

ORDER MANAGEMENT QUICK REFERENCE GUIDE

INTERIM WOW TOOL & DEAL
LOOKUP



GILBARCO
VEEDER-ROOT

P-2553

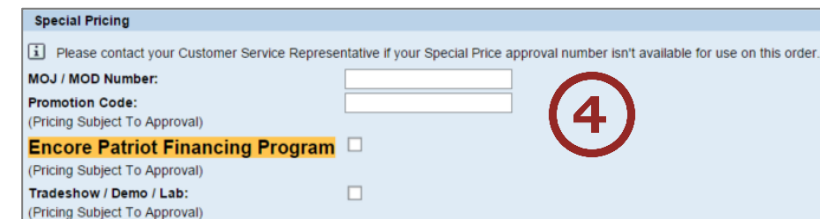
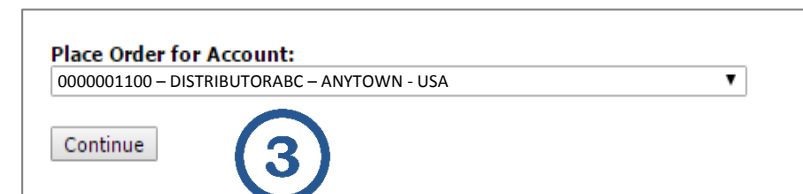
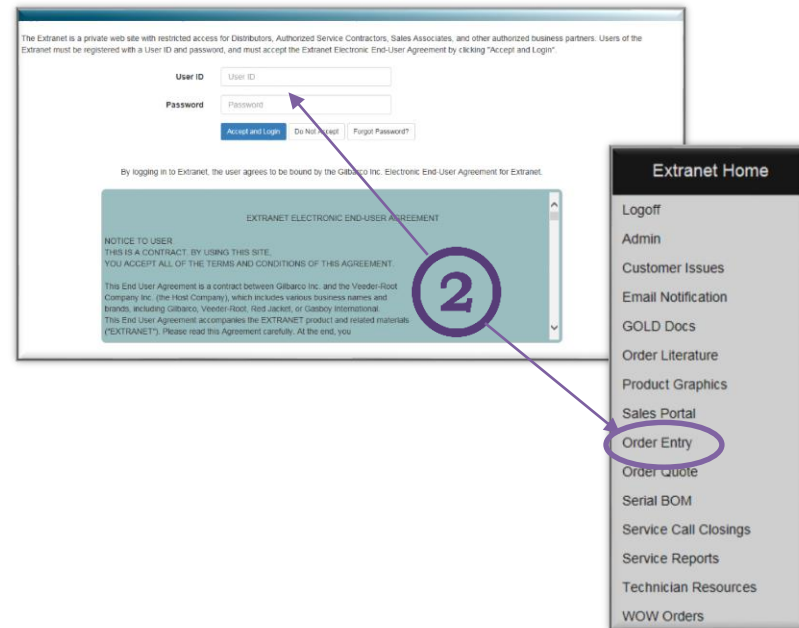
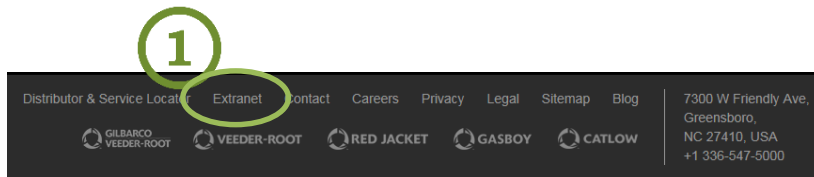
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LOG ON

- 1) Access Extranet from our website www.gilbarco.com ①
- 2) Log on and select Order Entry from menu ②.
- 3) Identify End Customer Account for this purchase order ③.

COMPLETE A CONFIGURED ORDER

- Complete the configuration process in WOW as before.
- Any options not available to select will need to be highlighted/described in the comments section.
- You can apply approved Deviation Numbers and active Promo Codes.
 - If approved prior to January 1st, 2018, enter in WOW special pricing fields ④.
 - If after January 1st, 2018, enter in comments.
- End Customer Information should be populated in the Customer info section. If not, please provide End Customer Account information in the comments.
- An Order Confirmation PDF will still be generated.

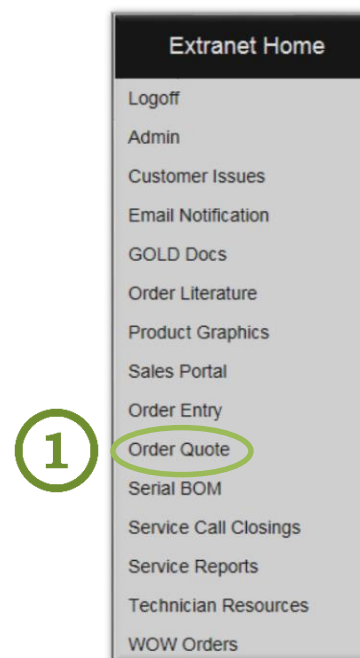


COMPLETE A QUOTE/REQUEST SPECIAL

PRICING

- To begin a quote, select Order Quote from the Extranet Menu **①**.
- Request Special Pricing as before.
 - a. *Configure items on quote.*
 - b. *Select Request Special Price button on order summary page* **②**.
 - c. *Complete the forms with all applicable information.*

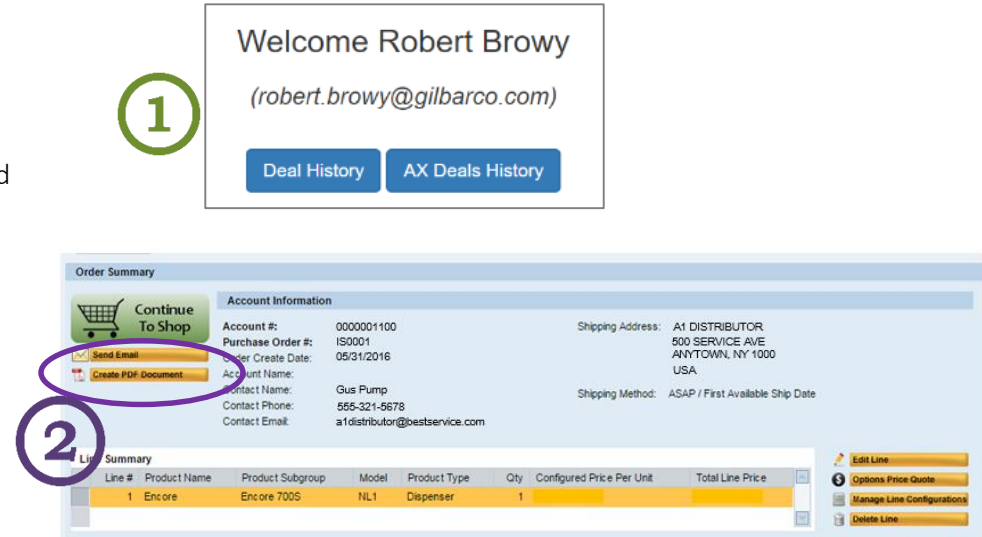
NOTE: Approval times for deviations are longer than usual during the system transition period. See DOW section on next page for more information on determining the status of your deal request.
- You will be alerted by Email of the Deal Approval. We are no longer approving through WOW, so quote will remain locked.
 - a. *Open the Quote to edit*
 - b. *Clone it using button on summary page*
 - c. *Enter Deal # in Comments*
 - d. *Option to convert to a Sales Order will be made available on new quote summary page*



WORK WITH YOUR CSR

- As before, your CSR will contact you with any clarification questions about your order. The faster you return information to them, the faster your order will be processed and made available for production.

- Deal Dashboard is accessed from the 2 blue buttons on your Extranet Home Page ①.
- For Deals submitted & approved prior to January 1st, 2018, read only details are available by pressing the Deal History button.
- For Deals submitted & approved, from WOW, after January 1st, 2018, read only details are available by pressing the AX Deals History button. These deal numbers can be applied to orders entered in WOW now, by listing info in notes.
- If the Deal is not listed, then it has not been approved. You cannot see pending deals at this time.



- A PDF of your order summary will be available to email/save/review before submitting your order ②.
- You will ALWAYS be asked to confirm the accuracy of your configured order, by email, before the order is released for production.
 - Order Confirmation will be attached to the email ③.
 - Review this document. To prevent delays in delivery and costly errors, please make this step a priority.
 - Use the links in the email to either [Approve](#) or [Reject](#) this document.
 - If you click [Reject](#), your CSR will receive notification and will contact you to resolve any issues with the order.
 - You MUST Approve a confirmation email before your configured items will be released to production.

