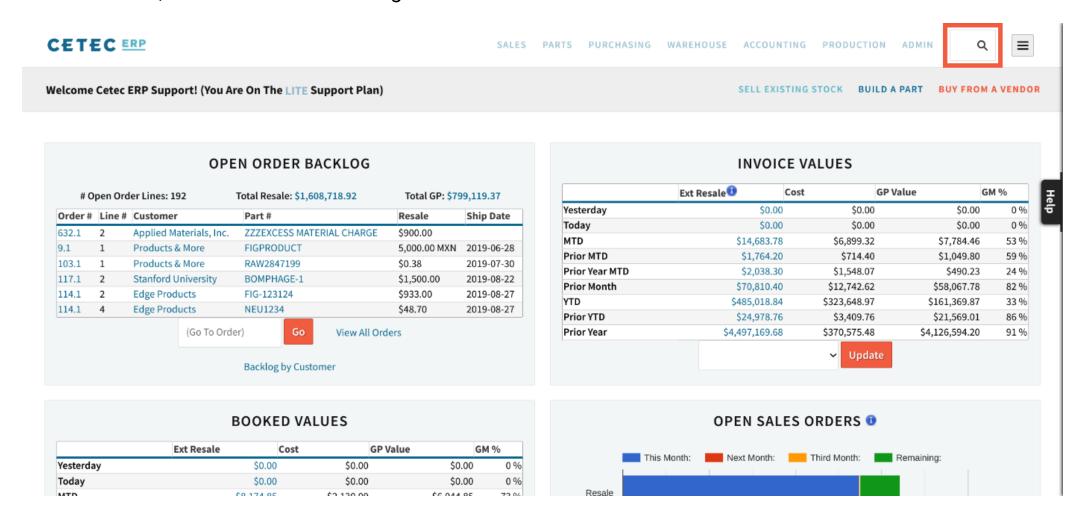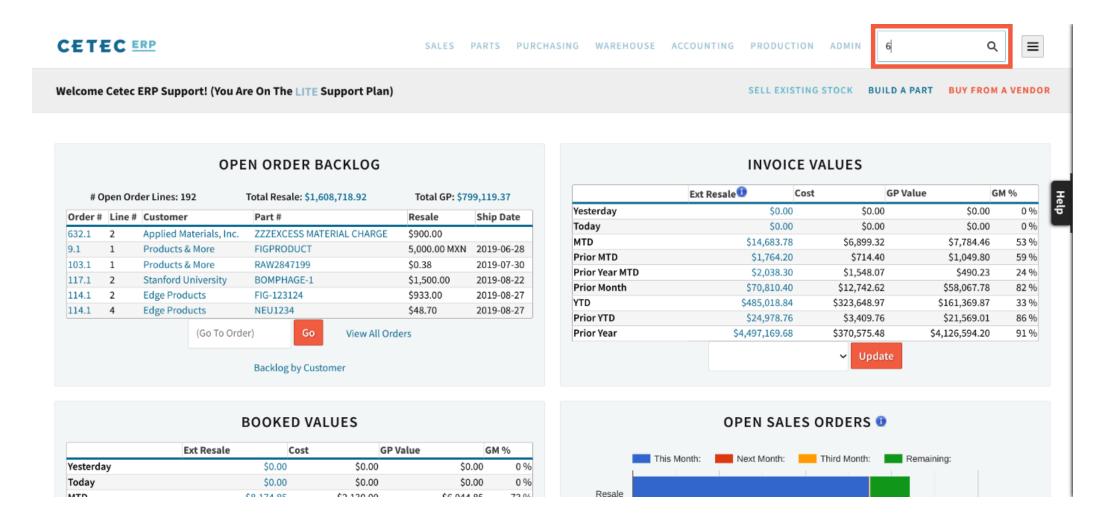First, go to the quote you'd like to convert to an order.   One way to do this, if you know the quote number, is to search for it in the global search field here.
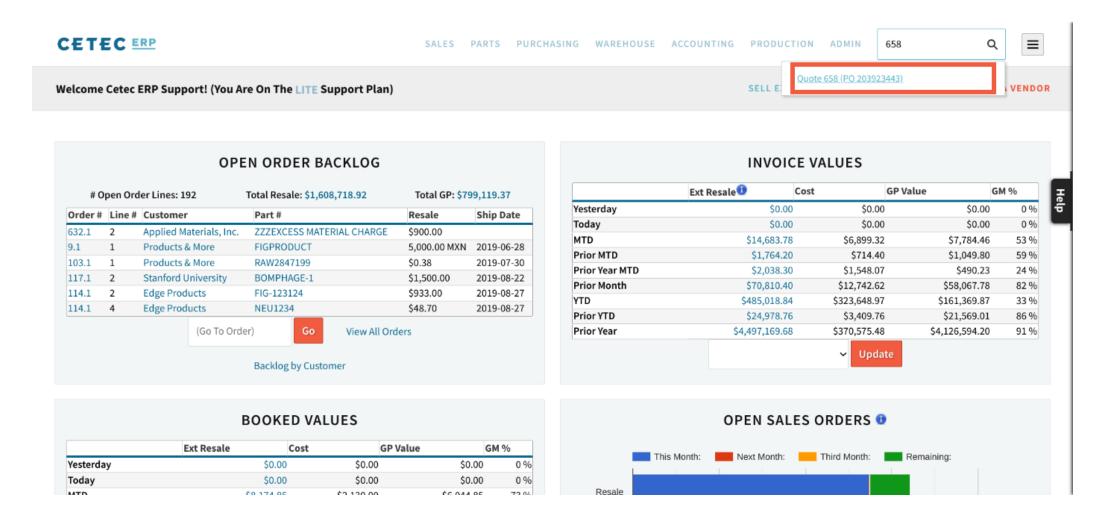
[T] Type your quote number.

Then choose the quote from the drop-down list.

If your quote is ready to be converted to an order, you can either click the "Commit to Order" link on the left side menu or

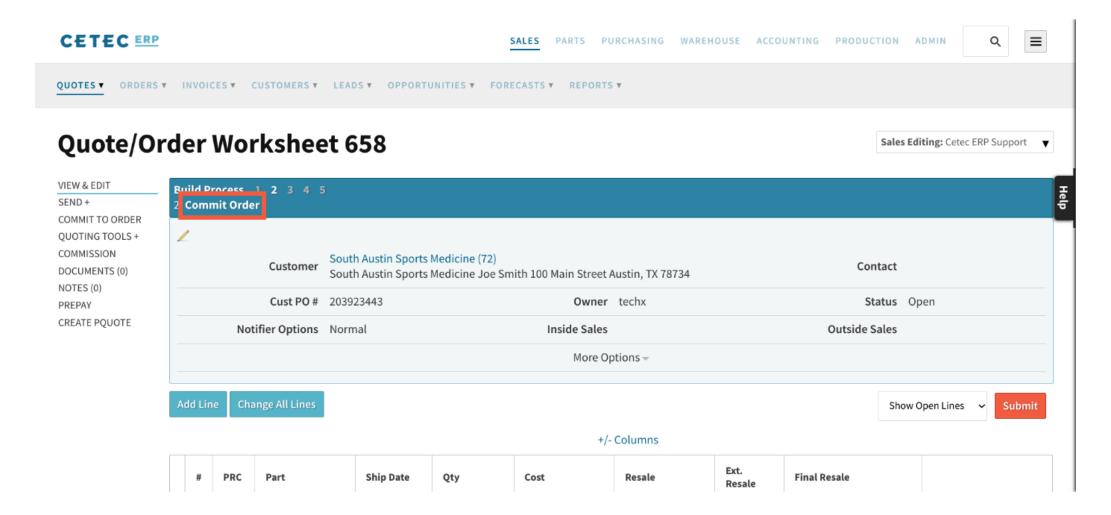Click Commit Order here in the header.

Click Commit Order.
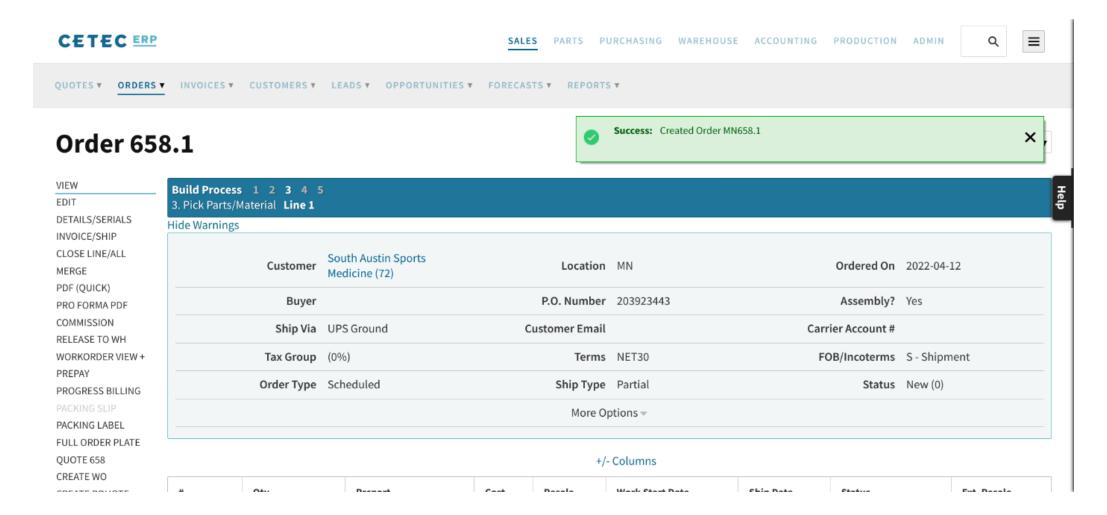
You've now converted your quote to an order.

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ℹ️ If you need to see the quote, you can click the link here in the left side menu. That's it!

Scan to go to the interactive player