:	<input type="text" value="503"/> - <input type="text" value="230"/> - <input type="text" value="0789"/>
FEIN:	<input type="text" value="12"/> - <input type="text" value="3456789"/>

[< Previous](#) [Cancel](#) [Proceed >](#)

The next page will be requesting information on the administrative user for your account.
It is also where you will choose your username and password for the login page.

Please observe the password complexity rules outlined in the sample below.

Please fill out the information below for your account.

After registering, you can create other users and groups through the Manage Users And Groups wizard. You may change this information, except Login ID, throughout the My Account screen.

*First name	<input type="text" value="Sample"/>
*Last name	<input type="text" value="Customer"/>
Phone	<input type="text" value="503"/> - <input type="text" value="234"/> - <input type="text" value="5241"/>
*E-mail	<input type="text" value="sample@sampleautorepair.com"/>
Password hint	<input type="text" value="Year & model of my first car."/>
*Login ID	<input type="text" value="sample"/>
*Password	<input type="password" value="....."/>
*Reconfirm Password	<input type="password" value="....."/>

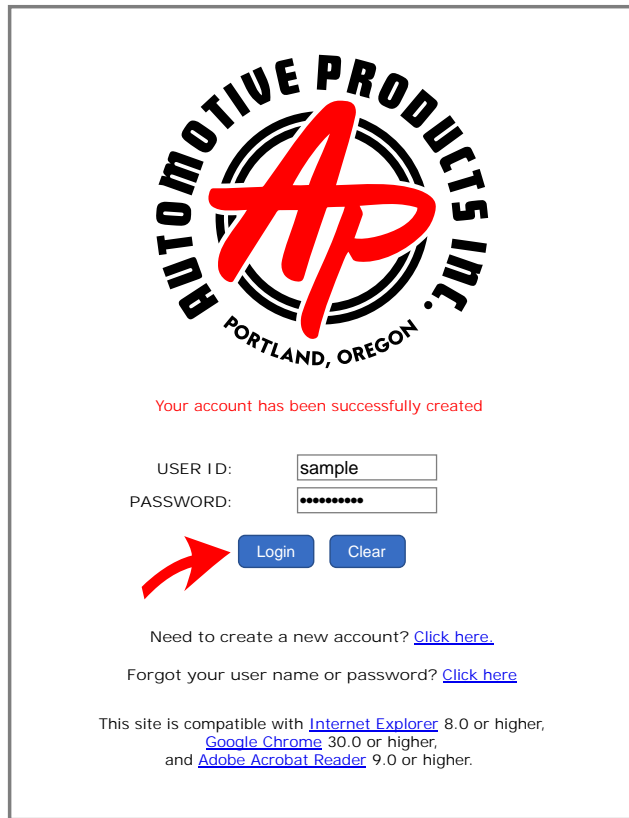
[< Previous](#) [Cancel](#) [Create Account >](#)

Please note the following password complexity requirements.

Your password must:

- Be at least 8 characters
- NOT contain your user ID (whole or partial)
- Contain at least one of the following characters:
\$&#_!@%^(*)-+=~\:;<,>./?

After registration is complete you will be returned to the login page, which will now have a message in red indicating that your account was successfully created.




Automotive Products Inc.
PORTLAND, OREGON

Your account has been successfully created

USER ID:

PASSWORD:



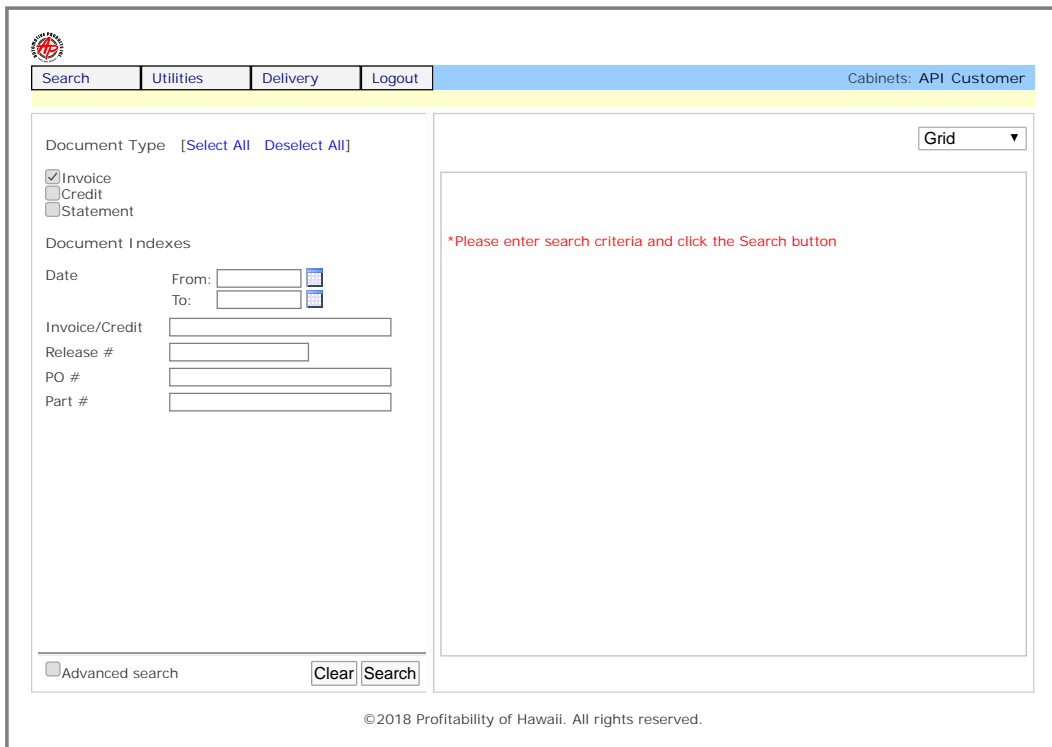
Need to create a new account? [Click here.](#)


Forgot your user name or password? [Click here](#)

This site is compatible with [Internet Explorer](#) 8.0 or higher,
[Google Chrome](#) 30.0 or higher,
and [Adobe Acrobat Reader](#) 9.0 or higher.

Please login using the username and password you chose in the previous step.

Pictured below is the page you will normally see upon logging into WebDocs from now on.



 Search Utilities Delivery Logout Cabinets: API Customer

Document Type [Select All Deselect All] Grid

Invoice
 Credit
 Statement

Document Indexes

Date From: To:

Invoice/Credit

Release #

PO #

Part #

Advanced search

*Please enter search criteria and click the Search button

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There are checkboxes on the left side to toggle the document type(s) you are searching for. You can enter as much or as little detail as you'd like in the other fields to narrow or broaden your search.

Pictured below is a sample search for **invoices** dated between **06/01/18** and **06/20/18** with a purchase order of **"SAMPLE"**. To view an individual invoice you can click the **small magnifying glass** icon next to the line in question, this will open a PDF of the invoice in a new window.

If you would like to view all of your current search results at once, you can click the **multi-page magnifying glass**, which will combine them into one PDF file which will open in a new window.

Search Utilities Delivery Logout Cabinets: API Customer

Document Type [Select All Deselect All]
 Invoice
 Credit
 Statement

Document Indexes
Date From: 06/01/2018 To: 06/20/2018
Invoice/Credit
Release #
PO # SAMPLE
Part #

Grid

Account #	Invoice/Credit	Account Name	Release #	# Pages	Date	Doc Type	PO #
99999	01JS3984	SAMPLE NAME	01AB1234001	1	06/01/2018	Invoice	SAMPLE
99999	01JS4192	SAMPLE NAME	01AB1238001	2	06/01/2018	Invoice	SAMPLE
99999	01JS4196	SAMPLE NAME	01AB1242001	2	06/01/2018	Invoice	SAMPLE

Advanced search Clear Search Results Count: 3 Page Count: 5 Export Results >

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Here's an example of a broader search. The search below is for all **invoices and credits** between **06/01/18 and 06/30/18** regardless of what the purchase order was.

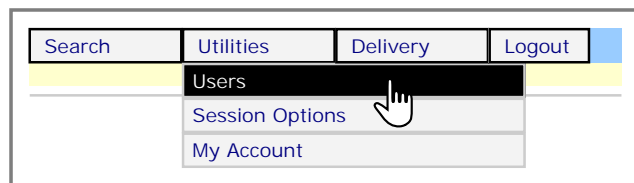
To view a specific selection of invoices from the search results, you can highlight multiple specific lines (shown in search results below in blue) by holding down the CTRL key on your keyboard while you click on the ones you want.

Once you have highlighted your selections, you can again click the **multi-page magnifying glass** to open only the selected invoices together in a new window.

The screenshot shows a web application interface with a search filter panel on the left and a table of search results on the right. The search filter panel includes options for Document Type (Invoice, Credit, Statement), Date range (From: 06/01/2018, To: 06/30/2018), and fields for Invoice/Credit, Release #, PO #, and Part #. The table of search results has columns for Account #, Invoice/Credit, Account Name, Release #, # Pages, Date, Doc Type, and PO #. Several rows are highlighted in blue. A green arrow points to a magnifying glass icon in the top left of the table area.

Account #	Invoice/Credit	Account Name	Release #	# Pages	Date	Doc Type	PO #
99999	01JS3984	SAMPLE NAME	01AB1234001	1	06/01/2018	Invoice	SAMPLE
99999	01JS4192	SAMPLE NAME	01AB1238001	2	06/01/2018	Invoice	SAMPLE
99999	01JS4196	SAMPLE NAME	01AB1242001	2	06/01/2018	Invoice	SAMPLE
99999	01JS4273	SAMPLE NAME	01AB1262001	1	06/02/2018	Credit	SAMPLE II
99999	01JS4291	SAMPLE NAME	01AB1268001	1	06/02/2018	Invoice	SAMPLE III
99999	01JS4301	SAMPLE NAME	01AB1274001	1	06/02/2018	Invoice	SAMPLE III
99999	01JS6472	SAMPLE NAME	01AB1342001	1	06/08/2018	Invoice	SAMPLE III
99999	01JS6522	SAMPLE NAME	01AB1348001	1	06/08/2018	Invoice	SAMPLE III
99999	01JS9272	SAMPLE NAME	01AB1567001	1	06/16/2018	Invoice	SAMPLE IV
99999	01JT1704	SAMPLE NAME	01AB1675001	1	06/23/2018	Credit	SAMPLE V
99999	01JT1724	SAMPLE NAME	01AB1677001	1	06/23/2018	Credit	SAMPLE V
99999	01JT1894	SAMPLE NAME	01AB1694001	1	06/25/2018	Invoice	SAMPLE VI
99999	01JT4398	SAMPLE NAME	01AB1798001	1	06/30/2018	Invoice	SAMPLE VII

Finally please note you can create additional users to view your online documents using the menu at the top of the page under **Utilities - Users** in the event you would like to give another employee, bookkeeper or accountant access to your documents.



Thank you for taking the time to read this guide and register for our WebDocs service.

We hope you find WebDocs to be a useful and easy to use resource for all your records!