

# **Quote and Purchase a Contract**

Step 1 of 4:

# **Quick Quote Start Screen**

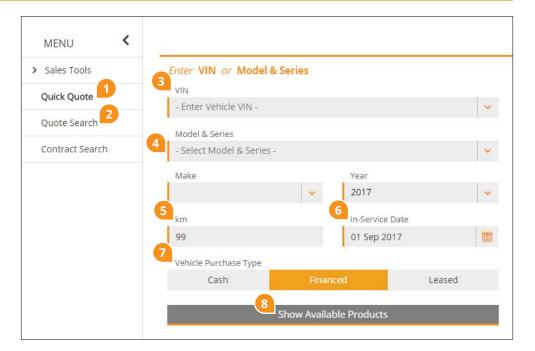
On the left menu, click the **Quick Quote** (1) option to view the **Quick Quote** screen.

**Note**: Your account may automatically take you to the **Quick Quote** screen. If you are looking for an existing quote, use the **Quote Search** (2) option in the left menu.

Enter either VIN (3) or the vehicle details (4) by hovering over the desired fields.

When the VIN or vehicle details have been entered, specify the km (5), In-Service Date (6) and Vehicle Purchase Type (7) (how the vehicle is financed); these fields determine which products are available to quote for the vehicle. Click Show Available Products (8).

**Note**: Required fields are denoted with a left colored vertical bar on the field. Optional fields have a left grey vertical bar. For date fields, you may also enter the date numerically (eg. 05/01/2015 for 05 Jan 2015).



Step 2 of 4:

## **Select Product**

The vehicle details and customer information can be found in the **Vehicle/ Customer Details (9)** pane at the top.

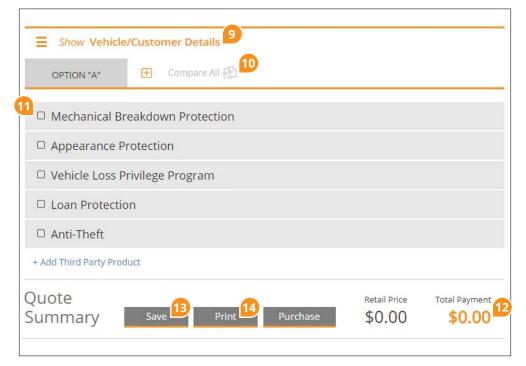
**Note**: For more information on the **Comparison Tool** (10) feature, please refer to the "Compare Quote" Quick Reference Guide.

Eligible products appear based on the vehicle details provided. Click the **checkbox** (11) for each desired product to expand the product view and select product options. Product pricing is updated dynamically as you select or change options.

**Note**: If a contract already exists for the VIN entered, the product purchased will not be available.

Once product options are selected, you may view the dealer markup by hovering over the **Total Payment** (12).

You may also **Save** (13) or **Print** (14) your quote at this time.





# **Quote and Purchase a Contract**

Step 3 of 4:

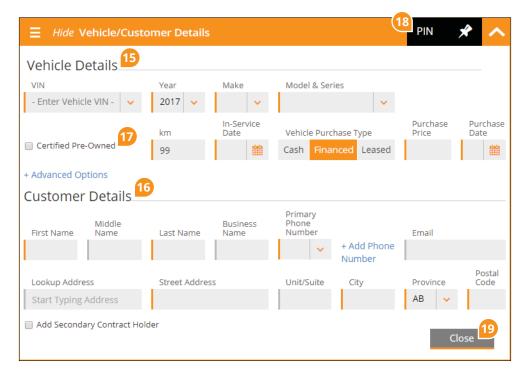
### **Show Vehicle/Customer Details**

The Vehicle/Customer Details top pane displays Vehicle Details (15) and Customer Details (16). Use this pane to update vehicle details and to enter customer information required for purchase.

**Note:** Certified Pre-Owned (17) is only applicable for select products. If Certified Pre-Owned is applicable, an optional field for the vehicle's Certification Number will appear.

The Vehicle/Customer Details pane is collapsed by default, but can be expanded and pinned to the top of the page by clicking the PIN (18) button. You may also unpin the Vehicle/Customer Details section as desired.

Click Close (19) to collapse the Vehicle/ Customer Details pane.



#### Step 4 of 4:

#### **Purchase a Contract**

To purchase a contract, ensure vehicle and customer details have been entered in the **Vehicle/Customer Details** (20) pane.

Confirm **Purchase** (21) and then print out the contract for the customer to sign.

