

Guide for USA + Canadian customers creating a quote through Malvern Panalytical Estore.

Direct link to the site -
www.malvernstore.com

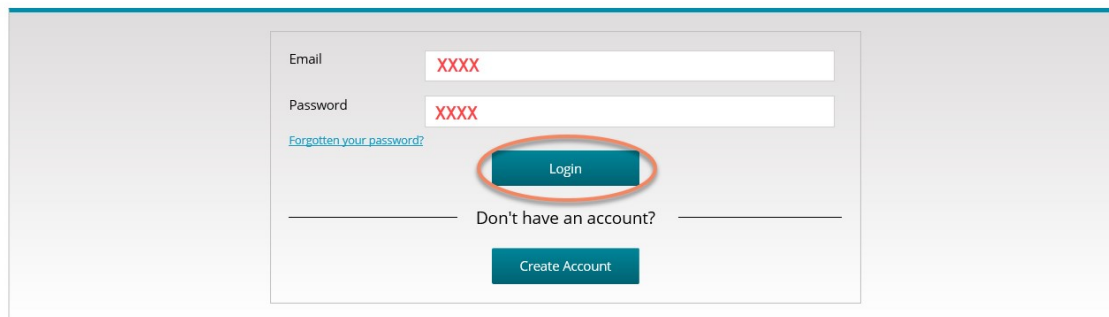
You will need to be registered on the site prior to being able to place a quote.

Click 'Login' –



Log in using your email address and password –

Login



Email:

Password:

[Forgotten your password?](#)

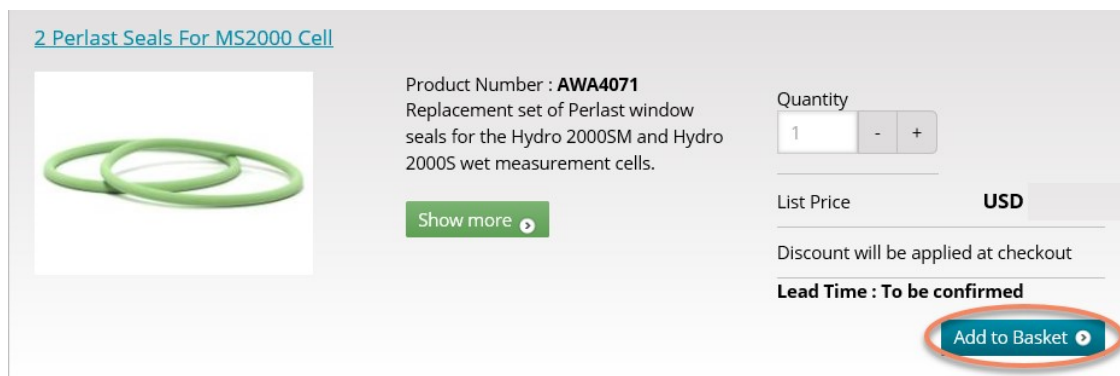
Login

Don't have an account?

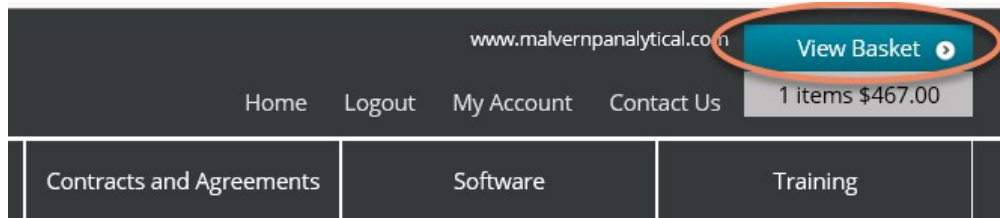
Create Account

After you are logged in search and source the items you wish to be quoted by searching for items or navigating to the appropriate product range / categories.

Add parts to your basket by clicking the 'Add to basket' button.



Once you are ready to create your quote, please view your basket.



To create quote click 'Continue and create a quote' –



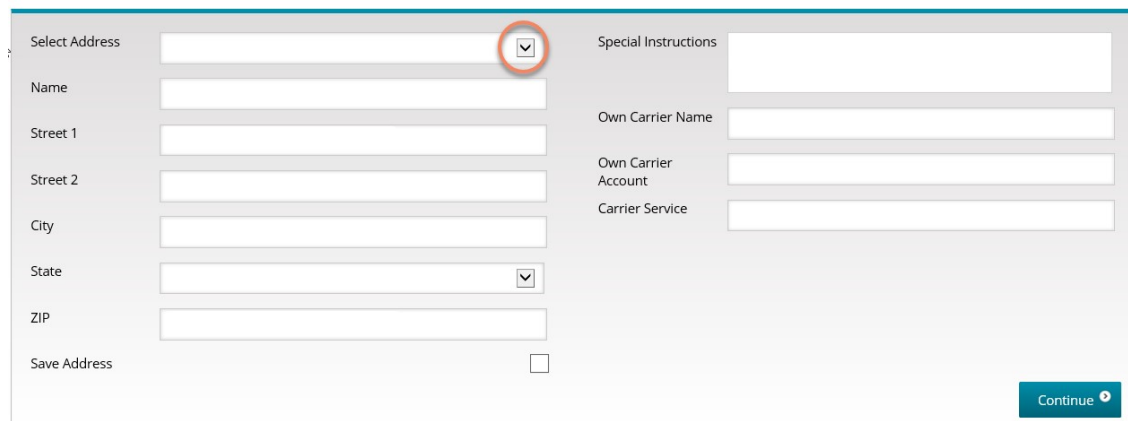
There are four sections to complete within the checkout process.



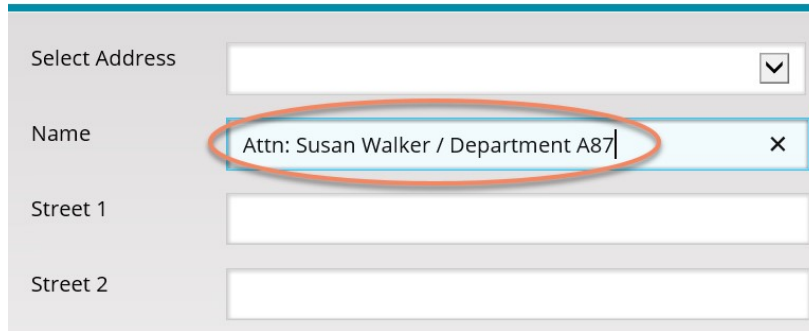
Checkout Process – Step one – Delivery

Your account with Malvern Panalytical may well have multiple ship to address'. Please check the address that is selected is correct. If you only have one main delivery address then this will automatically default in.

Delivery Details



You do have the facility to amend the details here to add a contact name or department.



Select Address

Name

Street 1

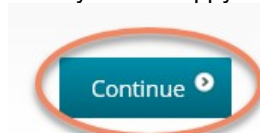
Street 2

If you wish for this detail to be available for future orders you can add a tick in the 'Save Address' section. By ticking this field this will save this address for the next time you place an order / request a quote.



Save Address ☒

Once you are happy the right delivery address has been set click 'Continue' –

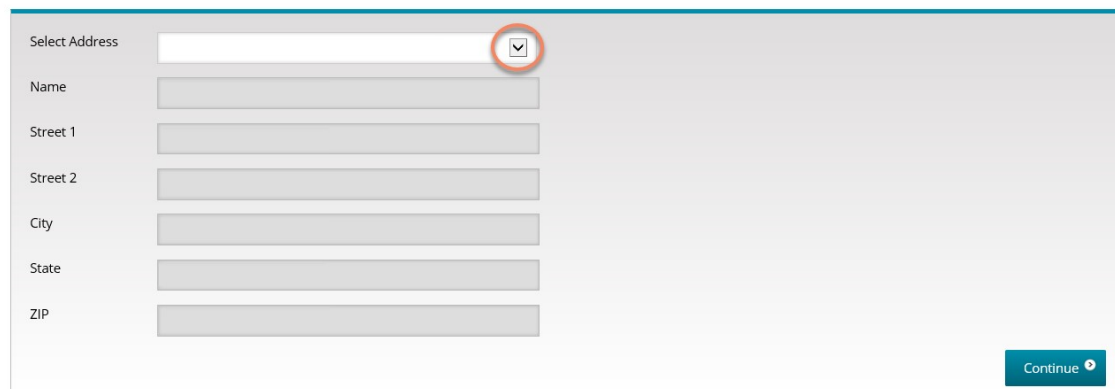


[Continue](#)

Checkout Process – Step two - Billing

Your account with Malvern Panalytical may well have multiple bill to address'. Please check the address that is selected is correct. If you only have one main billing address then this will automatically default in. This is a fixed address and can not be modified.

Billing Details



Select Address

Name

Street 1

Street 2

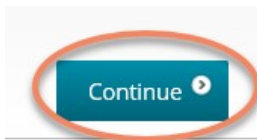
City

State

ZIP

[Continue](#)

Once you are happy the right billing address has been set click 'Continue' –



Checkout Process – Step three - Summary

The delivery and billing address details should be double checked. Any special instructions required to accompany the quote can be added here, by adding text and pressing 'Update'.

A screenshot of the 'Special Instructions' section. It features a text input field and a green 'Update' button with a right-pointing arrow, both circled in orange.

If you have a voucher code to use please add this detail in and press 'Apply'.

A screenshot of the 'Voucher Code' section. It features a text input field and a green 'Apply' button with a right-pointing arrow, both circled in orange.

You also have the ability to add your own carrier details for Malvern Panalytical to process the shipment using your account. The details entered here will pull into your quote.

A screenshot of the 'Own Carrier' section. It features three input fields labeled 'Own Carrier Name', 'Own Carrier Account', and 'Carrier Service'. A large orange circle highlights the first two fields.

Your basket will show the full breakdown of your requested quote.

Subtotal	USD \$292.00
Delivery Charges	USD \$30.00
Sales Taxes	USD \$22.54
Voucher Discount	None
Web Discount	None
Total	USD \$344.54


Select 'Create Quote' –

Choose Payment Option

☐ Credit Card
 ☐ On Account - PO Required
 ☒ Create Quote

Your shopping cart will be converted to a quote which you can view later in the My Account Section

You will also receive a PDF copy of the quote via e-mail

 Create Quote

Your quote will be generated upon clicking 'Create Quote' –



You will then be presented with a quote confirmation.

This will supply full details of your quote details, along with Malvern Panalytical's quote reference number which should always be provided upon any queries to Malvern Panalytical.

Your Quotation Confirmation - Thank you

Quote Details

Quote Reference : 0020001584

Quote Date : 03/05/2018

Valid To Date : 01/08/2018

Quote Total : USD \$513.79

A PDF copy of your quotation will be sent automatically via email in order for you to get this processed through your purchasing department.

Your quote will be valid for 90 days after the quote date.

Any problems or issues arising when creating your quote should be forwarded to your local Malvern Panalytical territory, found via the 'Contact us' –

 Malvern Panalytical		www.malvernpanalytical.com			View Basket
		Home	Logout	My Account	Contact Us
Consumables	Standards	Accessories	Contracts and Agreements	Software	Training

Note: Please be aware that all quotes generated through our e.store will obtain 2.5% discount. Converting this quote through the site to an order will receive the full 5% discount to your purchase. Any quotes submitted to our Malvern Panalytical offices to process will only be eligible for the 2.5% discount if your purchase order references Malvern Panalytical's quote number.

Title: How do I create a quote
Last updated: 28.08.2019
Page: 1 - 6