

StateFleet's Vehicle Quoting and Ordering Facility

Quick User Guide

Ask your Agency Fleet Manager for access to easy.Quote & easy.Order. At the request of your Fleet Manager, StateFleet will email your initial password for Login to you.


Getting Started: Access easy.Quote or easy.Order through StateFleet's [homepage](#) or StateFleet Online.


Login Click [Web Login](#). Your Username is your surname and the initial of your first name (e.g. John Smith's user name will be SmithJ), unless advised otherwise.

Your initial Password is the password emailed to you. You will be prompted to set up a unique personal password that is 6 to 10 characters long, including both alpha and numeric characters. The new password will be case sensitive.

You will be prompted to change this password every 40 days.

Navigation & User Quotations

Click on [Web Quote](#) and select the relevant Agency business unit by clicking the icon , which appears on the right in the User Quotations screen.

Click the icon  [Add Quotation](#), to obtain a quote and proceed towards submitting an order, if required.

Contract Details

Use the drop down menus to select the lease type, vehicle type and the required date of delivery.

Three options for Lease Calculation are available to suit Agency requirements (*this calculation also needs to be completed for vehicle acquisitions to determine a vehicle term*); the options available are -

Annual km and lease end km (to be chosen when expected annual kms travelled are known and your internal policy dictates that vehicles must be returned when a specific odometer reading is reached)

Annual km and lease term (to be chosen when expected annual kms travelled are known and your internal policy dictates that vehicles must be retained for a specific period of time)

Lease term and lease end km (to be chosen when both the lease term and nominated km have been predetermined)

Select one option.

Lease Calculation

Enter the information in the drop down menus.

Click the **Next** tab.

Vehicle Details

Select a vehicle template or use the drop down menus to select vehicle make, model, variant and colour.

Select factory and dealer fit options, if required.

Click the **Next** tab.

Included Services

This is a list of services provided by StateFleet to your Agency. No action is required.

Click **Next** tab.

Calculation Results

A detailed quote is provided. The **Print** tab can be clicked to obtain a hard copy PDF version of the quote.

Proceed to order the vehicle by clicking on the **Order** tab on the right corner of the screen.

Order Details

Use the drop down menus to select the appropriate vehicle order information. Complete the delivery and enquiries contact information and special instructions, where required, (*the default delivery address may be overwritten, if necessary*).

Click the **Submit** tab to complete the vehicle order, OR

If you do not want to proceed to order at this stage, note the quote number for future reference. The quote will be valid for 60 days and the quote reference number can be used to submit the order within that period of time.

Return to [Web Quote](#) to obtain another quote or Logout to end the session.

Using Vehicle Templates

Vehicle Templates are an optional tool for Users who wish to order the same type of vehicle a number of times. For example, an agency may set policy that prescribes the purchase of a particular type of vehicle.

The Vehicle Template tool allows Users to define and save the **Vehicle Details** for use in subsequent quotes or orders.

Saved Vehicle Templates may be viewed and deleted under the option 'Vehicle Templates' in **User Quotations**.

Create a Template

Proceed to create a quote up to and including **Vehicle Details**.

Click the icon  [Save as Template](#) .

Enter a description for your Vehicle Template in the 'Template Description' box. Your description may be up to 60 characters long.

Click **Next** tab.

Proceed to **Calculation Results** or return to [Web Quote](#) to obtain another quote or create a new template or Logout to end the session.

Select a Template

Proceed to create a quote up to **Vehicle Details**.

Under **Vehicle Details** select the option 'No Template Selected' box and use the drop down menu to select the Vehicle Template required.

Use the drop down menu to select the vehicle colour.

A different range of accessories may be selected at this stage for the purpose of the quote. The default accessories will remain saved with the template.

Click **Next** tab and proceed to obtain a quote for the vehicle.

Please note Vehicle Templates are:-

- saved under the one User name only
- specific to the Lease Type and Vehicle Type selected

- deleted automatically when the vehicle variant is no longer available for purchase.

For further information on easy.Quote / easy.Order contact your StateFleet Account Manager.