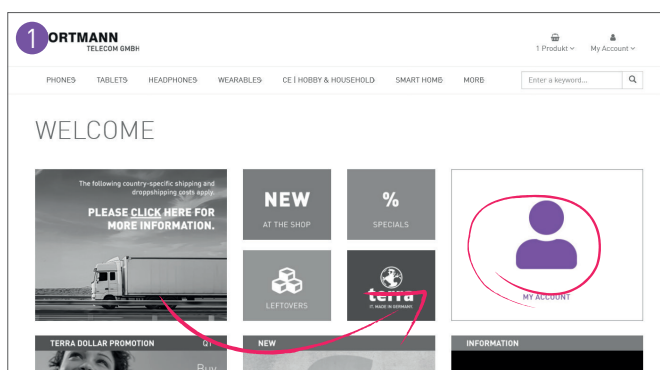


Offers/Data Sheets

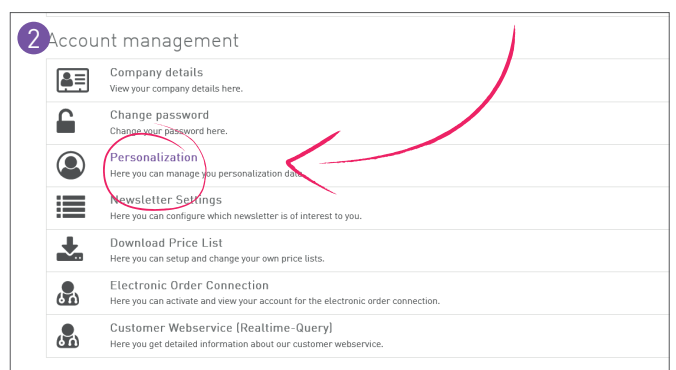
...via the WORTMANN TELECOM Webshop

The “Create offers” or “PDF” service is available to you via our webshop! There you can create data sheets or price lists for selected products.

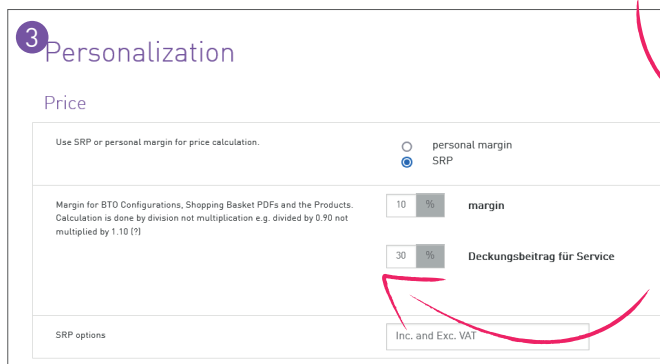
How do I personalize the offer or data sheet?



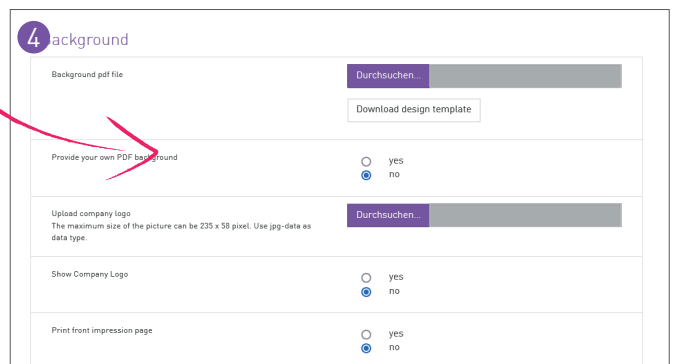
- Select **my account**



- Select **Personalization** (under Account management).

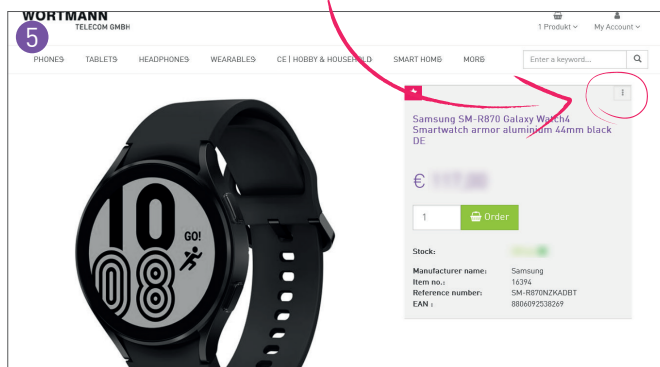


- You can define prices or contribution margins under **‘Quotations - Sales price’**
- The contribution margin is only displayed when creating a quote, not in the webshop (see ‘Creating a quote’, page 2/2, point 7).
- The contribution margin for service can be adjusted, but is currently not available.
- You can see the VP display in the store under the price (in gray). The price includes the contribution margin.

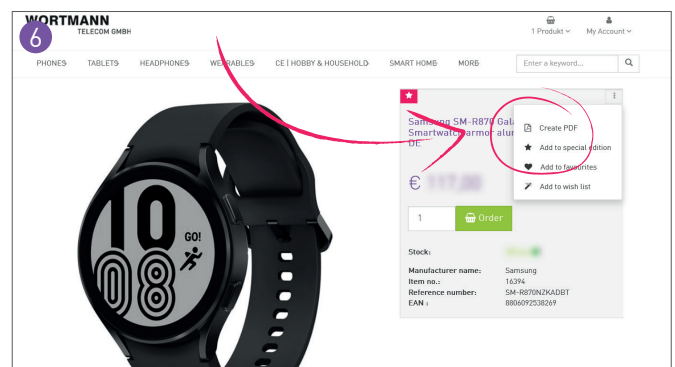


- Under **“PDF”** you can define the appearance of the subsequent quotation/data sheet.
- Further settings can be found under **“Sorting”** and **‘Special settings’**.
- **IMPORTANT:** Save all changes at the end of the page.

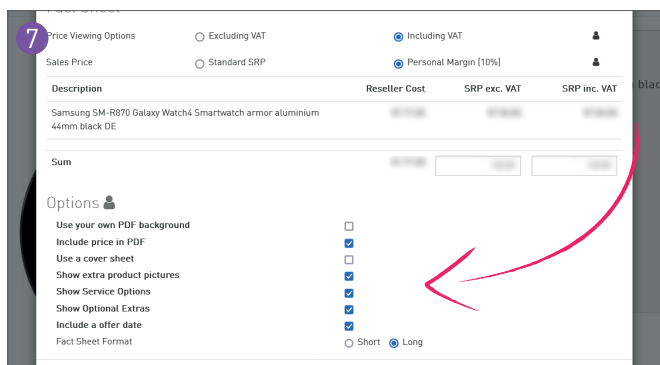
How do I create the offer or data sheet?



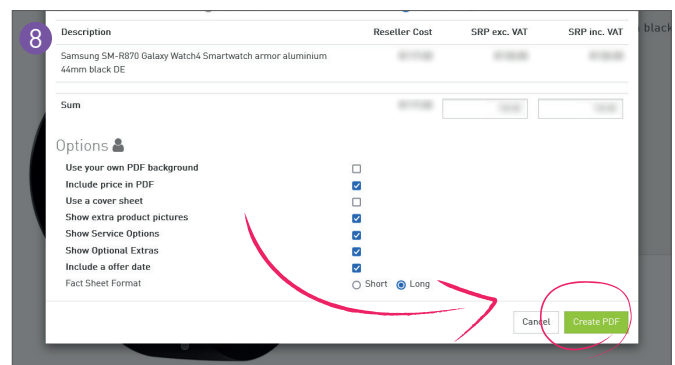
- Select the desired item
- Click on the desired item and then on the three gray dots at the top right above the price
- Select **“Create PDF”** from the menu.



- After you have clicked on **“Create PDF”**, a new window will open (PDF creation).
- Here you can now select how you want to display your price list.



- Under **“Data sheet”** you can specify the price display and the total.
- Under **“Display”** you can select what you want to be displayed in the PDF.
- For example, if you uncheck **“Include price in PDF”**, you will only have a data sheet.



- Click on **“Create PDF”** to automatically download the finished PDF.