

How to Manage Quotes

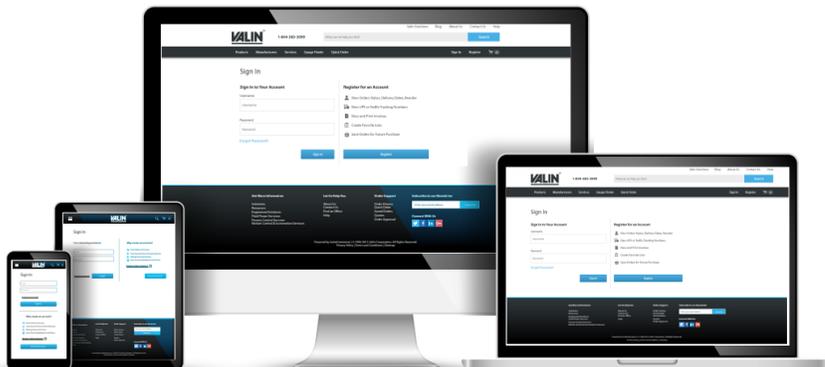
KNOW THE FACTS



1

SIGN INTO YOUR ACCOUNT

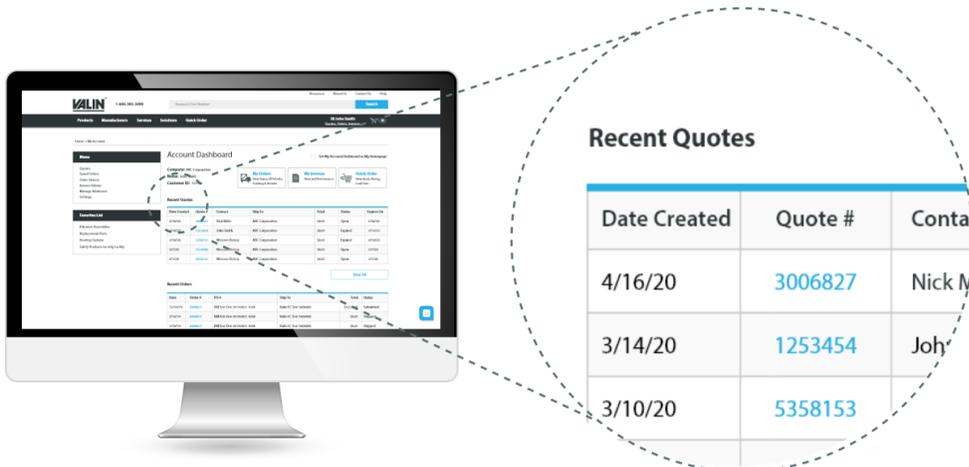
To start managing your Quotes you must sign into your account.



2

Go to Your Quotes

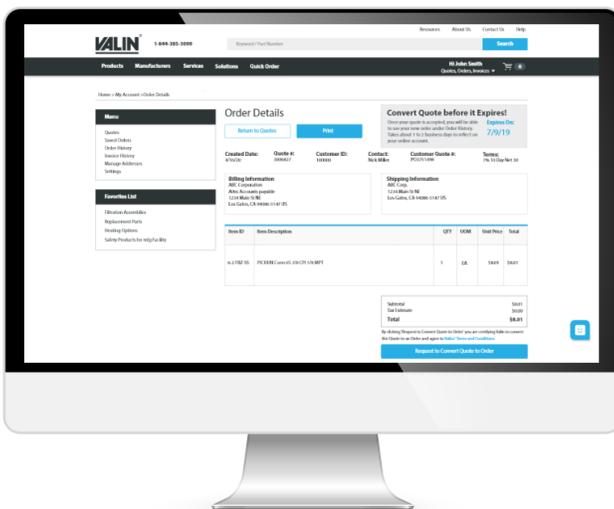
Navigate to the Quotes section on your Account Dashboard.



3

Convert Your Quote to Order

Open Quotes with an can be converted to an Order. Select any Open Quotes and submit as Order.

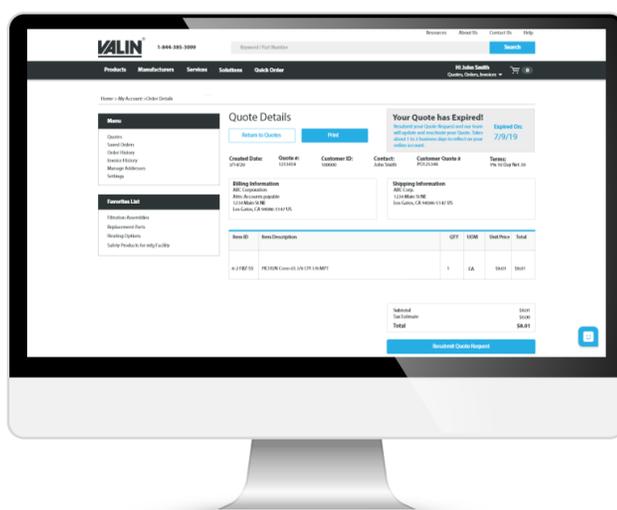


Request to Convert Quote to Order

4

Resubmit Expired Quotes

Expired Quotes can be resubmitted and updated with new pricing and other quote details. Select any Expired Quotes to resubmit your Quote.

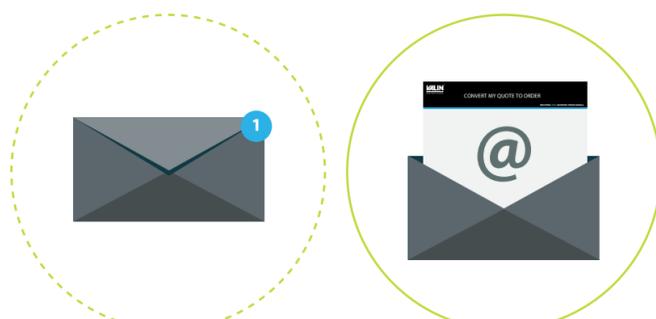


Resubmit Quote Request

4

EMAIL CONFIRMATION

Once your request is submitted, our customer service team will process and update your Account after reviewing your request.



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