

Guide for customers converting a quote into an order.

Direct link to the site - www.malvernstore.com

Quotes are valid for 90 days after creation.

To convert an existing quote you will need to be logged into the site. Go to 'My Account'



Go to 'Open quotes'

My Account

> **BACK TO THE HOMEPAGE**

> **DETAILS**

> Address Book

> **ORDERS**

> Open Orders

> Order History

> **Open Quotes**

> Quote History

Press 'Convert' against the quote you wish to convert to an order –

My Account - Open Quotes

Quote Reference	Quote Date	Value	Valid To Date	Details	Convert
0020000688	23/02/2017	€173.15	24/05/2017	Show Details	Convert

This will pull your quote directly into the SUMMARY section of the checkout process.

Delivery and billing address details should be double checked prior to conversion.

Any special instructions required to accompany your order can be added here, by adding text and pressing 'Update'.

Special Instructions

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

Voucher Code

Your basket will show the full breakdown of your order.

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

Choose the way in which you wish to place your order, either via credit card or on account.

The credit card route will take you to a secure payment method to process your card.

Choose Payment Option

Credit Card On Account - PO Required Create Quote

You will be redirected to complete payment on our [Worldpay Secure Payment Portal](#)

Ordering on Account will require you to upload a copy of your PO (purchase order) on Malvern.


Choose Payment Option

Credit Card On Account - PO Required Create Quote

Please select a purchase order to upload

Click to upload

Purchase Order Reference Number



By pressing 'Confirm order and continue to secure payment' or 'Add to account' you have converted your quote through to an order.

Malvern Panalytical will ship your order as soon as possible.

Note: Please be aware that all quotes generated through our e.store will receive a 2.5% discount. Only if this quote is converted to an order via the e.store will you receive the full 5% discount available to your purchase.