

## ORDERING FROM A QUOTE

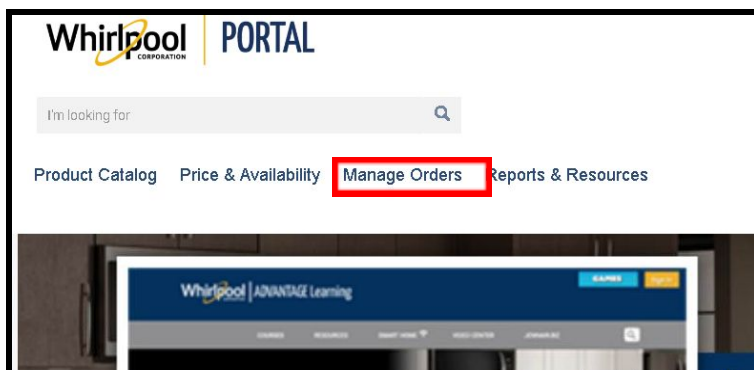
### Purpose

Use this Quick Reference Guide to view the steps to order a product or product package from a quote through the Whirlpool Portal. There are two types of quotes you may work with:

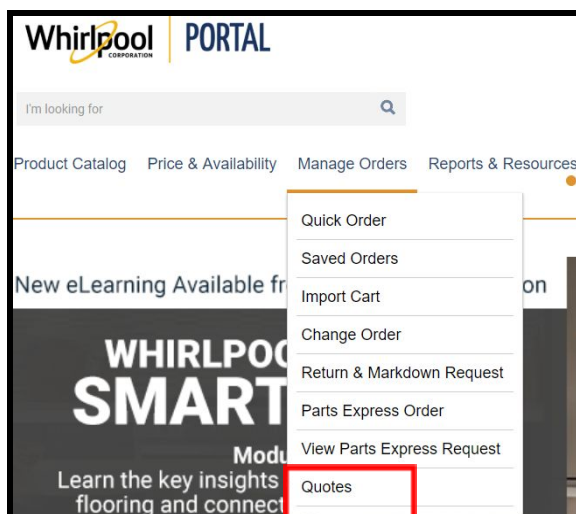
- A **limited** quote type only allows a preset number of products to be purchased under that price quote. An error message displays when attempting to purchase above the preset quantity of an item.
- An **unlimited** quote type allows for an unlimited number of products to be purchased under that price quote.

### Steps

1. Start on the Whirlpool Portal **Home** page. Click **Manage Orders**.



2. Select **Quotes**.



3. Select the **quote**. Either a **Quote Package** or a **Standard Quote**.

- Selecting a quote package allows a preset package of products to be added to the cart.
- By selecting a standard quote, the user has the ability to add individual items to their cart.

Quotes DOWNLOAD PAGE  
To Excel

Account:  
Click the quote number to select a quote.

QUOTE #	QUOTE NAME	QUOTE TYPE	START DATE	END DATE
4000	TEST QUOTE NEQ COPY W PKGE	Unlimited	12/01/2010	12/31/9999
4015	WEB WORLD TEST	Limited	07/18/2017	12/31/9999

### Quote Package

Quote Details DOWNLOAD PAGE  
To Excel

Quote Number: 4000  
Quote Name: TEST QUOTE NEQ COPY W PKGE  
Start Date: 12/01/2010  
End Date: 12/31/9999  
Freight Terms: 6+PP\$100flat

QTY	MODEL	DESCRIPTION	QUOTE PRICE	QUOTE QUANTITY
<input type="text" value="1"/>	Package: 0001 / GOOD			
	GY97LXUB	30" ELEC SI PYRO CERAN	\$1,986.00	1
	WDF320PADB	ENERGY STAR® Certified Dishwasher with a Soil Sensor Color: Black <input type="checkbox"/> Major Appliance	\$544.00	1

### Standard Quote

Quote Details DOWNLOAD PAGE  
To Excel

Quote Number: 4015  
Quote Name: WEB WORLD TEST  
Start Date: 07/18/2017  
End Date: 12/31/9999  
Freight Terms: US 1+ PP.

QTY	MODEL	DESCRIPTION	QUOTE PRICE	ORIGINAL QUOTE QUANTITY	QUANTITY ORDERED	QUANTITY REMAINING
<input type="text" value="0"/>	4817824	3-Prong Dishwasher Power Cord Kit Minor Appliance	\$6.00	1	1	0
<input type="text" value="0"/>	ATPC	ATTACH POWER CORD -- NO DISPOSERS	\$9.00	1	1	0
<input type="text" value="0"/>	ICDRE	INSTALL COMPLETE DRYER - ELECTRIC	\$87.00	1	1	0

4. Enter package **quantity**.

Quote Number: 4000972517  
 Quote Name: TEST QUOTE NEQ COPY W PKGE  
 Start Date: 12/01/2010  
 End Date: 12/31/9999  
 Freight Terms: 6+PP,\$100flat

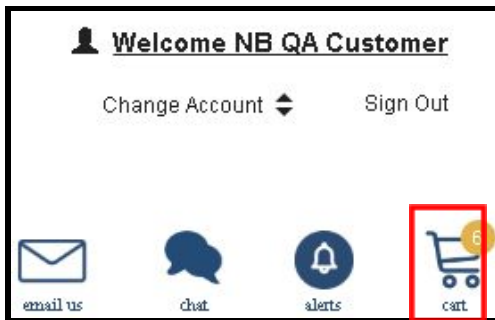
QTY	MODEL	DESCRIPTION
<input type="text" value="1"/>	Package: 0001 / G00D	
	GY397LXUB	30" ELEC SI PYRO CERAN
	WDF320PADB	ENERGY STAR® Certified Dishwasher with a Soil Sensor Color: Black <input type="checkbox"/> Major Appliance
	WDF320PADS	ENERGY STAR® Certified Dishwasher with a Soil Sensor Color: Black-on-Stainless <input type="checkbox"/> Major Appliance

5. Click **Add To Cart**.

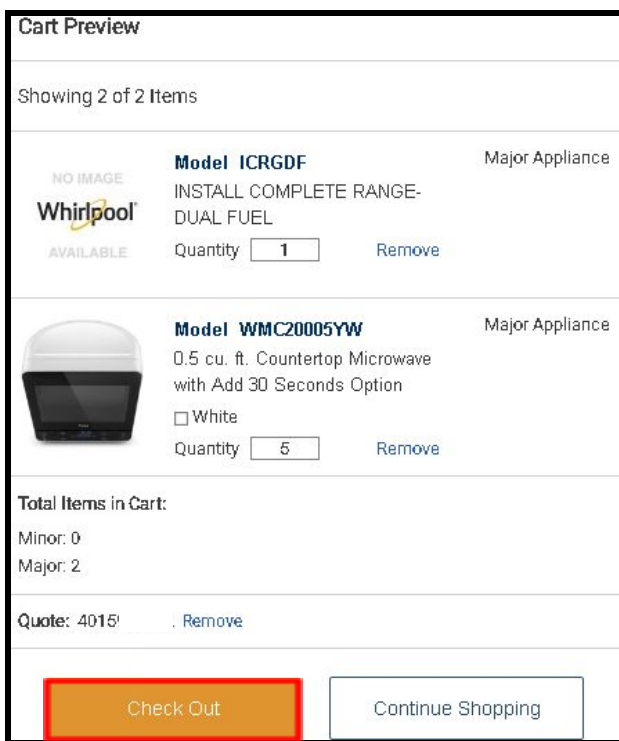
	KDRS467VSS	36" 6-Burner Dual Fuel Freestanding Range, Commercial-Style Color: Stainless Steel <input type="checkbox"/> Major Appliance
	PT400L	4' 4-Wire 30 amp Dryer Cord Minor Appliance

**ADD TO CART**

6. Click the **Shopping Cart**.



7. Click **Check Out**.



- 8. Click **Validate Order**.

### 3. Delivery Method

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Delivery Method: Standard Delivery  
Requested delivery date: 06/13/2018  
Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST  
[Show Truckload Points](#)

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ADDITIONAL COMMENTS

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**VALIDATE ORDER**

- 9. Click **Place Order**.

### 3. Delivery Method

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Delivery Method: Standard Delivery  
Requested delivery date: 06/13/2018  
Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST  
[Show Truckload Points](#)

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ADDITIONAL COMMENTS

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**PLACE ORDER**

- 10. The **Order Confirmation** displays.

## Secure Checkout - Order confirmation

**Created order: 0722475166**

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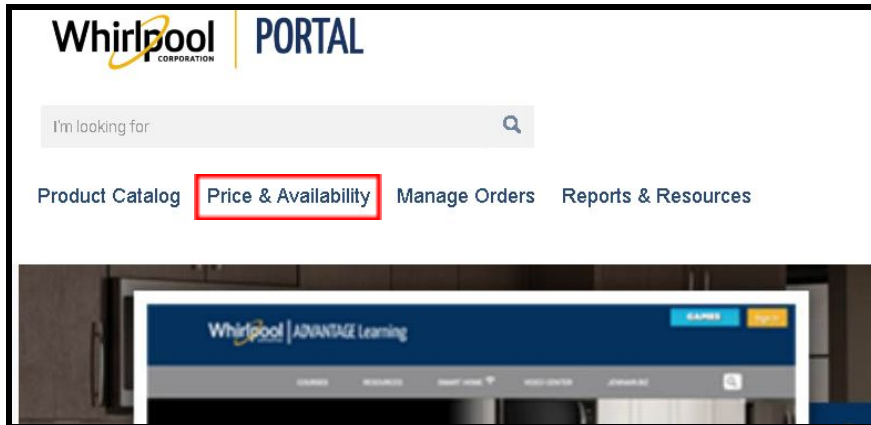
### 1. Order Entry

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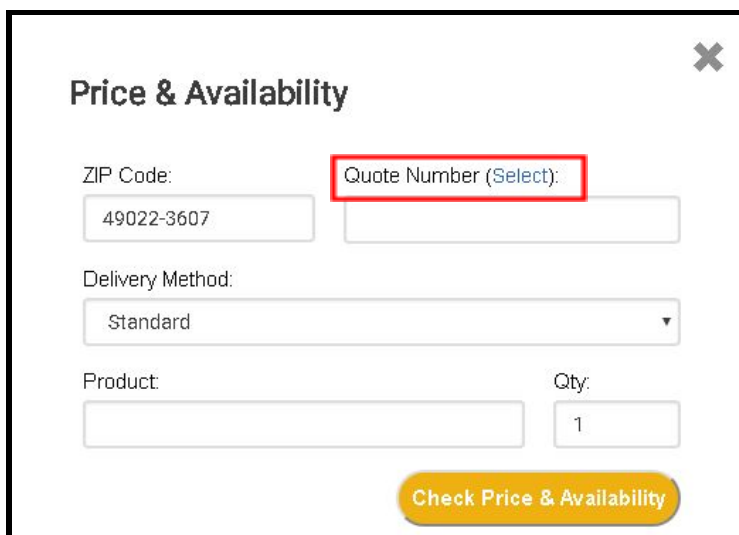
P.O. NO.: 1234567  
STORE/REFERENCE #:  
QUOTE NUMBER: 4000  
PROMOTIONAL CODE:

## Steps – Ordering From A Quote Through A Price & Availability Search

1. Start on the Whirlpool Portal **Home** page. Click **Price & Availability**.



2. Click **Select** to select the quote number.

A screenshot of the 'Price & Availability' form. The form has a title 'Price & Availability' and a close button (X) in the top right corner. It contains several input fields: 'ZIP Code:' with a text box containing '49022-3607'; 'Quote Number (Select):' with a dropdown menu, highlighted by a red rectangular box; 'Delivery Method:' with a dropdown menu showing 'Standard'; 'Product:' with a text box; and 'Qty:' with a text box containing '1'. At the bottom of the form is a yellow button labeled 'Check Price & Availability'.

3. Select the limited or unlimited **Quote**.

### Select a Quote ✕

Click the quote number to select a quote.

QUOTE #	QUOTE NAME	QUOTE TYPE	START DATE	END DATE
4000	TEST QUOTE NEQ COPY W PKGE	Unlimited	12/01/2010	12/31/9999
4015	WEB WORLD TEST	Limited	07/18/2017	12/31/9999

11. Type the **Model Number** in the Product field. Enter the desired **quantity**.

- The product will be shipped to the default address. Delivery addresses may only be modified by authorized users.
- The zip code can be modified, with proper access to override the delivery address.

### Price & Availability ✕

ZIP Code:  Quote Number (Select):

Delivery Method:

Product:  Qty:

Product:  Qty:

[Check Price & Availability](#)

12. Click **Check Price & Availability**.

### Price & Availability ✕

ZIP Code:  Quote Number (Select):

Delivery Method:

Product:  Qty:

Product:  Qty:

**Check Price & Availability**

13. The product price and availability displays.


- Products can be added directly to the cart or to a previously saved order.
- The search can be updated by changing any of the search parameters, for example, quantity, zip code (must have the proper access to override the delivery address), delivery method, and quote number (contract customers only).
- Alternate models display if the product is not available to ship within 7 days from the current date.

### Check Price & Availability

Note: Availability dates are based on Whirlpool Delivery for the delivery ZIP/Postal code specified. Availability may vary by area and method of delivery.

Account: WHIRLPOOL [UPDATE](#) [ADD TO CART](#) [ADD TO SAVED ORDER](#)

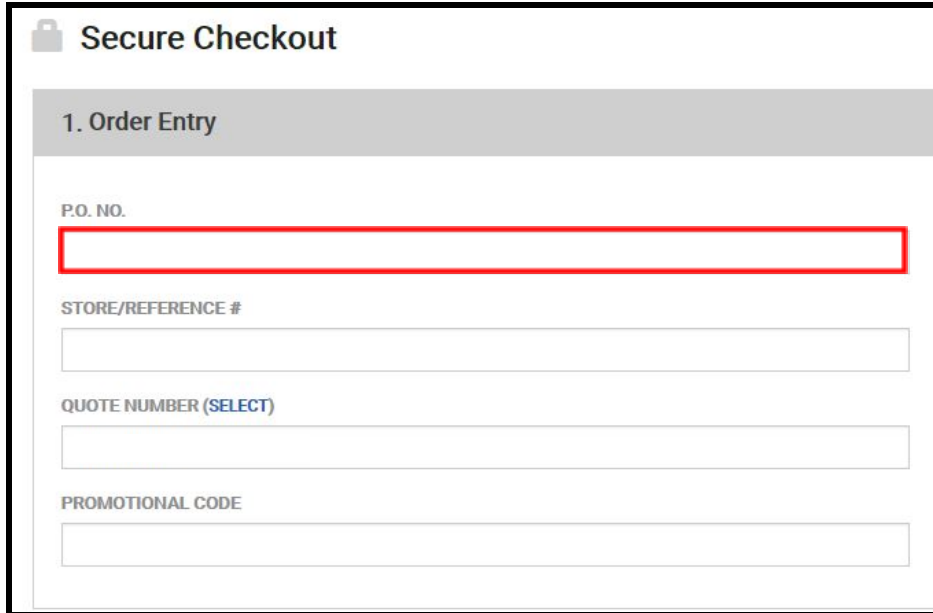
ZIP CODE:  QUOTE NUMBER (SELECT):  DELIVERY METHOD:  SORT BY:

<input checked="" type="checkbox"/>	PRODUCT	ESTIMATED DELIVERY	PRICE (PER UNIT)	QTY
<input checked="" type="checkbox"/>	 <p><b>WMC20005YW</b> 0.5 cu. ft. Countertop Microwave with Add 30 Seconds Option Color: White <input type="checkbox"/> MSRP: \$139.00 Major Appliance</p>	06/14/2018 Qty: 1 <a href="#">Check here for alternate models</a>	\$89.00	<input type="text" value="1"/> <span style="float: right;">✕</span>



## Steps - Adding A Price Quote From The Checkout

1. Enter the **P.O. Number**.



**Secure Checkout**

**1. Order Entry**

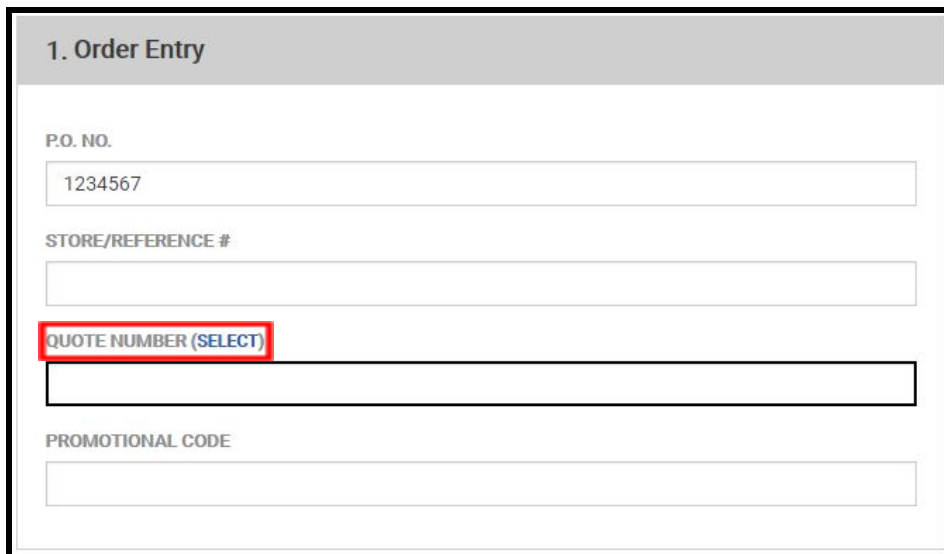
P.O. NO.

STORE/REFERENCE #

QUOTE NUMBER (SELECT)

PROMOTIONAL CODE

2. Click **Select** to search for a Quote Number.



**1. Order Entry**

P.O. NO.

STORE/REFERENCE #

QUOTE NUMBER (SELECT)

PROMOTIONAL CODE

- Select the desired **Quote Number**.

### Select a Quote ✕

Click the quote number to select a quote.

QUOTE #	QUOTE NAME	QUOTE TYPE	START DATE	END DATE
4000	TEST QUOTE NEQ COPY W PKGE	Unlimited	12/01/2010	12/31/9999
4015	WEB WORLD TEST	Limited	07/18/2017	12/31/9999

- Click **Validate Order**.

ADDITIONAL COMMENTS

Changes have been made to the order; order validate is required.

- Contract number has been changed.

**VALIDATE ORDER**

- The Order Total has adjusted accordingly.

Subtotal:	<b>\$1,331.00</b>
Delivery:	<b>FREE</b>
Tax:	<b>\$83.19</b>
<b>ORDER TOTAL</b>	<b>\$1,414.19</b>
<p><b>Color Legend</b></p> <p style="font-size: small;">Value has changed after validation or ordering. Values may change after validation.</p>	

6. Click **Place Order** to finalize purchase.

### 3. Delivery Method

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Delivery Method: Standard Delivery  
Requested delivery date: 06/13/2018  
Order Cut Off Time: Thu Jan 01 01:55:00 EET 1970 EST  
[Show Truckload Points](#)

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ADDITIONAL COMMENTS

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**PLACE ORDER**