

Vessel Config Quick Reference – Transactions Manager - Copy Bill of Materials

Copy Bill of Materials Instructions: Copying a Bill of Materials allows the user to take an existing Bill of Materials and create an exact copy. Copying will generate a new Quote number and allow you to update order information and re-order or edit the configuration and create a modified Bill of Materials.

1. Select the **Quotes** icon on the Vessel Config homepage or select **OPEN SAVED QUOTE**.



2. Select the quote number/bill of materials you would like to Copy.
3. Select **Copy** (a new quote number will be generated).
4. Update **Order Information** tab and select **Create Order** OR select **Edit** to modify the bill of materials.