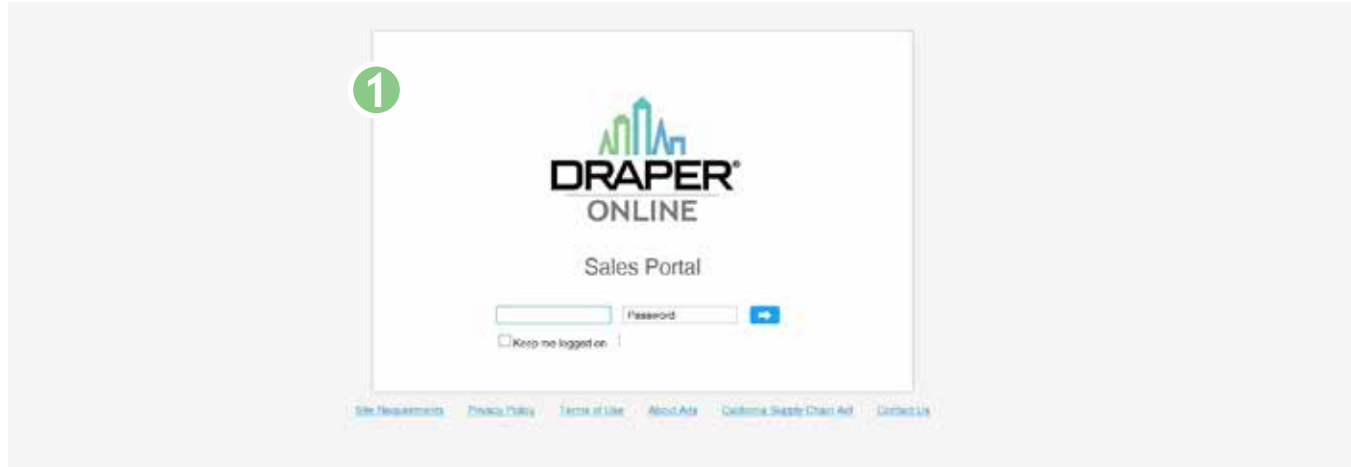


Quoting and Ordering System—Logging In



LOGIN WINDOW

- Introducing Draper Online. You now have access to the Draper quoting and ordering system at draperonline.com.

- 1 Request access from your Draper sales representative here:

<https://www.draperinc.com/draperonline/requestaccess.aspx>

Once you receive your user name and password, you can start quoting and ordering Draper shades on your own Benefits include instant pricing, discounted prices, and faster lead times.

Please note that once an order is placed, there can be no changes or special comments made to the order. The order would need to be cancelled and a new order submitted with the changes.

DRAPERONLINE

INSTRUCTIONS AND OVERVIEW

Navigating the Dashboard

The screenshot shows the DraperOnline Sales Portal interface. A green box highlights the top navigation bar with three icons: a clipboard (1), a green leaf (2), and a purple '10' (3). Below this, the 'Quotes Search' section features a 'New Quote' button (2). The main area is a table of quotes with columns: Customer, Name, PO#, ID, Last Modified By, Modified on, and Status. The table lists several quotes, including 'Seedling', 'test', 'TEST', and 'Intelliflex Test'. A green circle (3) highlights the 'New Quote' button.

Customer	Name	PO#	ID	Last Modified By	Modified on	Status
	Seedling	Quote only	80DNVA000425-1	Tuner, Dan	8/30/2018	Open
	test		80DNVA000416-1	Tuner, Dan	8/30/2018	Open
			80DNVA000427-1	Tuner, Dan	8/30/2018	Open
	TEST		80DNVA000381-1	Tuner, Dan	8/30/2018	Open
		nil	80DNVA000406-1	Tuner, Dan	8/30/2018	Open
			80DNVA000409-1	Tuner, Dan	8/30/2018	Open
			80DNVA000411-1	Tuner, Dan	8/30/2018	Open
			80DNVA000418-1	Tuner, Dan	8/30/2018	Open
			80DNVA000426-1	Whodas, Ross	8/16/2018	Open
	Intelliflex Test		80DNVA000403-1	Carl, Kevin	8/4/2018	Open
	Blinds Side 2		80DNVA000423-1	Starns, Chris	5/21/2018	Open
	The Blinds Side 1		80DNVA000421-1	Starns, Chris	5/21/2018	Open
			80DNVA000419-1	Freder, David	5/20/2018	Open
			80DNVA000405-1	User: DRAPER TEST DEALER	2/16/2018	Open
	Test control		80DNVA000404-1	Carl, Kevin	2/16/2018	Open

DASHBOARD and QUOTE WINDOW

■ When you first log in, you will see the “Dashboard”.

1 There will be no quotes the first time you log on. As you create multiple quotes over time, you can use the dashboard filters to search for a quote you’ve already created.

2 Click on the New Quote button to get started!

3 If there are multiple users on your account, all their quotes will be visible as well.

Header Tab-Quote Information and Address Information

The screenshot shows the 'Header' tab of the Draper Online interface. It contains two main sections: 'Quote Information' and 'Address Information'.
 - **Quote Information:** Includes fields for 'P.O. Number' (highlighted with a green circle 2), 'Quote Status' (set to 'Open'), 'Created by', 'Last Modified by', and 'Quote expires'.
 - **Address Information:** Divided into 'Bill-to' and 'Ship-to' sections. The 'Ship-to' section has a 'Ship-to' dropdown (highlighted with a green circle 3) set to 'One-time Ship-to', and address fields for 'Address 1', 'Address 2', 'Address 3', and 'City'.
 - **Top Bar:** Includes a 'Quote Name' field (highlighted with a green circle 1) and a 'Version' dropdown.

NEW QUOTE WINDOW

- Address autofills with info in Draper system. Make sure *all* fields needed are complete on the header tab. Drop-ship requires extra steps for delivery to a different address.

- 1 The “Quote Name:” field is required. Please fill in with the name of the project you are quoting.

Use the “Version:” drop down to create multiple quotes for the same Job Name.

- 2 The “P.O. Number:” field is the second required field. Please fill in with whatever you wish to use for your reference.

- 3 **IF you are drop shipping the order,** click on the “Ship-to:” drop down and select One-time-ship-to and fill in the address where you want to ship the order. Contact name and number at the delivery location will need to be added before order is placed. If this field is not changed, the order will be shipped to your “Bill-to:” address.

INSTRUCTIONS AND OVERVIEW

ITEM SELECTION WINDOW

- There are several products currently available to quote and order. See page fourteen for a listing of products and their corresponding Product Name Codes.

- 1 Use the dropdown menu to find the product or type the Product Name Code in the box. SHORTCUT: Entering a few select letters of the product name code will bring up the product. EX. Type CLN for our Clutch FlexShade.
- 2 Use the Room/Location area to label each line of your quote with room numbers or names. This allows for easier unpacking of your order at the job site, as we will display this information on our package label.

The screenshot displays the DraperOnline configuration interface. At the top, there's a header with 'Items: Selection' and a search bar. Below this, a table lists items with columns for 'Item', 'Quantity', 'Price', 'Description', 'On Configuration', and 'Item Location'. The first item is 'FLEXSHADE GUY (Club Pleated)' with a quantity of 1 and a price of \$0.00. To the right of the table, there are several configuration options for the selected item, including 'Shade Width', 'Shade Height', 'Measurement Type', 'Fabric Series', 'Fabric Color', 'Operable Location', 'Curtain Color', 'Hardware Type', 'Hardware Color', 'End Cap Color', 'Large Hardware', 'Chain Type', 'Chain Length/Weight', 'Chain Section Length', 'Standard Head Down', 'Side Channel Option', 'Recessed Head', 'Railhead Fabric', 'Color Fabric Window', 'Star', 'Star Color', 'Star Cap Color', 'Item Can Hold Down Clip', 'Item Can Hold Down Clip Color', 'Lining Bracket', and 'Recessed Head'. A 'Select Options' button is located at the bottom left of the configuration area. A green box highlights the 'Select Options' button, and a green circle with the number 3 is next to it. Another green circle with the number 2 is next to the 'Star' option, and a green circle with the number 1 is next to the 'Shade Width' option.

ADDING DETAILS TO THE ITEMS WINDOW

- Fill in all details relating to your selected product.

1 Fill in the details of the shade you want to add. Once all the details are filled in—

2 Click the lock icon on any features you wish to apply to future line items. This allows rapid entry of multiple line items that may share features such as fabric or hardware choice.

3 “Clicking the Select Options” button will allow you to explore more in depth the product you have selected.

If you are satisfied with the details you have provided, clicking the ADD button at the bottom of the window will add the line item to your quote.

The screenshot shows the DraperOnline interface. A green box highlights the 'Expand All' button in the 'Quote Lines' section, labeled with a green circle and the number 1. A green arrow points from this button to the 'Line Details' window, labeled with a green circle and the number 2. The 'Line Details' window shows a table with columns for Line, Mount, Location, Item, LTR, and UTR. A blue 'Copy' button is highlighted in the window, labeled with a green circle and the number 3. The interface also includes various configuration options for hardware, fabric, and measurement types.

ITEM SELECTION WINDOW, EXPAND FOR DETAILS

- When the items are added onto your quote, there are no details displayed in standard view.

- 1 Click the “Expand All” tab to see the details for each line item listed so far on the quote.
- 2 When new items are added, the details for those new items will not be in view. Keep adding new items the same way. Continue to click Expand All to view details if needed.
- 3 Use the blue “Copy” button to create a duplicate of a specific line. This allows for quick data entry when only one feature needs to be changed from one line to the next.

INSTRUCTIONS AND OVERVIEW

The screenshot shows the Draper Online System Portal interface. At the top, there's a navigation bar with 'Home', 'Quote', 'Order', 'My Items', and 'Account Information'. Below this, the 'Quote' tab is active, and a red circle with the number '1' highlights the 'Rapid Change' button in the top toolbar. The main area displays a 'Quote Evolution' section with various configuration options for a 'FLEXSHADE CLN RCHGR FINISHING' item. The 'Rapid Change' button is located in the top left of the configuration area. The bottom of the screen shows a 'Quote Lines' section with 'Validate All' and 'Expand All' buttons, and a 'Total Price' of 140.00.

TO MAKE CHANGES

- Making changes to multiple line items at once is quick and easy.

- 1 Click on the Rapid Change button.

Rapid Change

☐ Exit Rapid Change

3

Rapid Change

1

Filter By:

Rapid Change Items

☒ Select All Lines
☐ Unselect All Lines

Line	Room/Location	Item	Qty	UOM	Price	Total
1		FLEXSHADE CLN (Clutch Flexshade)	1	PC	69.39	69.39
		Clutch Flexshade				Line Details
☒ Apply Options						
4		FLEXSHADE MO (Motorized Flexshade)	1	PC	420.52	420.52
		Motorized Flexshade				Line Details
☒ Apply Options						
6		FLEXSHADE XDN (Clutch Flexshade XD)	1	PC	137.06	137.06
		Clutch Flexshade XD				Line Details

2

☒ Apply Options

ITEM SELECTION WINDOW, EXPAND FOR DETAILS

- Applying changes is easy, then return to your quote.

- 1 Click on the “Filter By:” drop down menu to select the product you want to change.
As you make a change, only options with a checkmark will change.
- 2 When ready, click the Apply Options button and all selected products will change.
- 3 Click on Exit Rapid Change to return to the dashboard.

INSTRUCTIONS AND OVERVIEW

The screenshot shows the Draper Online interface. On the left, a sidebar contains navigation links: Home, Quote, Print, and a 'Print' button. The main area is divided into two sections. The top section, labeled 'Print', contains a 'Print' button and a 'Cancel' button. Below this is the 'Print Options' section, which includes 'Prices' (Selling, Selling (No Totals), Selling (MSRP)), 'Sort By' (Line Number, Label), and 'Order' (Ascending, Descending). The bottom section, labeled 'QUOTATION', displays details for a quote with ID '520WVAUGSD21' and Name 'TEST'. It lists the quoted for (Jeffrey Eisenricher, 135 S Salisbury Dr, Indianapolis, IN 46227, United States) and the quoted by (WCS). The quote is dated 1/21/2019 and expires 1/31/2019. The currency is U.S. Dollars. The total price is \$100.00.

PRINT OPTIONS WINDOW

- Easy steps to keep a record of your quote.

- 1 Once your quote is complete, you can create a pdf version by clicking the “Print” button at the top. A second window will appear.
- 2 Click Print again to create a pdf for saving or printing.
- 3 PDF result for saving or printing.

The screenshot shows the Draper Online Sales Portal interface. At the top, there is a navigation bar with a 'Home' button (indicated by a green circle 1) and links to 'Quotes', 'Orders', and 'My Items'. Below the navigation bar, there are three main sections: 'Quotes' (with a clipboard icon), 'Orders' (with a box icon), and 'My Items' (with a 'To' icon). The 'Quotes' section is highlighted with a green box. Below the 'Quotes' section, there is a 'Quote Search' table. The table has columns for 'Customer', 'Name', 'PO#', 'ID', 'Last Modified by', 'Modified Date', and 'Status'. The table contains several rows of data. A green circle 2 is placed over the first row of the table. A green circle 3 is placed over the folder icon on the left side of the table, which opens a context menu with options: 'Open', 'Open New Page', 'Print', 'Copy', 'Delete', and 'Export'.

Customer	Name	PO#	ID	Last Modified by	Modified Date	Status
	Testing	Quote only	SCDWVA000425-1	Turner, Dan	8/30/2018	Open
	test		SCDWVA000419-1	Turner, Dan	8/30/2018	Open
			SCDWVA000427-1	Turner, Dan	8/30/2018	Open
	TEST		SCDWVA000351-1	Turner, Dan	8/30/2018	Open
		na	SCDWVA000359-1	Turner, Dan	8/30/2018	Open
			SCDWVA000409-1	Turner, Dan	8/30/2018	Open
			SCDWVA000411-1	Turner, Dan	8/30/2018	Open
			SCDWVA000415-1	Turner, Dan	8/30/2018	Open
			SCDWVA000435-1	Rearden, Ross	8/16/2018	Open
	Intelliflex Test		SCDWVA000405-1	Carl, Kevin	8/4/2018	Open
	Winds Dole 2		SCDWVA000423-1	Shank, Chris	8/13/2018	Open
	The Winds Dole 1		SCDWVA000421-1	Shank, Chris	8/14/2018	Open
			SCDWVA000419-1	Feaster, Brian	8/16/2018	Open
			SCDWVA000408-1	USER: DRAPER-1631 DRAPER	8/16/2018	Open
	Test control		SCDWVA000404-1	Carl, Kevin	8/16/2018	Open

QUOTES WINDOW AND NAVIGATION

- Navigate back to Dashboard and find quotes using Quote Search.

- 1 Click on the Home Button at the top of the menu. To return to your quote Dashboard, click on Quotes.
- 2 Select a quote by double clicking on a quote, OR . . .
- 3 Click on the folder icon at left of the quote for more options. You can open, open in a new page, print, copy, or delete the quote. *Please ignore the Export option. If you delete the quote it can not be retrieved.*

INSTRUCTIONS AND OVERVIEW

The screenshot shows the Draper Online Sales Portal interface. At the top, there's a navigation bar with links like Home, Quotes, Orders, My Items, and Account Information. Below this is a 'Quote Search' section with a 'New Quote' button and a search bar. A modal window titled 'Quote: SQDWVA000383-1' is open, showing details like 'Location: DRAPER TEST DEALER (9005)' and 'Quote Name'. This modal has buttons for 'Place Order', 'Request Change', 'Copy', and 'Import'. Below the modal, the main quote details are visible, including 'Shipping Information', 'Payment Information', and 'Contact Information'. The 'Contact Information' section has fields for 'Contact Name', 'Email', 'Phone', 'Mobile', and 'Fax'. Numbered callouts are present: 1 points to the 'New Quote' button, 2 points to the 'Place Order' button in the modal, and 3 points to the 'Contact Information' section.

USE ORDER COMMENTS FOR CONTACT INFORMATION

- Before placing order please enter the desired contact information in the Place Order area to ensure proper delivery.

- 1 Select a quote by double clicking on a quote, OR . . . Click on the icons at left of the quote you wish to order and select Open.
- 2 Click on the Place Order Button at the top to open the window you will need to enter your contact information.
- 3 Scroll down to the Payment Information and Contact Information sections.

Enter the desired contact name and phone number (required).

Your order is ready to be placed.

INSTRUCTIONS AND OVERVIEW

The screenshot shows the Draper Online Sales Portal interface. At the top, there's a header with the Draper Online logo and 'Sales Portal' text. Below this is a navigation bar with links: Home, Quotes (selected), Orders, My Items, and Account Information. The main content area displays 'Quote SQDWVA000391-1'. Below the quote number is a row of action buttons: Place Order (highlighted with a red circle and the number 1), Rapid Change, Copy, Import, Export, Delete, Proofing Report, Attachments, Expiry Date, and Price Break. Below these buttons are two input fields: 'Location:' with a dropdown menu showing 'DRAPER TEST DEALER (9005)' and 'Quote Name:' with a text input field containing 'TEST'. At the bottom, there are three tabs: Header (selected), Items, and Comments.

TURN QUOTES INTO ORDERS

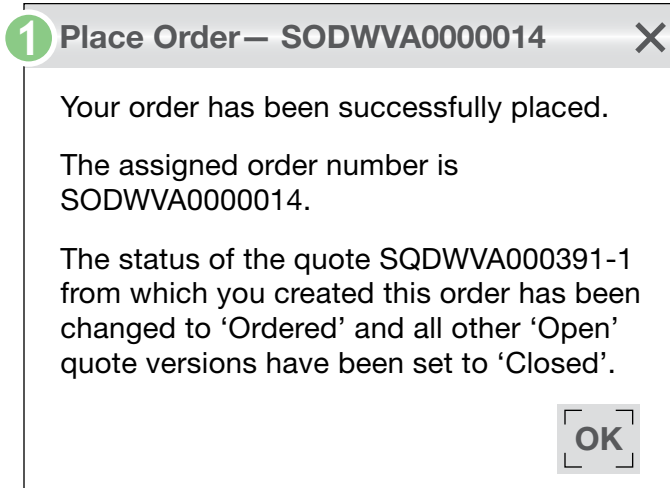
- Now that you have had experience doing your own quotes online, you can convert your quotes directly into orders. This skips the normal order entry time. Quotes must be converted exactly as they are entered.

- 1 Click on the Place Order tab at the top of the Place Order window.

Your order will go directly into Draper's system exactly as you entered the quote. A window with your order confirmation number will show up on your screen.

- No change orders can be made and no custom details are possible once quote is ordered.
- To change orders, the original order needs to be cancelled and a new order submitted.
- Orders are cancelled by contacting your Draper Sales Consultant. **This needs to be done within 24 hours.**

Your Order is Now Complete



INDICATES COMPLETION OF ORDER

- Your order, *exactly as you entered the quote*, is complete with a confirmation number. Any changes can only be done by cancelling this order within 24 hours and starting a new order.

- 3 Click on OK and you will return to your dashboard.

At this point, the order can't be changed, except for the ship to address. If the details of any of the shades need to be changed, the order must be cancelled and re-submitted.

This needs to be done within 24 hours.

A window with your order confirmation number will show up on your screen.

If you need assistance please call.

765.987.7999 or 800.238.7999 and ask for a Shade Sales Consultant.

INSTRUCTIONS AND OVERVIEW

PRODUCT NAME CODES		SPECIAL NOTES ABOUT QUOTING THIS PRODUCT
Manual Products		
CRANK WITH ZIP	Lightbloc Zipper Crank	Crank operated Lightbloc shade with ZIP channels
EXT FLEX CRN	Exterior Crank FlexShade	
EXTERIORFLEX CL	Clutch Exterior FlexShade	
FIXED PANEL REC	Fixed Panel Rect.	
FIXED PANEL SQ	Fixed Panel Square	
FLEXBOTTOMUP XD	Bottom Up FlexShade XD	
FLEXSHADE CLN	Clutch FlexShade	
FLEXSHADE CR	Crank Operated FlexShade	
FLEXSHADE DFCL	Dual Fascia Clutch Shade	Manual dual shade using standard clutch and variety of hardware options
FLEXSHADE DFXD	Dual Fascia XD Clutch	Manual dual shade using XD clutch and variety of hardware options
FLEXSHADE NEXD	Clutch FlexShade NEXD	
FLEXSHADE XDN	Clutch FlexShade XD	
LIGHTBLOC CL	Clutch Lightbloc	
SHADE SP	Spring Roller Shade	
SHADE SPLINE PN	Shade Panel Mounting Channel	
SKYLIGHT CR	Crank Skylight	
TECHMATIC CL	Techmatic Shade	
Motorized Products		
EXT FLEX MON	Exterior Motorized FlexShade	
EXT FLEX XL MON	Exterior Motorized XL FlexShade	
FLEX NOMO	FlexShade MO Without Motor	
FLEX RECHARGE	Flex Recharge (Battery Motor)	
FLEX ZIP MON	FlexShade ZIP MON	
FLEXBOTTOMUP MO	Bottom Up FlexShade Motorized	
FLEXBOTTOMUPDM	Dual Fascia Bottom Up Motorized	Dual roller Motorized Bottom Up FlexShade w/ Rollers on Bottom
FLEXSHADE C2MO	2-Panel Motor FlexShade	
FLEXSHADE C3MO	3-Panel Motor FlexShade	
FLEXSHADE 2	FlexShade 2 Motorized Shade	FlexShade 2 using surface mounted hardware
FLEXSHADE 2 PKT	FlexShade 2 Pocket	FlexShade 2 using pocket headbox for recessed mounting
FLEXSHADE 24V	24V Low Voltage FlexShade	Using ST30 24V Motors

continued on next page

PRODUCT NAME CODES		SPECIAL NOTES ABOUT QUOTING THIS PRODUCT
Motorized Products (continued)		
FLEXSHADE BA	Battery FlexShade	Motorized FlexShade Standard Battery Motor
FLEXSHADE C4MO	4-Panel Motor FlexShade	Coupled Motorized FlexShade with 4 Panels
FLEXSHADE C5MO	5-Panel Motor FlexShade	Coupled Motorized FlexShade with 5 Panels
FLEXSHADE COL	FlexShade Colossal	
FLEXSHADE D2MO	2-Panel Motor FlexShade	Large dual coupled 2 panel motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE D3MO	Dual Headbox 3-Panel Motor	Large dual coupled 3 panel motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE D4MO	Dual Headbox 4-Panel Motor	Large dual coupled 4 panel motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE D5MO	Dual Headbox 5-Panel Motor	Large dual coupled 5 panel motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE D6MO	Dual Headbox 6-Panel Motor	Large dual coupled 6 panel motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE D7MO	Dual Headbox 7-Panel Motor	Large dual coupled 7 panel motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE DF24	Dual Fascia 24V FlexShade	Dual FlexShade ST30 24V Motors-All Hardware Options Available for Quoting
FLEXSHADE DFBA	Dual Fascia Battery Shade	Dual FlexShade with Standard Battery Motors and variety of hardware options
FLEXSHADE DFMO	Dual Fascia Motor Shade	Standard dual motorized shade w/ variety of hardware options
FLEXSHADE DHMO	Dual Headbox Motor FlexShade	Large dual motorized shade w/ ceiling brackets and large dual headbox
FLEXSHADE F2MO	Dual Headbox 2-Panel Motor	Dual coupled 2 panel motorized shade w/ variety of hardware options
FLEXSHADE F3MO	Dual Fascia 3-Panel Motor	Dual coupled 3 panel motorized shade w/ variety of hardware options
FLEXSHADE F4MO	Dual Headbox 4-Panel Motor	Dual coupled 4 panel motorized shade w/ variety of hardware options
FLEXSHADE F5MO	Dual Fascia 5-Panel Motor	Dual coupled 5 panel motorized shade w/ variety of hardware options
FLEXSHADE F6MO	Dual Fascia 6-Panel Motor	Dual coupled 6 panel motorized shade w/ variety of hardware options
FLEXSHADE F7MO	Dual Fascia 7-Panel Motor	Dual coupled 7 panel motorized shade w/ variety of hardware options
FLEXSHADE MO	Motorized FlexShade	Motorized FlexShade Using Line Voltage Standard, RTS, 485, IntelliFlex I/O, or Low Voltage DC50 Motors
INTELLIFLEX IO	Parts kit	IntelliFlex I/O System Components and Controls
LIGHTBLOC MO	Motorized Lightbloc	
LTBLOC ZIP MON	Lightbloc Zip MON	
RECHARGE DF	Recharge DF (Dual Flex Recharge)	Dual Roller FlexShade Recharge-Rechargeable Battery Motors
SKYLIGHT 2	Skylight 2	
SKYLIGHT MO	Motorized Skylight	

continued on next page

PRODUCT NAME CODES		SPECIAL NOTES ABOUT QUOTING THIS PRODUCT
Hardware Only		
COUPLED FABRIC	Coupled Shade Fabric Replacement	
CRANK HANDLE	Crank Handle	
FASCIA	Fascia Only	
H CHANNEL	H Channel	Side and Sill Channels
HEADBOX	Headbox Only	Single Roller Standard Pocket Headbox, All Models (Headbox Only)
L ANGLE	L Angle	Side and Sill Channels
POCKET D	Pocket D Headbox	Single Roller Pocket D Headbox, All Models (Headbox Only)
SHADE FABRICS	Shade Fabric Replacement	
U CHANNEL	U Channel	Side and Sill Channels
W C CLOSURE	Long or Short Closure Panel	Closure for Wall Clip (Wall Clip Quoted Separately)
WALL CLIP	Wall Clip	Closure Quoted Separately
XD CLUTCH	XD Clutch Only	