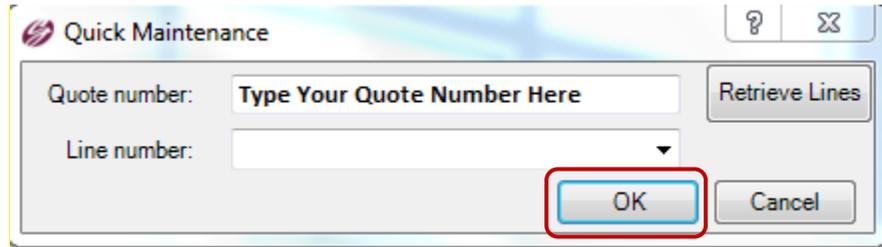
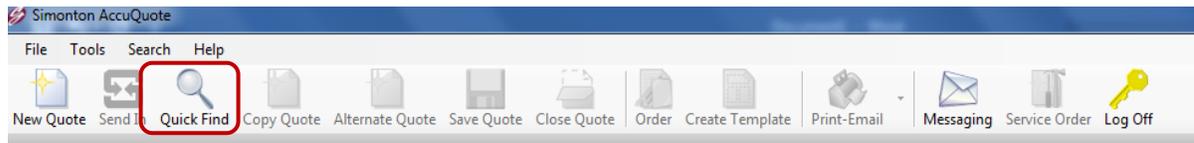


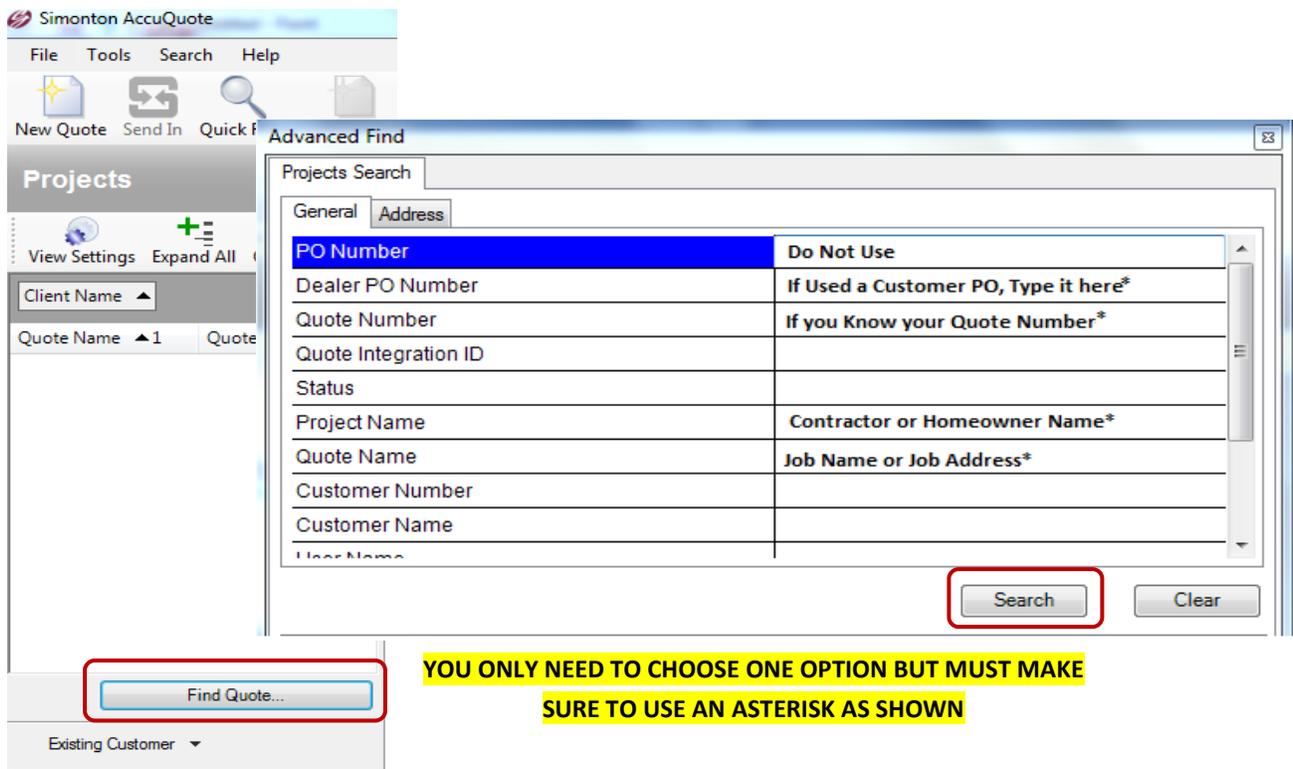
## How to Find Quotes

1. Quick Find Icon – Use when you are provided the quote number

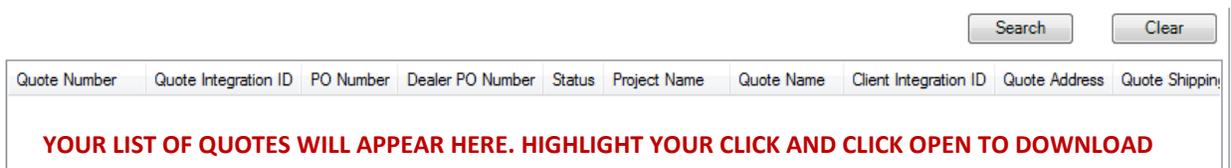


**YOUR QUOTE SHOULD NOW DOWNLOAD. IF YOU ARE ASKED TO UPDATE TO NEWEST VERSION, CLICK YES!**

2. Find Quote Tab – Use if you want to search by Project Name/Quote Name/PO Number, Date, User, etc.



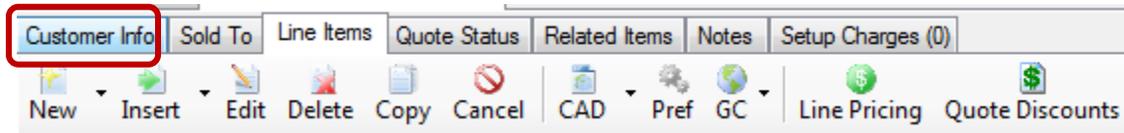
**YOU ONLY NEED TO CHOOSE ONE OPTION BUT MUST MAKE SURE TO USE AN ASTERISK AS SHOWN**



**YOUR LIST OF QUOTES WILL APPEAR HERE. HIGHLIGHT YOUR CLICK AND CLICK OPEN TO DOWNLOAD**

## Converting a Quote to an Order

1. To Order Your Quote, go to the Customer Info Tab to add your PO then select the Order button on the top task bar ...

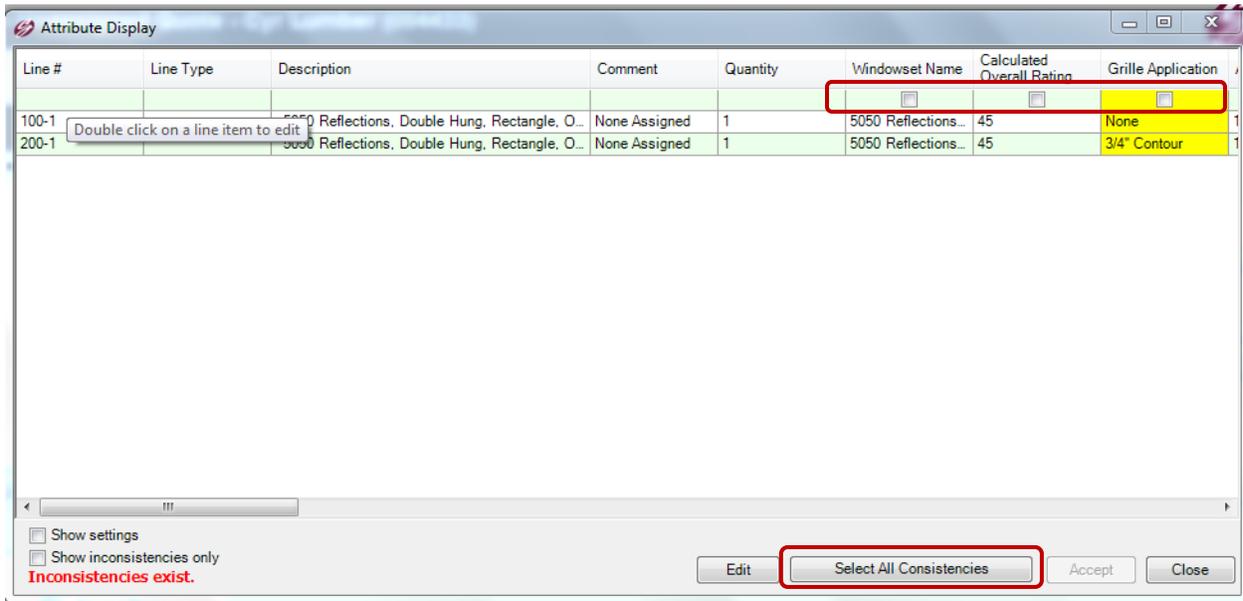


Note: Under the Customer Info tab you will have an “estimated” ship date based on your delivery zone.

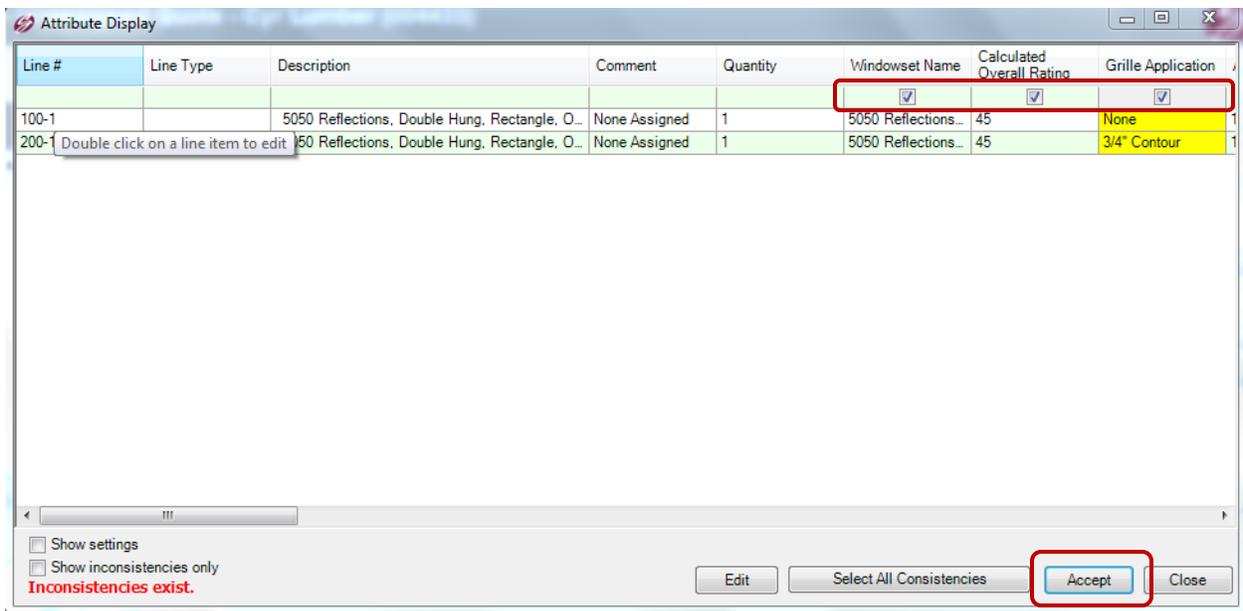
A screenshot of the 'Customer Info' tab in the software interface. The 'Purchase Order' field is highlighted with a red box. Below it, the 'Delivery Zone' and 'Estimated Ship Date' fields are also highlighted with a red box. The 'Estimated Ship Date' field shows the value '11/27/2017'. Other fields include 'Lead Time' (5), 'Ship To Job' (checkbox), 'Market', 'Shipping Method', 'SalesPerson', 'Sales Terms' (NET 30), 'Quote Eff. Date' (checkbox, Select a date, 15), and 'Prepared by Simonton' (checkbox).

Field	Value
Purchase Order	
Lead Time	5
Ship To Job	<input type="checkbox"/>
Market	
Shipping Method	
SalesPerson	
Sales Terms	NET 30
Quote Eff. Date	<input type="checkbox"/> Select a date 15
Prepared by Simonton	<input type="checkbox"/>
Delivery Zone	M
Estimated Ship Date	11/27/2017
Estimated Delivery	11/27/2017
Confirmed Delivery	
Service Team	

- Your System will prompt a FINAL attribute display to confirm your Order before sending to Simonton. **You MUST select all consistencies and manually check off the box above all 'HIGHLIGHTED' inconsistencies for the accept button to appear.**



**REMINDER:** After clicking "select all consistencies" if the accept button doesn't appear, you must manually check the box above the highlighted yellow columns. These show inconsistencies that we require you approve before order. If you need to make changes, please "cancel" then modify the lines and re-start the process.



- In your LEFT column, you should now see a \$ next to your order. You are now complete, and Simonton should email/fax you a confirmation. If you do NOT receive your confirmation, please contact your Super Service representative, 1-800-746-6691.