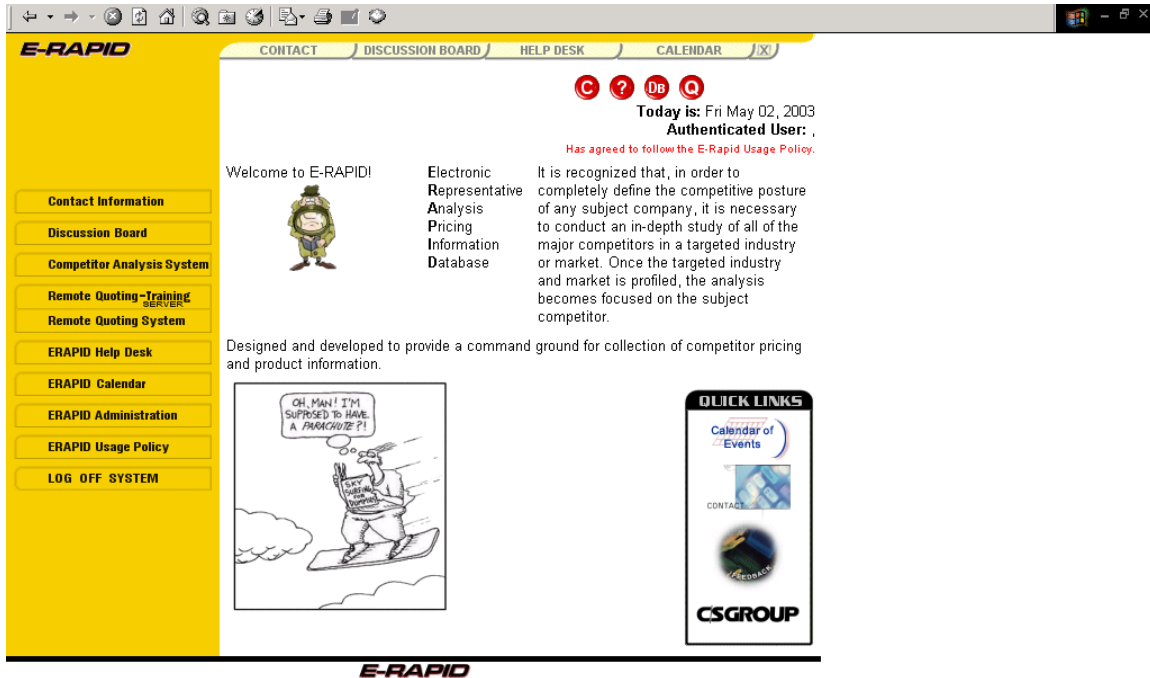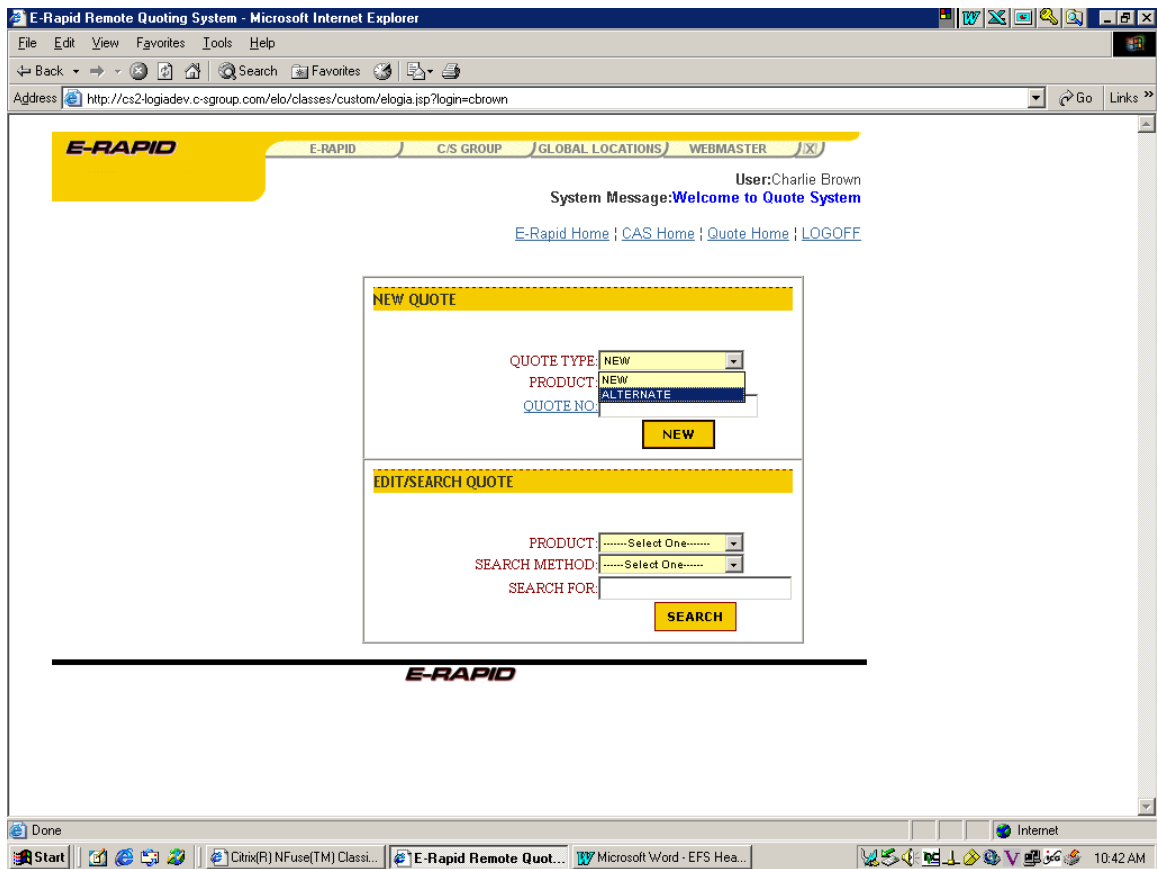# Header – Alternate Quote
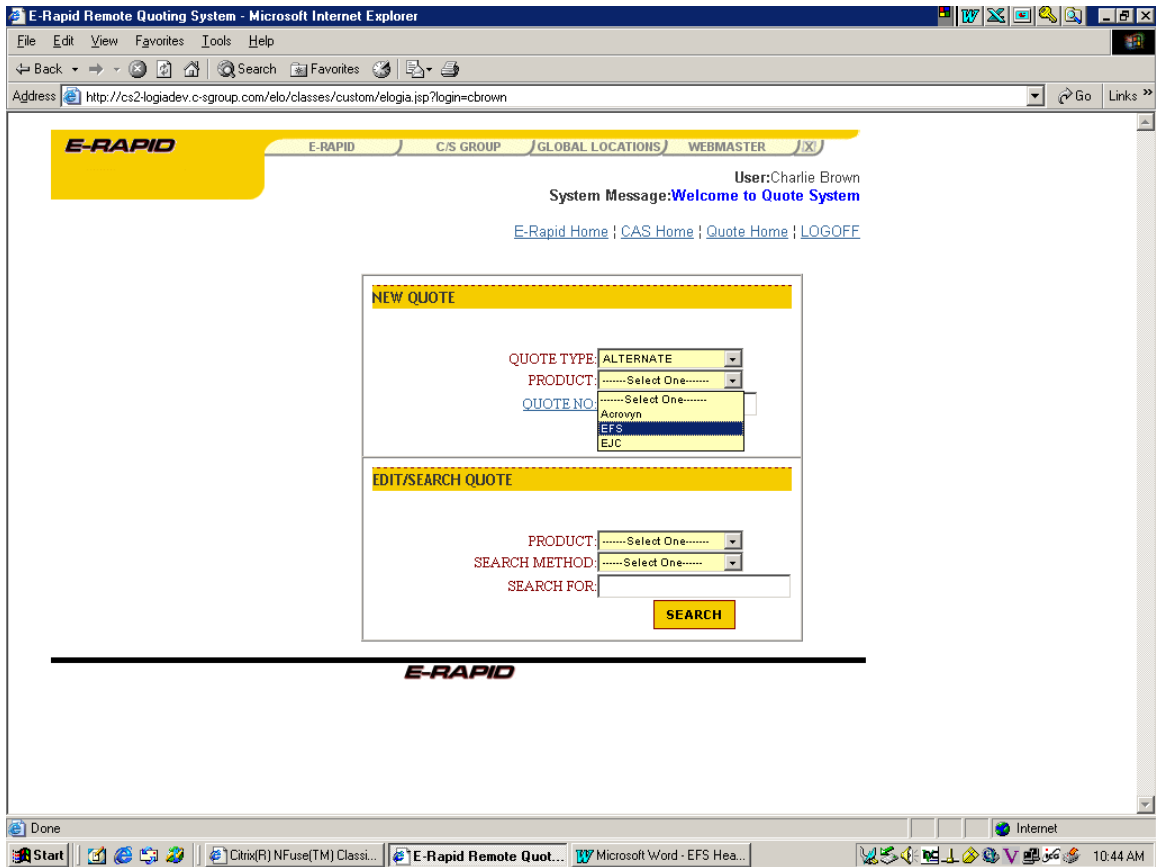
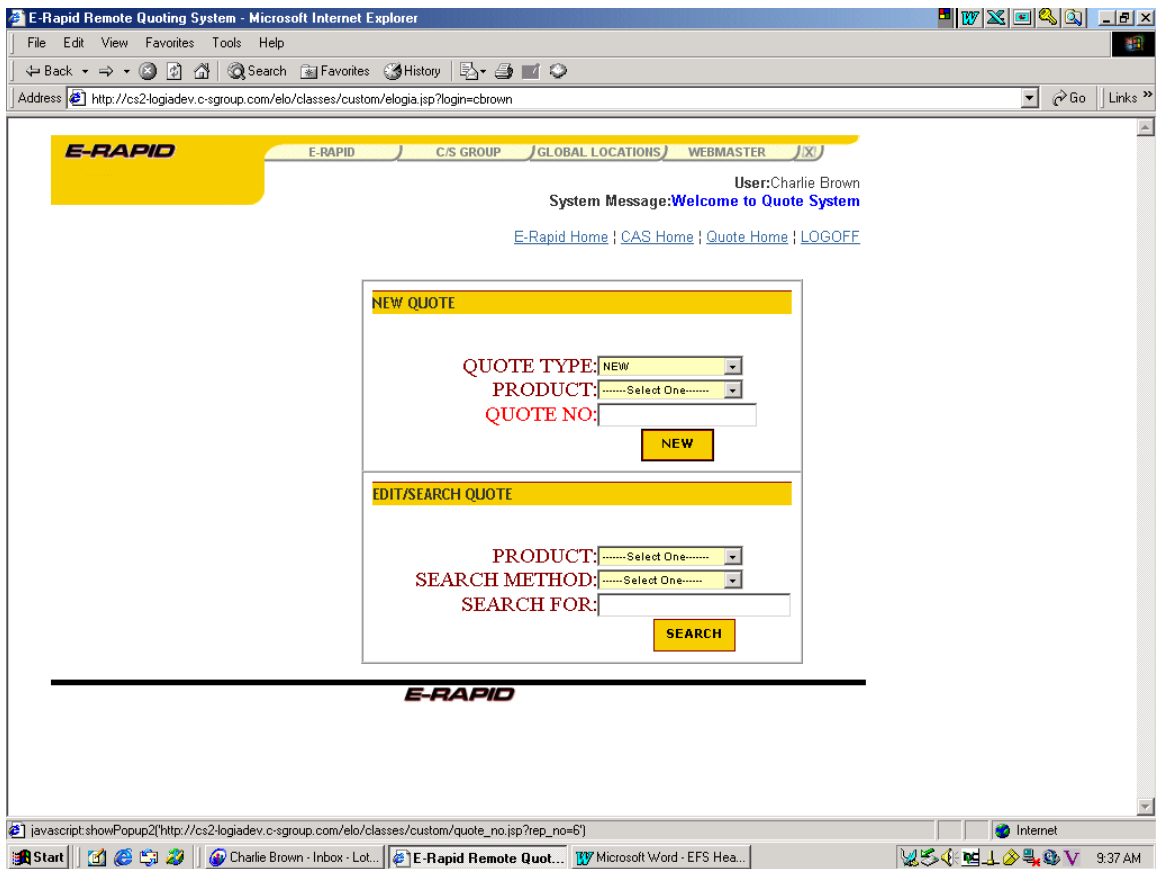## Instructions for creating an alternate quote.

- Log into the E-Rapid system.

- From this screen, click on the "Remote Quoting System."
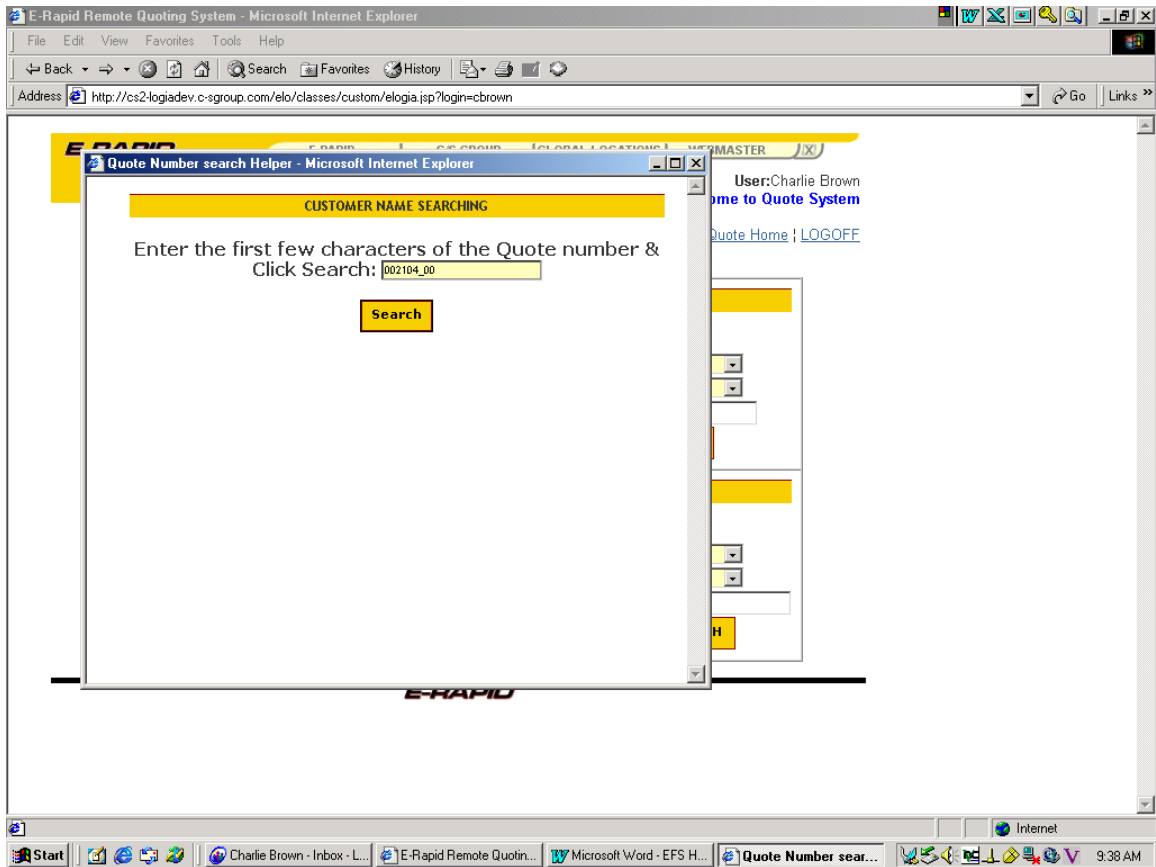
- Click on the gray selector in "Quote Type" in the "New Quote" block.
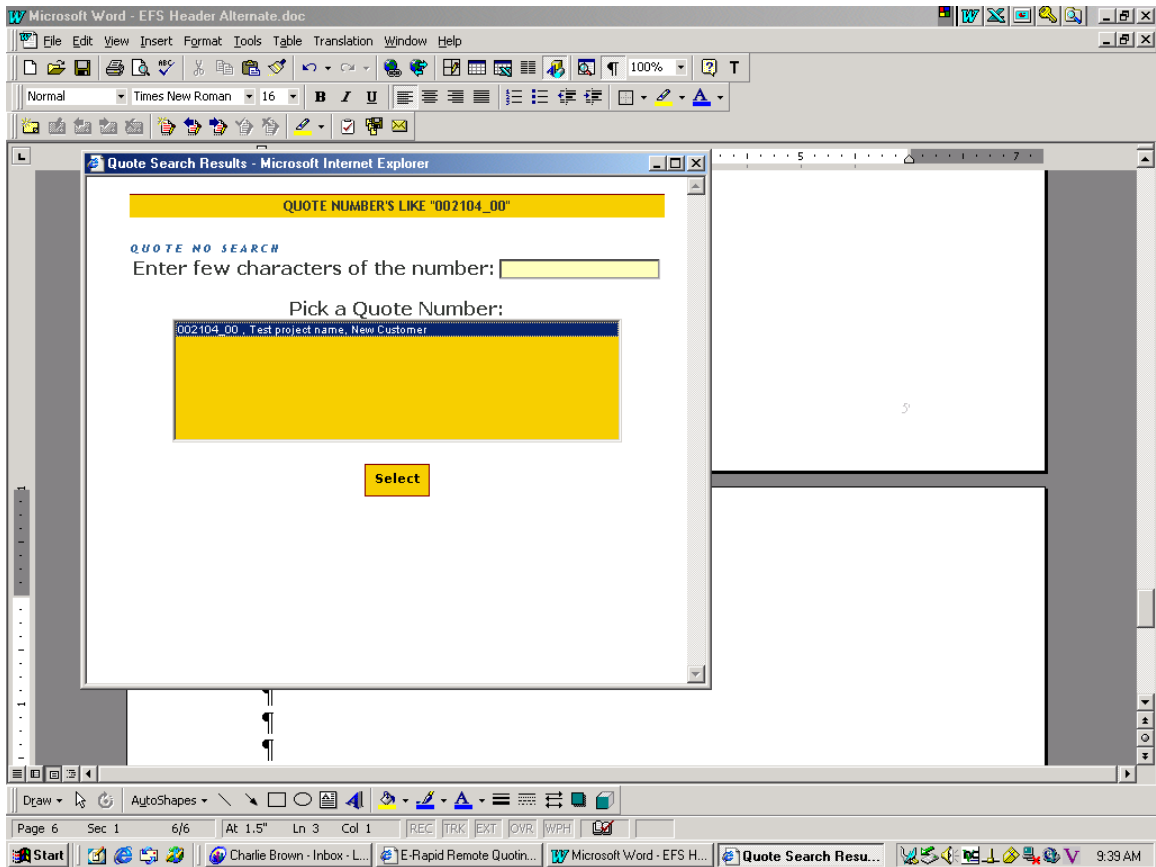
- Click on "Alternate."

- Click on the "Product" in the "New Quote" block.

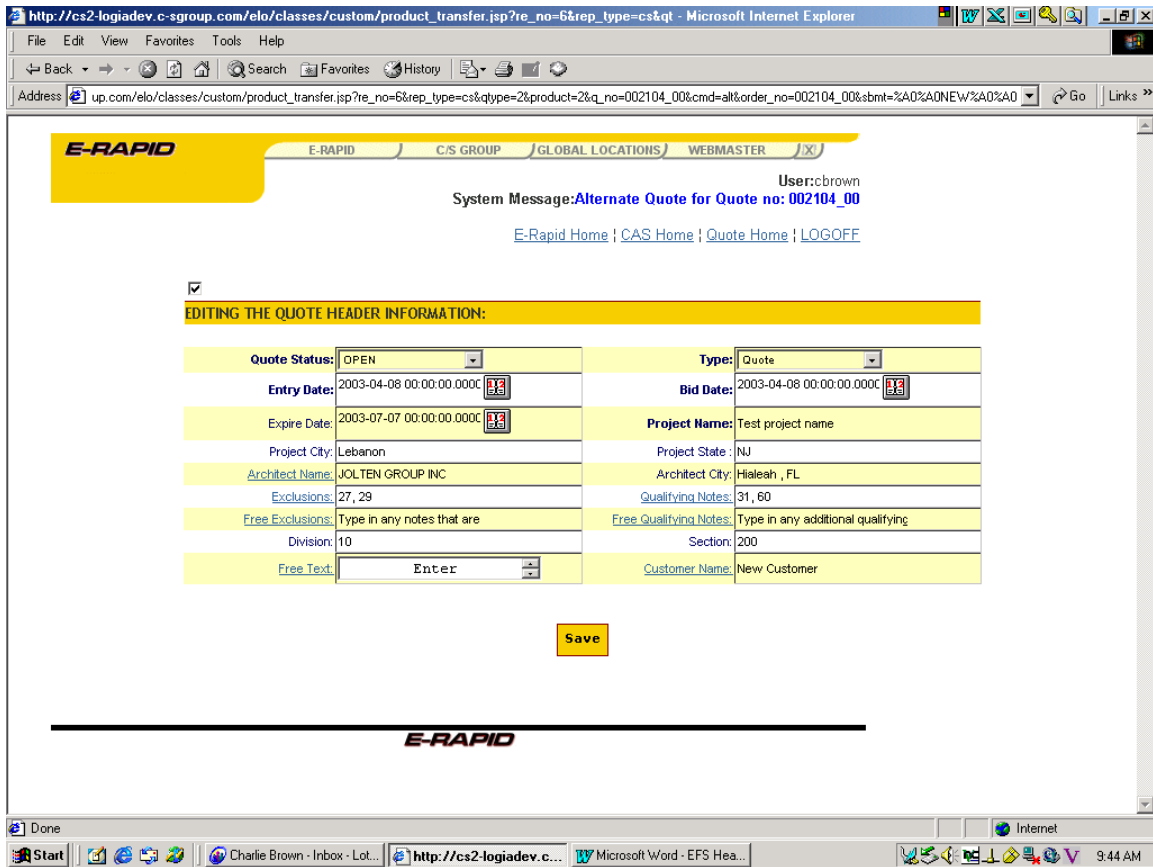- Click on EFS product.

- 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.

- 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