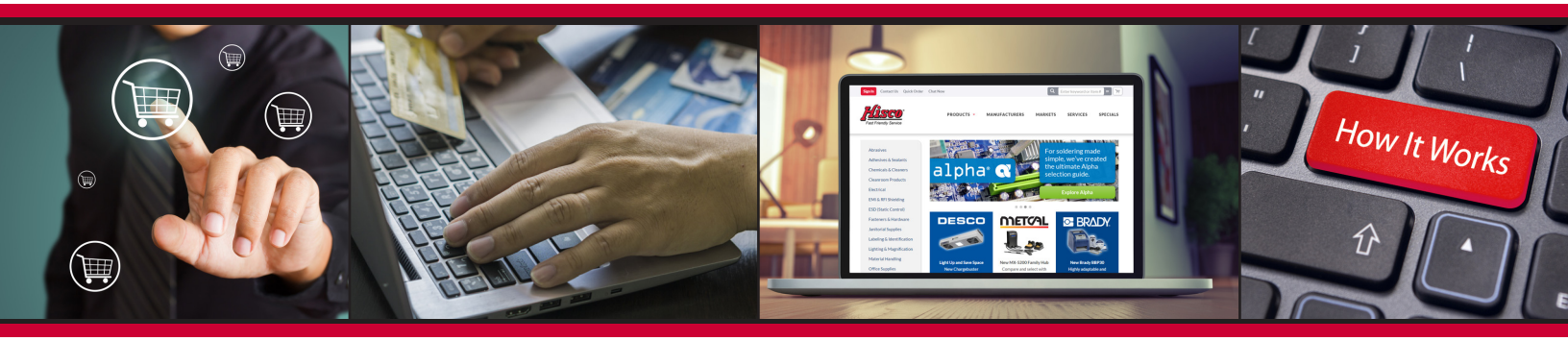
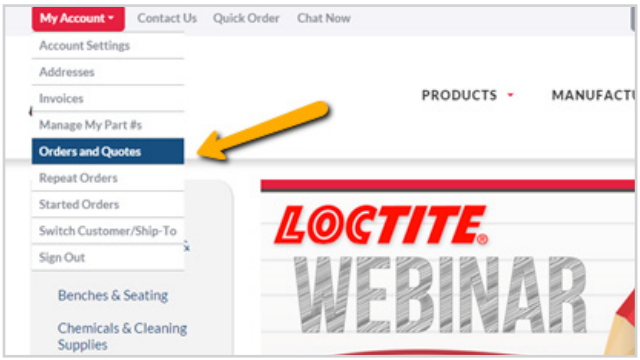
Convert a Quote to a Web Order

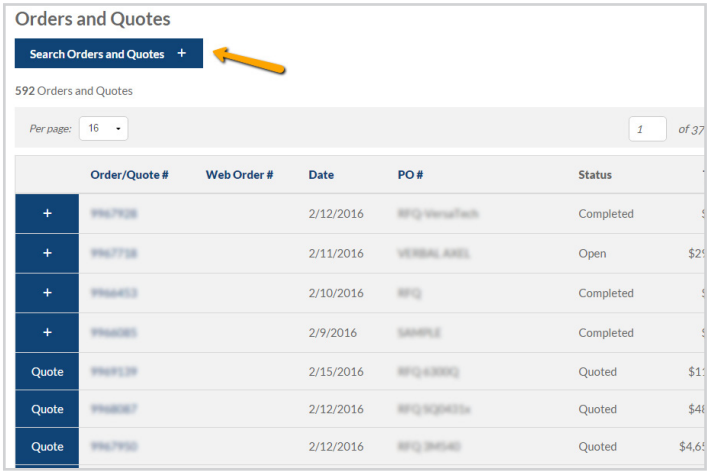


Convert a quote into a web order with just one click.

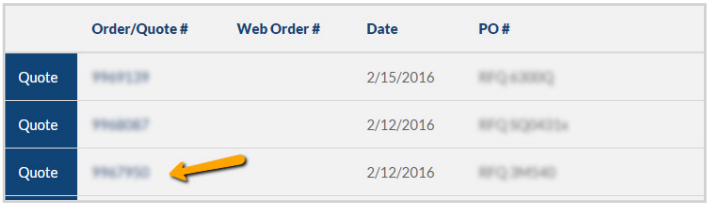
Step 1:
Sign in to your Hisco.com account, and select “Orders and Quotes” from the My Account drop-down menu.



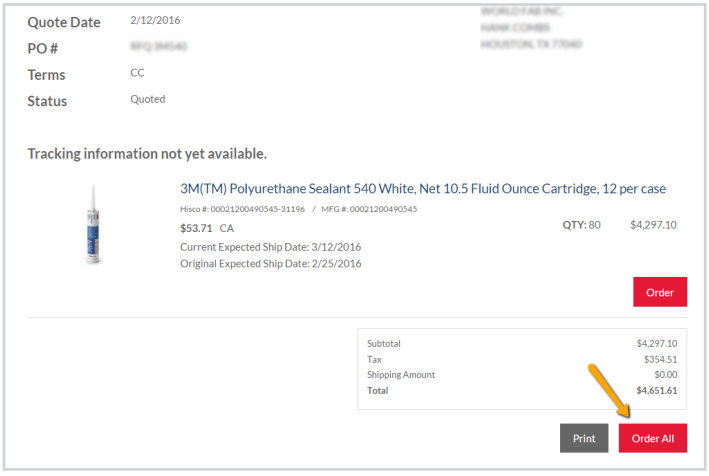
Step 2:
Search for all of your quotes. To do this, click the blue “Search Orders and Quotes” button. Then, select “Quoted” from the Status drop-down menu, and click the red “Search” button.



Step 3:
Select the quote you’d like to convert to a web order by clicking the order/quote number.



Step 4:
Click the red “Order All” button to add all items to your cart. To add individual items from the quote to your cart, click each item’s corresponding “Order” button.



Step 5:
Check out as normal. If you reduce a quantity from the cart, your special pricing will revert to base pricing. If your quote has expired, you will be instructed to order your items at base price or contact your Hisco representative for a new quote. If your quote contains an item that cannot be purchased from the website, you will be instructed to contact your Hisco representative.