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Welcome to the AutoQuotes family and the AQ Catalog. Consider our Catalog as the world’s largest kitchen - with all of its contents on display to 18,000 dealers, reps and consultants. Your products and accessories are now part of that kitchen. This document is your go-to guide to get up and running in AQ with easy instructions, tips and suggestions to help you maximize this powerful software and its many features.

Content Account Manager and AQ Liaison

We’ve assigned you an AQ Content Account Manager who is experienced and knowledgeable in your specific market. Your Content Account Manager is responsible for ensuring that your products and accessories are accurately represented in the AutoQuotes digital catalog (the “Catalog”). While you may get to know and interact with other members of our Content Department, your Content Account Manager should remain your first point of contact for any and all Catalog submissions, additions, changes and edits.

We recommend that you appoint a specific AQ Liaison to work directly with your AQ Content Account Manager. While many people in your company may work within AQ, the relationship between your AQ Content Account Manager and your AQ Liaison will help ensure that your data is always up-to-date, accurate and reliable. If you have multiple brands, consider selecting a liaison from each one.

Training and Resources

Customer Support will email you to arrange a short onboarding and training session for the AQ software. The purpose of the training is to show you how the AQ Catalog works and how your products will be presented. This way you’ll be able to find your products in the AQ Catalog and help ensure that they are shown correctly. You can also learn the basics of how a customer would search, filter and find products in the AQ Catalog, and how a generated quote would look. AutoQuotes also offers periodic live webinars covering a variety of topics, and our Customer Support team is available at 866-452-8324 to assist with any technical issues or questions about the software.
Let’s consider this section “pre-heating the oven” – getting you ready to publish in the AQ Catalog and getting the word out to your customer base.

**Publishing your products and accessories in AQ**

The AQ Catalog gives you the opportunity and flexibility to present a large amount of decision-making information to your customers, as outlined in the next section. As a basic start, though, your AQ Liaison should send your Content Account Manager the following items to get you up and running in the Catalog:

- Your most current price list, either printed or as a PDF. Please supply it as an Excel format too, if possible.
- Printed or electronic PDF versions of your most current catalog. (Having an index with your catalog is extremely helpful.)
- Product images
- Spec sheets
- Website link

The AQ Content Account Manager will set up an approval process with your AQ Liaison to finalize these submissions and have you “go live” in the Catalog.

**Letting your customers know you’re in AQ**

To help spread the word and reinforce your presence in the Catalog, we’ve designed the AQ Publisher Media Kit. This makes it easy for you to let your customers know you’re in the AQ Catalog. The kit includes:

- AutoQuotes’ full-color and black and white logo files in EPS and JPEG formats
- An easy-to-customize media release in a Microsoft Word template
- An AQ badge JPEG image for your employees’ email signatures

Use these items on your website, social media accounts and other platforms to inform and drive customers to your products in the AQ Catalog.

It is important to inform all the dealers, reps and consultants that consider you a preferred vendor that you are now in the AQ Catalog. These customers can set you up as a preferred manufacturer within their own AQ search criteria, meaning you products and accessories will show up higher in the dealer’s search results.

AQ can become a powerful marketing tool for you, but please remember it is a complement to, and not a replacement of, your other marketing efforts.
SECTION 3
AT A GLANCE

Pricing and freight options
Additional product descriptions
Configurations & utilities
Images
DocLinks
CAD & Revit
Logos
AQ OrderStatus

DID YOU KNOW

You can publish multiple discount categories
You can add flyer pricing for periods of three months to one year.
You can publish multiple FOBs

Once you have the basics in the AQ Catalog, we’re ready to “turn up the heat.” The following sections cover different topics that will help optimize your presence in the AQ Catalog – presenting the information, images and documents your customers look for to make decisions.

Pricing and freight options

- **Discount Categories** – You can publish multiple discount categories in lieu of the standard single default discount field, giving you pricing flexibility for your products. Multiple discount categories can be set on individual models, product categories, brands or broader groupings. (You can assign only one discount category to each model number.)
- **Quantity Pricing** – You can add quantity list and/or net pricing at multiple quantity intervals. The price of a product will update automatically depending on the selected volume, alerting your customers to discounts available at pre-determined quantities.
- **Flyer Pricing** – You can add flyer pricing for periods of three months to one year. You can add Flyer Net pricing to existing models. Flyer List pricing requires a new, unique model in AQ. You must include a start and end date with all flyer pricing.
- **FOB** – You can publish multiple FOBs in lieu of the standard single default FOB. You can set up multiple FOBs when shipping individual models, categories, brands, or broader groupings from different locations. If you ship from multiple locations but are not sure which FOB is standard, there is an option to assign it as “Must Verify FOB.” You can assign only one FOB to each model number.

Additional product and accessory descriptions

- **GTIN/UPC** – You can add 14-digit Global Trade Identification Number (GTIN) or 12-digit Universal Product Code (UPC) in three different pack sizes: “Each,” “Inner Pack” or “Outer Pack.” This field is populated electronically only, so we would need a spreadsheet with your model number and each of its corresponding GTIN/UPC.
- **Certifications** – Customers care about safety, performance and energy ratings. Highlight your nationally recognized standings by adding certifications to product descriptions and displaying the badges in the product details.
Configurations and utilities

- **Configurations** – With the information you provide, we will create a configuration consisting of both mandatory options such as a voltage choice, and optional accessories such as an upgrade from aluminum to stainless steel. When generating a quote, the AQ subscriber will be able to make selections to meet their customer’s specific requirements, while avoiding options and accessories that don’t go with a specific product. If your price list or spec sheets lay out all the applicable options and accessories, we can use that as a guide to write the configuration. Otherwise, we will need a spreadsheet or other document that list out the base models and which options and accessories should be applied to each.

- **Utilities** – With the information you provide to us in spec sheets, price lists and other documents, we will enter the details that populate the utility schedule, where applicable (e.g., electric, water, gas, plumbing and related remarks) to ensure design accuracy for the AQ subscriber.

Images

More and more, the quality of images and the presentation of products within the images can make the difference between a customer quoting your product or moving on to another manufacturer. The following guidelines will help you get the most out of your submitted images.

- **Ownership**: Images have to be yours – they must be your property. We do not allow copies or reproductions unless you have a written release from the owner to use the image in the Catalog.

- **Formats**: We accept JPG, TIFF, PSD, BMP, PNG and EPS formats, and any other formats compatible with Adobe Photoshop. Do not embed images in Word documents, Excel spreadsheets, PDFs or other types of documents or sheets.

- **Quality**: High-resolution images will automatically trigger AQ Catalog’s zoom function, so that customers can get a close-up look at the products they plan to quote. A survey by Boston Consulting Group found that “customers are 25 percent more likely to make a purchase if the product’s images have zoom capability as provided by high-resolution images.” Our recommended image size is 1300 pixels on the longest side with the highest resolution you can provide. This gives our Content Department’s Media Team the maximum flexibility to crop and resize as needed in order to create the best possible image for the product.

- **Presenting the product**: The image should accurately represent the product in its stock, in normal configuration, with minimal or no propping. Do not show options or accessories that you do not include with the product. The product should fill 85 percent of the image, vertically and horizontally aligned.

- **Submitted image**: The image should have a white background and exclude watermarks, captions, descriptions or any type of text or logo (unless the text or logo is actually on the product itself).

- **Identification**: File names for images should be descriptive and correspond to product or model numbers as shown in the AQ Catalog (or include a spread sheet with file names and references). Poorly organized and/or badly named files are the number one reason for delays in uploading images – turning submissions that might take days to publish in the AQ Catalog into one that would take weeks to finish.

- **Delivery**: You can send images as an email attachment, using file-sharing sites like Dropbox, or by giving us direct access to your network via File Transfer Protocol (FTP).

Adding more information - DocLinks

Within AQ, you can supply a variety of information, called “DocLinks,” that will bolster your products and accessories with your customers. The benefit of DocLinks is that it provides a tremendous amount of flexibility in presenting your products within the AQ Catalog. Because these are your materials, you’re controlling the message – telling customers what you want them to know. DocLinks material can be sales-focused, educational, or provide warranty or installation instructions.

The best way to submit and have the information in AQ is through links (URLs) to the documents on your own website. This ensures that when you update any materials, customers accessing that information through AQ will have the latest version. We will accept links to your website or any approved, third-party host such as YouTube or Vimeo. (If links are not available, we will consider accepting PDFs of the documents. However, because this eliminates automatic updating, this is not the best or preferred method.) One important note – your DocLinks material should not contain or refer to any pricing or price amount. We don’t want any potential contradiction between your most current price list in AQ and your DocLinks.

Recommended formats are:

- .eps | .ai | .png | .jpg | .tiff | .psd | .bmp

**VECTOR VS RASTERED IMAGES**

For artwork such as logos, vector graphics work best. This is because the programs used to create these graphics employ mathematical relationships (algorithms) among the lines and curves of the drawing. This means that the final result can be resized larger or smaller without any loss of resolution. If a graphic is created in and has a file format/extension from Adobe Illustrator (.ai or .eps), Freehand (.fh) or CorelDRAW (.cdr), it is a vector graphic. Please note that saving a file in one of these formats does not make it a vector graphic – it must be originally created in a vector program.

Other images, such as file formats .jpg, .gif and .png, are called “raster” images. These are created from a fixed number of colored dots (or pixels) in a set amount of space – e.g. dots per inch or dpi. When resized to fit a different space, they will lose resolution, resulting in a blurry image.

**Rastered Logo**

**Vector Logo**
DID YOU KNOW

In a survey of AQ subscribers, more than half said that they “sometimes,” “often,” or “always” include CAD/Revit as part of their proposal because “it will help ensure accuracy.”

CAD blocks and Revit families

Kitchen design is becoming an integral part of the quoting process. A customer searching the AQ Catalog has the option of filtering results by whether CAD or Revit is available. Therefore, without CAD/Revit, you may be missing from many potential customers’ search results.

In addition, the AutoQuotes Media Team adds features and capabilities that make CAD/Revit even more valuable to the user. Our specialists enhance submitted CAD/Revit by embedding specs and mechanical, electrical and plumbing (MEP) data. This information saves the user time and money while providing a more efficient and accurate design.

As a manufacturer/publisher in the AQ Catalog, it is important to consider supplying CAD/Revit, when applicable. It’s becoming increasingly important to your customer base.

Logos

As you know, logos are an extremely important part of your company’s identification, recognition and reputation. That is why it is critical to have your most current and best quality logo image represented in the AQ Catalog. If subscribers searching for products come across outdated or low quality logo images, it could influence whether they choose you or move on. For logos:

• Vector images work best because they are not made up of pixels (a specific number of dots) and therefore can be scaled to different sizes without losing quality. Common vector formats are Adobe Illustrator files (.ai) and Encapsulated Postscript Vector (EPS) files (.eps).
• If you must use a different file format, like JPG, submit the highest resolution possible.
• Please note only one logo is allowed per manufacturer.

AutoQuotes welcomes and encourages the use of our logo on your materials, to help spread the word and reinforce your presence in the AQ Catalog. However, as with your logos in our Catalog, we need to make sure that customers use our logo in the best possible way. You can find our logos and use guidelines at “AQ’s Logos & Brand Asset Guidelines” under the “Resources” tab in our website aqnet.com. To summarize:

• Use the AutoQuotes logo on a white background for maximum impact and clarity.
• When this is not possible, be sure to choose background colors or photos that provide sufficient contrast with the logo.
• Use the two-color logo on white or light-colored backgrounds or photos.
• Use the solid white logo on dark-colored backgrounds or photos.
• Use the solid black or solid blue logo on white or light colored backgrounds or photos, or in one-color print applications.
• Never place our logo vertically, outline it or modify it in any shape or form.
• Make sure there is sufficient spacing around the logo.
• The vector (.eps) version of the logo is always preferred.
• We also provide a transparent .png file for when it is not possible to use the .eps version.
• When creating PDFs and other print materials, please use the logos identified on the Brand Assets page as “Primary use is for print.”

As we come across our logo being used in ways other than under these guidelines, our Media Team will be contacting you to help correct any issues.
AQ OrderStatus

As a manufacturer who publishes with AutoQuotes, participating in AQ OrderStatus (AQ OS) will save you time – and money – every day. Having your customer service representative manually look up and send order information to a customer over the phone or through email is an expensive, inefficient process. AQ OrderStatus is an efficient data exchange that allows you to send order information to AutoQuotes, making it readily available to your AQ subscribing customers. Your customer service representatives can now spend their time solving more complex problems.

Dealers and reps have come to rely on AQ OrderStatus, which combines order information into a single, easy-to-read, uniform interface.

To get started in AQ OS, contact your Content Account Manager, who will relay your interest to a programming associate. After a kick-off call, the process begins with you, through your IT resources, creating a simple file export from your back-end systems and submitting it electronically to AutoQuotes via a secure FTP site. All of the information is stored on AutoQuotes’ secure servers, and dealers and reps are linked to the names you provide to ensure that customers only have access to information meant for them.

Creating the AQ OS file

- Export a data file from your ERP or order tracking system
- Data files can be csv, xml, or other character delimited file
  - The top row must contain the header names outlined in the Data Fields table insert
  - Line endings should be CRLF line endings
  - Be sure to remove all commas/delimiting characters from field values
- Include all orders from the past 3 months

Uploading the created file to AQ OS, via FTP

- The programming associate will provide you with an FTP username and password.
- Upload your file to the ftp site: ftp://fedadata.aq360.com
- The programming associate will confirm that the file was uploaded and is displaying accurately
- Login to the OrderStatus portal within the AQ application and verify that your data appears. (Contact your programming associate if you do not have a login for the AQ application.)
- The programming associate will do a final quality assurance review
- Confirm with your programming associate that you are ready to publish and the programming associate will enable access for all users

Automating the export and upload process

- Schedule a file export and ftp upload from your ERP or order tracking system.
- Upload files at least once per day and as often as every 30 minutes

AQ OS best practices

- Orders should be updated at least once per business day
- Manufacturers should send orders for all dealers
- All required fields need to be provided
- Carrier and Tracking Number should be provided when items ship
- All date fields should be properly formatted and kept up to date
- “OrderStatus” should always be kept up to date and be consistent with “Quantities” and “Quantities Shipped.”
  - OPEN – Quantity Shipped = 0 for all line items
  - PARTIAL – Quantity Shipped not equal to 0 for at least one item
  - HOLD – Order is on hold
  - SHIPPED – Quantity = Quantity Shipped for all line items
  - COMPLETED – Order has been shipped for 7 days
  - CANCELLED – Order has been cancelled
- PARTIAL orders should be updated when remaining lines ship or a new order should be created for the unshipped lines
- Upload all new and updated orders

An average customer service call can cost your company $2 per minute. For a single customer service representative working 173 hours in a month and spending just 10% of his time fielding order status calls, the cost to you is more than $24,000 per representative per year. Now multiply that by the number of customer service representatives you have spending time providing order status information every day.
SECTION 4
BEST PRACTICES

NOW YOU’RE COOKING

Now you’re cooking! With these best practices, your content and pricing, as well as your AQ skill set, will stay current

Assess and update your content regularly

Assessing your catalog content on a consistent basis ensures your customers have the most up-to-date information. Task your AQ Liaison(s) with checking your content regularly to determine if you need to add or edit products. Your customers depend on AQ for accuracy and reliability, and we need your help to ensure customers have access to the latest information available.

Content and pricing updates

Staying on top of content and pricing updates is critical to optimizing your AQ publishing experience. You may submit updates as often as you need to, although we prefer that you send us changes in bulk. AutoQuotes completes new product and pricing information requests in the order we receive them. Following these guidelines will prevent delays:

- Submit all new price list updates for February through November at least two weeks prior to the effective price list date. Submit December and January price list updates four weeks prior to the effective price list date. Not adhering to these time frames may result in delays to your pricing updates, in which case we’ll ask you to honor the old pricing, or have your prices “zeroed-out” until we can enter the updates.
- Email all product and price changes directly to your assigned AQ Content Account Manager. Depending on their nature and scope, AutoQuotes Content Department will complete most requests within two to three business days. Your Content Account Manager will review the addition of any new models and reply with an approximate completion date.
- When submitting new model numbers for existing products, be sure to reference the old product model. That way, if customers search old model numbers, the search will return displaying the new model and a reference to the model you’ve replaced.

The amount of time it takes to enter new content and pricing will vary. It depends upon the amount of data submitted, the complexity of configurations, and if the information is complete and formatted correctly. The standard amount of time, in most cases, is two to four weeks.

All content in the AQ application program must be edited and added through your Content Account Manager. If you change any of your content within AQ, it only affects your view – only you (and those in your company) will see those changes. Your changes will not be seen by AQ subscribers outside of your company.

In general, new content, and content and pricing updates, are included in your publishing fee, unless

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Manufacturer Resource Guide
page 10
there is a large increase to your product and/or accessories lines. In this instance, we will discuss any additional fees required, prior to the addition of your new products.

Sending large files

Because content files can become quite large, here are some tips on transmitting files to us.

- **Emails** – The most convenient way to send files is as email attachments. Email wasn’t designed to transmit larger files, and most email providers limit attachments to 20-25MB, which can get eaten up pretty quickly by images and catalog pages. For smaller transmittals, it’s certainly the way to go. If you have a link to your new price list, spec sheets, images, or any other media files, please email the links, preferably with a cross-reference that shows which media files to attach to specific model numbers.

- **File sharing services** – There are a number of file sharing services available. This is not an endorsement or recommendation, but Dropbox is a service that the Content Department is most familiar with and has used most often. Many people think you need a Dropbox account to participate, but that is not the case. (Of course it’s very helpful if you already have an account.) After talking with your Content Account Manager we can initiate a Dropbox link/request to you. You upload the files to our request and send – it’s as simple as that.

- **File Transfer Protocol** – File Transfer Protocol (FTP) is a standard, commonly used set of procedures for uploading and transmitting files between computers over the Internet. This method requires minimal technical expertise and resources on your part, such as creating the data files for upload and setting up the transfer process. AutoQuotes can provide guidance on FTP procedures. A benefit is that once initiated, the FTP can stay in place, meaning it can be used any number of times over a long period.

- **“Old school”** – It’s not the best or most efficient method, but in a pinch we will accept flash drives or compact disks delivered to us.

The bottom line is that we’ll work with you to ensure a smooth transfer of media data from your computers to ours, in whatever way works best for you.

Continuing training and education

Encourage your team to take advantage of our training and educational resources to stay updated on software updates and new functionality. Visit aqnet.com/support.

In addition, manufacturers can visit our AutoQuotes headquarters and meet with our Content Department to go over AQ Catalog features and best practices to optimize their products’ presence in the Catalog. They also meet with our Customer Support and Product Management Departments to review AQ’s new capabilities and latest releases. Please contact your Content Account Manager for visit dates and details.

OTHER OPTIONS TO TRANSFER FILES

- [www.wetransfer.com](http://www.wetransfer.com)
- Google drive
- High Tail

VISIT AUTOQUOTES

During your visit to AutoQuotes, we will customize the schedule to meet your needs and issues. The two-day visit is meant to be an open dialogue and information exchange that can include a tour with introductions at our AutoQuotes offices; comprehensive content review sessions with your Content Account Manager and other Content Department members; a review of images, documents and other media with our Media Team; a review of the AQ software with our Customer Support Department; overviews of other AQ features and products with our Product Management Department; a photo and interview for our Marketing Department blog; and your opportunity to provide feedback and discuss any remaining issues or questions.
Beyond the AQ Catalog, you have “more utensils to use” with AutoQuotes to help your business thrive.

**AQ software licenses**

“We use AQ for competitive analysis, price comparisons and monitoring industry trends. AQ is the ‘universal language’ of the foodservice industry.”

– Jeremy Mottola, Vice President, Browne USA

“For a new employee who’s not familiar with the industry, AQ is a wonderful teaching tool. All the equipment information is there to help them learn our products.”

– Mimi Reinshell, Senior Sales Quotation Specialist, ITW Hobart Corporation

As part of your fully-paid publishing fee, you may activate up to five AQ software licenses at no charge. Many manufacturers use these licenses to:

• Prepare quotes, if they sell direct or have their own reps
• Perform competition research and price comparisons
• Perform marketing research on product presentation and packaging
• Use as a reference tool for customer service
• Train employees new to the FES industry

Our Customer Support Department can provide training on the AQ software. The AutoQuotes website (aqnet.com) “Resources” section also contains educational materials, as well as our “Knowledge Base” for detailed articles on specific topics. AutoQuotes also offers periodic live webinars, and our Customer Support team is available at 866-452-8324 from 8 a.m. – 6 p.m. (Eastern time zone) to assist with any questions about the software.
There’s still “a little clean-up” left for specific topics and issues not addressed in the main guide. Here are some commonly asked questions arranged by topic.

Product information

Q: Can we change the order of how our products are displayed? I want specific equipment to be listed first.
A: AQ publishes products in numeric – alpha order only.

Q: Can you change the product category? We don’t call it “X,” we call it “Y.”
A: If you feel we have mistakenly put your products in a wrong category, please email us the details and we will research and fix where necessary. If you want us to add a category that does not currently exist in AQ, we will research and consider adding the new category or changing an existing category or categories. Since categories are connected to many products and many manufacturers, we must be careful in making any category and sub-category changes. As our content grows and as the industry changes, we will continue to update categories when necessary.

Q: Why doesn’t my product come up as a match to our competitor’s product when they are essentially the same?
A: The match features filters by the category, sub-category, and each value assigned to the sub-categories. If you have missing values, you may or may not match to a competitor’s products. The more details we have, the better chances your products will come up in the match with your competitors.

Q: Can we list both inner and master case pack information in AQ?
A: We only have one pack size field to list the desired case pack information in AQ. The majority of our smallwares publishers will publish their master pack size. If requested, we can list the inner pack and/or minimum order requirement details in the description of the items.
Q: Is there a way to alert AQ users that my content or prices have changed?
A: AutoQuotes is neutral and does not promote new products or changes to a manufacturer’s content. However, we announce which manufacturers have updated their price lists, as well as manufacturers new to publishing in AQ, on our website on the first and 15th of the month.

Pricing and discounts

Q: Can you publish our minimum advertised price (MAP)?
A: AutoQuotes does not publish MAP pricing.

Q: I want to publish net pricing only, not list prices, because we can’t control the discounts the customers enter.
A: We can enter just net pricing, but we do not prefer or encourage it. Dealers are used to working with list pricing and the flexibility of the discount structure, and the publishing of net pricing leads to confusion. However, warranties, installation fees, service contracts and customizations such as logos or custom colors are typically published with net pricing.

Q: I have promotional products that we are phasing out of inventory. How can I promote that in AQ?
A: We can add a note to the description that states that this item is to be discontinued; contact factory for availability and pricing.

Q: Can I publish a link to a catalog or brochure that contains pricing?
A: Other than your price list, your submitted materials should not contain or refer to any pricing or price amount. This eliminates the possibility of a contradiction between your most current price list in AQ and materials that may be out of date.

Q: How does a dealer know what discount to enter for us?
A: Discounts are confidential between the manufacturer and the dealer, and AutoQuotes does not know, does not enter, and does not publish in any way, anyone’s discounts. It is up to the manufacturer to convey discounts to their existing and new customers through a platform outside of the AQ program.

Freight

Q: Why do you need our shipping weights? We don’t have that information.
A: A shipping estimate requires the shipping weight (not dimensional weight), freight class, zip code to, and zip code from. If you do not currently have this data, we encourage you to get this important information to us when you can. We have a very useful freight estimator tool built into the project section of AQ, located in the “Freight” tab.

Q: What is freight class and is it important to have in AQ?
A: The freight classification is an important factor in the freight estimator. For the AQ subscriber, the freight classes should reflect the standard classification for the general customer. There is only one freight classification per item.

Q: Can I publish my dimensional weights? (i.e., shipping case weight vs dimensional weight)
A: AutoQuotes only publishes full-case shipping weights.
If you need to “meet the chefs,” here’s how to get in touch with us.

**Content Account Manager**
- Contact your Content Account Manager for any questions related to this Manufacturer’s Resource Guide. (See current listing.)
- Coordinate all data file submissions with your Content Account Manager.
- For general questions on DocLinks, images, logos and other media, you can contact catalogmedia@aqnet.com.

**Customer Support**
Contact our Customer Support department for questions on:
- Billing and invoicing
- User and license management
- Company permission management
- Training
- General account management

You can reach our Customer Support department at (866) 452-8324 or support@aqnet.com. Support is available Monday through Friday from 8 a.m. to 6 p.m. ET. After-hours emergency support is available Monday through Friday from 6 p.m. to 8 p.m. ET, and Saturday and Sunday from 8 a.m. to 8 p.m. ET.

**Mailing address, phone numbers**

8800 Baymeadows Way W., Suite 500
Jacksonville, FL 32256
(866) 452-8324
(904) 384-2279

**Social media**

Link: www.aqnet.com/downloads
## AQ OS UPLOAD INSTRUCTIONS

### DATA FIELD TABLE INSERT

<table>
<thead>
<tr>
<th>TOP ROW FIELD NAME</th>
<th>REQ</th>
<th>FIELD DESCRIPTION</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DealerName</td>
<td>X</td>
<td>Dealer Name</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>PONumber</td>
<td>X</td>
<td>Dealer Order Number</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>OrderNumber</td>
<td>X</td>
<td>Mfr Order Number</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>OrderStatus</td>
<td>X</td>
<td>Status of order. OPEN – Quantity Shipped = 0 for all line items PARTIAL – Quantity Shipped not equal to 0 for at least one item HOLD – Order is on hold SHIPPED – Quantity = Quantity Shipped for all line items COMPLETED – Order has been shipped for 7 days CANCELLED – Order has been cancelled</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
<td></td>
<td>Reason for status</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>DateCreated</td>
<td>X</td>
<td>PO Create Date</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td>DateRequested</td>
<td></td>
<td>Date Requested by Dealer</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td>DateExpected</td>
<td>X</td>
<td>Mfr Estimated Ship Date</td>
<td>YYYYMMDD</td>
</tr>
<tr>
<td>ProjectName</td>
<td>(if available)</td>
<td>Project/Job Name</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>ShipTo</td>
<td>X</td>
<td>Ship To Name</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>OriginationRepName</td>
<td>(if available)</td>
<td>Origination (Dealer) Rep</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>ShipToAddress1</td>
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<td>Ship To Address</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>ShipToAddress2</td>
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<td>Ship To Address2</td>
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<td>ShipToCity</td>
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<td>Ship To City</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>ShipToState</td>
<td>X</td>
<td>Ship To State</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>ShipToZip</td>
<td>X</td>
<td>Ship To Zip</td>
<td>Alpha-numeric</td>
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<tr>
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<td>Ship To Country</td>
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<tr>
<td>Model</td>
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<td>Manufacturer Model Number</td>
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<tr>
<td>ItemNumber</td>
<td>X</td>
<td>Line Item Number</td>
<td>positive integer</td>
</tr>
<tr>
<td>Quantity</td>
<td>X</td>
<td>Quantity</td>
<td>positive integer</td>
</tr>
<tr>
<td>QuantityShipped</td>
<td>X</td>
<td>Quantity Shipped</td>
<td>0 or positive number</td>
</tr>
<tr>
<td>ItemDescription</td>
<td>X</td>
<td>Item Specification/Description</td>
<td>Alpha-numeric</td>
</tr>
<tr>
<td>Serial</td>
<td>(if available)</td>
<td>Serial Number</td>
<td>Alpha-numeric</td>
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<td>Carrier</td>
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<td>TrackingNumber</td>
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<td>Tracking Number/Pro Number</td>
<td>Alpha-numeric</td>
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<td>AQVendorNumber</td>
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<td>Internal Use</td>
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<td>URL</td>
</tr>
<tr>
<td>InvoiceURL</td>
<td></td>
<td>URL link to Manufacturer Invoice</td>
<td>URL</td>
</tr>
<tr>
<td>Memo</td>
<td></td>
<td>Notes</td>
<td>Alpha-numeric</td>
</tr>
</tbody>
</table>
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