

# iPool 4.0 Dealer Guide

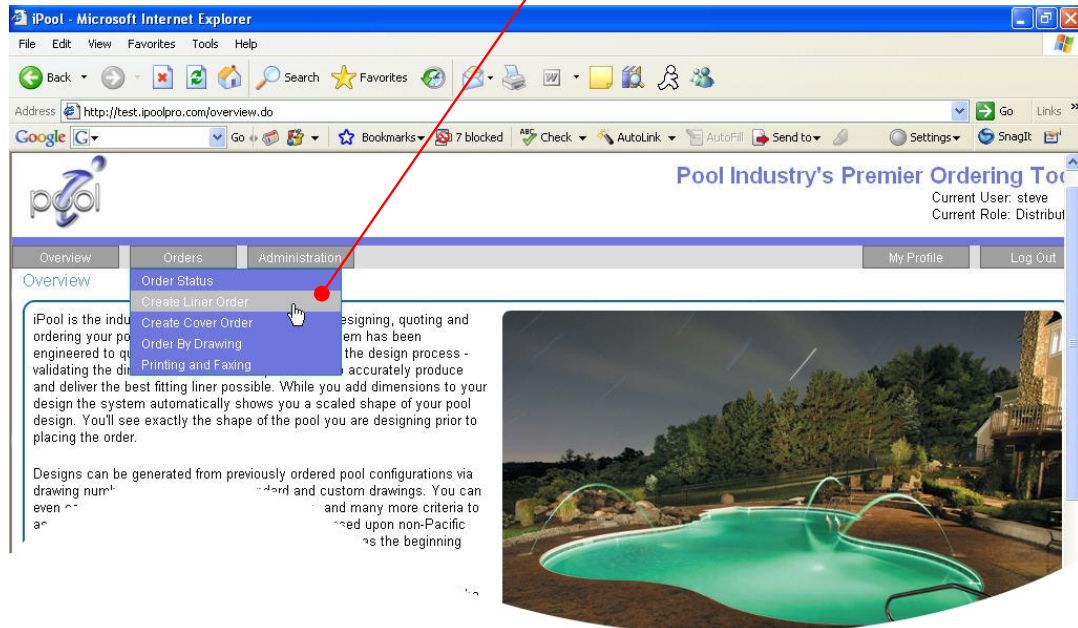
## Creating Dealer Direct Orders

### Process Summary:

1. Dealer enters the quote on iPool.
2. Dealer hits **Complete**, creating a "Pending Order".
3. Quote is saved in system with a "Pending" status.
4. Notification emails are generated and sent to Dealer, Distributor, and Customer Service.
5. Distributor **resumes** the pending order.
6. Distributor verifies the quote, adds the P.O. number, and verifies the shipping information.
7. Distributor completes the order.
8. The order is now a standard distributor-based order in the system.

### Instructions: See "Entering Orders" Training Guide

1. Log-In to iPool.
2. Select "Create Liner Order" from the **Orders** drop down.
3. Begin Entering Order.



**Pool Industry's Premier Ordering Tool**  
 Current User: testldr  
 Current Role: Dealer

Overview Orders Administration My Profile Log Out

Order Details \* Indicates a required field.

Quote Number: 2007104551 (04/05/2007) Order Number: Serial Number: Drawing:

Back to Step 2 Save for Later Complete

Step 1 - General Step 2 - Details Step 3 - Pricing

Price Shipping

**Shipping Address**

Drop Ship:  No  Yes

Business Name: Herman's Pools \*

Contact Name:

Address Line 1: 1313 Mockingbird Lane \*

Address Line 2:

Address Line 3:

City: Mockingbird Heights \*

State: Pennsylvania \*

Zip Code: 65000 - 0000 \*

Phone Number: 5189511000

Fax Number: 5187830004

**Drop Ship Information**

Contact Name:

Fax Number:

**Other Information**

Ship Method: Best Way \*

Shipping Instructions: Characters remaining: 72/72

General Comments: Characters remaining: 189/189

Mark Box: Click here to insert the dealer code.

**Pool Previews**

Perimeter Profile:

Bottom Profile (From Side):

Bottom Profile (From Shallow):

Back to Step 2 Save for Later Complete

Copyright 2007 - Latham International Inc.

4. On the Shipping tab enter the shipping information.

**NOTE\*** Dealer entered orders DO NOT have a field for P.O. Number.

5. Click on **Complete** to finish the order.

**ORDER COMPLETE**  
 The order is now set as "Pending" in the system, and emails have been sent to the Distributor, Dealer, and Customer Service.

**IMPORTANT**  
 Be sure to record your Quote Number for this order.

**Pool Industry's Premier Ordering Tool**  
 Current User: testldr  
 Current Role: Dealer

Overview Orders Administration My Profile Log Out

Your quote has been saved in the iPool system. You may return to this saved quote using the following information.

Quote Number: 2007104551