

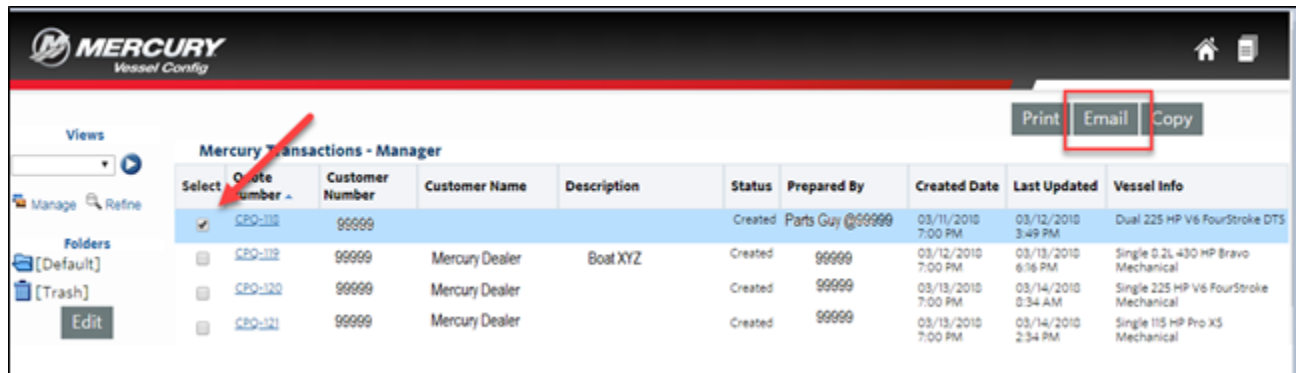
Vessel Config Quick Reference – Transactions Manager - E-Mail Bill of Materials

E-Mail Bill of Materials Instructions – *Emailing a Bill of Materials allows you to easily share configurations you have created with other users. A PDF version of your Bill of Materials will be emailed to the recipient.*

1. Select the Quotes icon on the Vessel Config Homepage



2. Select the **Bill of Materials** you would like to Print
3. Select **Email**



| Select | Quote Number | Customer Number | Customer Name | Description | Status | Prepared By | Created Date | Last Updated | Vessel Info |
|-------------------------------------|--------------|-----------------|----------------|-------------|---------|------------------|--------------------|--------------------|--|
| <input checked="" type="checkbox"/> | CEO-118 | 99999 | | | Created | Parts Guy @99999 | 03/11/2010 7:00 PM | 03/12/2010 3:49 PM | Dual 225 HP V6 FourStroke DTS |
| <input type="checkbox"/> | CEO-119 | 99999 | Mercury Dealer | Boat XYZ | Created | 99999 | 03/12/2010 7:00 PM | 03/13/2010 6:36 PM | Single 0.2L 430 HP Bravo Mechanical |
| <input type="checkbox"/> | CEO-120 | 99999 | Mercury Dealer | | Created | 99999 | 03/13/2010 7:00 PM | 03/14/2010 0:34 AM | Single 225 HP V6 FourStroke Mechanical |
| <input type="checkbox"/> | CEO-121 | 99999 | Mercury Dealer | | Created | 99999 | 03/13/2010 7:00 PM | 03/14/2010 2:34 PM | Single 115 HP Pro XS Mechanical |

4. Complete the Email Options Form by entering the **Recipient Email Address** and **Subject**

Email Transaction Summary - Google Chrome
Secure | https://mercurymarine.bigmachines.com/commerce/buyside/email_dialog.jsp?version_i...

Email Format and Merge Options

Email Details

| | |
|--------------|---|
| From Name: | Mercury Dealer |
| *From Email: | mercury.dealer@dealership.com |
| To Name: | Mercury Customer |
| To Email: | CustomerABC@yahoo.com |
| CC Email: | |
| BCC Email: | |
| *Subject: | Here is the Configuration you Requested |
| Comments: | Here is the boat configuration you requested - please let me know if you would like to move forward with placing your order |

Print Views
Views: Mercury Proposal PDF(Printer Friendly/History) [Back to Top](#)

5. Select **Send**