How to submit a request for quote (RFQ) from anywhere

Shop Polar Tech’s online catalog at https://www.polar-tech.com/shop/category/
Open your browser online

1 Shop Polar Tech’s online catalog at https://www.polar-tech.com/shop/category/

2 Go to desired items to review the product overview, specifications, minimum order quantities, and shipping options.
3. In desired item, select Unit of Measure (Case, Skid, Tray, etc.) then select quantity.

4. Click “ADD TO QUOTE REQUEST”.

5. Add more items to your RFQ cart by repeating steps 1-4.

6. Click “View RFQ” once your final item has been added to the RFQ cart.

7. In the RFQ cart, complete your quote with required information found in steps 8-15.
In the RFQ cart, complete your quote by filling out details:

8. Review the items in your cart. Add **Comments** to each item line such as “must deliver on pallets”, “use Heat-treated pallets” or “use my part # ____”

9. **Click** Accept Terms and Conditions.

10. Enter your Reference ID such as project name in the **Purchase Order** field.

11. Enter your **Billing Information** including your Company Name and Address

12. Provide your **Shipping Information:**
   - Enter Ship To Name and Address
   - Select Shipping Method (**Freight Guideline**)
   - Select Requested Ship Date
   - Provide detailed **Shipping Special Instructions** such as Receiving Hours, Liftgate, Rural, Deliver in Back, etc.

13. Provide your Ordering Info including your name, phone number, and email address.

14. Add **Comments/Special Requests** for your RFQ such as request for sample, lead time, preferred carrier, project deadline, etc.

15. **Click** Continue to RFQ Confirmation
16 Verify your quote request

17 To edit your RFQ, click **Make Changes**

18 To complete your RFQ because it is perfect like you, select **Submit RFQ**
Save your RFQ Confirmation # from the website.

Did you close your browser but forget to save your RFQ #? Don’t worry! You will receive it via email.

### Your RFQ Number: W000304

<table>
<thead>
<tr>
<th>Company Name: POLAR TECH INDUSTRIES</th>
<th>Ship To: POLAR TECH INDUSTRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td>415 E. Railroad Ave.</td>
</tr>
<tr>
<td>415 E. Railroad Ave.</td>
<td>Geneva, IL, 60135</td>
</tr>
<tr>
<td>Getta, IL, 60135</td>
<td>United States</td>
</tr>
<tr>
<td>Purchase Order: Quote ABC</td>
<td>Phone Number: 815-784-9000, 101</td>
</tr>
<tr>
<td>Terms: CIA OR CREDIT CARD</td>
<td>E-Mail Address: <a href="mailto:info@polar-tech.com">info@polar-tech.com</a></td>
</tr>
<tr>
<td>Comments/Special Requests: Please provide lead time and freight quote.</td>
<td>Ship Via: COMMON CARRIER - BEST WAY</td>
</tr>
<tr>
<td></td>
<td>Requested Ship Date: 10/16/2019</td>
</tr>
<tr>
<td></td>
<td>Shipping Special Instructions: Inside Delivery, Receiving Hours are M-F 6:00am-3pm CT</td>
</tr>
</tbody>
</table>

| IB 24 | 24oz 8 x 6 x 1 ¼", JB 24 (24/CS) | 1 SKID |
Email Confirmation

• Be on the look out for your RFQ email confirmation.
  • Review your confirmation
  • Keep the quote confirmation # for your records

• If you require changes to the RFQ, you may contact us as follows:
  • Email us at info@polar-tech.com and include your quote # in the subject line
  • Call us at 1 (800) 423-2749 and reference your quote #
Your request has now been submitted to our knowledgeable team who will gather the information you have inquired about. Thank you for your interest in Polar Tech Industries products.

Please allow 24-48 hours for Polar Tech to process your RFQ with full inquiry details. Be on the look out for your Quote which Polar Tech will send to the email listed under **Ordering Info**!