

Creating Supplements

Open your estimate.

Open		Name
7228221	Print	Test McTesterson

Go to the **Details** Tab

Open | Test McTesterson | 2016 GMC -1500 Sierra SLT | 727 6688669 | \$4,577.52

Images **Details** Payment Info Print Send Estimate Edit Rate Pro

Estimate Details

Undo Changes Save

2 Job Status

Change Status

3 Supplement

Current Supplement Level: 0

Click Commit to lock current estimate and begin a new supplement.

Commit

Section 3 on this tab is for **Supplements**.

You can see the current supplement level (level 0 means it is the original estimate and no supplement has been written)

Click the Commit Button to lock your original estimate

This will change your Supplement level.

Once you have committed your estimate and it has the correct **Supplement** level. You can just go directly to the **Add Parts** tab and begin writing your **Supplement**.

Current Estimate 7228221 | Open |

Customer Vehicle **Add Parts** Insurance In

Refinish ☐ Blend **Part Source:** ☒ **OEM** ☐

When you **Commit** (sometimes referred to as **Locked**) the estimate the **original line items** will have a **Lock** next to them. In this example below the original estimate (**Lines 1 & 2**) only had a Replacement of the Bumper. On the Supplement we needed to change from an **OEM bumper** to an **Aftermarket Bumper** and add a **repair on the Fender**, after finding additional damage.

	Line #	Status	Group	Op	Operation Description	Part Name	Part #	Part Price	Source
Edit	4		FRONT FENDER	Repair		L FENDER PANEL		\$0.00	Other
Edit	3		FRONT BUMPER	Replace		FRT BUMPER FACE BAR	FO1002403N	\$511.00	After
Edit	2	Ⓐ	FRONT BUMPER	Overhaul		FRT BUMPER ASSY		\$0.00	Other
	1	Ⓐ (3)	FRONT BUMPER	Replace		FRT BUMPER FACE BAR	8C3Z 17757 CPTM	\$581.09	OEM

The **Aftermarket Bumper** was added on **line 3**. You can tell the system has replaced **line 1** with **line 3** by looking at the original line and seeing the **(3)** next to the **Lock**.

When you **print** a **supplement** the original estimate will print first with **indicators** of changes for the supplement.

	Oper	Description	Part Number
FRONT BUMPER			
1	Overhaul	FRT BUMPER ASSY	
2	Replace	FRT BUMPER FACE BAR	FO1002403N
		0.8 hrs. Clearcoat	
FRONT FENDER			
3	Repair	L FENDER PANEL	
		0.9 hrs. Clearcoat	

Totals

Type	Labor Time	Cost	Total	Taxable
Body Labor	2.5	\$42.00	\$105.00	✓
Body Supplies	2.5	\$18.00	\$45.00	✓
Paint Labor	6.0	\$40.00	\$240.00	✓
Paint Supplies	6.0	\$18.00	\$108.00	✓
Aftermarket Parts			\$511.00	✓

Taxable Amount		\$1,009.00
Tax	0%	\$0.00
Nontaxable Amount		\$0.00
Grand Total		\$1,009.00

Supplement Version 1				
	Oper	Description	Part Number	Price
FRONT BUMPER				
2	Replace	FRT BUMPER FACE BAR	8C3Z 17757 CPTM	
		0.8 hrs. Clearcoat		
2	Replace	FRT BUMPER FACE BAR	FO1002403N	
		0.8 hrs. Clearcoat		
FRONT FENDER				
3	Repair	L FENDER PANEL		
		0.9 hrs. Clearcoat		

Supplement Totals

Type	Labor Time	Cost	Total	Taxable
Body Labor	1.0	\$42.00	\$42.00	✓
Body Supplies	1.0	\$18.00	\$18.00	✓
Paint Labor	3.2	\$40.00	\$128.00	✓
Paint Supplies	3.2	\$18.00	\$57.60	✓
Aftermarket Parts	0.0		\$511.00	✓
OEM Parts	0.0		(\$581.09)	✓

Taxable Amount		\$175.51
Tax	0%	\$0.00
Nontaxable Amount		\$0.00
Grand Total		\$175.51

Cumulative Effects of Supplement(s)

Estimate	\$833.49
Supplement 1	\$175.51
Total	\$1,009.00

The **Supplement** will also print, beginning on its own page below the original.

Below the Supplement totals you will also find the Cumulative Effects of Supplement(s).