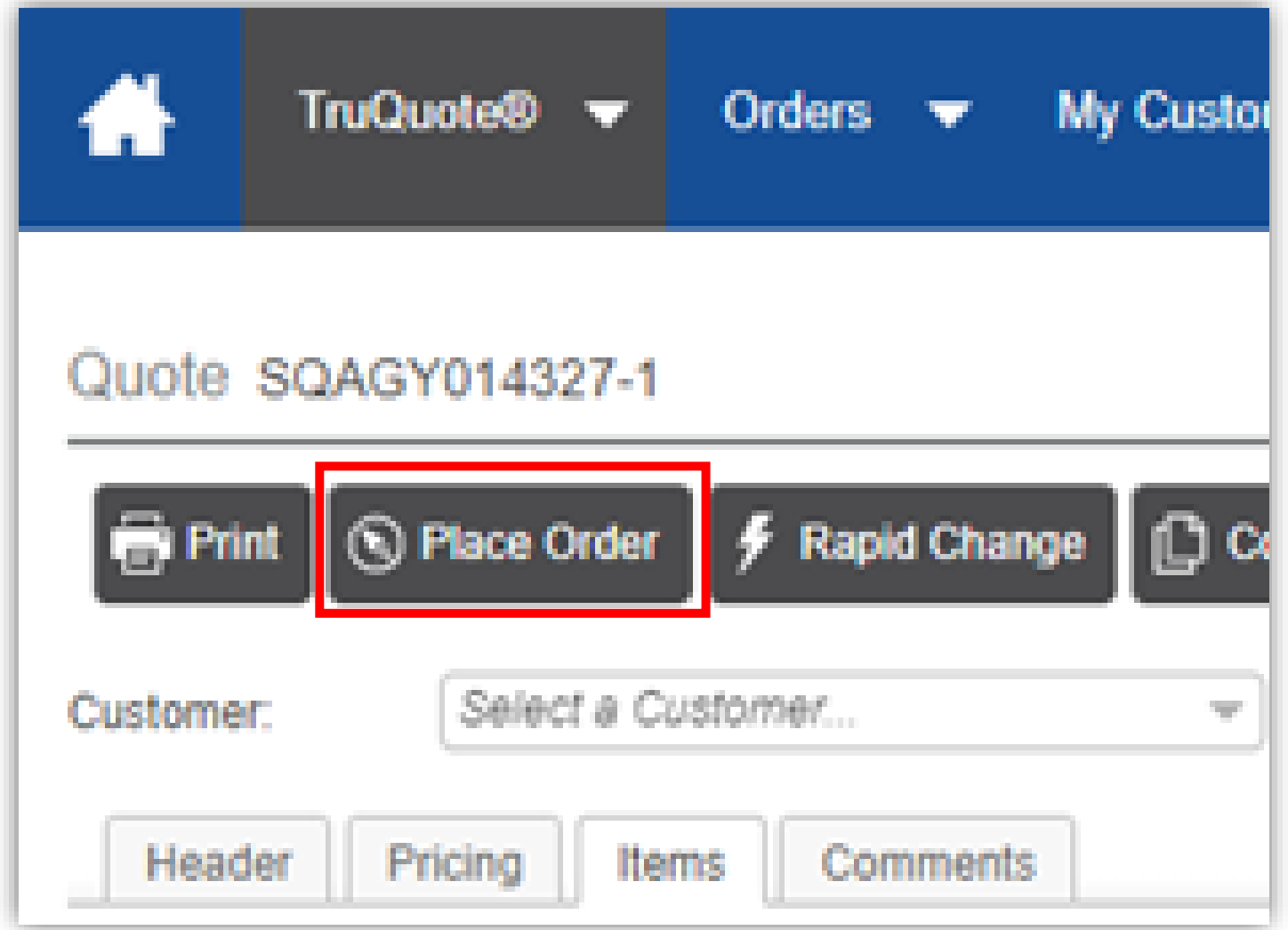




TruQuote® Guided Order Placement Tutorial

Placing TruStile Orders with Electronic Signoff Sheets

- When you are ready to place your order, simply click “Place Order” as you would normally do.
- You will now be routed to the revamped order placement process



The screenshot displays the TruQuote web application interface. At the top, there is a navigation bar with a home icon, the 'TruQuote®' logo, and links for 'Orders' and 'My Customer'. Below the navigation bar, the main content area shows a quote titled 'Quote SQAGY014327-1'. Underneath the quote title, there is a row of four buttons: 'Print', 'Place Order', 'Rapid Change', and 'Cancel'. The 'Place Order' button is highlighted with a red rectangular border. Below the buttons, there is a 'Customer:' label followed by a dropdown menu with the text 'Select a Customer...'. At the bottom of the interface, there is a tabbed navigation bar with four tabs: 'Header', 'Pricing', 'Items', and 'Comments'.

Validations and Order Audit

The next screen you'll see includes the following items:

1. Error level messages in red require action before placing the order
2. Warning level messages in yellow are designed to highlight items you may need to address, but do not prevent order placement
3. All orders require a PO before proceeding
4. Finally, you'll see the order audit screen. This spells out lead times by line-item grouping as well as line by line audit information. You can scroll down to validate the entire order.

Order Placement

The following issues were detected with this quote

The handing of line(s) 2 is set to "Unknown Handing." Please choose a handing before proceeding.

Line 2 has a jamb, but no bevel has been selected. Please check to make sure this is desired.

An error, highlighted in red above, was detected with this quote. It must be corrected before you can place this order.

[Return to Quote/Order](#)

[Continue Order](#)

100%

SQAGY014327-1 - Audit 3/31/2023 4:38:55 PM

Lead Times

By default, your quote will receive the longest lead time displayed in the grid below. If multiple lead times are displayed, you can split the lines with the shortest lead time onto a separate quote/order to achieve the shorter lead time displayed for those lines. The lead times displayed are currently available based on quantities and available capacity and can change up until your order is placed.

Line #s	Lead Times
1	1 - 2 Weeks
2	4 - 5 Weeks

Line #	Label	Opening	Door Style	Species	Jamb Species	Door Dimensions										Parts								
						Width	Height	Door Thickness	Sticking	Panel	Jamb Width	Door Swing	Jamb Stop	Jamb Strike Prep	Jamb Edge Prep	Door Edge Prep	Hinge Finish	Left Side	Right Side	Top				
1	Slab-Single		TMIR1001	MDF		30	80	1 - 3/4	14Kerf															
2	Swing-Single		TS1000	LVL	Mahogany	29 - 13/16	80	1 - 3/4	SS	C	4 - 9/16	Unknown Handing	Applied (OG)	None	Radius		Stainless Steel Look	5	5	4 -				

Validations and Order Audit

- Once you've cleared any error level messages and you are ready to place your order, enter your PO and click "Continue Order" on the right side of the screen to proceed to your signoff sheet acknowledgement.

Order Placement

Order Audit

The following issues were detected with this quote

!

Line 2 has a jamb, but no bevel has been selected. Please check to make sure this is desired.

Enter a PO Number to **Continue** or **Return to Quote/Order**

< Return to Quote/Order

PO Number:

Continue Order >

Signoff Sheets

- If your order contains any of the signoff sheets required by TruStile, this section will walk you through the acknowledgement process. After you've scrolled down to view the full signoff sheet, you'll place your initials in the box below to indicate that you've read and agree to the terms and conditions for the signoff sheet(s).

Order Placement

Sign-Off Required: Line 2

PO Number: 1483-WR

Sign-off sheet 3/3

The following sign-offs are required for this order. Please sign your initials and agree to continue.

By placing my initials on this screen, I am affirming that I have read this form and agree to the terms and conditions. [Click here](#) to download a printable version of this form.

< Back Sign and Place Order >

TRUSTILE
A MARVIN BRAND

Sign Off Sheet (And Shipment Info)
TruStile Concealed Hinges



Dear TruStile Dealer,
When ordering TruStile Doors that include Simonswerk Tectus Concealed Hinges, the concealed hinges will dropship separately from the doors and knock-down jambs. Due to the high value of each concealed hinge, TruStile requires that Dealers sign off on this sheet for each TruStile Door order that contains concealed hinges. We require that Dealers designate a representative who will take receipt of these hinges by providing the shipping information for that person below. The person receiving these hinges will be responsible for receiving, storing and delivering them to the end-user for installation when needed. We also encourage that these important requirements be communicated to your customers.

Thank you for your cooperation

TruStile Customer Sign off and Concealed Hinge Shipment Information:
I have read and acknowledge TruStile's Concealed Hinge handling and installation requirements and will make my customer aware of these requirements to maintain warranty coverage.


Concealed Hardware

1. If your order contains concealed hardware, one of the signoff sheets you will acknowledge is related to concealed hardware.
2. TruStile recommends delivery of these items directly to a person not located on the jobsite to ensure proper handling until the hardware is ready for install. You'll be prompted to place that information in the box displayed to the right. Once you've entered the information, click "SAVE".

 **Address Required** 

This order contains concealed hardware, please let us know where you would like this delivered on the following screen.

OK

Concealed Hardware – Shipping Contact 

Please provide the name and address for the person who will be responsible for receiving, storing, and handling concealed hinges through the completion of the installation process:

Name:

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

Country:

SAVE

Order Acknowledgements Include Digital Sign-off Sheets

- You will no longer need to separately store your signoff forms associated with an order. They are within your acknowledgement, right between the order lines and the drawings.

TRÜSTILE[®]
A MARVIN  BRAND

Sign Off Sheet TMIR Series Doors That Are PreHung by TruStile Dealers

TruStile strongly recommends that all TMIR series doors going into swinging application be factory prehung by TruStile. The reason for this is that hinge mortise pockets should be coordinated not to intersect with the Kerfs or metal inlays on this particular door style. In addition, all TMIR doors going into swinging applications must be factory beveled prior to the kerf or metal inlays being applied to the door.

If a Dealer strongly prefers to pre-hang a TMIR door themselves, the doors must be factory beveled by TruStile and TruStile requires a Dealer sign off acknowledging the following important disclaimers:

- Dealer acknowledges that they must coordinate hinge mortising so that it does not intersect with a kerf or metal inlay on the door. This will more than likely require the Dealer to change their standard hinge placements on the TMIR door. TruStile recommends that hinge mortises get no closer than 3/8" from a kerf or metal inlay.
- TruStile will not be responsible for any chip/tear-out along the edge of a door or along a kerf or metal inlay that is caused by any machining performed by the Dealer. Doors damaged in this manner will not be covered under warranty and will need to be repaired or replaced at the Dealer's cost.

TruStile Customer Sign off:

I have read the above disclaimers and will take full responsibility for any damage that may result from machining a TMIR door in my facility. I have also communicated these important points to my door shop manager.

za

Customer Initials

04/03/2023

Date

1000109

TruStile Order #

Mark test to be

Dealer PO #