

Guide for customers creating a quote through Malvern Analytical Estore.

Direct link to the site - www.malvernstore.com

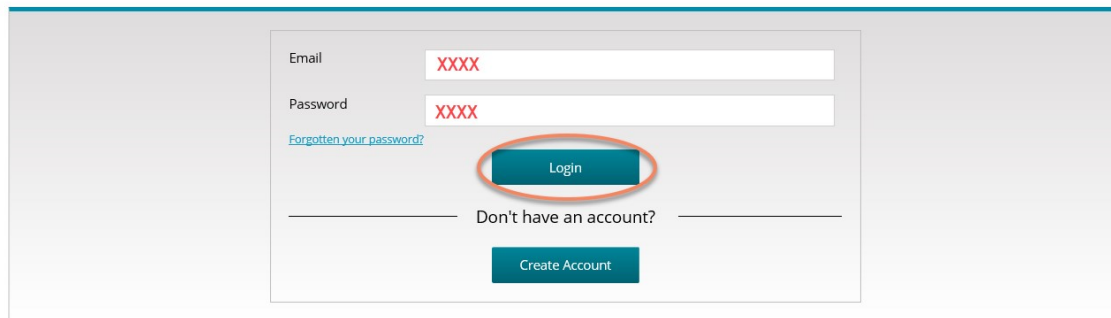
You will need to be registered on the site prior to being able to place a quote.

Click 'Login' –



Log in using your email address and password –

Login



Email

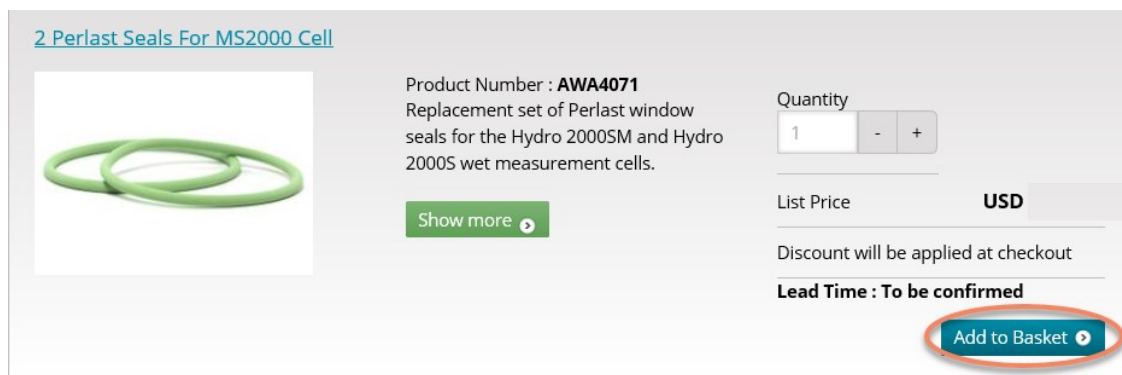
Password

[Forgotten your password?](#)

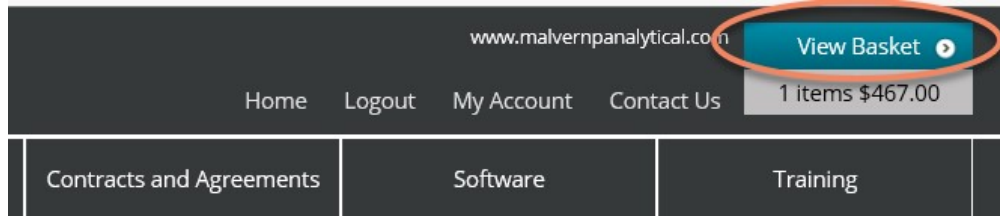
Don't have an account?

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' –



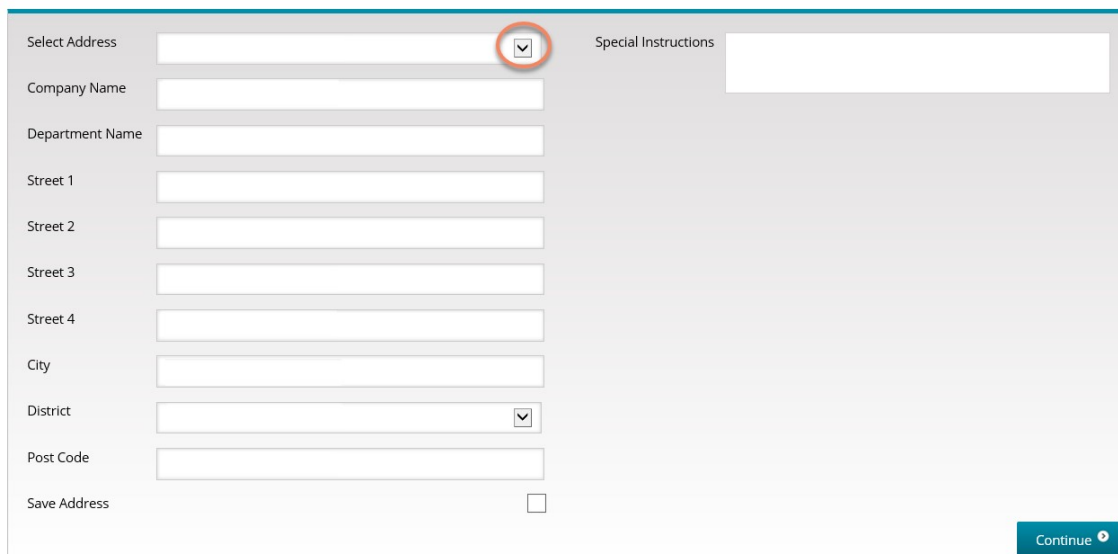
There are four sections to complete within the check out process.



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.

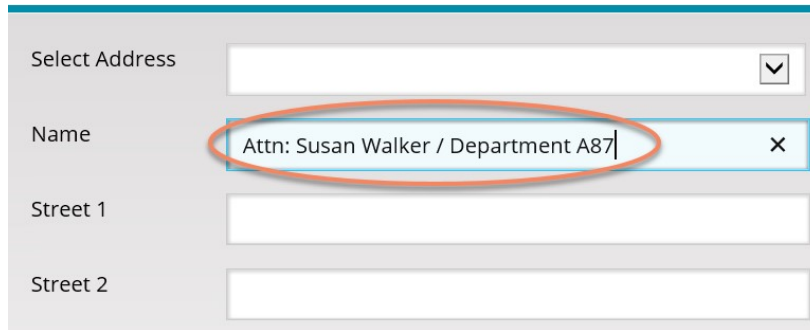
Delivery Details



The 'Delivery Details' form contains the following fields and elements:

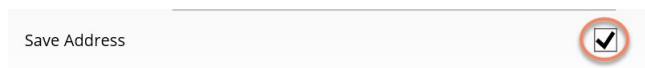
- 'Select Address': A dropdown menu with a downward arrow icon, circled in orange.
- 'Company Name': A text input field.
- 'Department Name': A text input field.
- 'Street 1', 'Street 2', 'Street 3', 'Street 4': Four stacked text input fields.
- 'City': A text input field.
- 'District': A dropdown menu with a downward arrow icon.
- 'Post Code': A text input field.
- 'Save Address': A checkbox.
- 'Special Instructions': A large text area.
- 'Continue': A teal button with a right-pointing arrow, located at the bottom right of the form.

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



A screenshot of a web form for address entry. It includes a 'Select Address' dropdown menu, a 'Name' text input field containing 'Attn: Susan Walker / Department A87', and two empty text input fields for 'Street 1' and 'Street 2'. The 'Name' field is highlighted with a red oval.

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.



A 'Save Address' checkbox with a checked mark, circled in red.

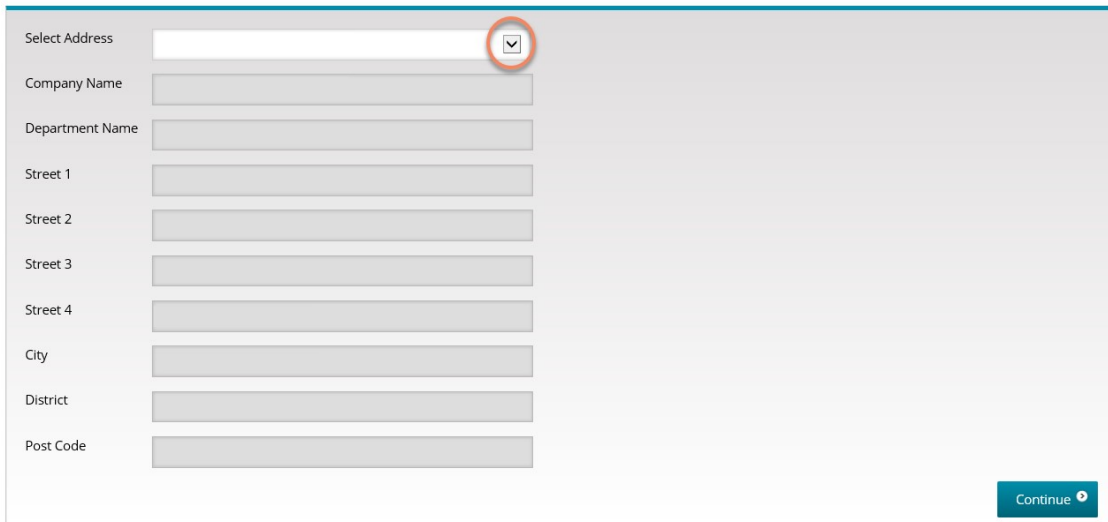
Once you are happy the right delivery address has been set click 'Continue' –



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

Company Name

Department Name

Street 1

Street 2

Street 3

Street 4

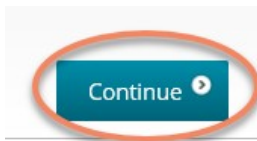
City

District

Post Code

[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'.



Special Instructions

[Update](#)

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



Voucher Code

[Apply](#)

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

Subtotal	£10.00
Delivery Charges	£20.00
VAT	£5.90
Voucher Discount	None
Web Discount	£0.50
Total	£35.40

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

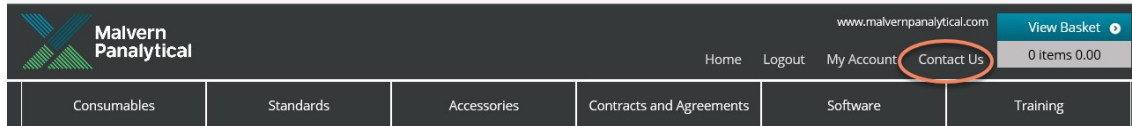
Valid To Date : 01/08/2018

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' –



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's offices to process will only be eligible for the 2.5% discount if your purchase order references Malvern Panalytical's quote number.