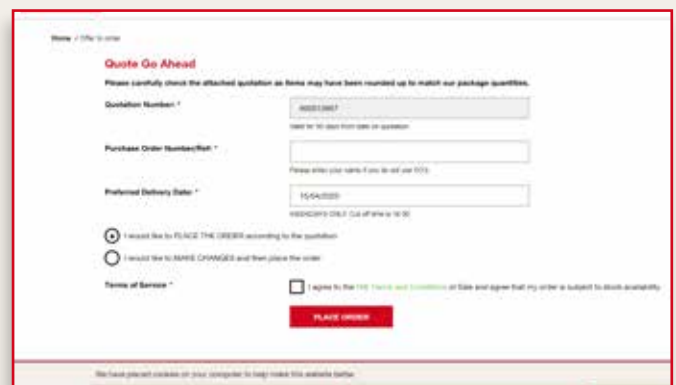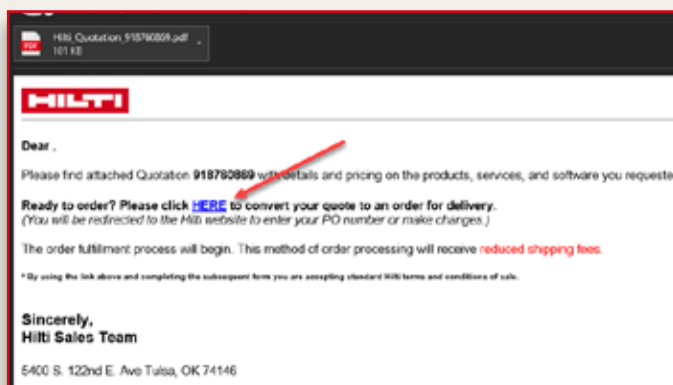# HOW TO CONVERT YOUR QUOTE

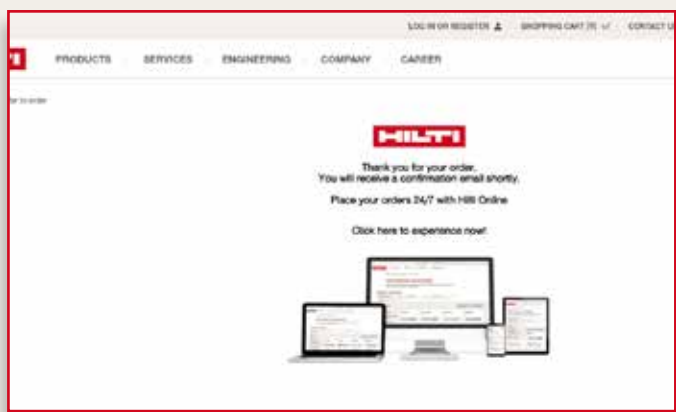## How to use the Intelligent Quote Conversion Solution

The Intelligent Quote Conversion solution is a process where you are provided with the ability to perform quote conversions independently, without the need of sending an email or picking up the phone.

1. Upon receiving your quotation email, click on the "Click Here" hyperlink to be redirected to HOL and complete the conversion.

2. A new page will open with the "Quote Go Ahead" form generated and your Quotation Number prepopulated

3. Complete the required fields marked with an asterisk (Purchase Order Number/Ref and Preferred Delivery Date) and check the "I would like to PLACE THE ORDER according to the quotation" if you would like to convert the quotation as is

4. Click "Place Order" and your order has now been placed! You will receive an emailed order confirmation shortly

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www.hilti.co.za

To make changes to your quotation before converting

1. After clicking the link in your quotation email, complete the required fields marked with an asterisk (Purchase Order Number/Ref and Preferred Delivery Date) and check the "I would like to MAKE CHANGES and then place the order" checkbox

2. After selecting the checkbox, you will have the option of correcting an incorrect delivery address, or highlighting incorrect items or quantities in your quotation

3a. If the delivery address is incorrect, check the "No" button and enter the correct delivery address

3b. If the quotation contains incorrect items and/or quantities, check the "No" button following the "Are the items and quantities correct?" option. You will then be able to enter any specific changes that you would like us to make to your quotation

4. Once you have specified the changes that you would like us to make, check the "Terms of Service" checkbox and click "Place Order". A Hilti Customer Service agent will then review your request and update your quotation as necessary.

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