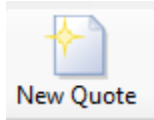


Basic Instruction on Using AccuQuote

1. Select New Quote Icon



2. Quote Name = Job Name, Project Name = Contractor's Name (***Name will save in drop down after saving first quote***)

A screenshot of the "New Quote" dialog box. It has a title bar with a close button. The "Quote Information" section contains a "Quote Name:" label with a text input field containing "Job Name". To its right is a "Project Name:" label with a dropdown menu containing "Contractor Name" and a "Search" button. Below these is a "Customer:" label with a dropdown menu containing "Active".

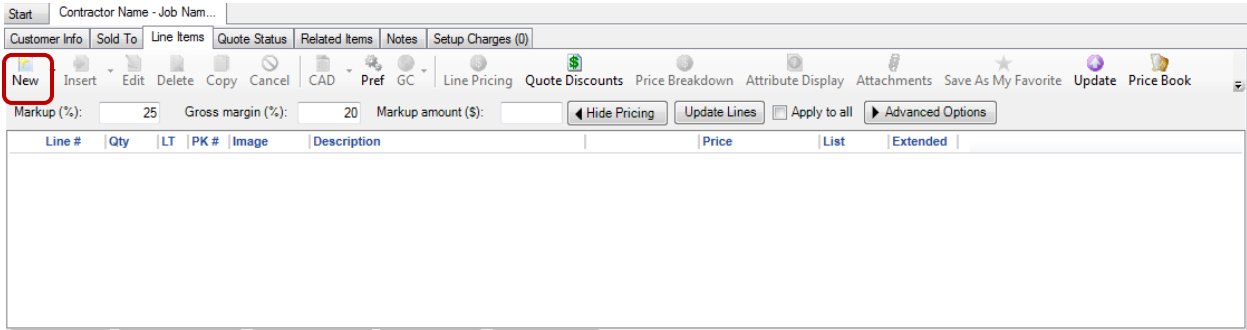
3. Select Contractor/Job Account

A screenshot of a quote form. The "Contractor/Job" dropdown menu is highlighted with a red rectangle and contains the text "Nick Dunn". The form includes fields for "Quote Date" (Sunday, November 12, 2017), "Job Name", "Project Name" (Contractor Name), "Existing Customer" (unassigned), "Customer PO#", and "Pro Network ID". There are also checkboxes for "Use Existing Customer's address", "Create New Existing Customer Contact", and "Use Contractor/Job Address". Below these are fields for "Name" (Nick Dunn) and "Address 1" (8203 Rocky Ridge Rd).

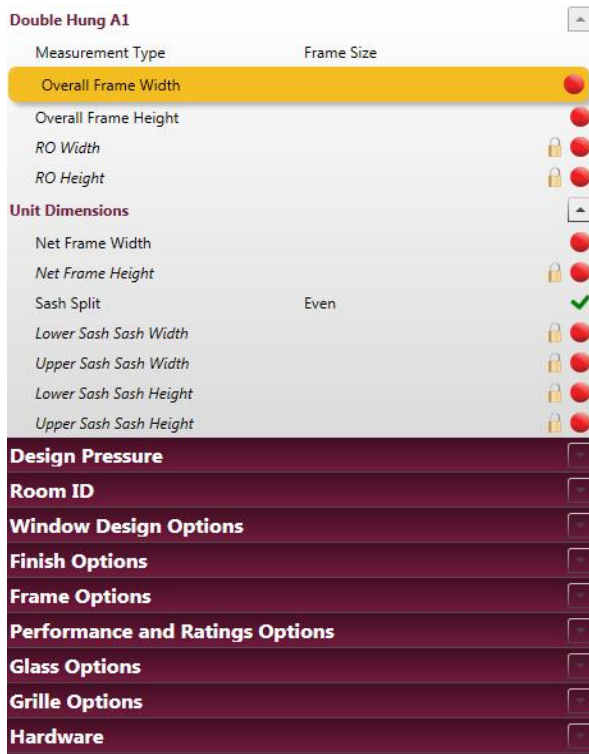
4. Confirm Quote Preferences (***Including Product Knowledge and Pricing***)

A screenshot of the quote form's pricing preferences section. A red rectangle highlights the "Markup (%)" field (25), "Gross margin (%)" field (20), and "Markup amount (\$)" field. Above these fields is a toolbar with icons for "New", "Insert", "Edit", "Delete", "Copy", "Cancel", "CAD", "Pref", "GC", "Line Pricing", "Quote Discounts", "Price Breakdown", "Attribute Display", "Attachments", "Save As My Favorite", "Update", and "Price Book". Below the pricing fields is a table header with columns: "Line #", "Qty", "LT", "PK #", "Image", "Description", "Price", "List", and "Extended".

5. Select Products



6. Select Your Product Type, Series, and Style ... Work Panel on Left from Top to Bottom. Let AccuQuote ask you the questions (**all "Preferences" will be automatically applied**)

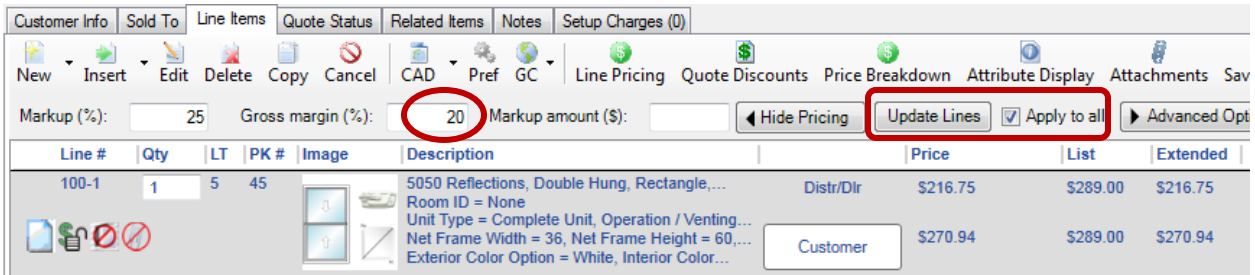


Answer North to South

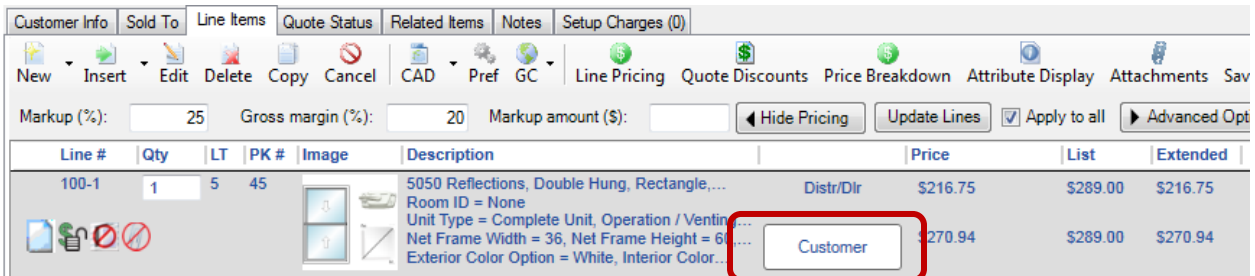


7. To Change Pricing after Lines Are Quoted you have two options

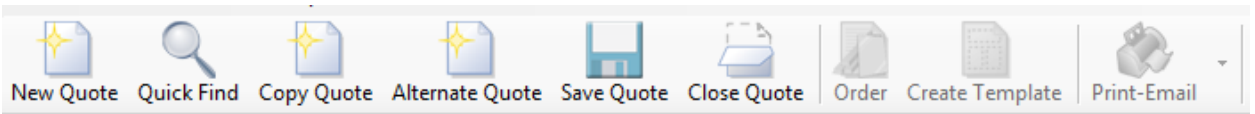
- a. Adjust Entire Quote – change Margin and make sure to check apply all before selecting update lines.



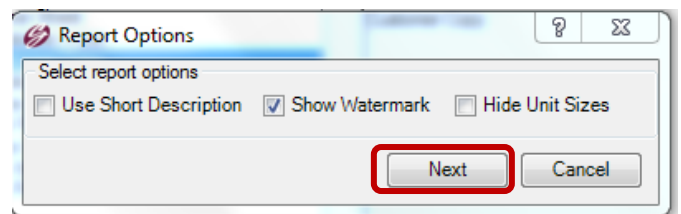
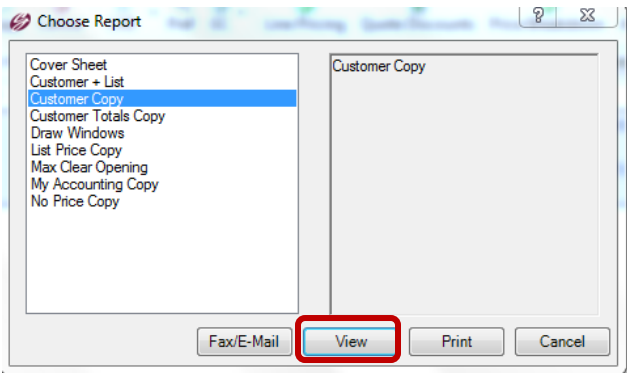
- b. To adjust Individual Lines – select “customer” tab as shown below and change margin for that single line.



8. Use Top Task Bar to Save, Print, & Order Quote. You always want to save to server before printing.

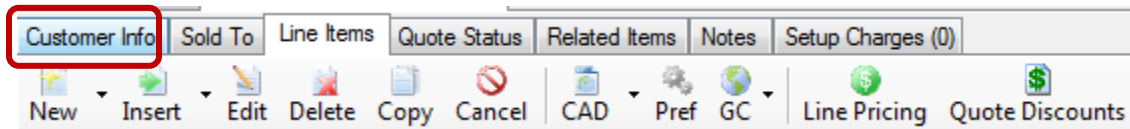


9. To Email your customer a copy of the Quote, Click the Print-Email icon and select to view your Customer Copy.



Check Show Watermark only (Simonton Logo) and click Next. It will prompt you to save your quote, click YES. Once your quote appears, select File in the top left, select Export, then select PDF. This you will allow you to save the quote to your computer then send the quote through your email as an attachment.

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



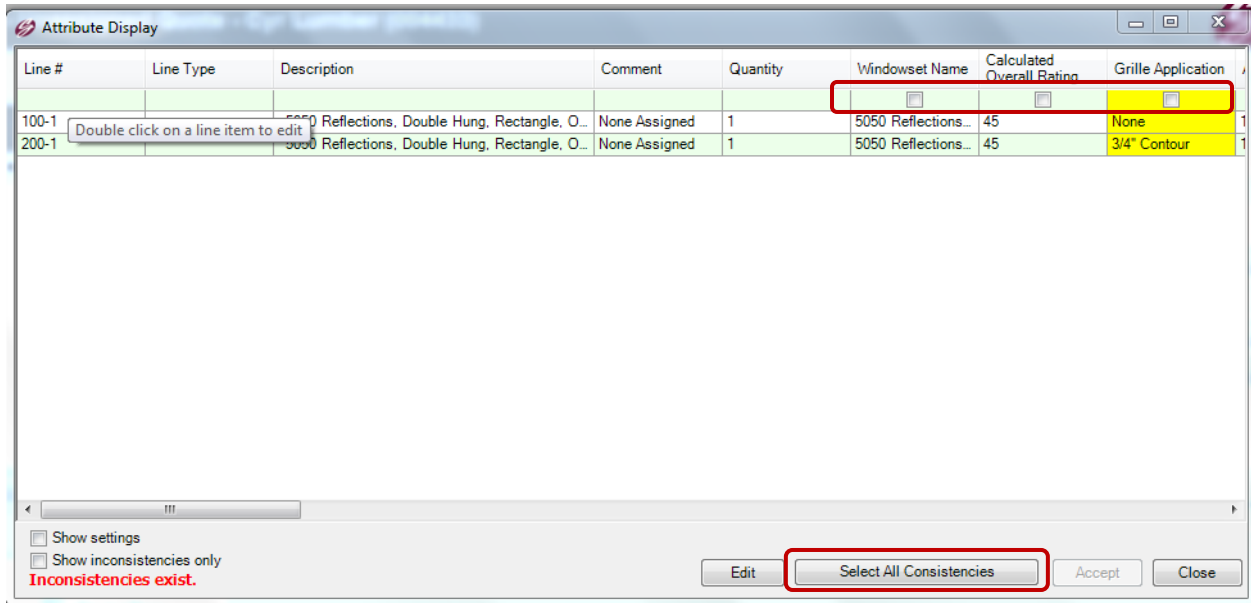
Note: Under the Customer Info tab you will have an “estimated” ship date based on your delivery zone.

The screenshot shows the 'Customer Info' tab selected in the software. The 'Shipping' sub-tab is also active. The form contains the following fields:

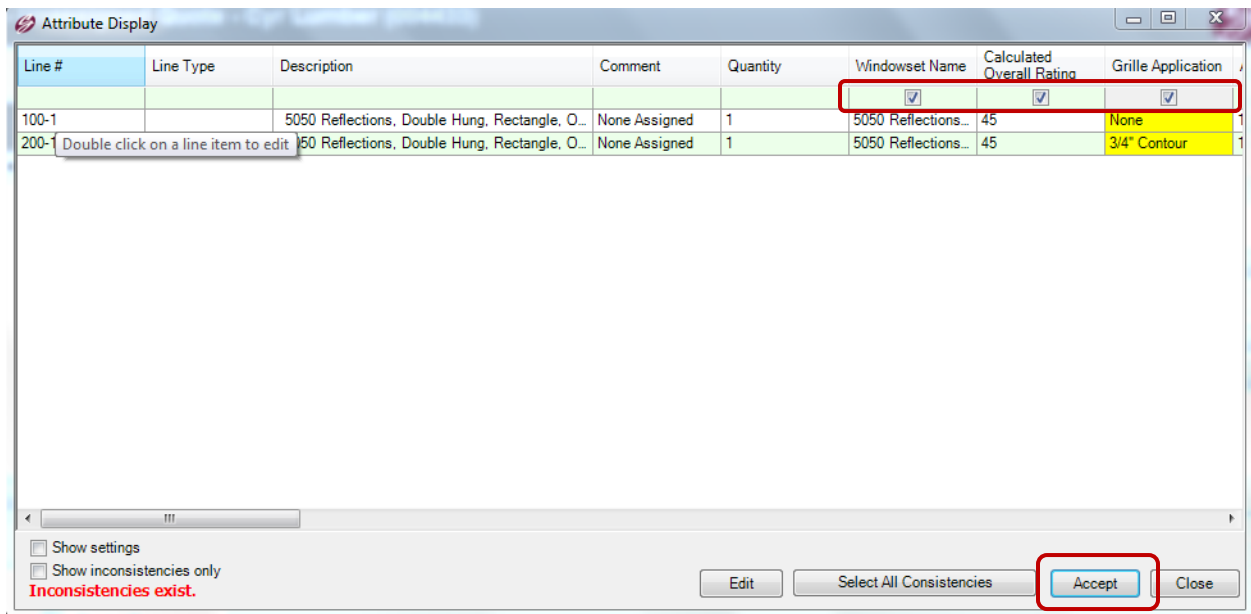
Purchase Order	
Lead Time	5
Ship To Job	<input type="checkbox"/>
Market	
Shipping Method	
SalesPerson	
Sales Terms	NET 30
Quote Eff. Date	<input type="checkbox"/> Select a date 15
Prepared by Simonton	<input type="checkbox"/>
Delivery Zone	M
Estimated Ship Date	11/27/2017
Estimated Delivery	11/27/2017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

The 'Purchase Order' field and the 'Delivery Zone', 'Estimated Ship Date', and 'Estimated Delivery' fields are highlighted with red boxes.

11. 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 in order 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.



12. 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.