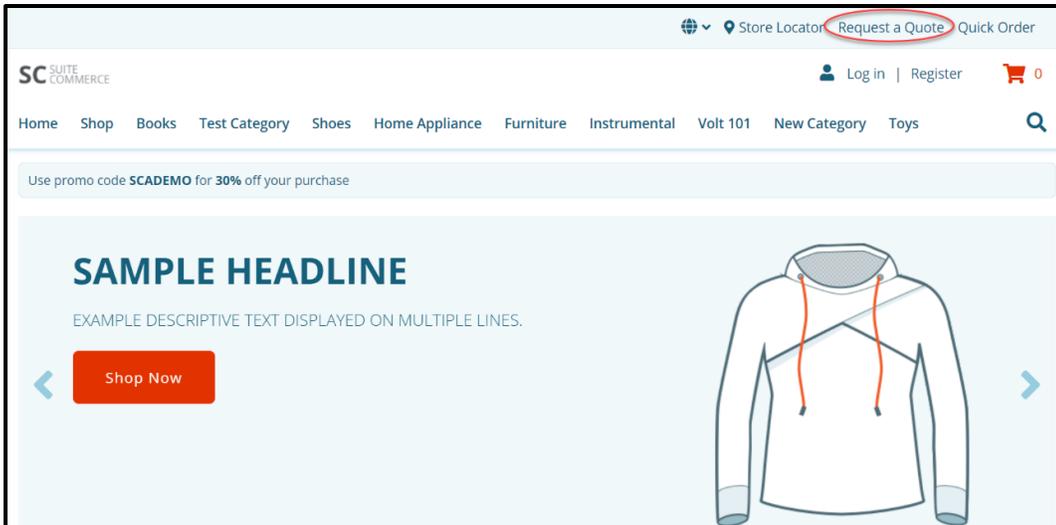


Request For Quote Guide

After you enable Quotes for Commerce websites, your customers, logged in or not, will see a **Request a Quote** link in your site's Shopping header.

See the following sample Commerce website with the **Request a Quote** link displayed in the Shopping header:

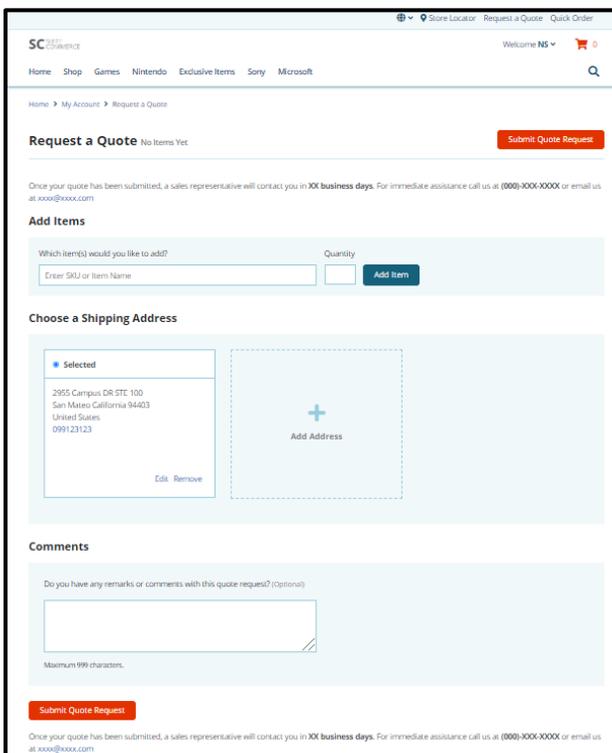


If customers are not logged in, they are redirected to log in after they click **Request a Quote**.

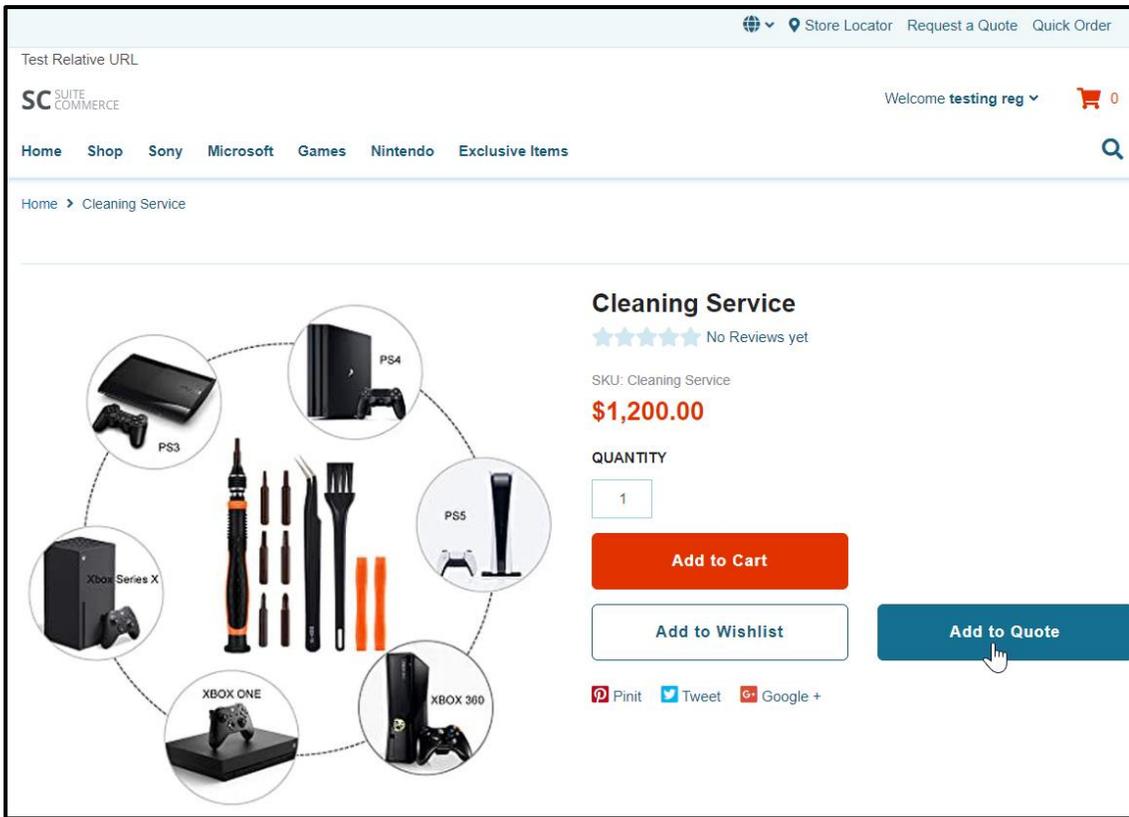
The **Request a Quote** link directs logged-in customers to a page where they can perform the following actions:

- Search for and add items to a quote
- Enter, edit, and remove shipping information
- Add optional comments
- Submit the quote

See the following sample Request a Quote page:

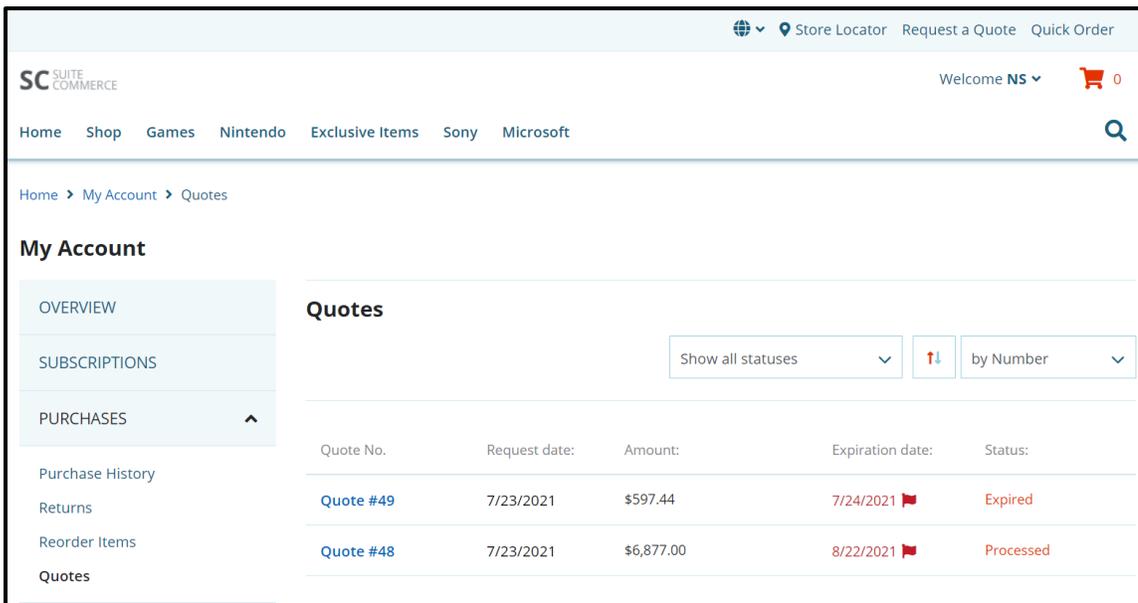
A screenshot of the 'Request a Quote' page. The page title is 'Request a Quote' with a sub-header 'No Items Yet' and a 'Submit Quote Request' button. Below the title is a message: 'Once your quote has been submitted, a sales representative will contact you in XX business days. For immediate assistance call us at (000)-XXX-XXXX or email us at xxx@xxx.com'. The 'Add Items' section contains a form with a text input for 'Which item(s) would you like to add?' (with a placeholder 'Enter SKU or Item Name'), a 'Quantity' input, and an 'Add Item' button. The 'Choose a Shipping Address' section shows a list of addresses, with one selected: '2955 Campus DR STE 100, San Mateo California 94403, United States, 09912123'. There is an 'Add Address' button with a plus sign. The 'Comments' section has a text area with the prompt 'Do you have any remarks or comments with this quote request? (Optional)' and a 'Maximum 999 characters' note. A 'Submit Quote Request' button is at the bottom. A footer message is identical to the one above the 'Add Items' section.

See the following sample Product Details Page with the **Add to Quote** button displayed:



Customers can view their quotes in the Purchases area of My Account.

See the following sample Quotes page:



After a customer clicks on a quote, they can perform the following actions:

- Download the quote as a PDF
- Review the quote and place an order