

# How to Manage Quotes

## KNOW THE FACTS



1

### SIGN INTO YOUR ACCOUNT

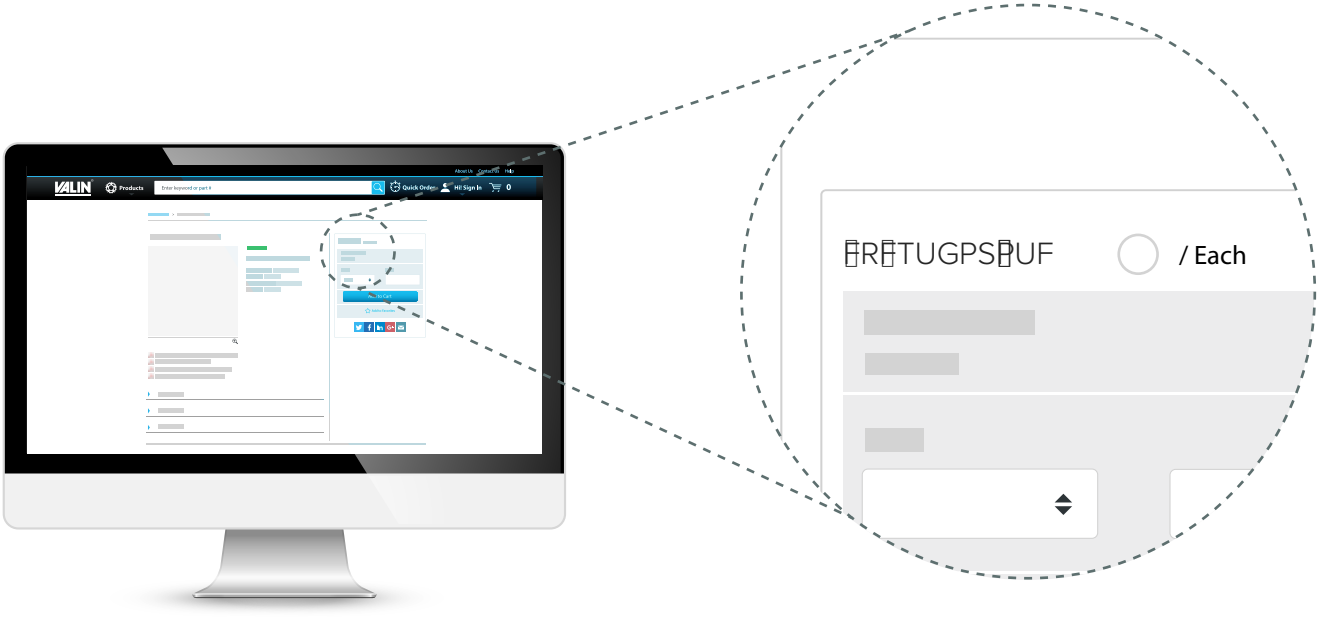
To start managing your Quotes you must sign into your account.



2

### Go to Your Quotes

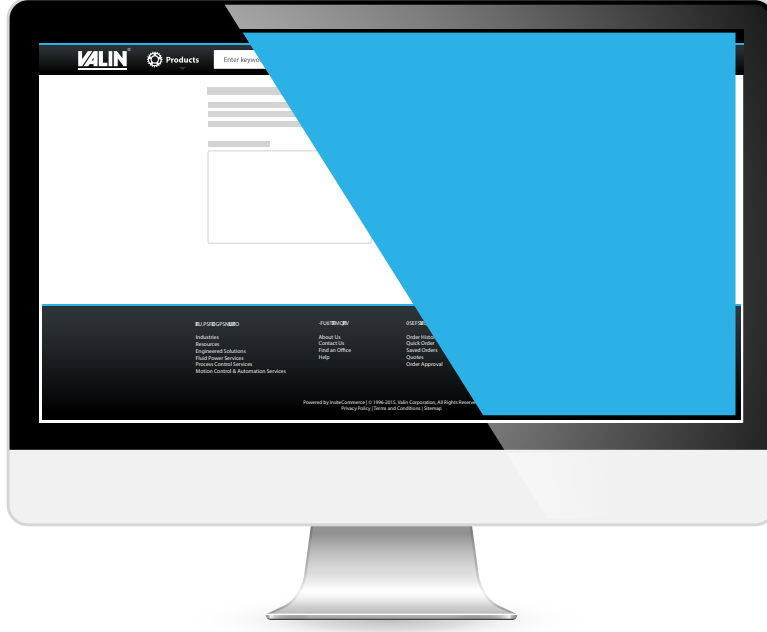
Navigate to the Quotes section on your Account Dashboard.



3

### Convert Your Quote to Order

Go to your cart to see the items you've added. If there are "Request for Quote" items in your cart the "Checkout" button will be disabled and the "Request a Quote" button will be enabled. Click the "Request A Quote" button to continue to the next step.

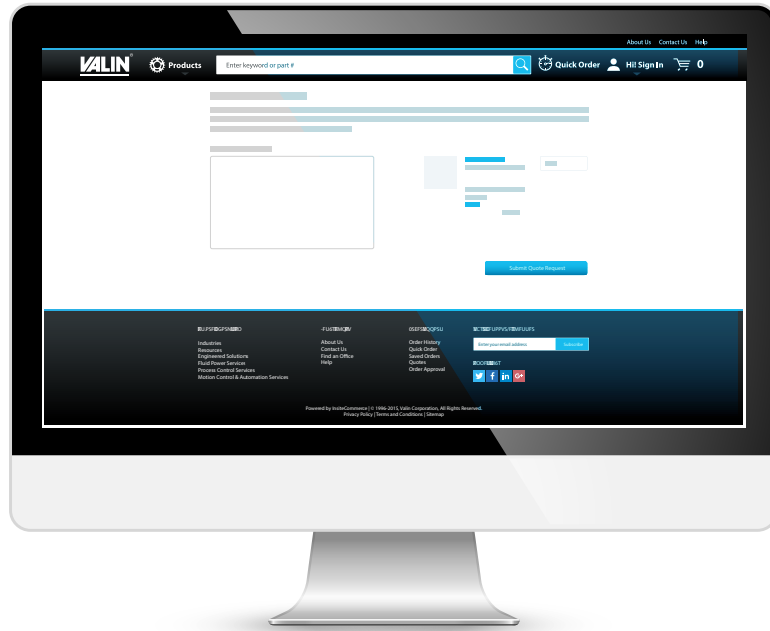


Submit Quote Request

4

### Resubmit Expired Quotes

After clicking the "Request A Quote" button you'll be taken to the Request for Quote page. Here you can add notes to your quote and submit the request.



Submit Quote Request

4

### EMAIL CONFIRMATION

Once your request has been submitted our customer service team will get back to you shortly.

