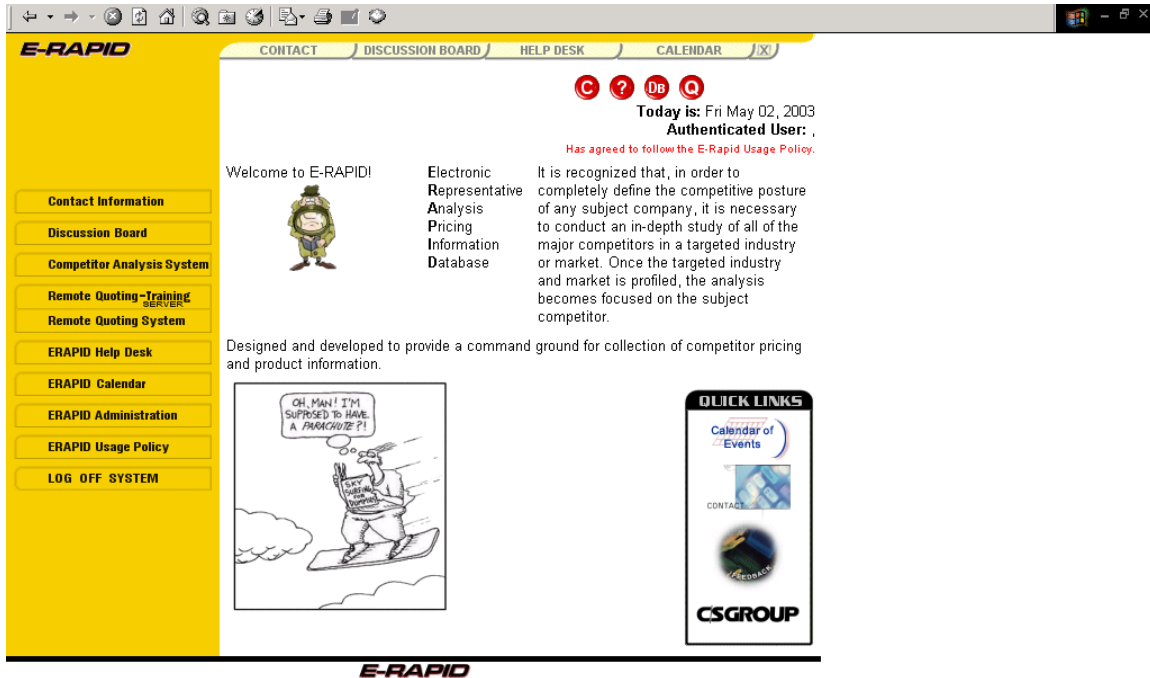
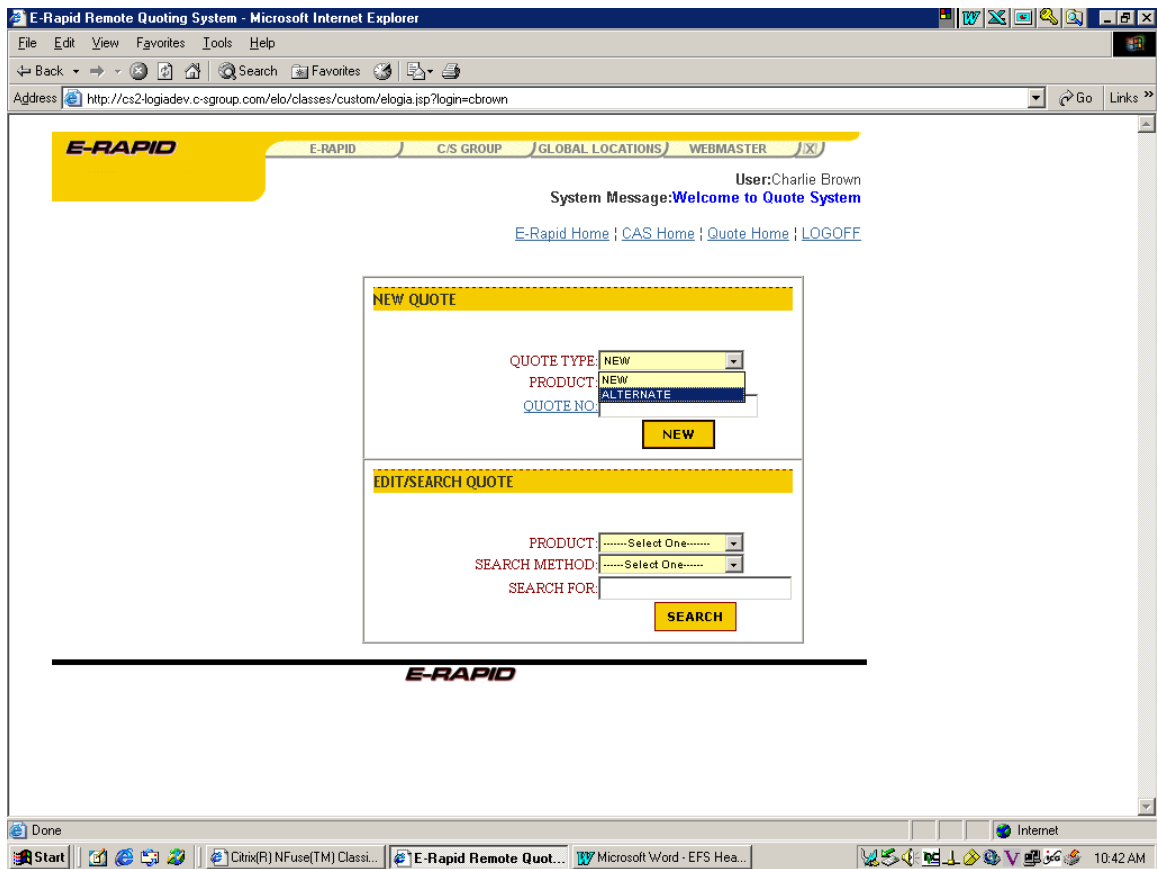


## *Header – Alternate Quote*

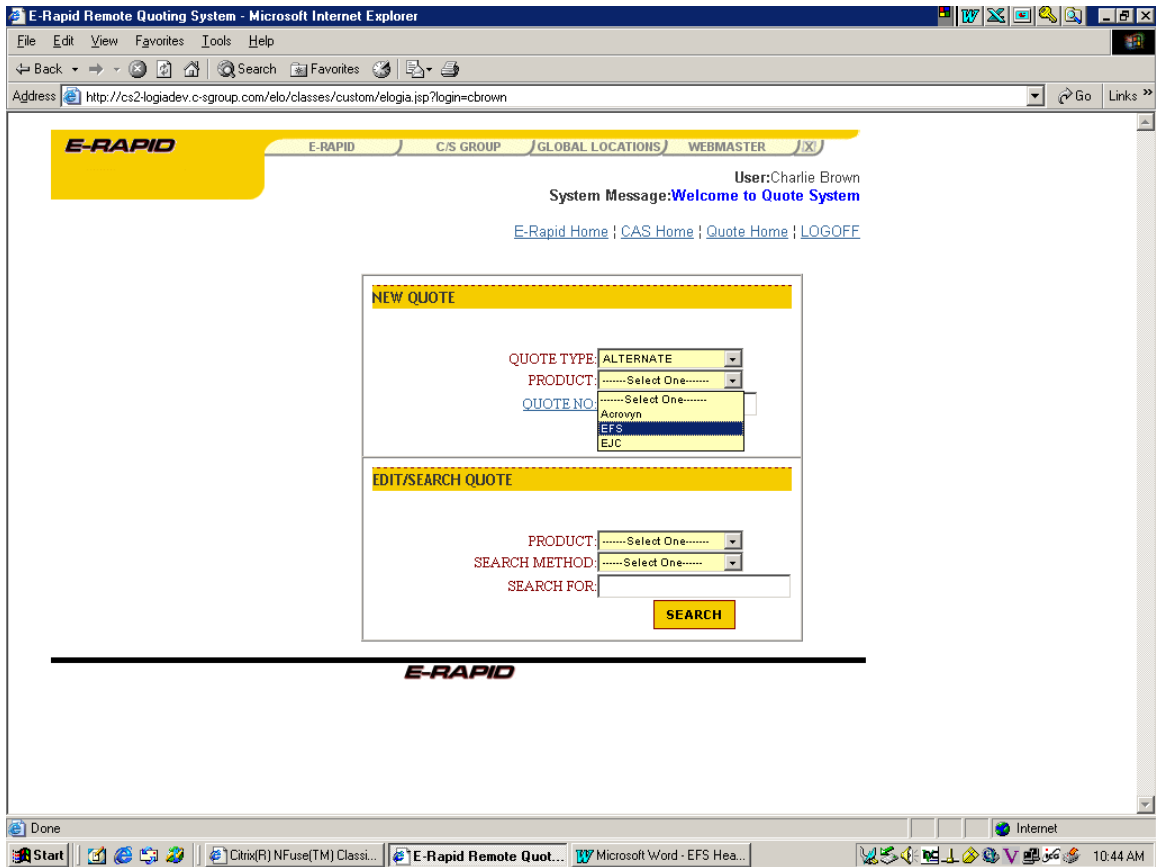
### *Instructions for creating an alternate quote.*



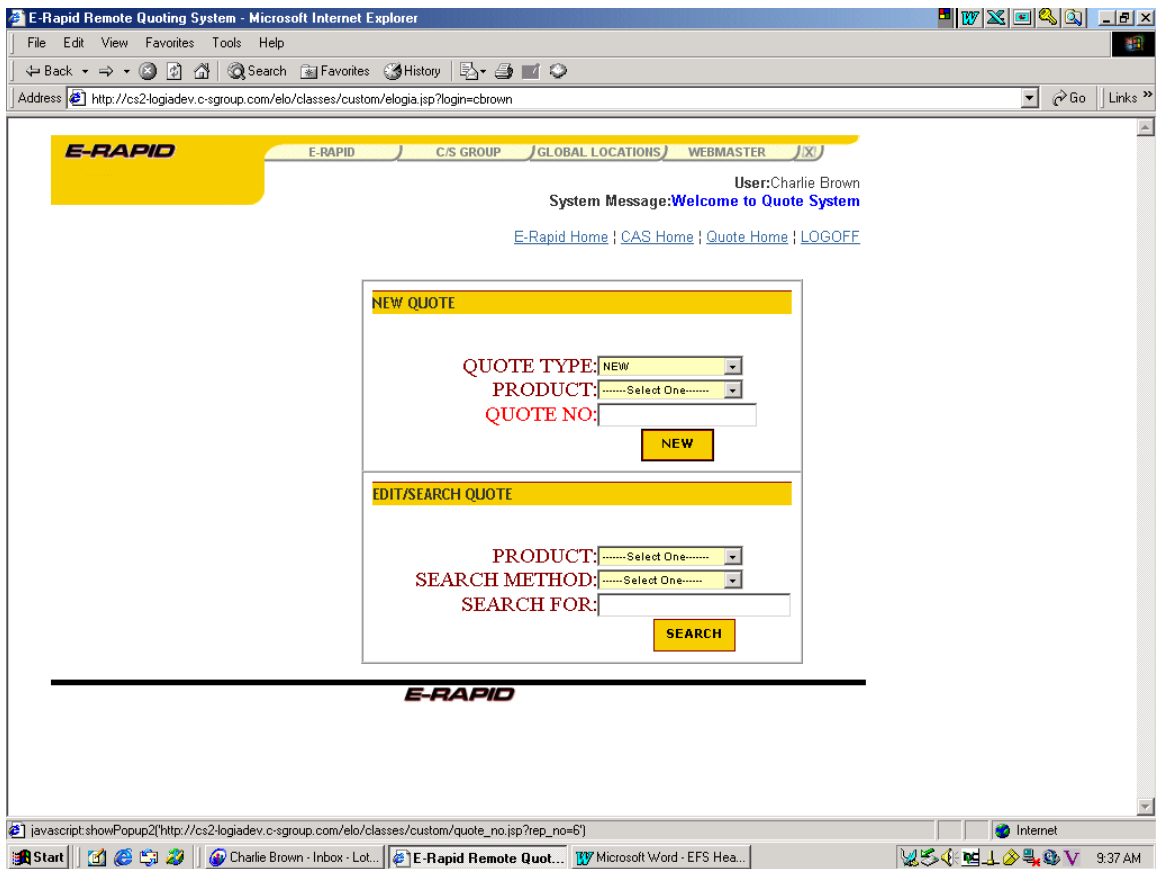
- Log into the E-Rapid system.
- From this screen, click on the “Remote Quoting System.”



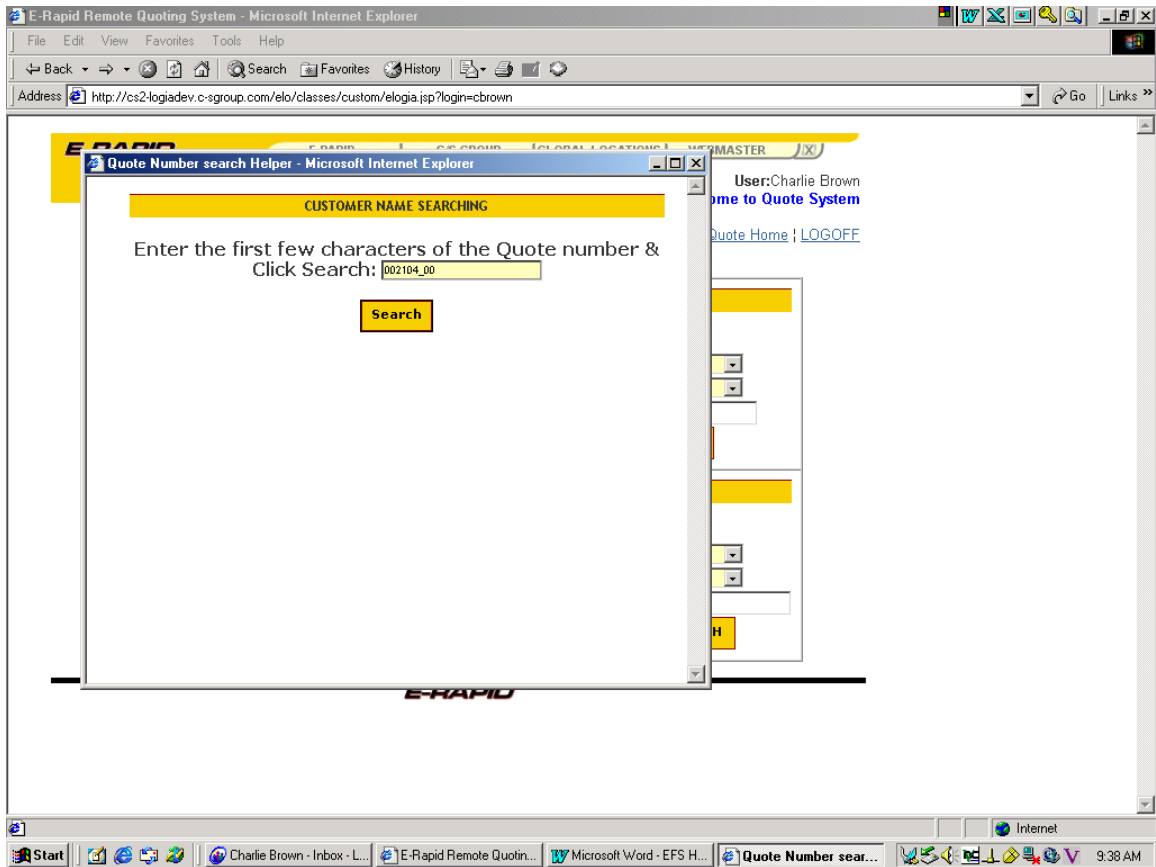
- Click on the gray selector in “Quote Type” in the “New Quote” block.
- Click on “Alternate.”



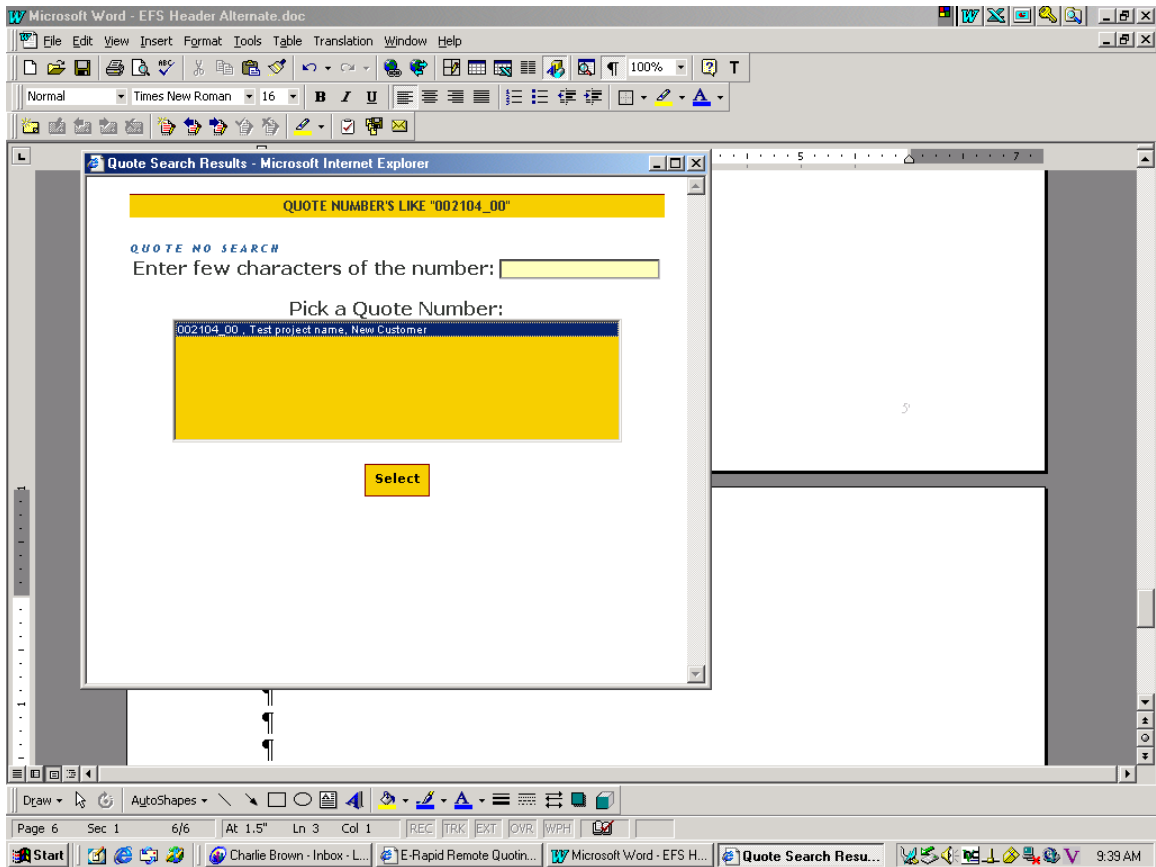
- Click on the “Product” in the “New Quote” block.
- Click on EFS product.



- Click on the “QUOTE NO” label.



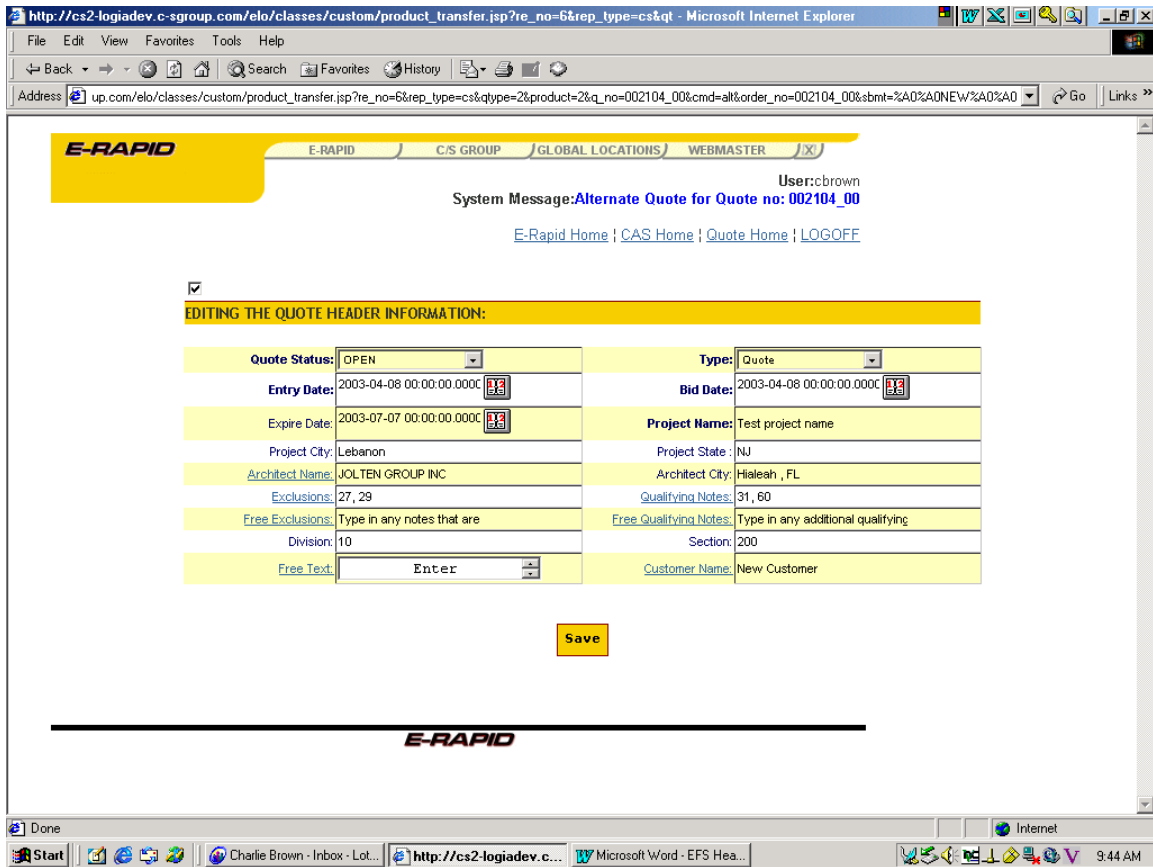
- Enter the original quote number. As previously noted the “%” works as a wildcard to do searching.
- Click on the yellow “Search” button.



- Highlight (select) the quote number by clicking on it.
- Click on the yellow “Select” button.

The screenshot displays the E-RAPID web application interface. At the top, a yellow navigation bar contains the 'E-RAPID' logo and several menu items: 'E-RAPID', 'C/S GROUP', 'GLOBAL LOCATIONS', and 'WEBMASTER'. To the right of the navigation bar, the user's name 'User: Charlie Brown' is displayed, along with a 'System Message: Welcome to Quote System'. Below the navigation bar, there are links for 'E-Rapid Home', 'CAS Home', 'Quote Home', 'Help', and 'LOGOFF'. The main content area is divided into two sections. The first section, titled 'NEW QUOTE', contains a form with three fields: 'QUOTE TYPE' (set to 'ALTERNATE'), 'PRODUCT' (set to 'EFS'), and 'QUOTE NO' (set to '002104\_00'). A yellow 'START' button is located below these fields. The second section, titled 'EDIT/SEARCH QUOTE', contains a form with three fields: 'PRODUCT' (set to 'Select One'), 'SEARCH METHOD' (set to 'Select One'), and 'SEARCH FOR'. A yellow 'SEARCH' button is located below these fields. The E-RAPID logo is also visible at the bottom of the page.

- Click on the yellow “START” button in the New Quote block.



- Click on the yellow “Save” button to go to the line item screen.
- The program will now create a copy of the original quote. The alternate quote number will be the original quote number followed by a 01 for the first alternate. For example, quote number 002104\_00, the first alternate would be number 002104\_01. The next alternate would have the next sequential number 002104\_02.

End Section