

## HOW TO USE ACTIVE QUOTES

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## Log in to your Account



- Login to your account and you will see your account dashboard with various tiles.
- Click on 'Active Quotes'

## Home > Quote History



**MY QUOTE HISTORY** 

## Functionality



- In this area you will see all the quotes you have generated.
- You can see who placed the order along with the ability to View/Print/Download/Delete your quote as well as convert your quote to an order.
- Note quotes are only valid for 30days, pricing is subject to change.



• You can't amend a quote once it has been created currently but this is coming soon.