

How to accept a Proposal and Place Orders

Once your proposal is successful, select **create order**, then **ok**
 This will accept the version you are in and generate the order

Create Client Proposal

Job Location: 1 Newb Street Newbie
 Contact Person: Mrs Newbie Newb
 Supplier: N/A
 Customer Reference: test
 Options: test

Room	Qty	Retail (inc GST)	Discount	Total Retail (inc GST)
Ballroom				
W1 - Blind V2	1.00	\$184.30	\$0.00	\$184.30
w3 - Curtain and Track	1.00	\$655.98	\$0.00	\$655.98
w3 - Curtain and Track	1.00	\$781.47	\$0.00	\$781.47
Installation	1.00	\$491.58	\$0.00	\$491.58
TOTAL		\$2,113.33	\$0.00	\$2,113.33

Proposal Tools: Installation, What If, Rollback, View Margin Report, View XML, View Client Proposal

Summary: Gross Retail \$ 2,113.33, Discount \$ -105.67, Total Retail \$ 2,007.66

Buttons: Cancel, Save, **Create Order**

You can change the delivery date, delivery address and the Reference to suit you
 Clicking on the magnify glass allows you to view the order for that item

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Order Confirmation

This proposal will produce the following orders:

Send	Save	Supplier	Type	Nett	Delivery Date	Reference	Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	James Dunlop Textiles	Fabric	\$228.75	30/06/15	test	Jeremy JD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCP New Zealand Ltd	MTM Blind	\$105.05	14/07/15	test	Demonstration Account Only Christchurch New Zealand
<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCP New Zealand Ltd	MTM Track	\$87.86	03/07/15	test	Demonstration Account Only Christchurch New Zealand

Workroom Instructions | Fitting Instructions | Order Non Licensee Fabrics | Send/Save

Warning! Freight, packaging, and/or handling charges maybe applied as directed by each suppliers terms and conditions

Clicking on **Workroom instructions** allows you to view the instructions and print them off or fax them etc.
 This is the same for the fitting instructions

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Workroom Instructions Fitting Instructions Order Non Licensee Fabrics Send/Save

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In this window you can then select collection options

Windowizard - Workroom Instructions: test

Store Details Demonstration Account Only Christchurch New Zealand	Customer Address Mrs Newbie Newb 1 Newb Street Newbie	Collection Options <input type="checkbox"/> Deliver to Shop <input type="checkbox"/> To be Collected <input type="checkbox"/> Fitting & Hanging
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Tran Ref	Date	Sales Person
test	30 June 2015	andreim

Room/Window	Treatment	Fabric		Lining		Header Description	Tape	Header Size	Hook Position	Fullness	No. of Curtains	Making Instructions	Curtain Width	Finished Length	Drops Ordered	Cut Length Ordered
		Supplier	Description/Colour	Supplier	Description/Colour											
Ballroom - w3	Curtain and Track	James Dunlop Textiles	CHICANE BRONZE PR 310	-	-	Pencil Pleat 1 Unlined	concord		Middle	2.00	1	10 mm Above	2500 mm	1600 mm	4	1860 mm
Ballroom - w3	Curtain and Track	basford brands	Bloomsbury Tangelo PR 640	-	-	Pencil Pleat 1 Unlined	concord		Middle	1.904	1	10 mm Above	2500 mm	1600 mm	4	1920 mm
Room/Window	Treatment	Fabric Supplier	Fabric Description/Colour	Lining Supplier	Lining Description/Colour	Header Description	Tape	Header Size	Hook Position	Fullness	No. of Curtains	Making Instructions	Curtain Width	Finished Length	Drops Ordered	Cut Length Ordered

To proceed click **Send/Save**

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	MCP New Zealand Ltd	MTM Track	\$87.86	14/07/15	test	Demonstration Account Only Christchurch New Zealand

Workroom Instructions Fitting Instructions Order Non Licensee Fabrics **Send/Save**

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Then click **Ok**

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Home My Account Products **Orders**

Order Confirmation

Thank you for submitting your order to Windowizard.

Supplier	Proposal	Order	Date	Lines	Amount	Status	
MCP	test	test	30-Jun-2015	2	\$101.04	Sent	OK 30 Tue Jun 15, 03:59p.m.
MCP	test	test	30-Jun-2015	1	\$120.81	Sent	OK 30 Tue Jun 15, 03:59p.m.
JDT	test	test	30-Jun-2015	1	\$263.06	Sent	OK 30 Tue Jun 15, 03:59p.m.

Ok

These orders can then be viewed under **Saved Orders**

Home My Account Products **Orders**

My Orders & Proposals

Client Proposal

Place Orders

- Order
- MTM Track Order
- MTM Blind Order

Edit

- Saved Orders
- Saved Proposals
- Order Templates

Freight

- Freight Tracker

My Orders & Proposals

MCP New Zealand Ltd Orders

Sent Orders	119	
Saved Orders	433	
Order Templates	9	View

Windowizard Proposals

Saved Proposals	193	
Previous Proposals	568	
Sent Orders Queue	0	