

# AMP Guide



Buyers

# How To: Log in



## Steps


1. Retrieve User ID and Password from email invite
2. Use link to navigate to website login page
3. Input your email address and temporary password
4. **Click** Login

A diagram showing two input fields stacked vertically. The top field is labeled 'email address' and the bottom field is labeled 'password'. Both fields are enclosed in a red rectangular border.

A diagram of a green rectangular button with the text 'LOG IN' in white, centered. The button is enclosed in a red rectangular border.

## Desktop View

\*\*\*Greenlake Demo" is inviting you to browse and shop their digital catalog.

 **AmpTab Support** <support@mailgun.amptab.com>  
to me ▾

**Welcome to \*\*\*Greenlake Demo!**

The administrator ([mikec@amptab.com](mailto:mikec@amptab.com)) on behalf of "\*\*\*Greenlake Demo" is pleased to offer you

Your User ID and Password are below: **1**

User ID: [mikec+buyer@amptab.com](mailto:mikec+buyer@amptab.com)  
Password: 238yg

You can access the "\*\*\*Greenlake Demo" Digital Catalog in two ways: **2**

1. AMP Mercury Website: <http://shop.amptab.com>.
2. AMP Mercury iPad app: [Install now](#), or search the App Store for "Mercury Catalog".

For a quick overview of AMP's software, watch the videos below:

AMP Mercury Web app: [Watch now on YouTube](#).  
AMP Mercury iPad app: [Watch now on YouTube](#).

A screenshot of a web browser showing the AMP Mercury website. The browser address bar shows 'cms.amptab.com'. The website has a green header with the AMP logo and navigation links: HOME, PRODUCTS & PRICING, RESOURCES, SUPPORT, and a LOG IN button. The main content area features a dark gray login form titled 'LOG IN'. The form has two input fields for 'email address' and 'password', both highlighted with red boxes and labeled with a large red '3'. Below these fields is a 'REMEMBER ME' checkbox. A green 'LOG IN' button is highlighted with a red box and labeled with a large red '4'. Below the button are links for 'Did you forget your password?' and 'REQUEST ACCESS'.

# How To: Select & Contact Manufacturer



## Steps

1. We recommend first changing your password to a more secure one

CHANGE PASSWORD

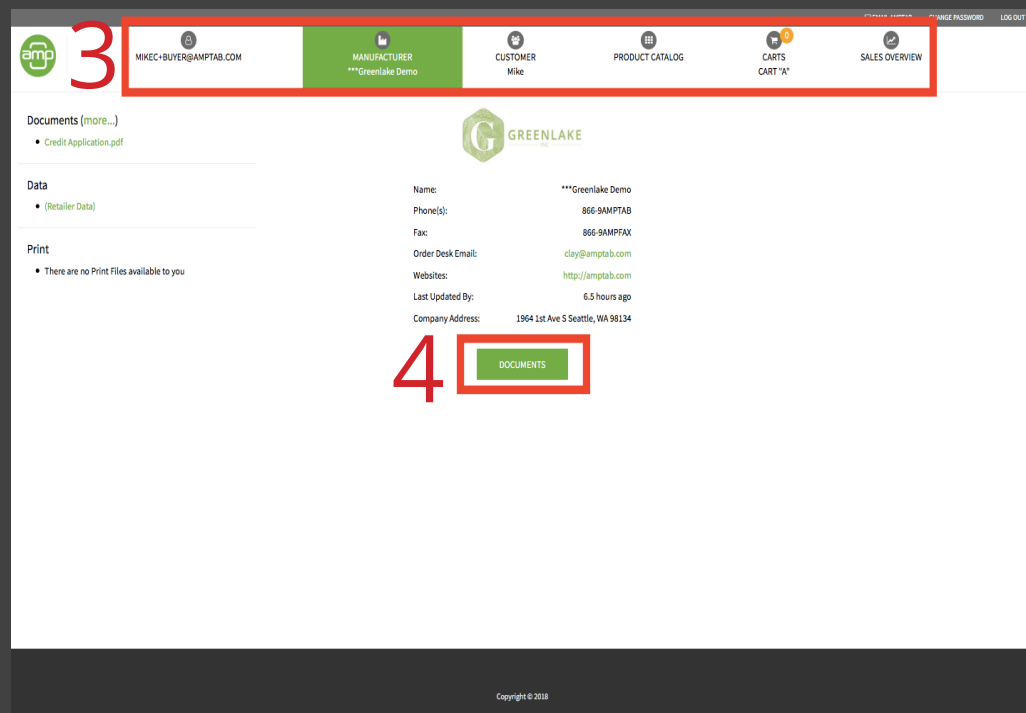
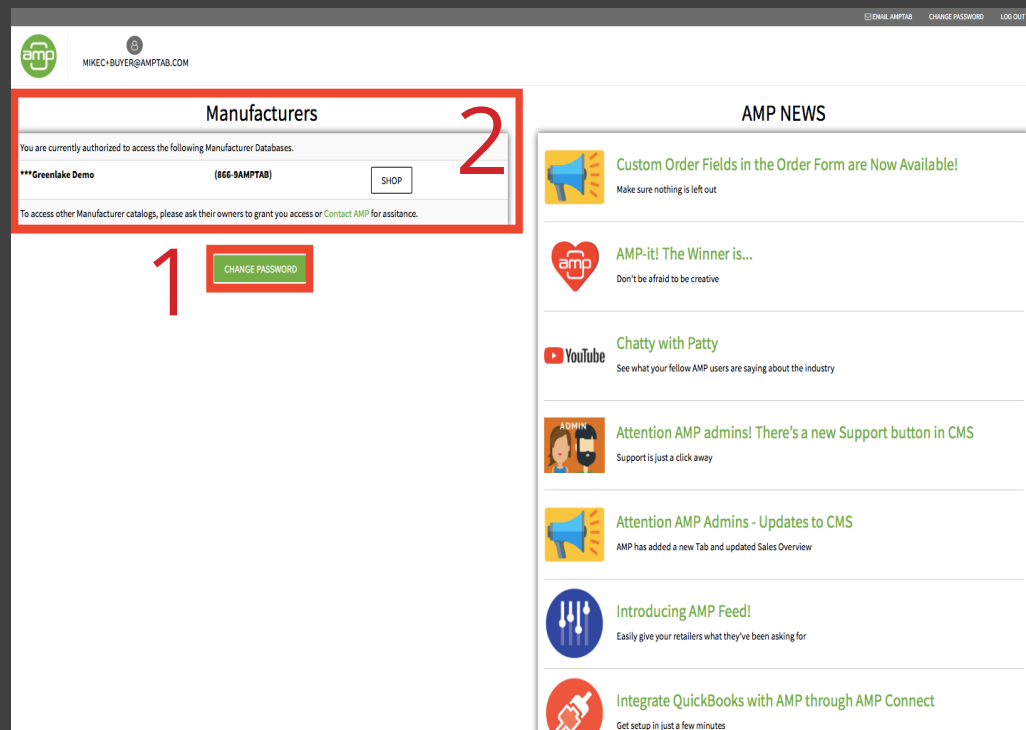
2. Select the the manufacturer you would like to order from and **Click** Shop

3. To navigate, use the tabs at the top of the page

4. The first tab will display contact information as well as a button to view documents

DOCUMENTS

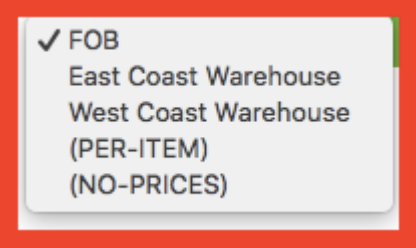
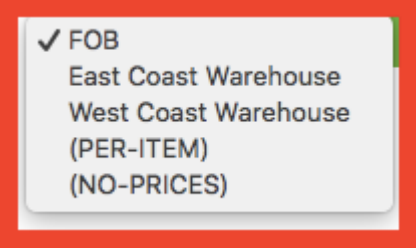
## Desktop View



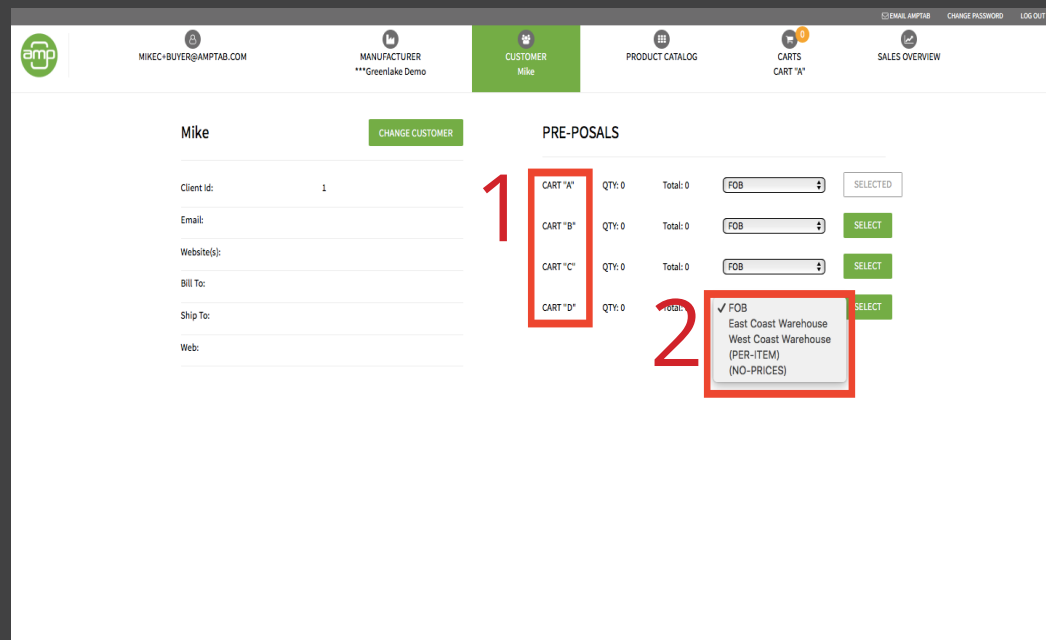
# How To: Configure Carts



## Steps

1. In the customer tab you will find the pricing structure for your four shopping carts
2. For each cart you have a drop down menu to set the pricing structure  
A screenshot of a dropdown menu with a red border. It contains four options: '✓ FOB', 'East Coast Warehouse', 'West Coast Warehouse (PER-ITEM)', and '(NO-PRICES)'. The first option is selected with a checkmark.  

3. Available options may vary for each manufacturer

## Desktop View

A screenshot of the AMP desktop interface. The top navigation bar includes the AMP logo, user information (MIKEC+BUYER@AMPTAB.COM), manufacturer information (MANUFACTURER \*\*\*Greenlake Demo), and tabs for PRODUCT CATALOG, CARTS (selected), and SALES OVERVIEW. The 'CARTS' tab shows a list of four shopping carts: CART 'A', CART 'B', CART 'C', and CART 'D'. Each cart has a 'QTY: 0' and a 'Total: 0'. A red box labeled '1' highlights the 'CARTS' tab. A red box labeled '2' highlights the 'PRE-POSALS' section, which contains a dropdown menu for each cart. The dropdown menu for CART 'D' is open, showing the same four options as the one in the 'Steps' section: '✓ FOB', 'East Coast Warehouse', 'West Coast Warehouse (PER-ITEM)', and '(NO-PRICES)'. The first option is selected with a checkmark.

# How To: Navigate Products Tab



## Steps

## Desktop View

1. On the Product Catalog tab you can filter your view using the drop down menus

2. You also have the option to search by typing key words into the search bar

Search...

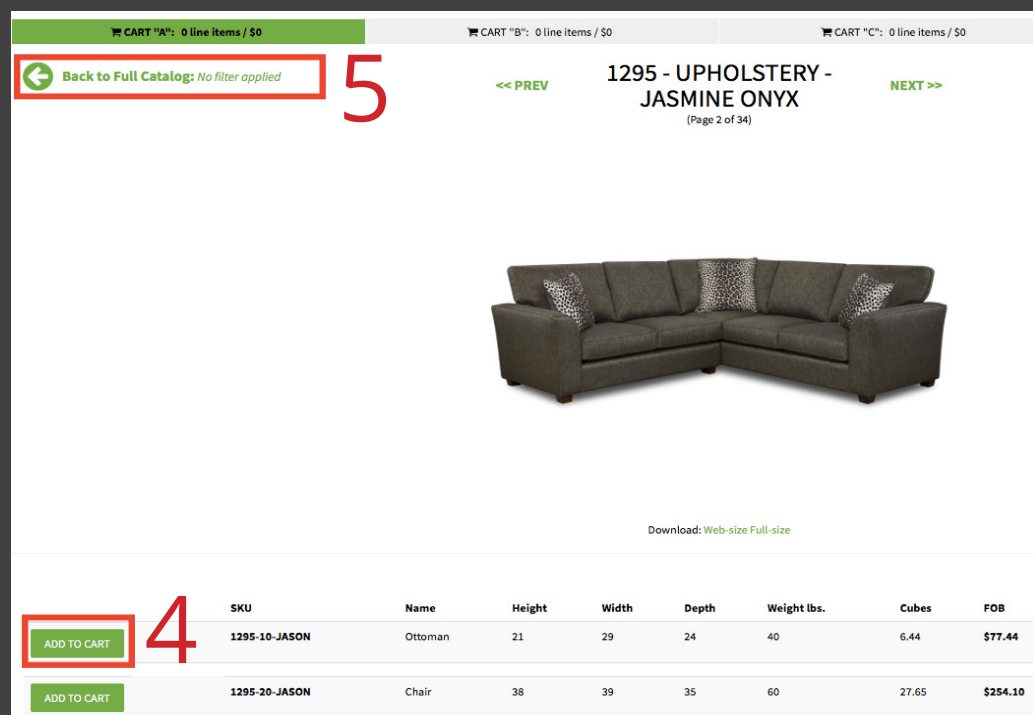
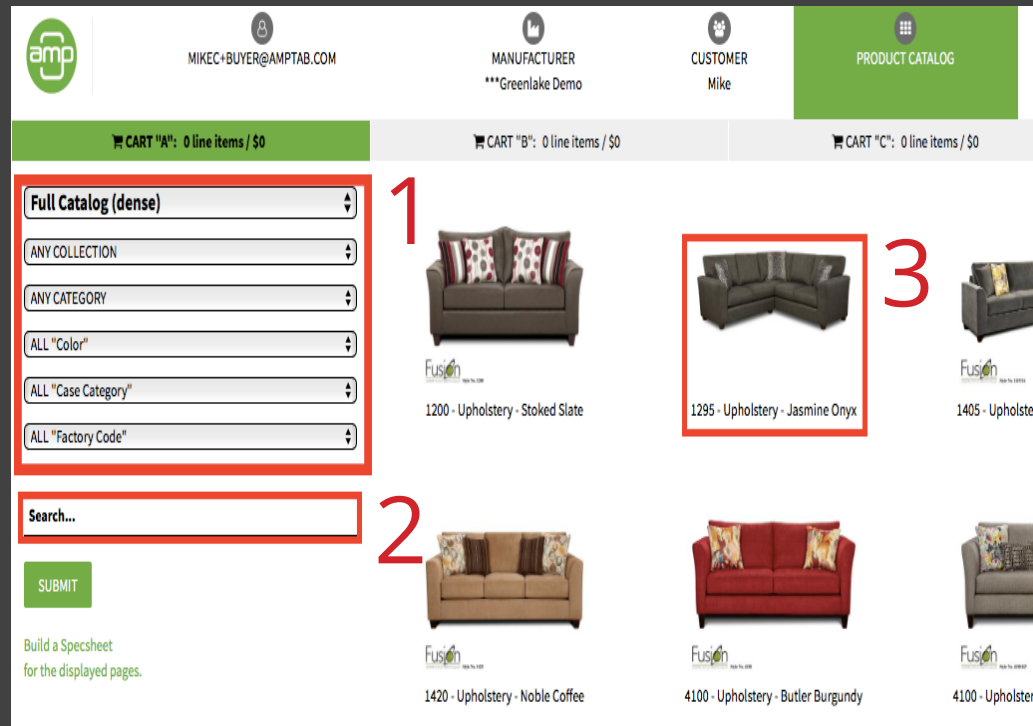
3. **Click** on the product to open additional options

4. **Click** Add to Cart to add the item to your cart

ADD TO CART

5. **Click** the back arrow to navigate back to the catalog page

Back to Full Catalog: No filter applied



# How To: Navigate Carts Tab



## Steps

## Desktop View

1. On the Carts tab you will be able to add additional order information
2. Here you can also adjust the quantity of a particular item
3. You also have the option to remove an item from your cart
4. If you know the Sku, you can add an item directly to the cart
5. This link will take you to a new page giving you the option to build a spec-sheet from your cart
6. Here you can create notes for your entire order
7. Sending a quote will email you and the manufacturer a copy of this potential order, Placing an order will officially submit the order

# How To: Navigate Sales Overview



## Steps

## Desktop View

1. On the Sales Overview tab you are able to Filter your past orders
2. You can also filter your view by the stage the order is in

ER@AMPTAB.COM

MANUFACTURER  
\*\*\*Greenlake Demo

CUSTOMER  
Mike

PRODUCT CATALOG

CARTS  
CART "A"

SALES OVERVIEW

1

AMP Orders Office Orders Office Invoices

PlainList ByDate ByDealer ByProduct

Status Territory/Rep Dealer

Genuine Order <ALL> Michael - 0

2

- 0 Order(s) total

Date	Order #	PO #	Status	Territory/Rep	Dealer	Volume	Total\$
- 0 Order(s) total							