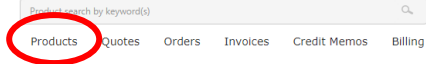


FAQ Sheet - How-to for OneSource

Checking Inventory & Pricing - From the Home Page click on Products



Company Information

Aetna Building Solutions

PO Box 1184

Bedford Park, IL 60499-1184
USA

WE'RE BUILDING SOLUTIONS

Searching for the latest building product solutions, and ways to make your next project more successful? WE'VE GOT THAT! Whether you're fabricator or architect, contractor or building owner – you've come to the right place.

New Remittance Address

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Ask us about our CUSTOM PANELS!

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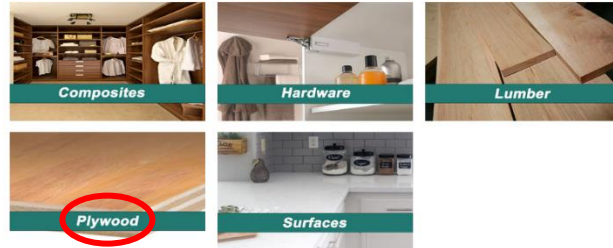
Select the Major Product Group by clicking on picture or list on left.



Search Advanced Search

- Composites
- Hardware
- Plywood**
- Surfaces

All Products



Select the Minor Product Group by clicking on picture or list on left.



Search Advanced Search

- Composites
- Hardwood Domestic**
- Hardwood Import
- MDO
- Oriented Strand Board
- Softwood Domestic
- Softwood Import
- Sheet Veneer
- Wood Edgebanding

All Products > Plywood



Filter Products – select at least one filter criteria and click Apply

Search | **Advanced Search**

[Clear Selections](#) **Apply**

- Core (+)
- Face Grade (+)
- Slicing (+)
- Specie (+)
- Machining (+)
- Thickness (+)
- Width (+)
- Length (+)
- Finished (+)

[Clear Selections](#) **Apply**

Search | **Advanced Search**

[Clear Selections](#) **Apply**

- Core (+)
- Face Grade (+)
- Slicing (+)
- Specie (+)
- Machining (+)
- Thickness (-)
 - 1/8
 - 1/4
 - 1/2
 - 3/16
 - 3/8
 - 3/4
 - 5/32
 - 5/8

*You can continue to add filters to narrow down your results

Search Results

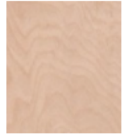
*To go back a screen use these buttons, do not use the browser's back button

All Products > Plywood > Hardwood Domestic

Show 100 Rows Sort by Available Qty (High to Low)

Add to Cart

View Quicklist



3/4x48.5x96.5 B2 WP Birch / Birch VC

CARB PHASE 2 Compliant CCR 93120.2(a) EPA TSCA Title VI Certified ***CARDBOARD TOP AND BOTTOM SHEET ... [show more](#)

Available 348 EA

Part # 0622440

Product Group: PLYWOOD / HARDWOOD DOMESTIC

Price \$83.2000/EA

Qty EA

- Remove from my quicklist



3/4x48.5x96.5 B2 WP Natural Maple / Maple VC

CARB PHASE 2 Compliant CCR 93120.2(a) EPA TSCA Title VI Certified

Available 249 EA

Part # 0622474

Product Group: PLYWOOD / HARDWOOD DOMESTIC

Price \$83.1000/EA

Qty EA

+ Add to my quicklist



3/4x48.5x96.5 D3 RC Natural Birch VC Fir

CARB PHASE 2 Compliant CCR 93120.2(a) EPA TSCA Title VI Certified

Available 130 EA

Part # 0622949

Product Group: PLYWOOD / HARDWOOD DOMESTIC

Price \$71.7000/EA

Qty EA

+ Add to my quicklist

*Item Description, Available Quantity, Item # and Price

*Enter Qty and click Add to Cart to order

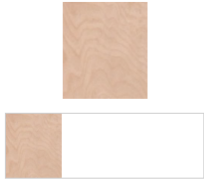
*Click on Product Description to get more detail

*Click + Add to my quicklist to build a personal favorites list of items

Price Breaks

Product Group: PLYWOOD / HARDWOOD DOMESTIC

[Back to Product List](#)



3/4x48.5x96.5 B2 WP Birch / Birch VC
 CARB PHASE 2 Compliant CCR 93120.2(a) EPA TSCA Title VI Certified ****CARDBOARD TOP AND BOTTOM SHEET ... [show more](#)

Part # 0622440
\$83.2000 / EA
 Available qty 348

Qty EA

[Add to Cart](#)

[- Remove from my quicklist](#)

[Pricing](#) [Available](#) [On Order](#) [Part Numbers](#) [Documents](#)

Show Rows [Select Columns](#)

Sale Type	Price/Disc Type	Price	Price UOM	Effective Dates
<all>	Pricing Group Qty Break 1 EA	\$83.2000	EA	Open - Open
<all>	Pricing Group Qty Break 11 EA	\$78.8000	EA	Open - Open
<all>	Pricing Group Qty Break 22 EA	\$74.8000	EA	Open - Open
<all>	Pricing Group Qty Break 44 EA	\$71.2000	EA	Open - Open
<all>	Pricing Group Qty Break 88 EA	\$69.5000	EA	Open - Open

Availability

[Pricing](#) [Available](#) [On Order](#) [Part Numbers](#) [Documents](#)

Available [Totals By Branch](#) Show Rows

Quantity	UOM	Branch
348	EA	01MAYWD
93	EA	04LEX
31	EA	05ROCK
171	EA	06INDY
30	EA	08WBL

On Order

[Pricing](#) [Available](#) [On Order](#) [Part Numbers](#) [Documents](#)

On Order [Totals By Branch](#) Show Rows

Quantity	UOM	Branch
504	EA	01MAYWD
360	EA	06INDY

*To see availability or on-order quantities at other branches select Totals by Branch from drop-down menu
 *Use the Back to Product List button to return to your search results or start a new search

To Place Order – Click on Cart

Branch Maywood - Wood MISC CASH SALE-MAYWD **Cart (0)** \$0.00 Rachel Kennedy Log Out

AETNA
BUILDING SOLUTIONS
We Have What It Takes

Product search by keyword(s)

Products Quotes Orders Invoices Credit Memos Billing

Confirm item details, click Proceed to Checkout

Items in Cart Continue Shopping **Proceed to Checkout**

Show 10 Rows

Item	Size	Description	Message	Location Reference	Qty	UOM	Price*	UOM	Extension*
0622440	3/4x48.5x96.5	B2 WP Birch / Birch VC			10	EA	83.2000	EA	832.00

* Prices are estimates and may change upon final submission.

Delete All

Cart Total Total 832.00

Continue Shopping **Proceed to Checkout**

Fill out all fields with Red Asterisks, Confirm order details, click Submit

Review and Submit Return to Cart **Submit**

Submit as Order ***** Order type *****

Requested delivery date Reference

Submitted by Rachel Kenne ***** Ship via

PO ID Ship complete

Job Fax number

E-mail rachelkennedy@aetnaplywood.com *****

Secondary E-mail

- *Submit as – you can submit as an Order or Quote if you are looking for special pricing.
- *Requested delivery date will only allow you to choose dates available for your ship via request.
- *Order Type will always be Partnerview
- *Ship Via options are OT (Out Truck), Parcel (i.e. UPS, Speedy) and WC (Will Call).
- *All orders will be Shipped Complete unless Ship Complete is unchecked
- *Order is not confirmed until the ISR team has reviewed the order and sent the Order Acknowledgment

Checking History – Quotes, Orders, Invoices, Credit Memos



Product search by keyword(s)

Products **Quotes** Orders Invoices Credit Memos Billing

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Enter date range and click Search

Search by

Order ID

Equals

Status

From order date

To order date

Show results by

Order

Include all ship-tos
 My orders only

Search

Orders from 10/15/2023 to 11/15/2023

Show 100 Rows Select Columns

	Order ID	Reference #	PO ID	Order Date	Order Type Description	Status	Sub Total	Total Taxes	Total Charges	Total
+	665941		SIBANO	11/13/2023	WILL CALL	Invoiced	436.90	43.70	0.00	480.60
+	665925		SIBANO	11/13/2023	WILL CALL	Invoiced	480.32	48.06	0.00	528.38
+	665632		R & D	11/10/2023	WILL CALL	Invoiced	2384.00	238.40	0.00	2622.40

Showing 1 to 3 of 3 Rows



- *Search by: Order ID, Reference #, Item #, PO ID, Job #
- *Status Options: All, Open, Invoiced, Cancelled
- *Select your order date range
- *Show results by Order or Item
- *Click Search

Orders from 10/15/2023 to 11/15/2023

Show 100 Rows Select Columns

Order ID	Reference #	PO ID	Order Date	Order Type Description	Status	Sub Total	Total Taxes	Total Charges	Total
665941		SIBANO	11/13/2023	WILL CALL	Invoiced	436.90	43.70	0.00	480.60

Documents for ID 665941

Type	Transaction ID	Documents
Order Acknowledgement	MAY0000665941	 
Invoice	MAY0000665941-001	

Order Details for ID 665941

Show All Rows Select Columns

Item	Size	Description	Quantity	B/O Qty	Staged Qty	Qty UOM	Price	Price UOM	Extended Amount
0522641	3/4x48.5x96.5	A1 PS White Oak / PS Wht Oak CC	2	0	0	EA	149.40	EA	298.80
6122419	18MMx48x96	B/BB Baltic Birch 13 Ply Ext	1	0	0	EA	138.10	EA	138.10

665925		SIBANO	11/13/2023	WILL CALL	Invoiced	480.32	48.06	0.00	528.38
665632		R & D	11/10/2023	WILL CALL	Invoiced	2384.00	238.40	0.00	2622.40

*Click on the + symbol to see the Order detail

*Click on the PDF icon to see a copy of the Acknowledgement or Invoice

Locating Statements, Billing Information and Pay for Orders, click on Billing



Product search by keyword(s)

- Products
- Quotes
- Orders
- Invoices
- Credit Memos
- Billing**

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Account Summary and Account Details

How would you like to pay?

- Credit card
- Bank account

Account Summary

	Amount	Count
Current	294.68	1
31-60 Days	0.00	0
61-90 Days	0.00	0
91-120 Days	0.00	0
Over 120 Days	0.00	0
All	294.68	1

Account Detail: All

Invoice ID	PO ID	Job #	Invoice Date	Due Date	Ship-to Seq #	Ship-to Name	Ship-to Address	Aging	Original Amt	Unpaid Balance	Available Discount Amt	Balance Due	Amount to Pay
WBL0000663846-001	Stock		11/3/2023	11/3/2023	1	Allison Custom Woodworkin	1186 Circle Pine Dr	Current	294.68	294.68	0.00	294.68	0.00

Total Payment Amount \$0.00

Apply Credits

Payment on Account

Pay Via Credit Card

Payment on Account

Enter amount to be applied as cash on account:

\$

Cancel Pay Via Credit Card

Credit Card Payment

Card Information * Denotes a required field

*Card Number:

*Expiration: Month / Year

CVV:

Transaction Information

Amount: \$500.00

PROCESS TRANSACTION Cancel Transaction

Close

*To pay a bill, select Credit Card or Bank Account (if applicable)

*Select invoices to pay, confirm \$\$ amount and click Pay via Credit Card or Pay via Bank Account

*Click on Payment on Account to make a blanket payment, enter amount, click Pay via Credit Card or ACH

*Credit Card payments – enter credit card info and click Process transaction

*To set up a Checking Account for payment, fill out the Draft Authorization Form and email it to credit@aetnaplywood.com or fax to 708-343-1101