



USER GUIDE

Creating an Order Using a Job Quote or Sales Agreement

This guide walks you through placing an order in the myDVG Customer Portal using a job quote or sales agreement number. It explains how to add products, apply negotiated pricing, verify the updated amount, and continue checkout.

GETTING STARTED

Before beginning, make sure you have the customer portal access and quote or agreement information needed to apply negotiated pricing.

What You'll Learn

- How to find and add a product to your cart using the myDVG Customer Portal
- How to apply a job quote or sales agreement number to your order
- How to verify that agreement pricing has been applied correctly
- How to complete checkout with discounted pricing

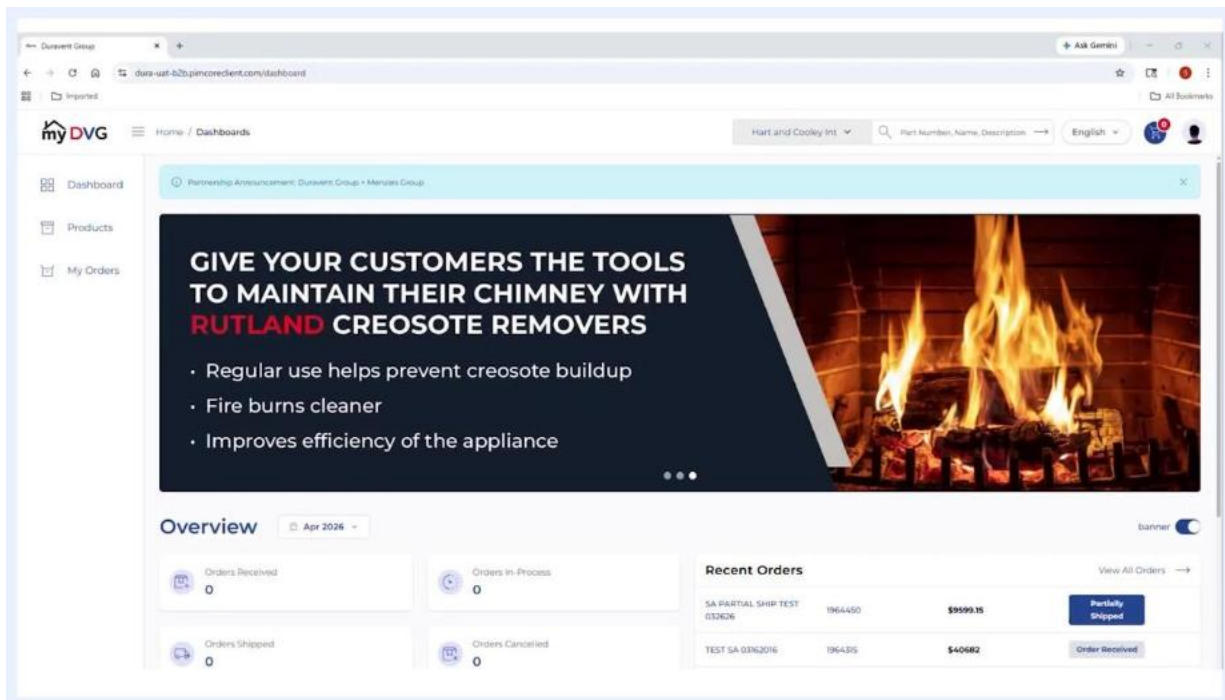
Prerequisites

- An active myDVG Customer Portal account
- The part number or numbers from your job quote or sales agreement
- A job quote number prefixed with JQ or a sales agreement number prefixed with SA

APPLYING A JOB QUOTE OR SALES AGREEMENT

Step 1: Log in and review the dashboard

Navigate to the myDVG Customer Portal and log in to your account. The dashboard displays recent orders, product promotions, and navigation options such as Dashboard, Products, and My Orders.



Step 2: Search for your product

Locate the search bar at the top of the dashboard. Enter the part number from your job quote or sales agreement, then click the search arrow to find the product.

Example part number: 703915

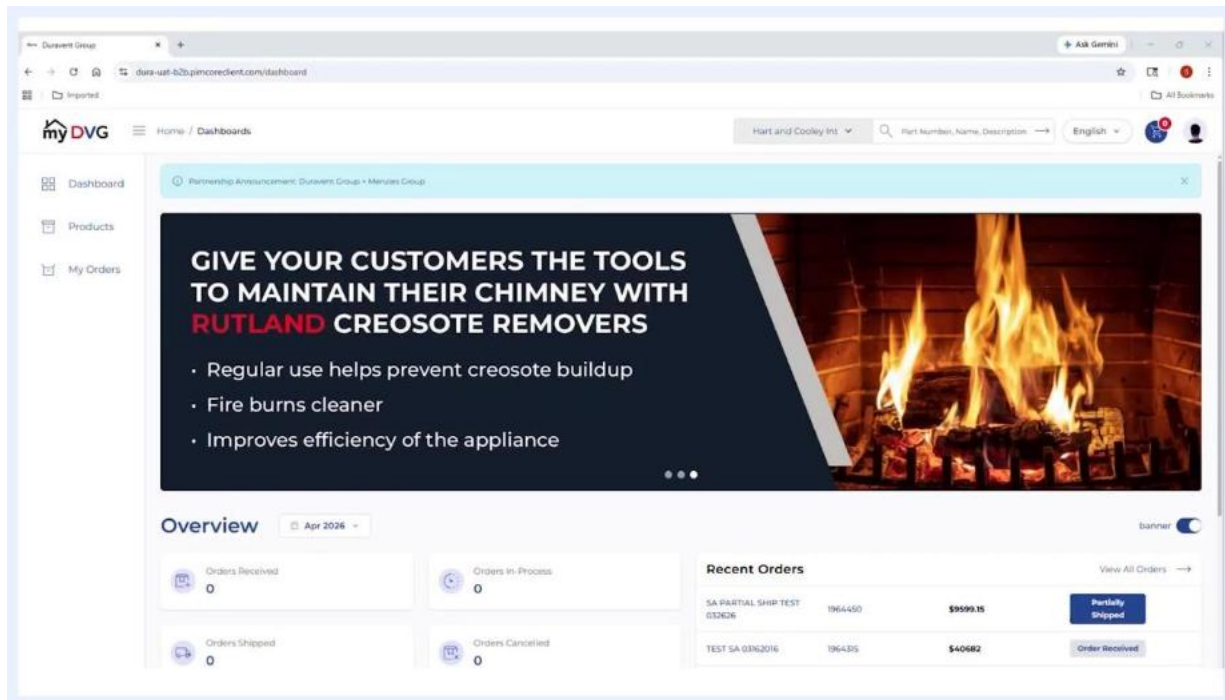
Step 3: Set quantity and add to cart

Once the product appears, enter the desired quantity and add the product to your cart.

Example quantity: 20

Step 4: Open your cart

Click the cart icon in the top right of the page to view your cart. Review the product, quantity, and unit price before applying the agreement. In the source example, the unit price before applying the agreement is \$26.82 each.

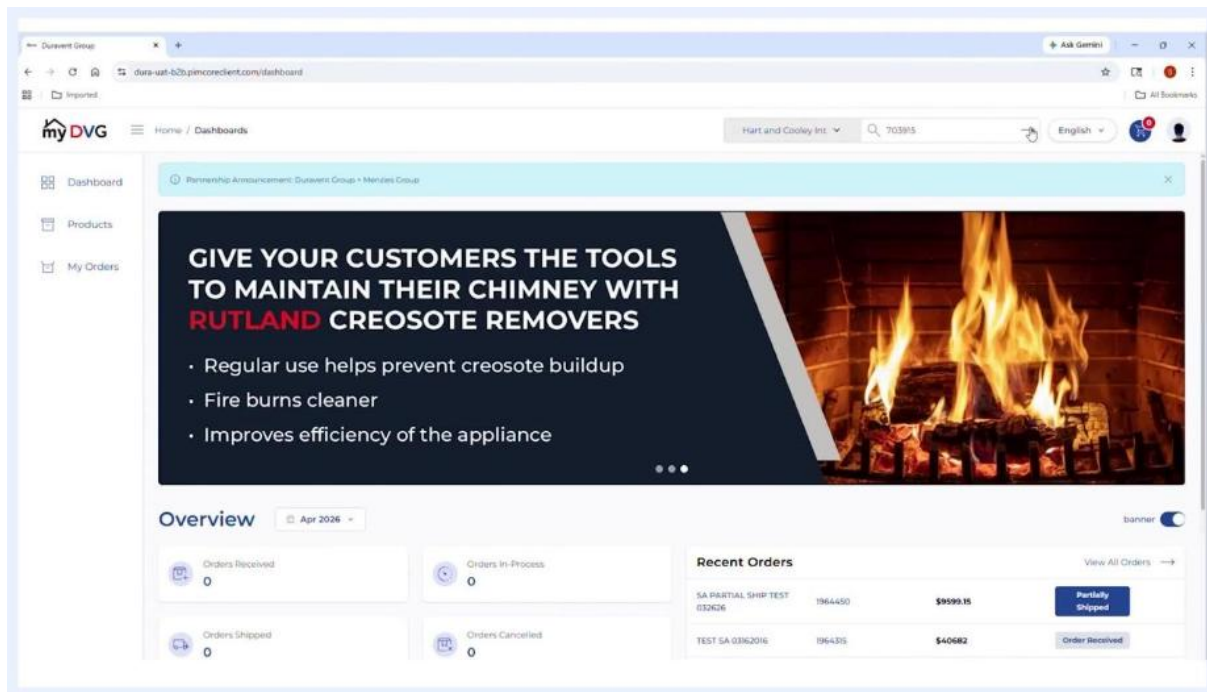


Step 5: Enter your job quote or sales agreement number

In the cart, find the field labeled Enter Sales Agreement / Job Quote Number and enter the correct number.

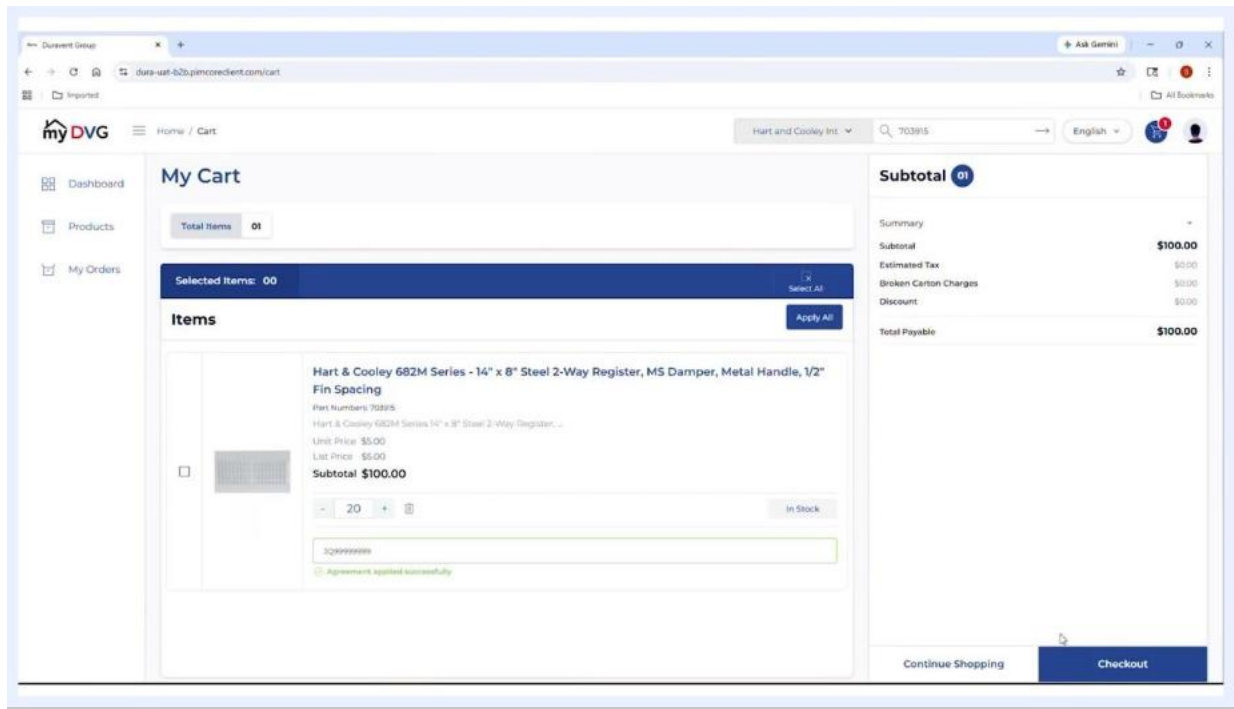
- For job quotes, use the prefix JQ followed by the number, such as JQ9999999999
- For sales agreements, use the prefix SA followed by the number

Click Apply All to apply the agreement or quote to your order.



Step 6: Verify updated pricing

Confirm that the unit price updated to reflect the discounted agreement price and that the subtotal reflects the new pricing. In the source example, the unit price changes to \$5.00 each and a confirmation message shows that the agreement was applied successfully.

**Note:**

Verify the confirmation message and updated unit price before checking out. This ensures the agreement pricing was applied correctly.

Step 7: Complete checkout

Click Checkout and complete the remaining checkout prompts to finalize the order.

FAQS

Q: What is the difference between a job quote and a sales agreement number?

Job quote numbers use the prefix JQ, while sales agreement numbers use the prefix SA. Both are entered in the same field in your cart.

Q: What if the unit price does not update after I click Apply All?

Verify that the correct job quote or sales agreement number was entered with the proper prefix, then click Apply All again.

Q: Can I apply a job quote or sales agreement to multiple items in my cart?

The Apply All button applies the agreement or quote to eligible items in your cart.

Q: Do I need to enter the agreement number before or after adding products to my cart?

Add your products and quantities to the cart first, then enter your job quote or sales agreement number to apply the discounted pricing.