

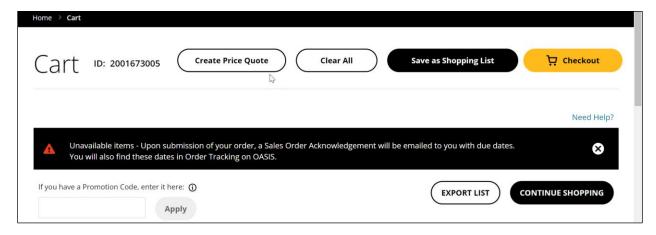


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#### Create price quotes

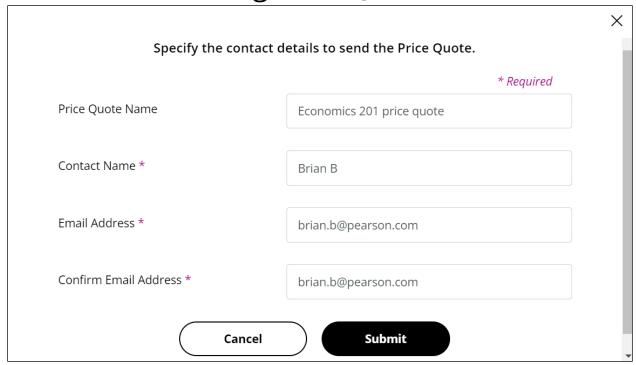
- 1. Add the items you want a price quote for to your cart.
- 2. When finished, click the cart icon in the toolbar.



3. Click **Create Price Quote**.



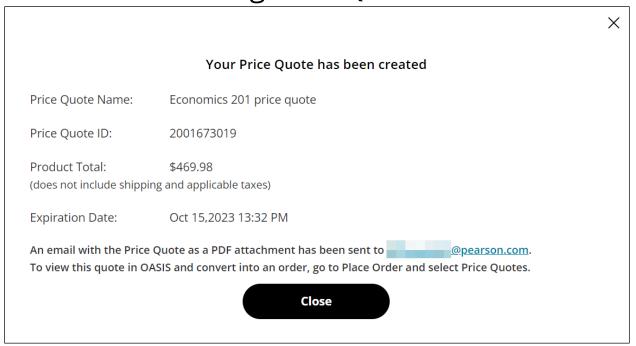




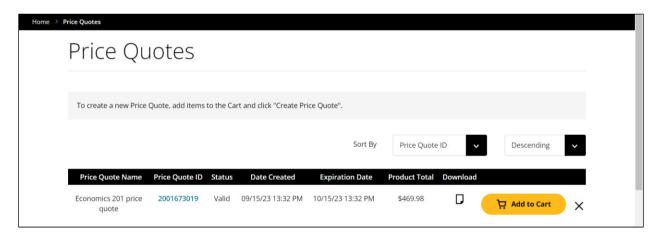
- 4. Although not required, we recommend entering a name for the price quote.
- 5. OASIS will automatically enter your name as the contact name. However, you can change it.
- 6. OASIS will automatically enter your email address. However, you can change it. If you do you need to enter it again as confirmation.
- 7. Click **Submit**.







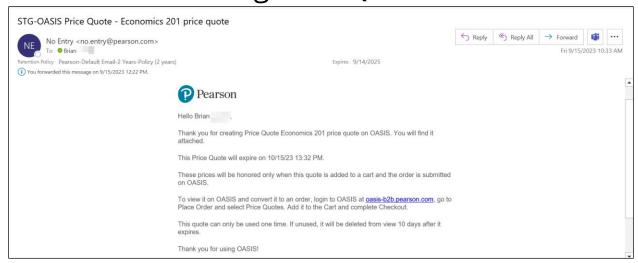
#### 8. Click Close.



An email with a PDF of the price quote will be sent to the address configured in Step 6 above.







#### Please note the following:

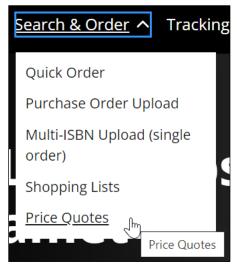
- The Price Quote is good for 30 days.
- The quote is for product prices only. If you need shipping and taxes included, reach out to Customer Service for a complete quote.
- The prices on the quote will be honored only when added to a cart and the order is submitted on OASIS.
- To submit the order, click **Add to Cart** and complete the checkout.
- Click the document icon  $(\Box)$  to download a copy of the price quote as a PDF.
- The quote can only be used one time. If unused, it will be deleted from view 10 days after it expires.

### View all price quotes

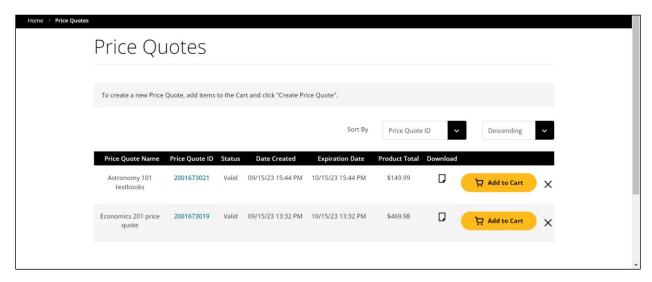
1. Click Search & Order.







2. Click Price Quotes.



### View price quote details

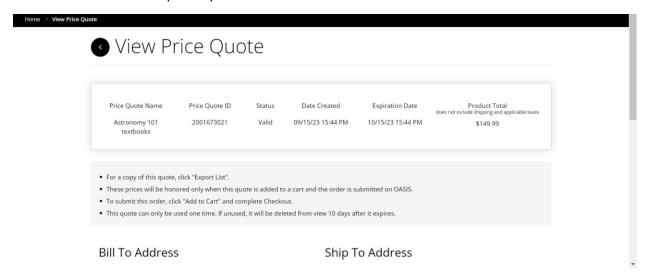
- 1. Click Search & Order.
- 2. Click Price Quotes.







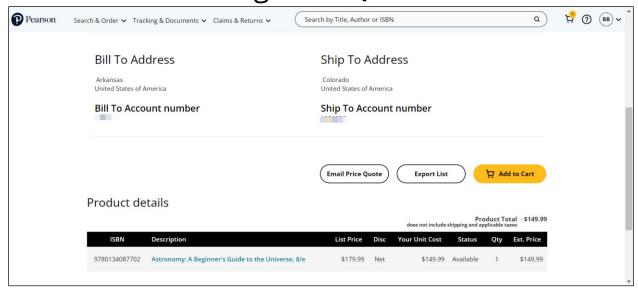
3. Click the item's price quote ID number.



From this page you can email the price quote, export (download) the price quote as a PDF and add it to your cart.

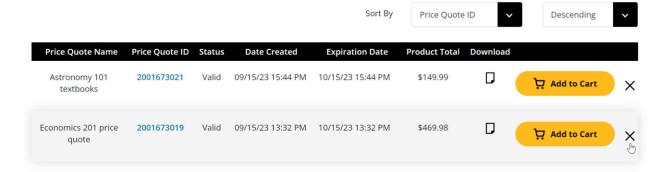






### Delete price quotes

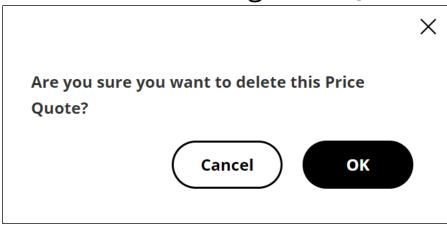
- 1. Click Search & Order.
- 2. Click Price Quotes.



3. Click the **X** in the price quote's row.







4. Click **OK**.