## 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.



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

GF	Genulne Parts			FIND MY REP FACTORY SUPPORT	ABOUT GREENHECK PARTS							
SEARCH BY SERIAL NUMBER	al∉ Q	PART Part # Or Description Q	BROWSE ALL PARTS	V REP TOOLS V REP TOOLS	MY SAVED EQUIPMENT							
💼 > Find Pa	rts > Search by Sales Order Number											
SALE	SALES ORDER SEARCH RESULTS: 9009047											
ORDER INF	ORMATION											
Sales Order 9009047	Number:	Purchase Order Number: KJ34958LV1	Reference Number: 00761	Job Name: 34958 Door Stop								
Ship Date: 06/16/2023												
SOLD TO			SHIP TO									
Sold to Num 423	iber:	Sold to Name: Jorban Riscoe LLC	Ship to Number: -	Ship to Name: -								
Showing 1 to 10 of 10 entries												
Showing 1	to 10 of 10 entries											
Showing 1 Results per	to 10 of 10 entries page: 10 🗸			🖂 Email 🔒 Print 🛓 Download as .	xis 🛓 Download as .csv							
Showing 1 Results per	to 10 of 10 entries page: 10 v Model #	Description	Mark Tag Al V All	☑ Email	xis 🕹 Download as .csv							
Showing 1 Results per	to 10 of 10 entries page: 10 v Model # All v EAD-401 47.75X47.75 N SECT	Description All ~ ASM, LV EAD-401/76784 N-SECT	Mark Tag Al All LVR Base Paint	Ernail      Print      Download as     Production Order #     Serial #     All     I62446916	xls 🛓 Download as .csv							
Showing 1 Results per	to 10 of 10 entries page: 10 v Model # All v EAD-401 47.75X47.75 N SECT EAD-401-SHIPLOOSE	Description All ~ ASM, LV EAD-401/T6784 N-SECT EAD-401 SHIPLOOSE	Mark Tag All All LVR Base Paint LVR Base Paint	Email De Print & Download as Production Order # Serial # All All 162446918	XIS 🕹 Download as.csv							
Showing 1 Results per	to 10 of 10 entries page: 10 v Model # EAD-401 47.75X47.75 N SECT EAD-401-SHIPLOOSE ESD-435 47.75X47.75 N SECT	Description AII  ASM, LV EAD-401/T6784 N-SECT  EAD-401 SHIPLOOSE  ASM, LV ESD-435/K6744 N SECTION	Mark Tag All All LVR Base Paint LVR Base Paint LVR CO2 PAINT	Email      Print      Download as	XIS & Download as .csv							

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

COMPONENT P	MPONENT PARTS -									
Search: Part N Showing 1 to 1	lumber or Name O of 26 entries	Q								1 2 3 Next Last
Results per pag	ge: 10 🗸						🖂 Ema	il 🖶 P	rint 🛓 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	٢	In-Stock 6 on hand	ADD TO CART
٥	415455	Spinlock Nut, Zinc Plated, 1/4-20, Grade 5, Product # 415455	Miscellaneous Damper Parts	\$1.14	1	EA	\$1.14	٢	In-Stock 407 on hand	ADD TO CART
8	415456	Nut,Spinlock 5/16-18 Zp, Product # 415456	Nut	\$1.14	1	EA	\$1.14	٢	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	٢	In-Stock 326 on hand	ADD TO CART
	415934	Nut,Hex,#10-24,Zp,Gr2, Product # 415934	Nut	\$1.14	1	EA	\$1.14	٢	In-Stock 1054 on hand	ADD TO CART
1	417279	Stud, Mintg, Bellimo, 10-24X1.068, Yzp, Antirot, Product # 417279	Actuator Mounting	\$3.94	1	EA	\$3.94	٢	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	٢	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	٢	In-Stock 62 on hand	ADD TO CART
٥	451582	Flanged Ball Bearing, 1/2 Inch Inside Diameter, Product # 451582	Bearing	\$32.61	1	EA	\$32.61	٢	In-Stock 23 on hand	ADD TO CART
٥	451582	Flanged Ball Bearing, 1/2 Inch Inside Diameter, Product # 451582	Bearing	\$32.61	1	EA	\$32.61	۲	In-Stock 23 on hand	ADD TO CART
Showing 1 to 1	0 of 26 entries									1 2 3 Next Last

6. Click on "ADD TO CART" for the miscellaneous line.

C	COMPONENT PARTS -									
Se	arch: Part No	umber or Name 🛛 🔍								
St	lowing 21 to 2	26 of 26 entries								First Previous 1 2 3
Re	esults per pag	e: 10 🗸						🖾 Email 🔒 Print	📥 Download as	.xis 🛓 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	ADD TO CART
		593831	Jackshaft, Internal Mount Actuators, 6.5 Inch, VCD, Product # 593831	Jackshafting	\$7.87	1	EA	\$7.87	8 Days	ADD TO CART
		653630	Crankarm, 1/2 Inch Dia, Knurled, FSD SMD, Product # 653630	Linkage and Linkage Accessories	\$4.49	1	EA	\$4.49	5 Days	ADD TO CART
		810789	Blade Axle Pin Assembly, Delrin, VCD, Product # 810789	Miscellaneous Damper Parts	\$4.63	9	EA	\$41.67	15 Days	ADD TO CART
_		813347	Blade Lever, Galvanized, FSD-21-33;, Product # 813347	Linkage and Linkage Accessories	\$5.25	9	EA	\$47.25	8 Days	ADD TO CART
	<u>I</u>	LOUVERMISC	Misc (use comment field)	Business Unit Category Parts	Quote required	1	EA	Quote required	15 Days	ADD TO CART
St	nowing 21 to 2	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 Search: Part I	PARTS lumber or Name Q								
Showing 21 to	26 of 26 entries		GREENHECK PART # MISC (I	USE COMMENT FIELD)			x	int 🖡 Download :	First Previous 1 2 3
nesuits per pa	Dent in	Deat Name	, PRODUCT # MISC	(USE COMMENT FIE	LD)			I and Time	IS .XIS 📾 DOWINDED as .CSV
Œ	454136	Pin, Dp Pivot/S/Kvs 4.5, Prod		Price Quote Required Tag	Shipping Type: Lead Time:	Freight 15 Days	\$677.88	8 Days	ADD TO CART
	593831	Jackshaft, Internal Mount Acti		* Rep/Customer Comments			\$7.87	8 Days	ADD TO CART
₫	653630	Crankarm, 1/2 Inch Dia, Knurl	GENUINE OEM PARTS	Miscellaneous parts will be supplied a close to original configuration as possibl Variations not affecting form, fit or functi may occur, e.g. material type, coatings, c	s a. olor,		\$4.49	5 Days	ADD TO CART
	810789	Blade Axle Pin Assembly, Delr		etc.			\$41.67	15 Days	ADD TO CART
₫	813347	Blade Lever, Galvanized, FSD-		<i>h</i>			\$47.25	8 Days	ADD TO CART
	LOUVERMISC	Misc (use comment field)		1 ADD TO CART			Quote required	15 Days	ADD TO CART
Showing 21 to	26 of 26 entries			☐ Add to Wish List Add to Compare List					First Previous 1 2 3
PRODUCT INF	ORMATION								-
			California Residents - Å Prop 65 W	Varning					

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
UPDATE CA	LOUVERMISC		. Product # Misc (use comment field) Products drok insten: Salar Gork Insten: Salar Gork Insten: Salar Gork Insten: Registration Comment: Insten point	15 Days	Freight	Quote required		1	Quote required
save your en	nges tirst oy circong	"Updato Cart	GUNA.				Sub-Total: Shipping & Handling: Tax: Total:		Quote required Calculated during checkout \$0.00 Calculated during checkout
									SAVE AS QUOTE

9. Fill out required information and "SAVE"

O Visit Greenbeck.com	In-stock items shi	p today if ordered in: 05 HR : 25 MIN : 50 SEC DETAILS ~		Taylor 🧲	ADMIN MY ACCOUNT LOCOUT 🎘 1 mm
		SAVE AS QUOTE *		FIND MY REP	FACTORY SUPPORT ABOUT GREENHECK PARTS
SEARCH BY SERIAL NUMBER Serial # Q	SEARCH BY Part # Or Description Q	Customer Name:     Enter Customer Name	REP TOOLS DASHBOARD		R MY SAVED EQUIPMENT
● > ort SHOPPING CART		Customer Phone Number: III +1 - Enter Customer Phone # Purchase Order Number:			
Remove Product # Image	Product Name	Enter Purchase Order Number Reference Number:		Quantity	Subtotal
	, Product # Misc (use comment field) Production Order Number: 162240916	Enter Reference Number	required	1	Quote required
	Sales Order Number: 9009047 RepCostomer Comments: Invertion mater	Enter Job Name			
UPDATE CART REMOVE ALL	over al faur	Quote Name: Enter Quote Name			CONTINUE SHOPPING
Save your changes first by clicking 'Update Ca	art" button.	Rep Office Number:      2022 - E COMMERCE HOUSE ACCOUNT - SCHOEFELD			
		Description	Sub-Total: Shipping & Handling: Tax: Total:		Quote required Calculated during checkout \$3.00 Galculated during checkout
		Uplead File(s): [Choose Files] No file chosen (Up to 5 files are allowed - maximum 5 MB each; Allowed File Types: doc.docx.ds.xlsx.jeg.jeeg.pdf.tift.png.gfc)			SAVE AS QUOTE
		Cancel			Can't find what you were looking for? <u>Visit Creenback care</u>

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"

GREENHECK	
SEARCH BY Serial Number 1234 Q	SEARCH BY PART Part # Or Description Q

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.

SEARCH BY SERIAL NUMBER	SEARCH BY PART Part # Or Description Q	BROWS
Find Parts > Search by Sertal Number		
SEARCH BY SERIAL NUMBE	R	
Enter the serial number from your Greenheck product to view	all associated genuine Greenheck parts.	
Serial Number		
1234		
Is the Serial Number you are entering for a product built PRIOR to Feb of	1997? Please verify the number you are entering is correct or call the factory.	
SEARCH		
Select		V