

Quote Request to Order



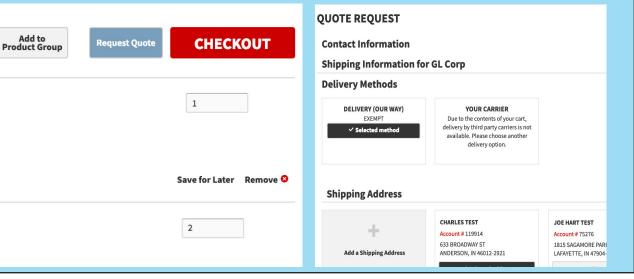
Creating a Quote Request

From your shopping cart select Request Quote.

On the Quote Request screen, enter required information.

Account specific information will be loaded by default.

Add a Job Name to proceed with the quote submission.



Converting Quote to Order

From Your Account, click on Quotes Pending Approval

To view the details, select details to expand the order.

To complete the order, select order to enter a PO.

Once the PO is entered, select submit to place the order.

