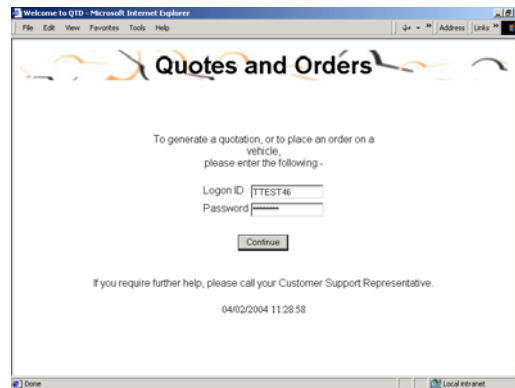


User Guide

Logging on to Quotes and Orders

- Log on to www.leaseplan.co.uk/fleetline/online
- Click on Quotes & Orders
- You will then see your log-on page:



On this page you should enter your User ID and Password. Please note, the first time that you log on, you will be asked to change you Password.

Basic Quotes and Orders Functions



Clicking on red arrows allow you to continue on to the next screen



This button provides help on the next steps at any given stage



previous Allows you to go back one screen to amend or check details



exit This option will return you back to the main menu



The hash symbol after a quote number indicates that the quote forms part of a group of quotes (multi-quote). Clicking on this symbol will allow you to see all attached quotes.



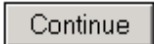
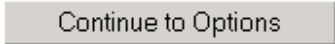
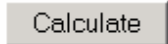
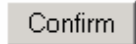
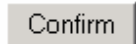


This allows you to continue and is found at the bottom of each screen





User Guide

Generating a Quote - Step-by-Step Process

- Select **Generate a quotation**  from the Main Menu
- You will then reach the “Quote Set-up” page. Click on 
- Click on  again until you reach the “Select Vehicle” page.
- Using the drop-down boxes on the “Select Vehicle” page, select the make, model and type of vehicle for which the quote is required.
- Once you have selected the vehicle, click on  This will take you to the “Select Options” page.
- Select the options required using the tick boxes.
- Once you have selected the options click on 
- You will then see the “Check Quote” page:
- Click on  to confirm that all the vehicle details are correct.
- You will then see the final quote view
- Click on  to confirm that all the vehicle details are correct.
- You will then see the final quote (Same view as above - “Basic Quote” page)

Finding a previous Quote



- To find a quote you have previously run, you should select **My quotes**  from the Main Menu screen
- You will then see a list of all quotes that you have run in date order (earliest to latest)
- To select the quote you need click on  next to relevant quote

All quotations are valid for fourteen days from quotation date.



User Guide

Placing your Order

- When you have checked your quotes and have decided which vehicle you wish to order you should select the relevant quote
- Select the quote using the  symbol
- Select **order quote** 
- You must then verify the delivery address that you require. If you need to change it, click where instructed.
- Click on when each stage is correct and complete.
- Follow the instructions on screen entering Exterior Colour & Interior Colour. If the colours you require are not displayed in the drop-down boxes. Please type in your colour choices in the comments box shown at the bottom of the screen.
- Enter your contact details for the delivery – mobile telephone numbers are best if available.
- Your order will be validated and approved by your FleetLine Account Manager and expected delivery date will be dispatched as soon as this is known.