

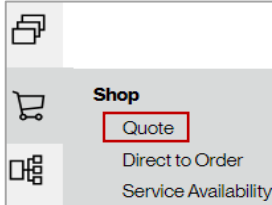


Generic Product Quote Job Aid

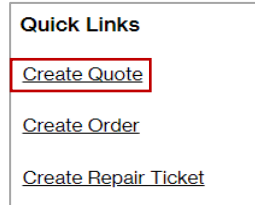
Getting Started

There are **three** ways to create a Quote

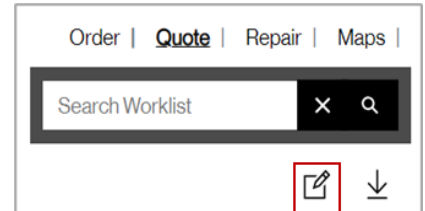
Option 1: From **Shop**



Option 2: From **Quick Links**



Option 3: From **Quote Worklist**



Quote Configuration

1. Select Product Name: **Generic**
2. Select applicable Product Offering: **Other**
3. Choose **Company Name** from the drop-down
4. Create **Request Name** (minimum of 4 characters, maximum of 12)

Product Name * Generic 1	Product Offering* Other 2	Company * <div></div> 3
Request Name* GenericQuote120 4		

1. Download **Quote Template**

Template 5

Request Type*:
Quote

Order Type*:
Install

Remarks:
Remarks
Remaining characters: 255

Contact Name*:

Contact Email*:

Contact Phone*:

Upload Template

Upload Files or drop files

The total combined allowed file size is 10 MB.
File type accepted: pdf, xls,xlsx, doc, docx and txt



Generic Product Quote Job Aid

Quote Configuration (continued)

- After completing the template, click **Upload Files** to add the quote details to the request
- Click **Submit**

Request Type*:
Quote

Order Type*:
Install

Remarks:

Remaining Character: 255

Contact Name*:

Contact Email*:

Contact Phone*:

Upload Template

6

Upload Files

 or drop files

The total combined allowed file size is 10 MB.
File type accepted: pdf, xls, doc and txt

7 **Submit**

The **Submitted Quote** will be displayed on the **Request Worklist**.

A completed status will be displayed when pricing is returned.

Click the **Request Name** link to access and download the priced quote.

Quote | Order | Reservations | Availability | **Request** | Repair | Maps | Voice | Delivery

Search Worklist

Filter by: All Companies All Owners All Products All Activity **Apply**

Request Name	Company Name	Product Name	Submitted Date	Request Type	Activity	Status
gcc-generic-quote1		Generic	07/23/2025	Quote	Install	Completed
QUOTEUAT07232025		Generic	07/23/2025	Quote	Install	Submitted