

DECORQUOTE ALUVERT'S ONLINE QUOTING TOOL



ALUVERT ONLINE QUOTING AND ORDERING TOOL

Aluvert has created for you, the agent, a tool whereby you able to:

1. Visit your customer and give them a quote instantly while still at the customer
2. Once you customer accepts the quote, you are immediately able to send your order directly to our factory
3. Check your status of any of your orders
4. Stay updated with any new products, out of stocks, discontinued stock and any specials

GETTING STARTED

Logon directly via www.decorquote.com or use the agent logon at www.aluvert.com. Ask your sales rep for your logon details

The site is mobile friendly which means it will work on both your smart phone and tablet that have internet access.

Welcome to Décor Quote!

Please fill out the following fields to login:

Username

JGBL001D

Password

.....|

Remember Me

If you forgot your password you can [reset it](#).

Login

Once you logon for the first time you will need to set up your account details. These details can be updated at anytime by clicking on **My Account** on the top tool bar

Décor Quote

Dashboard

My Account

Logout (JGBL001D)

Welcome BLINDQUIP BLINDS

At anytime you can click on **Dashboard** to return to home screen

SETTING UP YOUR ACCOUNT DETAILS

Click on **My Account** and click on the **Settings** tab.

Settings Supplier Account

Settings of: TESTER

Username	TESTER
Email for copies of orders/quotes	info@aluvort.com
Contact Number	0821234567
Vat	true
Hide blind sizes from clients	false
Company Name	BLINDQUIP BLINDS
Region	Johannesburg
Customer Number	JGBL001D
Mark-up %	10
Discount %	0
Installation Fee per Blind	50
Call Out Fee	250
Order History (in days)	90
Max Quote Discount %	10
Quote number prefix	CB
Bank	Mercantile Bank
Branch Name	Sandton
Account Name	Blindquip Blinds
Account Number	1234-567-896
Branch Number	120-245

[Edit Settings](#)

Then click on the **Edit Settings** button. You will now be able to make all the changes to your account details.

Once you have made all the necessary changes click on **Update**.

You can also change your password by clicking on **Change My Password**.

Update Agents Settings:

Username

Email for copies of orders/quotes

Vat

Hide blind sizes from clients

Company Name

Contact Number

Please Note that both the mark-up and discount cannot both contain values. One must be '0' at all times

Thus you can only have mark-up on your prices or discounts on your prices.

Please Also Note that if your discount is more than your agent discount then you will run at a loss and we will not be liable for any problems arising from this.

Mark-up %

Discount %

Installation Fee per Blind

Call Out Fee

Order History (in days)

Quote number prefix

Max Quote Discount %

Bank

Branch Name

Account Name

Account Number

Branch Number

Username	This will only be used on your account
Email address	This email is the account that will receive copies of customer quote acceptances and orders placed with Aluvert
VAT	If you charge VAT select YES to add 14% VAT to your quotes. If you don't charge VAT select NO and no VAT will be added to your quotes
Hide Sizes	If you want to hide the width and drop sizes on the quotes sent to customers select YES else select NO
Company Name	This is the name of your company that will appear on your quotes
Contact Number	This is the phone number that will appear on your quotes sent to customers
Markup %	This is the percentage by how much Aluvert's retail price list will be marked up. E.g. if you set the number at 10, the price you quote customers will be $R1000 + 10\% = R1100$. (Must be 0 if using discount %)
Discount %	This is the percentage by how much Aluvert's retail price list will be discounted by. E.g. if you set the number at 10, the price you quote customers will be $R1000 - 10\% = R900$ (Must be 0 if using markup %)
Install Fee	This is the fee that will appear on your quote per blind installed
Callout Fee	This is the fee that will appear on your quote as a call out charge
Order History	When you check your order status this number will determine how many days order history you will see
Quote Prefix	All your quote numbers will begin with this prefix and is limited to three letters/numbers e.g. BOB
Max discount	On your quotes you are able to give your customer a special discount. This will set a limit on how high the discount can be. E.g. If the number is set to 10% and you try to give a discount of 15% the quote will automatically adjust to the 10%
Bank Details	These are the details that will appear on your quote to allow customers to make payments


ADDING A LOGO AND TERMS AND CONDITIONS TO YOUR QUOTE

You can add a logo to all your quotes by either dragging the logo into the block or click **Browse** to select the file. Once done click **Upload** to load the logo onto the system. The logo will now reflect on all your quotes. The maximum size of your logo can be 500px by 200px which can be adjusted in a program like “Paint”.

[Edit Settings](#)

Agent Logo

Please make sure that your logo is less than 10mb and at most 500px by 200px in size



100%

3 Year Product Guarantee SMALL.png [Remove](#) [Upload](#) [Browse ...](#)

Terms and Conditions

Please make sure that your file is less than 10mb

Drag & drop files here ...

[Browse ...](#)

The same process will be used for adding your “terms and conditions”.

THE DASHBOARD

[Decor Quote](#) [Dashboard](#) [My Account](#) [Logout \(JGFI 001D\)](#)

Welcome BLINDQUIP BLINDS

Quotes	Orders	Status	News
Request a Quote	Place an Order	Order Status	New Products
View My Quotes	View My Orders		Specials
			Out of Stock
			Discontinued

QUOTING YOUR CUSTOMER

CREATE A QUOTE

Click on **Request a Quote** on the dashboard

An order number will appear with the prefix that you setup under account settings. Click **Proceed** (This number cannot be changed and runs sequentially)



Select the blind type.

The next box will appear with the size applicable only to that blind type.

As each box is completed the next one will appear.

All measurements are to be placed in millimetres "mm" and make sure you have made all the necessary deductions.

Create a Quote

Select Type: Select Size: Location:

Select Range: Select Colour: Width(mm): Drop(mm): Select Bracket: Select Controls:

*NB! Ensure that you have made the necessary deductions as the size you order is the size we make.

Once complete click **Add to Quote**

To add additional lines to your quote click on **Add new line** and repeat the procedure above

Create a Quote

Customer:

Contact Number:

Email Address: *please use your own email address for approvals should the client not have one

Order Number: GB00002

Date of Order: 2015-07-29

Location	Type	Size	Range	Colour	Width	Height	Panels	Stacking	Bracket	Controls	Quantity	Unit Price	Total Price
1	Kitchen	Aluwood	25	Plain	2085	1200	1500		Face Fix	Left	1	R 771.00	R 771.00

Once you have completed all the lines of your quote, input the **customer name, contact number** and **email address** in the blocks provided. If the customer does not have an email address insert your own email address

Special Instructions	Total Blind Cost (Retail Price)	R 771.00
	Discount - <input type="text" value="0"/> %	(R 0.00)
	Total Blind Cost(Excl VAT)	R 771.00
	Call Out Fee	R 250.00
	Installation - 1 @ R: <input type="text" value="50"/> per blind	R 50.00
	Subtotal	R 1 071.00
	VAT	R 149.94
	Grand Total	R 1 220.94

NB: You need to ensure that you take the 10mm deduction for clearance. we will NOT make the deduction for you.

To give the customer a discount enter the percentage amount in the **discount** box at the bottom of the quote.

If you do not want to charge the customer for installation the **installation per blind** box to 0

Should you have any special instructions for the order they can be input in the **special instructions** box

Once you are finished with the quote click **Save Quote**.

The system will then ask if you want to email the quote to the client. Click **Yes** and an email will be sent to the customer (based on the email address captured on the quote)

Would you like to email the quote to the client.

If you click **No** the quote will be save and can be sent to the customer at a later stage.

The customer will receive an email informing them of the quote

Blind Quote from BLINDQUIP BLINDS Inbox x

 **Décor Quote** info@decorquote.com via mail333.us4.mandrillapp.com to me ▾

You have received a quotation from BLINDQUIP BLINDS. Please click on the following link to view the quote. [View Quote](#)
 If you are would like to accept the quote, please click "Accept Quote" to place your order.

When the customer clicks on **View Quote** they will be taken directly to the quote online

BLINDQUIP BLINDS

Contact Details:
 Tet: 0821234567
 Email: info@aluvert.com



Viewing Quote

Status: Awaiting Approval

Customer:	Mrs Smith	Bank:	Mercantile Bank
Contact Number:	011-440-9510	Branch Name:	Sandton
Email Address:	gsblack@gmail.com	Account Name:	Blindquip Blinds
Order Number:	GB00002	Account Number:	1234-567-896
Date of Order:	2015-07-29	Branch Number:	123-245
		Reference:	GB00002

Location	Type	Size	Range	Colour	Width	Height	Panels	Stacking	Bracket	Controls	Quantity	Unit Price	Total Price
Kitchen	Aluwood	25	Plain	2085	1200	1500			Face Fix	Left	1	R 771.00	R 771.00

Special Instructions

Quote Summary

Total Blind Cost (Excl VAT)	R 771.00
Discount - 0%	(R 0.00)
Total Nett Blind Cost(Excl VAT)	R 771.00
Call Out Fee	R 250.00
Installation -1 @ R50 per blind	R 50.00
Subtotal	R 1 071.00
VAT	R 149.94
Grand Total	R 1 220.94

The customer will either click **Accept Quote** or **Decline Quote**

On the dashboard click on **View My Quotes**

- Quotes not accepted will appear on the **Needing Approval** tab – These are the quotes for you to follow up on
- Quotes rejected will appear on the **Rejected** tab

Quotes

Search

Confirmed **Needing Approval** Rejected

Quotes Needing Approval

*client has yet to respond to sent quotes

Showing 1-1 of 1 item.

#	Order No	Date ↓	Status	Sub Agent	View Quotes
1	GB00002	2015-07-29	Awaiting Client Approval		

To view the details of a quote click on the “**eye**” under view quotes

You can action the quote in the following ways

- Click on **Send Quote** to resend the quote to the customer
- Click on **Edit Quote** to change the quote e.g. add a blind. Once complete the system will send the updated quote to the customer
- Click on **Accept Quote** to accept the quote if the customer gives you verbal confirmation to go ahead
- Click on **Decline Quote** to reject the quote if it is no longer valid

Viewing Quote

Status: **Awaiting Client Approval**

Print

Edit Quote

Decline Quote

Accept Quote

Send Quote

*Email sent to customer

Customer: Mrs Smith
 Contact Number: 011-440-9510
 Email Address: gsblack@gmail.com
 Order Number: GB00002
 Date of Order: 2015-07-29

Location	Type	Size	Range	Colour	Width	Height	Panels	Stacking	Bracket	Controls	Quantity	Unit Price	Total Price
1 Kitchen	Aluwood	25	Plain	2066	1200	1500			Face Fix	Left	1	R 771.00	R 771.00

Special Instructions

Quote Summary

Total Blind Cost (Excl VAT)	R 771.00
Discount - 0%	(R 0.00)
Total Blind Cost(Excl VAT)	R 771.00
Call Out Fee	R 250.00
Installation - 1 @ R50 per blind	R 50.00
Subtotal	R 1 071.00
VAT	R 149.94
Grand Total	R 1 220.94

PLACING ORDERS TO ALUVERT

Once the customer has accepted the quote, you will receive an email informing you that the customer has accepted the quote and you need to logon to Decorquote.com to place the order.

When you logon and click on **View My Quotes** you will see that the quote will have moved to the **Confirmed** tab under **View quotes**

Quotes

Search

Confirmed Needing Approval Rejected

Confirmed Quotes

*quotes needing to be sent through to process

Showing 1-1 of 1 item.

#	Order No	Date ↓↑	Status	Sub Agent	View Quotes
1	GB00002	2015-07-29	Order Confirmed		

To view the details of a quote and place the order with Aluvert click on the “**eye**” under view quotes

Viewing Quote

Status: **Order Confirmed**

Print

Place Order

Decline Quote

Customer: Mrs Smith
Contact Number: 011-440-9510
Email Address: gsblack@gmail.com
Order Number: GB00002
Date of Order: 2015-07-29

Location	Type	Size	Range	Colour	Width	Height	Panels	Stacking	Bracket	Controls	Quantity	Unit Price	Total Price
1 Kitchen	Aluwood	25	Plain	2085	1200	1500			Face Fix	Left	1	R 771.00	R 771.00

Special Instructions

Add Extra Instructions

Quote Summary

Total Blind Cost (Excl VAT)	R 771.00
Discount - 0%	(R 0.00)
Total Blind Cost(Excl VAT)	R 771.00
Call Out Fee	R 250.00
Installation - 1 @ R50 per blind	R 50.00
Subtotal	R 1 071.00
VAT	R 149.94
Grand Total	R 1 220.94

You can add additional special instructions for Aluvert by clicking on **Add Extra Instructions**

To place order the order with Aluvert click on **Place Order**. The order will be submitted directly into the Aluvert order system.

To decline the quote and move to Rejected click on **Decline Quote**

Once the order has been placed the quote will move from the quote stage to the order stage. The orders can be viewed by clicking on **View My Orders** on the dashboard.

User Orders

Search

Processed Saved

Processed Orders

*orders sent through and processed

Showing 1-2 of 2 items.

#	Order No	Date ↓↑	Status	Sub Agent	
1	GB00002	2015-07-29	Order Sent		👁
2	GB00001	2015-07-27	Order Sent	JGBL001D-01	👁

Click on the “**eye**” next to the order line to see the details of the order. The top part of the view shows the order placed on Aluvert with your trade discount.

The bottom left corner will show the summary of the quote that you charged the client

The bottom right corner will the profit made on the job.

Viewing Order

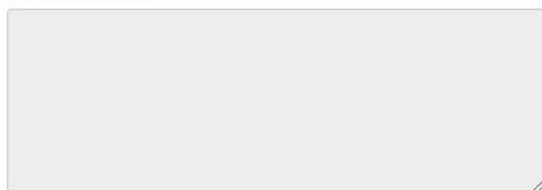
Status: **Order Sent**

Print View Quote

Order Number:	GB00002	Customer:	Mrs Smith
Date of Order:	2015-07-29	Contact Number:	011-440-9510
		Email Address:	gsblack@gmail.com

Type	Size	Range	Colour	Width	Height	Panels	Stacking	Bracket	Controls	Quantity	Unit Price	Total Price
1	Aluwood	25	Plain	2085	1200	1500		Face Fix	Left	1	R 700.00	R 700.00

Special Instructions



Order Summary

Total Retail Blind Cost (Excl VAT)	R 700.00
Trade Discount - 25%	(R 175.00)
Total Net Blind Cost(Excl VAT)	R 525.00
VAT	R 73.50
Total Net Blind Cost(Inc VAT)	R 598.50

Profit

Quote Summary

Total Retail Blind Cost (Excl VAT)	R 771.00
Discount - 0%	(R 0.00)
Total Blind Cost(Excl VAT)	R 771.00
Call Out Fee	R 250.00
Installation - 1 @ R50 per blind	R 50.00
Quote Total (Excl VAT)	R 1 071.00
VAT	R 149.94
Quote Total (Inc VAT)	R 1 220.94

Blind Profit Summary

Sales - Quote (Excl VAT)	R 1 071.00
Cost - Order (Excl VAT)	(R 525.00)
Profit	R 546.00
Profit %	51 %

Clicking on **View quote** will take you to the original quote sent to the client

PLACING ORDERS WITHOUT USING THE QUOTING SYSTEM

By clicking **Place an Order** on the dashboard, you have the ability to capture an order directly in to the Aluvert order system. The process of capturing the order will be done on the exact same basis as capturing a quote without your customer details.

CHECKING YOUR ORDER STATUS WITH ALUVERT

By clicking **Order Status** on the dashboard, you can see the status of the orders that you have a placed together with an estimated expected date of completion.

Order Status

Order No.	Date Entered	Customer Order Number	Invoice number	Invoice Date	Blinds	Status	Date Expected
J723615	2015-04-30	DOTSAFETYFOOTWEAR/UR	OP/1843569	2015-05-06	16	Invoiced	
J742656	2015-07-27	GB00001			1	Not yet started	2015-08-04
J743499	2015-07-29	GB00002			1	Order Held	2015-08-06

The number of days of history would have be set up under account settings.

NEWS FROM ALUVERT

On the dashboard you have the ability to see the following items by clicking on the relevant heading.

New Products See the latest products and ranges now available

Specials Any specials that Aluvert may be running

Out of Stock Items currently out of stock and the expected delivery date

Discontinued Stock lines discontinued and quantity of still in stock

LOADING SUBAGENTS

You can have sub agents that are added to your account. This will allow each of your sales reps to separately go out and do quotes on the system.

All the quotes and orders will show on the main account.

Each sub agent can be given limited access, if required. E.g. Subagent might only need to do quotes and not orders.

Speak to your Aluvert Sales Rep to arrange the logons.