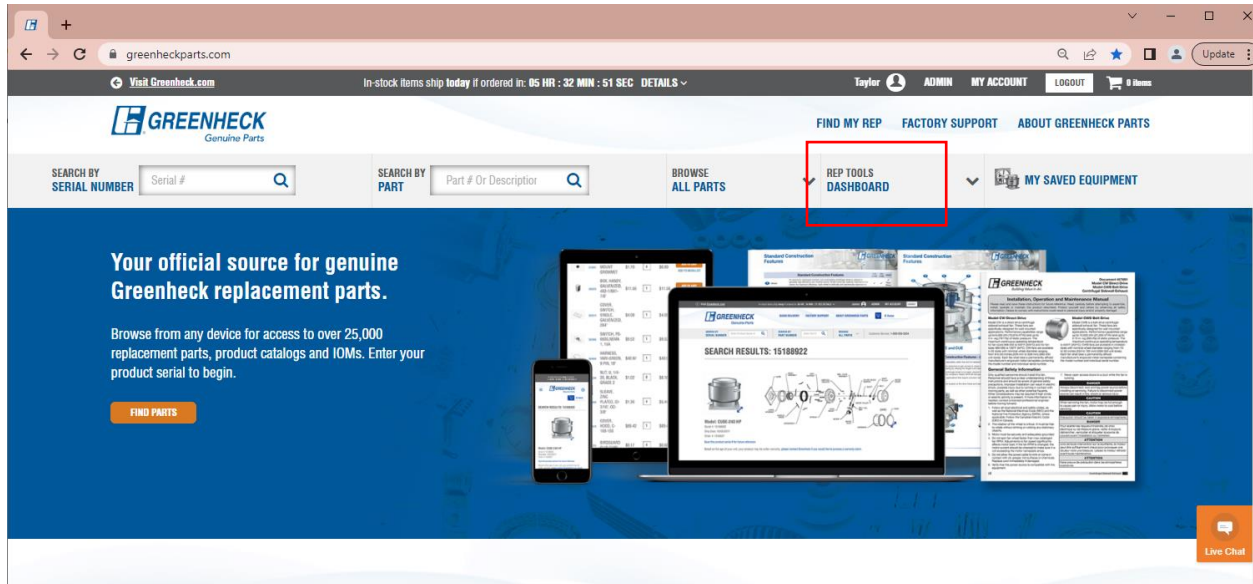


## Entering a Miscellaneous Quote for Reps

1. Go to greenheckparts.com and login / register
2. Click on your Rep Tools Dashboard



3. Find the search tool of the left side of the page. Search for your unit by serial number, production order number or sales order number.

## DASHBOARD

Fullscreen Customize

### SEARCH TOOLS

Serial Number

Part # Or Description

Production Order Number

Sales Order Number

4. Click on "FIND PARTS" for the unit you are needing to submit a miscellaneous quote for.

**GREENHECK**  
Genuine Parts

FIND MY REP    FACTORY SUPPORT    ABOUT GREENHECK PARTS

SEARCH BY SERIAL NUMBER    Serial #    SEARCH BY PART    Part # Or Description    BROWSE ALL PARTS    REP TOOLS DASHBOARD    MY SAVED EQUIPMENT

> Find Parts > Search by Sales Order Number

### SALES ORDER SEARCH RESULTS: 9009047

**ORDER INFORMATION**

Sales Order Number: 9009047    Purchase Order Number: KJ34958LY1    Reference Number: 00761    Job Name: 34958 Door Stop  
 Ship Date: 06/16/2023

**SOLD TO**

Sold to Number: 423    Sold to Name: JORBAN RISCOE LLC    SHIP TO    Ship to Number: -    Ship to Name: -

Showing 1 to 10 of 10 entries  
 Results per page: 10    Email    Print    Download as .xls    Download as .csv

Model #	Description	Mark	Tag	Production Order #	Serial #	
All	All	All	All	All	All	FIND PARTS
EAD-401 47.75X47.75 N SECT	ASM, LV EAD-401/T6784 N-SECT	LVR Base Paint		162446916		FIND PARTS
EAD-401-SHIPLOOSE	EAD-401 SHIPLOOSE	LVR Base Paint		162446918		FIND PARTS
ESD-435 47.75X47.75 N SECT	ASM, LV ESD-435/K6744 N SECTION	LVR CO2 PAINT		162446930		FIND PARTS
ESD-435 47.75X47.75 N SECT	ASM, LV ESD-435/K6744 N SECTION	LVR CO2 PAINT		162497584		FIND PARTS

5. Go to the last or second to last page of the parts list to find the MISC line

**COMPONENT PARTS**

Search: Part Number or Name

Showing 1 to 10 of 26 entries    1 2 3 Next Last  
 Results per page: 10    Email    Print    Download as .xls    Download as .csv

Part #	Part Name	Part Category	Unit Price	Quantity	UOM	Unit Subtotal	Lead Time	
384377	Actuator, AFBUP-S, 24V-240V, Product # 384377	Actuators	\$1,402.82	1	EA	\$1,402.82	In-Stock 6 on hand	ADD TO CART
415455	Spirinlock Nut, Zinc Plated, 1/4-20, Grade 5, Product # 415455	Miscellaneous Damper Parts	\$1.14	1	EA	\$1.14	In-Stock 407 on hand	ADD TO CART
415456	Nut, Spirinlock 5/16-18 Zp, Product # 415456	Nut	\$1.14	1	EA	\$1.14	In-Stock 308 on hand	ADD TO CART
415475	Bolt, Hex, Serrated Flange, Zinc Plated, 1/4-20X1/2, Grade 5, Product # 415475	Bolt	\$1.14	1	EA	\$1.14	In-Stock 326 on hand	ADD TO CART
415934	Nut, Hex #10-24 Zp, Gr2, Product # 415934	Nut	\$1.14	1	EA	\$1.14	In-Stock 1084 on hand	ADD TO CART
417279	Stud, Mtng, Bellimo, 10-24X1.068, Yzp, Antrot, Product # 417279	Actuator Mounting	\$3.94	1	EA	\$3.94	In-Stock 144 on hand	ADD TO CART
451554	Ball Joint Swivel, Zinc Plated, 1/4-20, Product # 451554	Miscellaneous Damper Parts	\$5.63	1	EA	\$5.63	In-Stock 62 on hand	ADD TO CART
451554	Ball Joint Swivel, Zinc Plated, 1/4-20, Product # 451554	Miscellaneous Damper Parts	\$5.63	1	EA	\$5.63	In-Stock 62 on hand	ADD TO CART
451582	Flanged Ball Bearing, 1/2 Inch Inside Diameter, Product # 451582	Bearing	\$32.61	1	EA	\$32.61	In-Stock 23 on hand	ADD TO CART
451582	Flanged Ball Bearing, 1/2 Inch Inside Diameter, Product # 451582	Bearing	\$32.61	1	EA	\$32.61	In-Stock 23 on hand	ADD TO CART

Showing 1 to 10 of 26 entries    1 2 3 Next Last

6. Click on “ADD TO CART” for the miscellaneous line.

COMPONENT PARTS







Search:

Showing 21 to 26 of 26 entries

Results per page:

First Previous 1 2 3

Email Print Download as .xls Download as .csv

Part #	Part Name	Part Category	Unit Price	Quantity	UOM	Unit Subtotal	Lead Time	
 454136	Pin, Dp Pivot/S/Kvs 4.5, Product # 454136	Pin	\$75.32	9	EA	\$677.88	8 Days	<a href="#">ADD TO CART</a>
 593831	Jackshaft, Internal Mount Actuators, 6.5 Inch, VCD, Product # 593831	Jackshafting	\$7.87	1	EA	\$7.87	8 Days	<a href="#">ADD TO CART</a>
 653630	Crankarm, 1/2 Inch Dia, Knurled, FSD/SMD, Product # 653630	Linkage and Linkage Accessories	\$4.49	1	EA	\$4.49	5 Days	<a href="#">ADD TO CART</a>
 810789	Blade Axle Pin Assembly, Delrin, VCD, Product # 810789	Miscellaneous Damper Parts	\$4.63	9	EA	\$41.67	15 Days	<a href="#">ADD TO CART</a>
 813347	Blade Lever, Galvanized, FSD-21-33, Product # 813347	Linkage and Linkage Accessories	\$5.25	9	EA	\$47.25	8 Days	<a href="#">ADD TO CART</a>
 LOUVERMISC	Misc (use comment field)	Business Unit Category Parts	Quote required	1	EA	Quote required	15 Days	<a href="#">ADD TO CART</a>

Showing 21 to 26 of 26 entries

First Previous 1 2 3

7. Enter information under Rep/Customer comments describing what item you are needing quoted and then “ADD TO CART”.

COMPONENT PARTS







Search:

Showing 21 to 26 of 26 entries

Results per page:

First Previous 1 2 3

Email Print Download as .xls Download as .csv

Part #	Part Name	Unit Subtotal	Lead Time	
 454136	Pin, Dp Pivot/S/Kvs 4.5, Prod	\$677.88	8 Days	<a href="#">ADD TO CART</a>
 593831	Jackshaft, Internal Mount Act	\$7.87	8 Days	<a href="#">ADD TO CART</a>
 653630	Crankarm, 1/2 Inch Dia, Knur	\$4.49	5 Days	<a href="#">ADD TO CART</a>
 810789	Blade Axle Pin Assembly, Del	\$41.67	15 Days	<a href="#">ADD TO CART</a>
 813347	Blade Lever, Galvanized, FSD-	\$47.25	8 Days	<a href="#">ADD TO CART</a>
 LOUVERMISC	Misc (use comment field)	Quote required	15 Days	<a href="#">ADD TO CART</a>


Showing 21 to 26 of 26 entries

First Previous 1 2 3

PRODUCT INFORMATION

GREENHECK PART # MISC (USE COMMENT FIELD)

, PRODUCT # MISC (USE COMMENT FIELD)



Price  
Quote Required

Shipping Type: Freight  
Lead Time: 15 Days

Tag


\* Rep/Customer Comments  
Miscellaneous parts will be supplied as close to original configuration as possible. Variations not affecting form, fit or function may occur, e.g. material type, coatings, color, etc.

touch up paint

[ADD TO CART](#)


[Add to Wish List](#)

[Add to Compare List](#)

California Residents -  Prop 65 Warning

8. Navigate to your shopping cart (located in the upper right of the screen) and “SAVE AS QUOTE”

SHOPPING CART

Remove	Product #	Image	Product Name	Lead Time	Shipping	Price	Quantity	Subtotal
<input type="checkbox"/>	LOUVERMISC		, Product # Misc (use comment field) Production Order Number: 162446916 Sales Order Number: 900047 Rep/Customer Comments: touch up paint	15 Days	Freight	Quote required	<input type="text" value="1"/>	Quote required

[UPDATE CART](#) [REMOVE ALL](#)

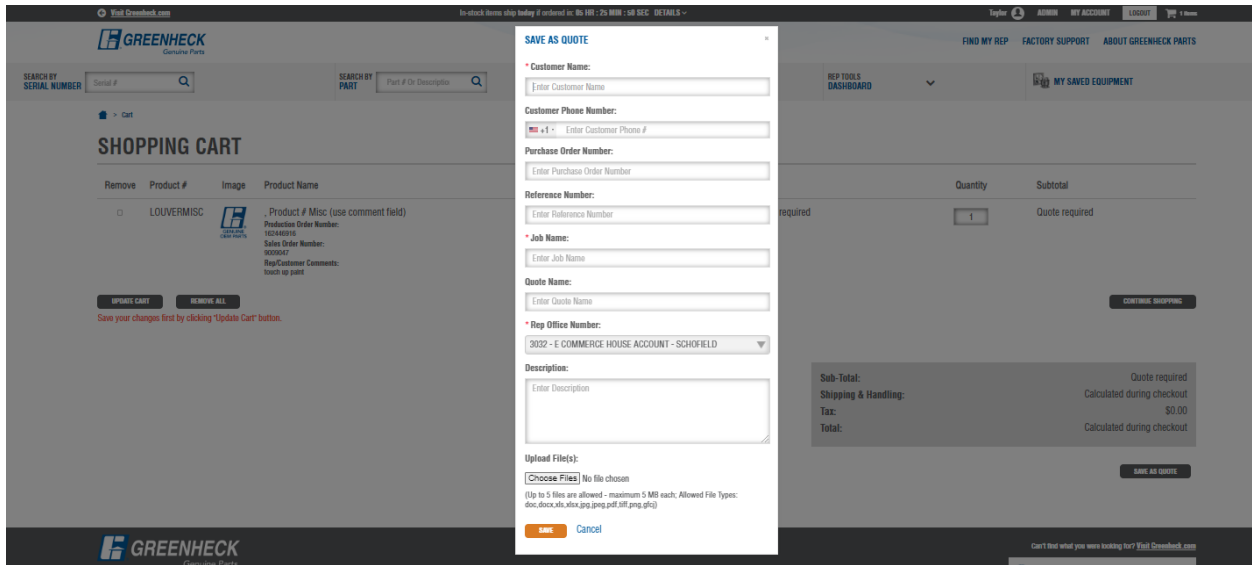
Save your changes first by clicking "Update Cart" button.

[CONTINUE SHOPPING](#)

Sub-Total: Quote required  
Shipping & Handling: Calculated during checkout  
Tax: \$0.00  
Total: Calculated during checkout

[SAVE AS QUOTE](#)

9. Fill out required information and “SAVE”



10. The page will then redirect to show the submitted quote. This is now sent to the product group to work on. You will receive an email when the quote is ready.

NOTE: If your sales order number or serial number is not populating online, you can enter a miscellaneous quote by using generic serial number “1234”



This search will bring you to the below page, where you can select the correct product group from the drop down and then proceed to adding the misc line to the cart.

