**Building Plastics, Inc**
3263 Sharpe Ave. Memphis, TN 38111  Phone 800·765·1274  Fax 800 375·0311
www.bpiteam.com

MEMPHIS · LITTLE ROCK · JACKSON · MOBILE · DALLAS · AUSTIN · HOUSTON · SAN ANTONIO · NEW ORLEANS · HUNTSVILLE · BIRMINGHAM · NASHVILLE

# BPI Online Order System
# Net Xpress

Table of Contents:

## Introduction:

Net Xpress is an online system that gives the customer the ability to view BPI inventory, obtain pricing, place orders & view orders both open and invoiced.

## Prerequisites:

- High speed internet connection

- Net Xpress user name and password.

  - In order to set up a user name, please fill out the Net Xpress application. The application can be found on www.bpiteam.com under the Dealers tab. Please fax completed application to 1-800-375-0311 or email to netxpress@bpiteam.com. A BPI representative will respond with the user name(s) and password(s).

## Deactivation:

The customer is responsible for requesting deactivation of user names as needed. This is generally turned in to remove former employees from being able to view customer's information thru the BPI online system. The deactivation form can be found on www.bpiteam.com under the Dealers tab.
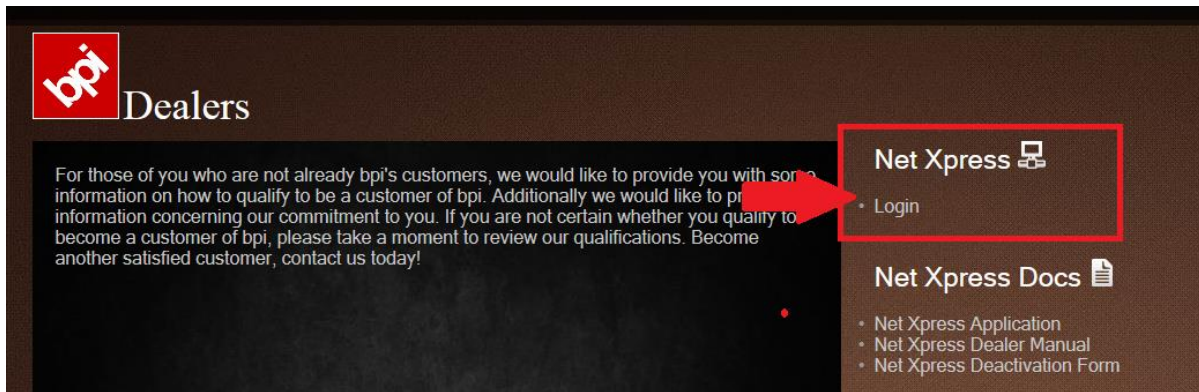
## Availability:

Net Xpress is available Sunday thru Saturday, 24 hours a day with the following exceptions:

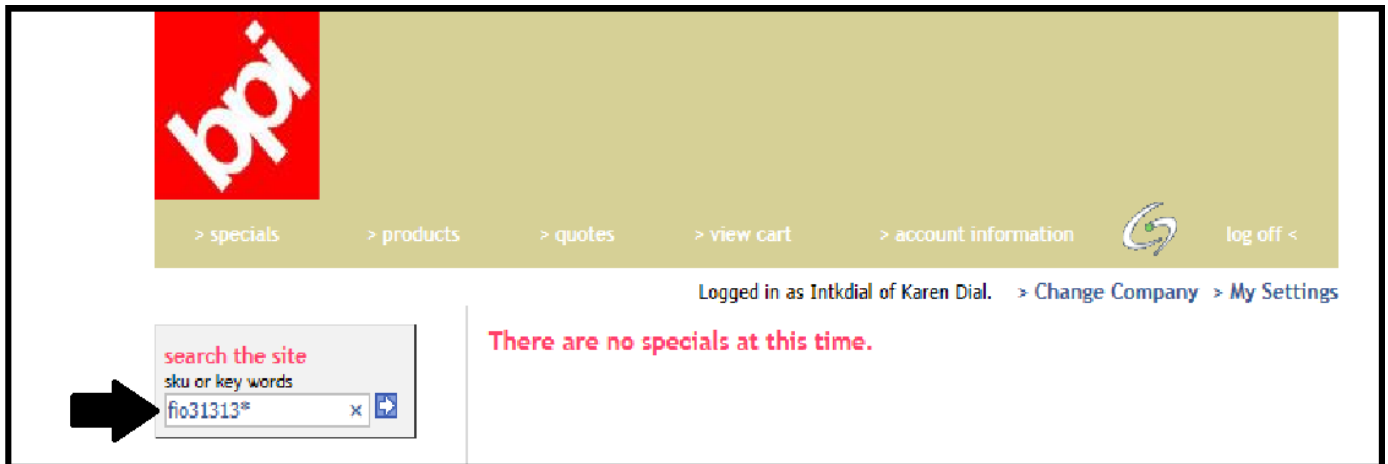| | |
|---|---|
| Monday – Thursday | 7:30pm-8:00pm |
| Friday | 12:00am – 3:00am |
| Sunday | 5:00am – 6:00am |

# BPI Online Order System – Net Xpress
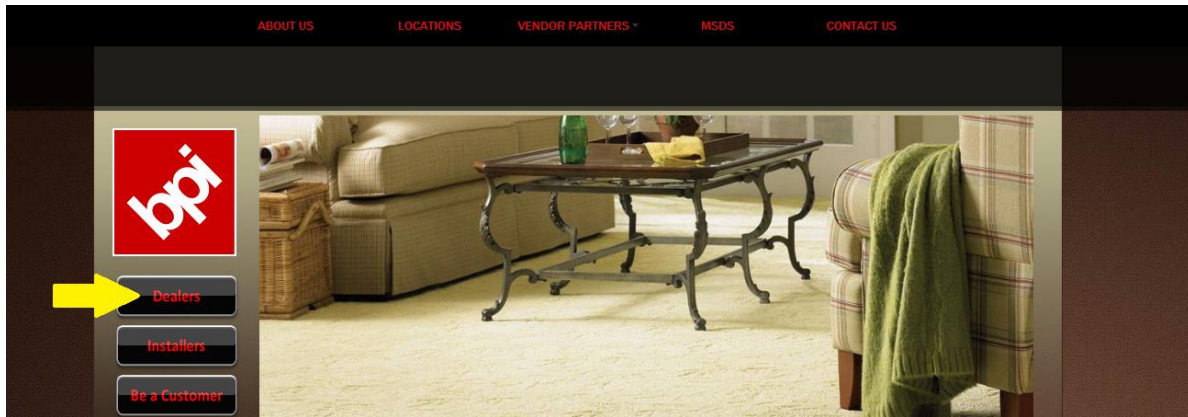


Website: www.bpiteam.com.  Click on the Dealers button.



Once the Net Xpress application has been submitted, you will receive via email a sign on name & password from BPI.  At that point, you can click on Login.



Sign in from the above screen & click on Login.

If you know the item number you wish to view (or part of the item), you can enter that information in the sku /search words field. Placing an * at the end of the item is used as a 'wild card' search. Press enter or click on the arrow at the end of that field.
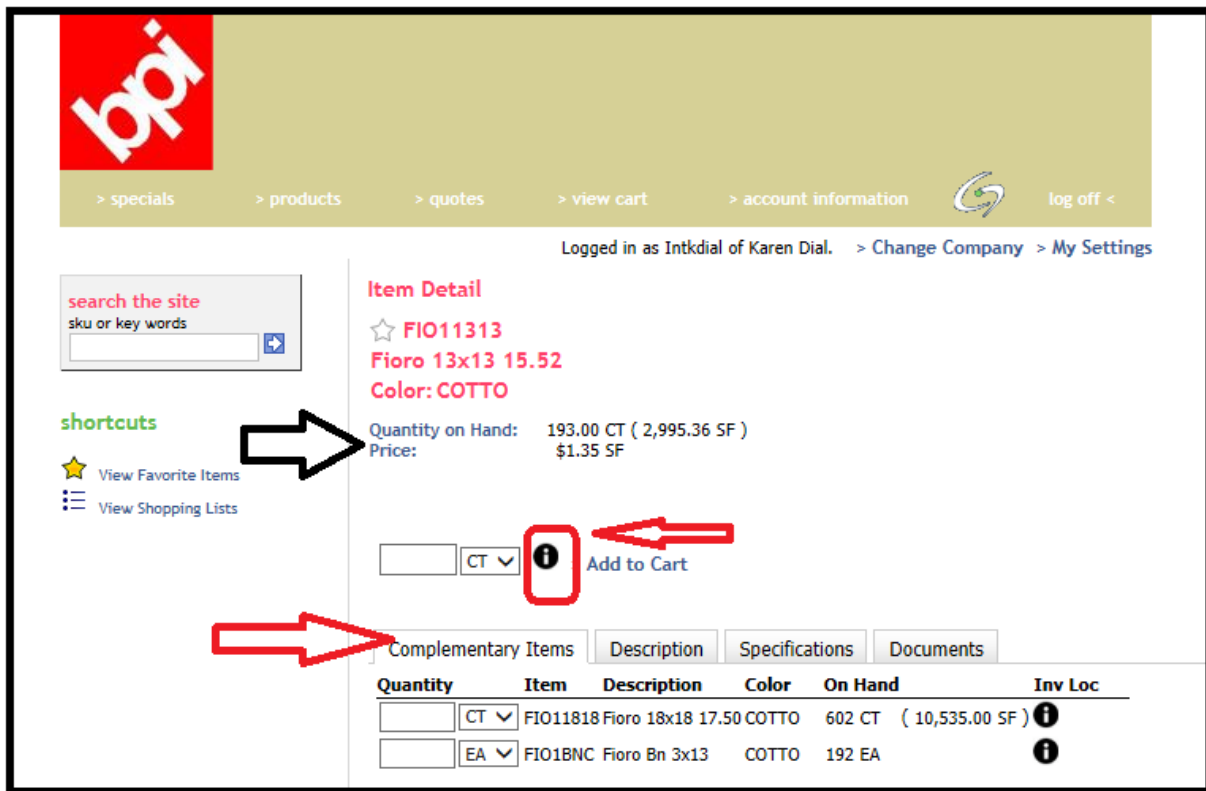


If this is the only item that fits your search criteria, the item will appear on the screen. In the example above, item FIO31313 shows 193 cartons on hand with a price for this customer @ $1.35 per SF.

Please note that any Complementary Items are showing at the bottom of the screen.

In order to view where the 193 cartons are located as well as the serial numbers available, click on the 'i' with the circle around it (boxed above beside the Add to Cart button).

**Available Inventory**

**FIO11313 FIORO 13X13 15.52**

| Lot # | Quantity | Warehouse |
|-------|----------|-----------|
| 25C | 7.00 CT ( 108.64 SF ) | LITTLE ROCK |
| 35C | 70.00 CT ( 1,086.40 SF ) | HUNTSVILLE |
| 35X | 5.00 CT ( 77.60 SF ) | DALLAS |
| 35C | 48.00 CT ( 744.96 SF ) | DALLAS |
| 35C | 47.00 CT ( 729.44 SF ) | HOUSTON |
| 35C | 16.00 CT ( 248.32 SF ) | SAN ANTONIO |

> Go Back

search the site
sku or key words

shortcuts

★ View Favorite Items
≔ View Shopping Lists

The screen above shows the breakdown of where these cartons are located as well as the serial number (noted as Lot #).  However, you will not able to select/order a specific serial number thru Net Xpress.  Therefore, if a specific shade/serial number is needed please contact BPI Customer Service to place the order.  Please inform them of the serial number required for your order.

**search the site**
sku or key words

congress*

Another search option is to enter the series name of the product you wish to view along with the * at the end for the 'wild card' search.  Example above is a search for Congress series.

search the site
sku or key words

shortcuts

★ View Favorite Items
≔ View Shopping Lists

**Search Results For:**

**CONGRESS***

| Item Number | Description | Color | On Hand | Quantity | Inv Loc |
|-------------|-------------|-------|---------|----------|---------|
| 809360 | Columbia Sunrise Oak Solid | SUNRISE | call for availability | | EA ⌄ ❶ |
| 809361 | Columbia Fawn Oak Solid | FAWN OAK | call for availability | | EA ⌄ ❶ |
| 809362 | Columbia White Oak Natural Sol | WHITE NATL | call for availability | | EA ⌄ ❶ |
| 809363 | Columbia Red Oak Natural Solid | RED NATL | call for availability | | EA ⌄ ❶ |
| 809364 | Columbia Toffee Oak Solid | TOFFEE OAK | 35 EA | | EA ⌄ ❶ |
| 809366 | Columbia Burgundy Oak Solid | BURGUNDY | call for availability | | EA ⌄ ❶ |
| 809367 | Columbia Auburn Oak Solid | AUBURN | call for availability | | EA ⌄ ❶ |
| 809504 | Columbia Red Oak Nat & Java | RED/JAVA | call for availability | | EA ⌄ ❶ |
| 809505 | Columbia Toffee And Fawn Solid | TFFEE/FAWN | call for availability | | EA ⌄ ❶ |
| 809506 | Columbia Burgundy & Sunrise | BURGUNDY | call for availability | | EA ⌄ ❶ |
| 809507 | Columbia Auburn & White Oak So | AUBURN/WTE | call for availability | | EA ⌄ ❶ |
| 810665 | Columbia Congress Oak Solid Hb | CONGRESS | call for availability | | EA ⌄ ❶ |
| 812841 | Columbia Congress Oak 8" Pc | NATURAL | call for availability | | EA ⌄ ❶ |
| 812842 | Columbia Congress Oak 8" Pc | WHITE OAK NATURAL | call for availability | | EA ⌄ ❶ |
| 812847 | Congress Oak Solid Chip Pc | CGO316 | call for availability | | EA ⌄ ❶ |

1 2 3  [15    ⌄]  44 records found

> Add to Cart

Search Within Search Results:

natural*   [×]   > Search Within Results   > Search Site   > Reset Search

Often a search will result in multiple pages of products.  In order to narrow your search, please note at the bottom an option to search within the search results.  In the example above, the first search was for Congress*.  To narrow the search to a specific color in the Congress series, we have entered Natural* in this field & will click on 'Search Within Results' button.

**Search Results For:**

**CONGRESS***

| Item Number | Description | Color | On Hand | Quantity | Inv Loc |
|---|---|---|---|---|---|
| 809362 | Columbia White Oak Natural Sol | WHITE NATL | call for availability | | EA ⌄ 🛈 |
| 809363 | Columbia Red Oak Natural Solid | RED NATL | call for availability | | EA ⌄ 🛈 |
| 812841 | Columbia Congress Oak 8" Pc | NATURAL | call for availability | | EA ⌄ 🛈 |
| 812842 | Columbia Congress Oak 8" Pc | WHITE OAK NATURAL | call for availability | | EA ⌄ 🛈 |
| CGO210 | Congress Ro Sol 3/4x21/4 18.25 | NATURAL | 72 CT ( 1,314.00 SF ) | | CT ⌄ 🛈 |
| CGO215 | Congress Wo Sol 3/4x21/4 18.25 | NATURAL | 121 CT ( 2,208.25 SF ) | | CT ⌄ 🛈 |
| CGO310 | Congress Ro Sol 3/4x31/4 17.6 | NATURAL | 42 CT ( 739.20 SF ) | | CT ⌄ 🛈 |
| CGO315 | Congress Wo Sol 3/4x31/4 17.6 | NATURAL | 57 CT ( 1,003.20 SF ) | | CT ⌄ 🛈 |
| CGO510 | Congress Ro Sol 3/4x5 19 | NATURAL | call for availability | | CT ⌄ 🛈 |
| CGO515 | Congress Wo Sol 3/4x5 19 | NATURAL | call for availability | | CT ⌄ 🛈 |

10 records found

> Add to Cart

The screen is now limited to only items with both Congress and Natural in the description. You can see quantities per item on the screen & have the option to view where the inventory is by clicking on the 'i' button. You can place an order by entering the quantity in the quantity box.

Pricing does not show up on this screen. In order to see pricing & more information regarding this item, click on the item number.



**Item Detail**

☆ CGO210
**Congress Ro Sol 3/4x21/4 18.25**
**Color: NATURAL**

Quantity on Hand:    72.00 CT ( 1,314.00 SF )
Price:               $3.89 SF

[1]  [CT ⌄] 🛈  > Add to Cart

| Complementary Items | Description | Specifications | Documents |

| Quantity | Item | Description | Color | On Hand | Inv Loc |
|---|---|---|---|---|---|
| | PC ⌄ | HENDE-05012 Thres Ro 84 | NATURAL | call for availability | 🛈 |
| 1 | PC ⌄ | HFSTF-05012 Str Nose Ro 84 | NATURAL | 3 PC | 🛈 |
| | PC ⌄ | HQRTA-05012 Qtr Rnd Ro 84 | NATURAL | 20 PC | 🛈 |
| | PC ⌄ | HREDF-05012 Reduc Ro 84 | NATURAL | call for availability | 🛈 |
| | PC ⌄ | HTMDA-05012 Tmold Ro 84 | NATURAL | 16 PC | 🛈 |

When you see 'call for availability' in the On Hand column, these are items that are not in BPI stock. Please call BPI Customer Service to obtain information on those items.

When ready to place the order, you can enter both the item as well as complementary items by placing the quantity you need in those boxes then click on Add to Cart.

6

Other options in Net Xpress:



**Item Detail**

☆ 277935
Titebond 811 Ureth Adh 3.5g
Color: FRANKLIN

Quantity on Hand:   1,161.00 EA
Price:                      $77.32 EA

[____] EA ▼  ❶  > Add to Cart

| Complementary Items | Description | Specifications | Documents |

Titebond 811 Advantage Urethane adhesive
For wood parquet, engineered and solid plank flooring over concrete,
plywood, clean/un-waxed vinyl and cork subfloors.
it is a moisture-resistant adhesive that offers enhanced strenghts
can "wet lay" or "flash" methods of installation
Trowels
All parquets less that 3/4" thick - UJ-18 - approx 65 sf/gal
All Engineered & Natural Choice flooring- UJ-25 Approx 50 sf/gal
Equivilant to Bostik EFA, BST, Equalizer
Clean up wet adhesive with mineral spirits.
FRANKLIN TECH SUPPORT 1-800-347-4583
Trowel 17928

When viewing an item, you can click on the Specifications tab to see more information about a specific product. Information regarding adhesives, warranties, technical numbers, etc. will be listed under this tab. *Please Note: Not all items will show specifications.*

**Roll Selection**

1900212 TAR MAGNITUDE EASTERN SLATE 12

| | Serial # | Lot # | Status | Quantity | Warehouse |
|---|---|---|---|---|---|
| ☐ | 313600423 | 31360 | Balance Roll | 5.08 LF ( 7.56 SY ) | DALLAS |
| ☐ | FA40200039 | 16000298 | Balance Roll | 25.00 LF ( 33.32 SY ) | DALLAS |
| ☐ | 313600422 | 31360 | Balance Roll | 51.02 LF ( 68.227 SY ) | DALLAS |
| ☐ | FA40200041 | 16000298 | Full Roll | 75.00 LF ( 100.04 SY ) | DALLAS |

> Go Back  > Add Selections to Cart

Rolled goods items (carpet & sheet vinyl) will show roll balances & dye lots when you click on the 'i' button from the item inquiry screen.  This also shows the branch where the material is located.
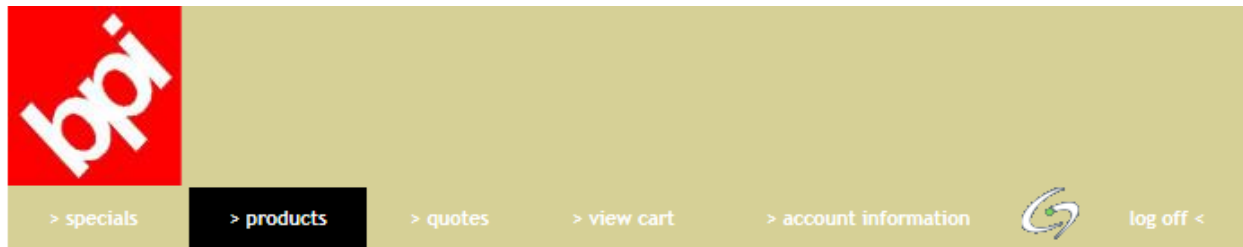
**Item Detail**

☆ **69-002**
**Sassi 12x24 16**
**Color: BEIGE**

Quantity on Hand:          call for availability
Price:                               $3.98   SF

SPECIAL ORDER ITEM - NOT CANCELABLE - NOT RETURNABLE

[____]  [CT ⌄]  🛈  > Add to Cart

Items that are special order will show up with the comment Special Order Item Not Cancelable Not Returnable as shown above.



> specials     > products     > quotes     > view cart     > account information          log off <

If you are unsure of a spelling of an item & wish to search by product category, you can click on the Products tab at the top.



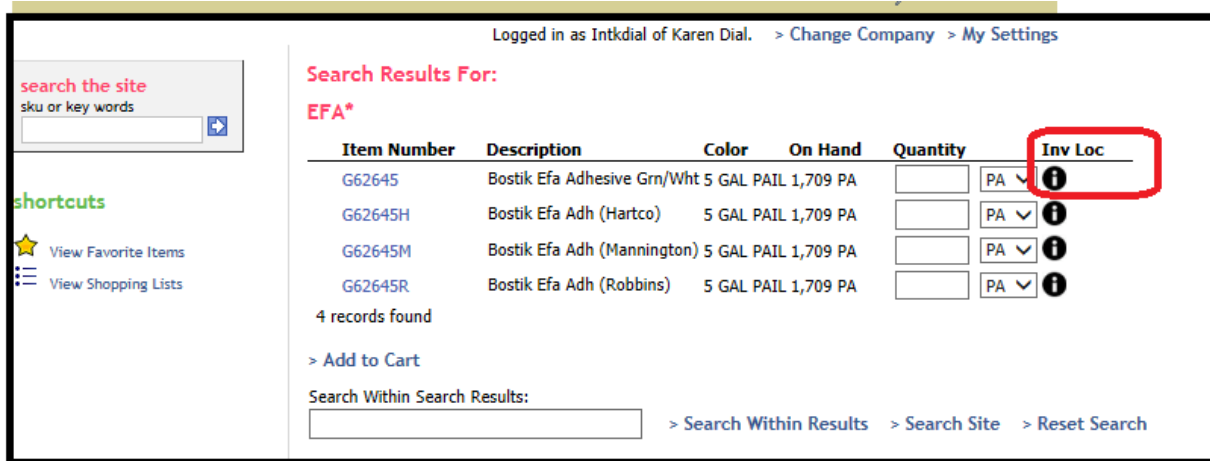**Pick a Category**

Carpet & Cushion
Ceramic Tile
Counter Surfaces & Supplies
Resilient &Mannington Lam/Wood
Wood & Laminate Flr (Exc Mann)

Next click on the product category you wish to view.
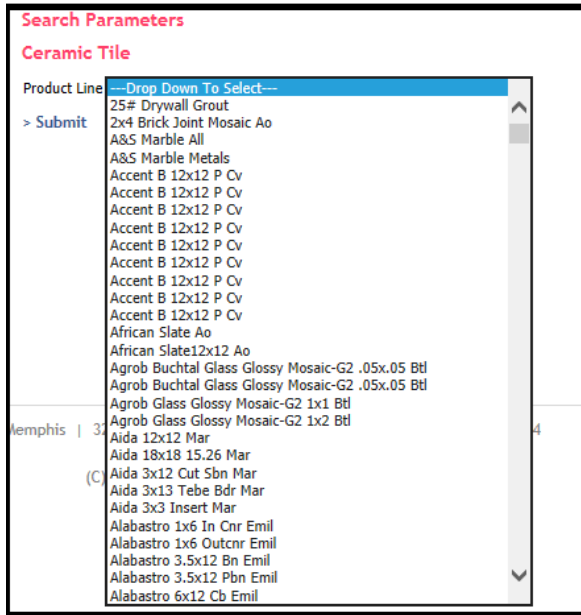
Click on the drop down menu which will bring up all ceramic items in alphabetical order by series name.



You can view inventory locations on any item by clicking on the 'i' icon under the Inv Loc column.

**Available Inventory**

**G62645 BOSTIK EFA ADHESIVE GRN/WHT**

| Quantity | Warehouse |
|----------|-----------|
| 377.00 PA | MEMPHIS |
| 124.00 PA | NASHVILLE |
| 221.00 PA | HUNTSVILLE |
| 184.00 PA | LITTLE ROCK |
| 80.00 PA | JACKSON |
| 159.00 PA | DALLAS |
| 229.00 PA | NEW ORLEANS |
| 114.00 PA | HOUSTON |
| 150.00 PA | SAN ANTONIO |
| 71.00 PA | MOBILE |

> Go Back

This allows you to see where the inventory is located within the BPI system.  If you have questions regarding transit time for delivery or pick up, please contact BPI Customer Service.

**Checkout – To finalize the order**
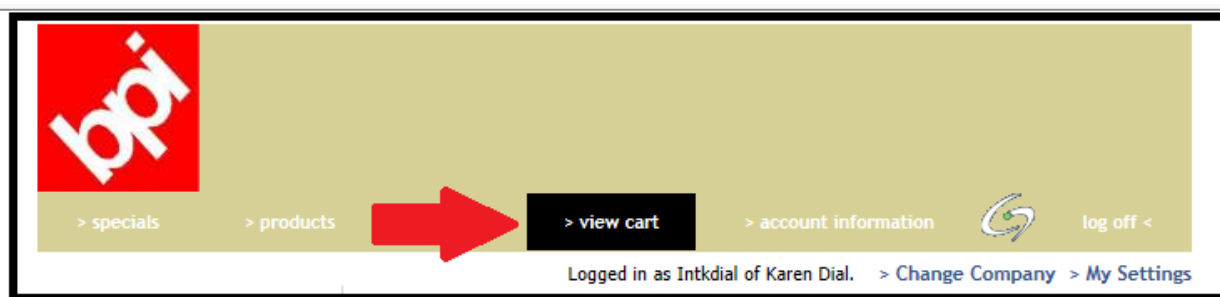


Click on the view cart at the top to view items you have placed in your cart.



Items you have placed in your cart are shown here.  If any items are on backorder, those quantities would appear in the Back Order column.

If you wish to remove any items, you can do that from this screen by clicking on the box beside the item & clicking Remove Selected.

If you are ready to finalize the order, click on Checkout.

10

If you have multiple shipping addresses set up for your account, you can select those by the drop down menu for Select Address. Otherwise, the system defaults to your main address.

If you wish to add a PO number, this is done in the middle of this screen. There is also an option to enter your name in the Contact field.

The Sidemark field is at the bottom along with a comment field. The sidemark field is used for the job name or sidemark.

The comment field can be used to communicate with bpi regarding this order. Examples would be price change requests, ship complete requests, asking for a call back regarding a backorder item, etc.

Click on Continue to Checkout.
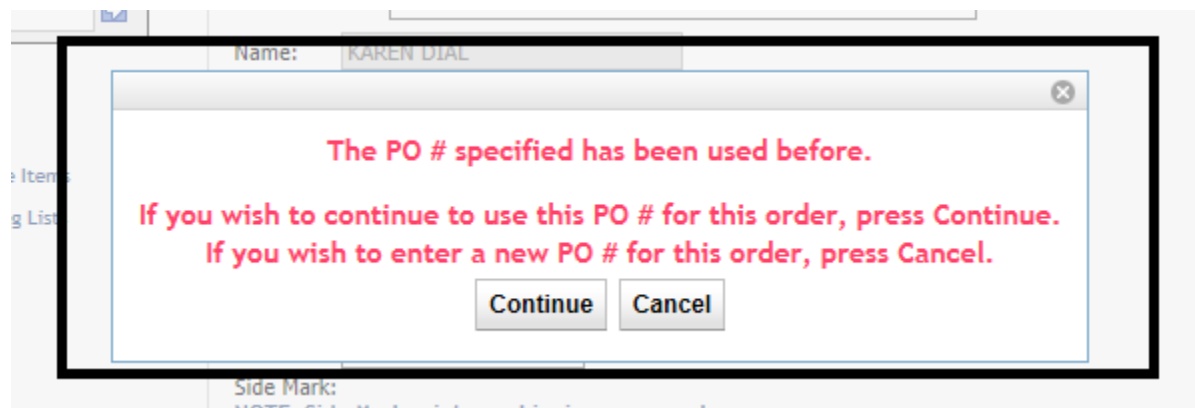


If the po entered is currently open in the bpi system, you will receive this cautionary message. If you are sure that this po is not a duplicate, press continue. If you are unsure, please contact bpi customer service.

11

**Shipping Method**

Ship Via: LRO/PU

Requested Ship Date:

≻ Change Shipping Information  ≻ Continue to Checkout

The default shipping information for your account will appear on this screen.  If you need to change how material is shipping to you, you can click on the drop down menu & select from those options.

If you want to add a specific ship date for your order, there is a drop down menu with a calendar.

Click on Continue to Checkout when ready.

**search the site**
sku or key words

**shortcuts**

⭐ View Favorite Items
≔ View Shopping Lists

**Confirm Shipping**

| Name: | KAREN DIAL | Via: | LRO/PU |
| Address 1: | EMPLOYEE ACCOUNT | | |
| Address 2: | | PO #: | test |
| City: | MEMPHIS | Contact: | Karen |
| State: | TN | Requested Ship Date: | |
| Zip: | 38111-0000 | | |

Side Mark:
NOTE: Side Mark prints on shipping paperwork.

test job

Comments:
NOTE: Comments will not appear on any shipping paperwork.

notes about ship complete  special pricing  anything that you need to tell bpi about your order

| Merchandise Amount | $29.00 |
| Fuel Surcharge | $0.35 |
| Arkansas State Tax | $1.91 |
| Pulaski County Tax | $0.29 |
| North Little Rock City Tax | $0.29 |
| **Total Amount Due** | **$31.84** |

> Change Shipping Information  > Checkout Now

Bpi - Memphis | 3263 Sharpe Ave | Memphis TN 38111-0000 | 800-765-1274

This is the final screen for review that will show the fuel surcharge, applicable taxes & delivery charges. Click on Checkout Now when ready to finalize your order.

**Your order has been completed.**
**Please print this page for your records.** 🖶 Print
**You should receive an email confirmation shortly.**

| | | | |
|---|---|---|---|
| Name: | KAREN DIAL | Via: | LRO/PU |
| Address 1: | EMPLOYEE ACCOUNT | Route: | |
| Address 2: | | PO #: | test |
| City: | MEMPHIS | Contact: | Karen |
| State: | TN | Ship Date: 6/8/15 | |
| Zip: | 38111-0000 | | |

Side Mark: test job

| Order Number | Item Number | Description | Ordered | Back Ordered | Unit Price | Net Price | Side Mark |
|---|---|---|---|---|---|---|---|
| 1-1-881327-0 | 253FWGG | Multi Thinset Gold 50lb | 2.00 EA | 0.00 EA | $14.50 EA | $29.00 | |

| | |
|---|---|
| Merchandise Amount | $29.00 |
| Fuel Surcharge | $0.35 |
| Arkansas State Tax | $1.91 |
| Pulaski County Tax | $0.29 |
| North Little Rock City Tax | $0.29 |
| **Total Amount Due** | **$31.84** |

The reference number will appear on this screen with the summary of items listed along with the total for the order.  An email confirmation will be sent to the email address listed on your user profile.



**Order Confirmation**

BPI - LITTLE ROCK
1316 N. HILLS BLVD STE #1
NORTH LITTLE ROCK, AR 72114-0000
Fax: 800/375-0311
Phone: 800/765-1274

**Contact Information**
Name: Karen                          Phone:

**Address Information**
| Sold-To Address | Ship-To Address |
|---|---|
| KAREN DIAL | KAREN DIAL |
| EMPLOYEE ACCOUNT | EMPLOYEE ACCOUNT |
| MEMPHIS, TN 38111-0000 | MEMPHIS, TN 38111-0000 |

**Order Information**
| Order Number: | 1-1-881327-0 | Purchase Order Number: | TEST |
|---|---|---|---|
| Ordered at: | 2015-06-08 08:06:00 | Customer Number: | DIALMEM |
| Ship Date: | 2015-06-08 | Ship Via: | LRO/PU |
| Sidemarks: | test job | | |

**Line Information**
| Item Number | Item Description | Qty Ordered | Qty BO | Order Price | Extended |
|---|---|---|---|---|---|
| 253FWGG | MULTI THINSET GOLD 50LB | 2.00 EA | 0.00 EA | $14.50 EA | $29.00 |
| | Color: GREY | | | | |

| | |
|---|---|
| Merchandise Amount: | $29.00 |
| FUEL SURCHARGE | $0.35 |
| ARKANSAS STATE TAX | $1.91 |
| PULASKI COUNTY TAX | $0.29 |
| NORTH LITTLE ROCK CITY TAX | $0.29 |
| Total Amount Due: | $31.84 |

Above is a copy of the order confirmation that you will receive immediately.

13
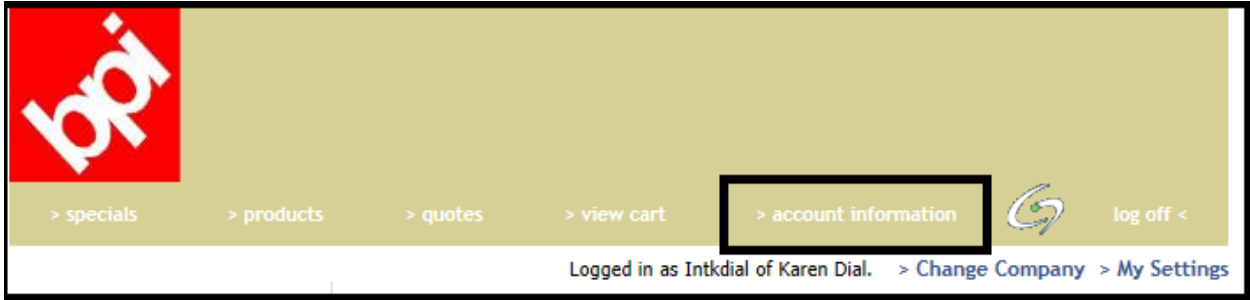
Another option is to view open & invoiced orders. To do this, click on Account Information tab at the top.
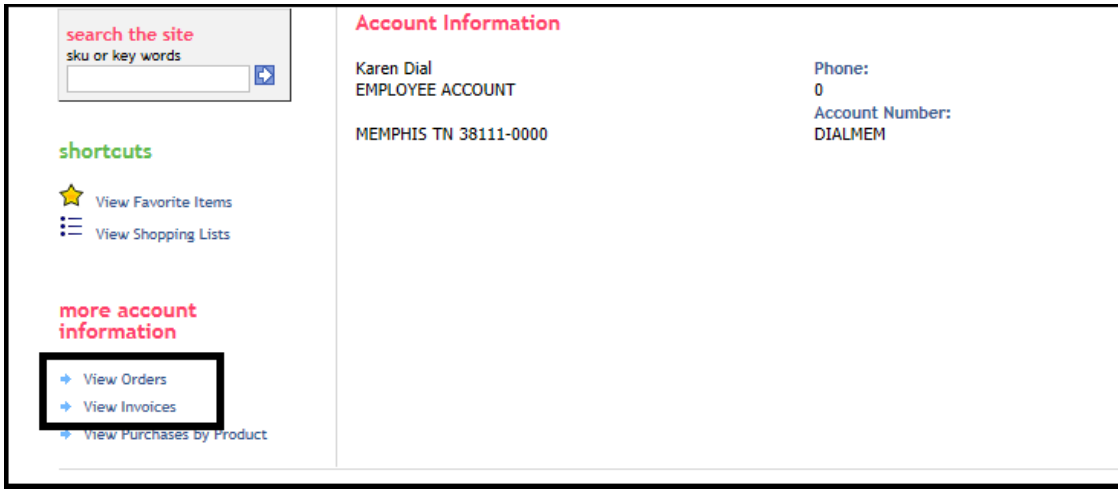


This screen is user defined meaning you can restrict access to certain information by user. To view orders, click on View Orders.

When initially viewing orders, all orders (open and invoiced) will appear on the screen. Open orders will have an envelope icon with a green arrow beside them. Invoiced orders will have a gray paper icon beside them. To narrow the screen down to open orders only, see the screen below for the Advanced Search option.



Please note screen above shows 98 records found at the bottom. In order to limit the screen to only open orders, click on the Advanced Search button at the top.



Click on the View Open Orders Only and then click Submit.

**Search results for:** > Back to all Orders
View Open Orders Only: true

| Order Date | Order # | Delivery Date | Tracking # | P.O. # | Ship Via | Order Total |
|---|---|---|---|---|---|---|
| 2015-02-18 | 1-1-843307-0 | 2015-02-23 | | 12345 | LRO/PU | $125.88 |
| 2015-01-08 | 1-1-830525-0 | 2015-01-08 | | NEW HIRE CLASS | MPHS/PU | $0.00 |
| 2015-01-08 | 1-1-830526-0 | 2015-01-13 | | NEW HIRE CLASS | MPHS/PU | $0.00 |
| 2015-01-08 | 1-1-830527-0 | 2015-01-09 | | NEW HIRE CLASS | MPHS/PU | $0.00 |
| 2015-01-08 | 1-1-830528-0 | 0001-01-01 | | NEW HIRE CLASS | MPHS/PU | $0.00 |
| 2015-01-08 | 1-1-830528-1 | 2015-01-23 | | NEW HIRE CLASS | MPHS/PU | $0.00 |
| 2014-10-03 | 1-1-802283-0 | 2014-10-06 | | TRAINING | MPHS/PU | $0.00 |
| 2014-10-03 | 1-1-802284-0 | 0001-01-01 | | TRAINING | MPHS/PU | $0.00 |

8 records found

The screen is now limited to only show open orders. Please note that the total records at the bottom has changed from 98 to 8. To view any of these orders, click on the order number.

**Order Detail : 1-1-843307-0** ✉  **Status: Open**

| | | | |
|---|---|---|---|
| Ship To Name: KAREN DIAL | | Ship Via: | LRO/PU |
| Address: | EMPLOYEE ACCOUNT | P.O.#: | 12345 |
| | | Contact: | |
| City, State: | MEMPHIS TN | Order Date: | 2015-02-18 |
| Zip Code: | 38111-0000 | Delivery Date: | 2015-02-23 |

| Item # | Description | Quantity | Unit Price | Extended Price |
|---|---|---|---|---|
| HFSTF-05012 | Str Nose Ro 84 | 1.00 PC | $43.65 | 43.65 |
| CGO210 | Congress Ro Sol 3/4x21/4 18.25 | 18.25 SF | $3.89 | 70.99 |

| | |
|---|---|
| Merchandise Amount | $114.64 |
| Fuel Surcharge | $1.38 |
| Arkansas State Tax | $7.54 |
| Pulaski County Tax | $1.16 |
| North Little Rock City Tax | $1.16 |
| **Total Amount** | **$125.88** |

The delivery date field will show when material will be delivered to you or if the order is a pick up, the delivery date signifies when material will be ready at that specific location to pick up. **Please note: if it is a factory order shipping direct to you from the vendor, the delivery date is only an estimate of when you <u>might</u> receive the material but is often not accurate. For the latest tracking on these type of orders, you will need to contact customer service.**

| Order Date | Order # | Delivery Date | Tracking # | P.O. # | Ship Via | Order Total |
|---|---|---|---|---|---|---|
| 2015-02-18 | 1-1-843307-0 | 2015-02-23 | | 12345 | LRO/PU | $125.88 |
| 2015-01-08 | 1-1-830525-0 | 2015-01-08 | 1Z8893093983902 | NEW HIRE CLASS | MPHS/PU | $0.00 |

If the order shipped out on UPS or LTL, the tracking number will show up the next morning with that information.

## Limitations to Net Xpress for Customers:

1) Orders to ship direct from the factory to the customer cannot be entered thru Net Xpress. Those must be entered thru BPI Customer Service.
2) Prices cannot be changed thru Net Xpress. However, you can add a note in the sidemark field regarding pricing.
3) We are not able to mark orders as ship complete thru Net Xpress. However, you can make a request in the sidemark field requesting that the order be changed to ship complete.
4) After an order has been placed, edits to the order cannot be made thru Net Xpress. Those must be handled thru BPI Customer Service.