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WINDOWEXPRESS PLATFORM UPDATE

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WindowExpress Updates

What's Changing for Customers?

As part of the Paradigm updates to WindowExpress, there are minor changes to the quoting and ordering workflow in the system, including updates to be aware of and actions that may be required.

Action Required:



In-flight quotes created before November 2 will need to apply the new Gentek Supply Center account number.

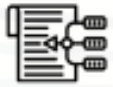


Additional charges under pricing preferences will need to be set to List Price.

Other Updates:



Standardized system nomenclature



Enhanced paperwork reports

Customer Support

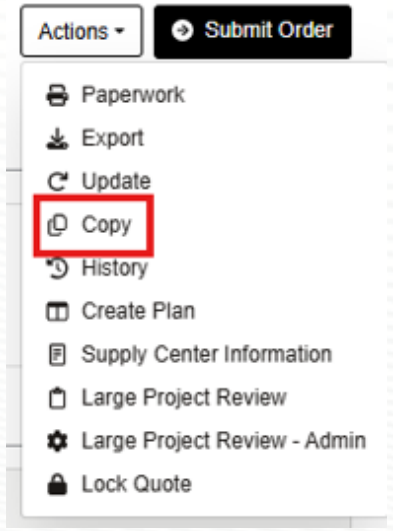
- If you have questions, please contact your local **Gentek representative** or **Window Admin.**

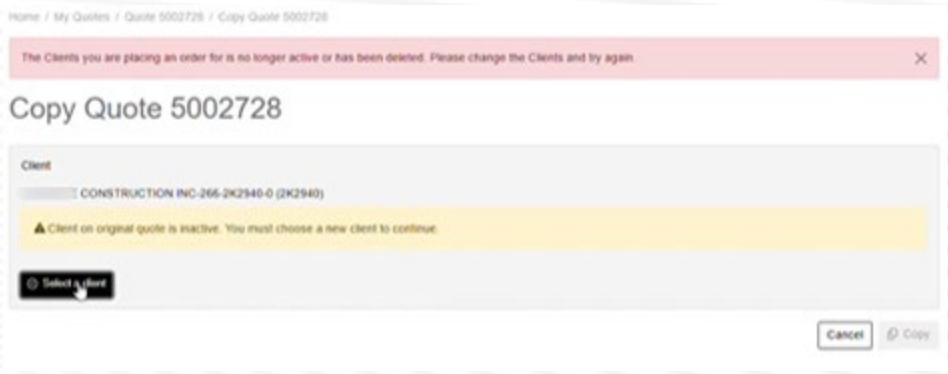
Updating In-Flight Quotes

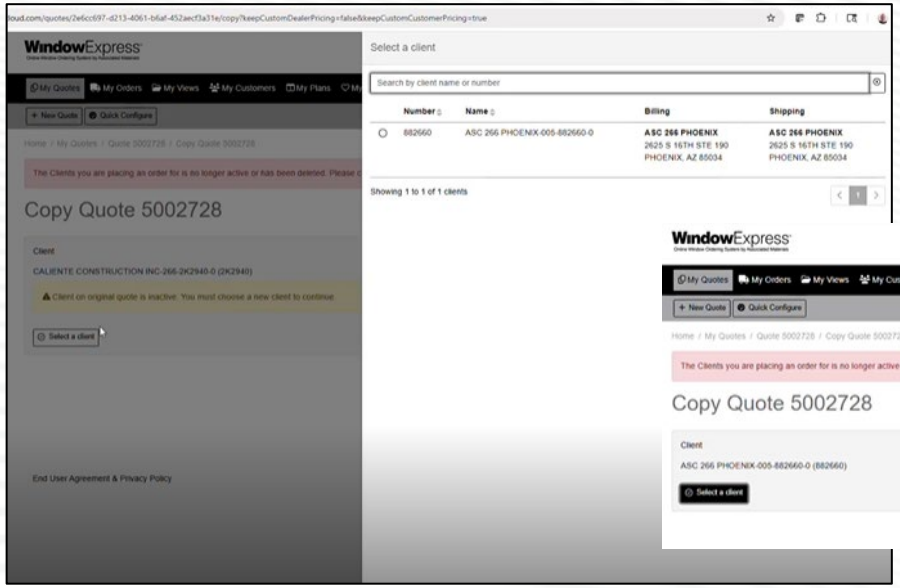
Option 1 – Contact your local branch to flip the quote to the new account and keep the same quote # in WindowExpress

Option 2 - Manually "Copy" an Existing Quote

1. Open the in-flight quote.
2. Select "Actions."
3. Choose "Copy."
4. Select the GSC Client ID when prompted.
5. Click "Copy."
6. Review Company name under new Company tab (automatically applied).
7. Continue working from the copied quote.



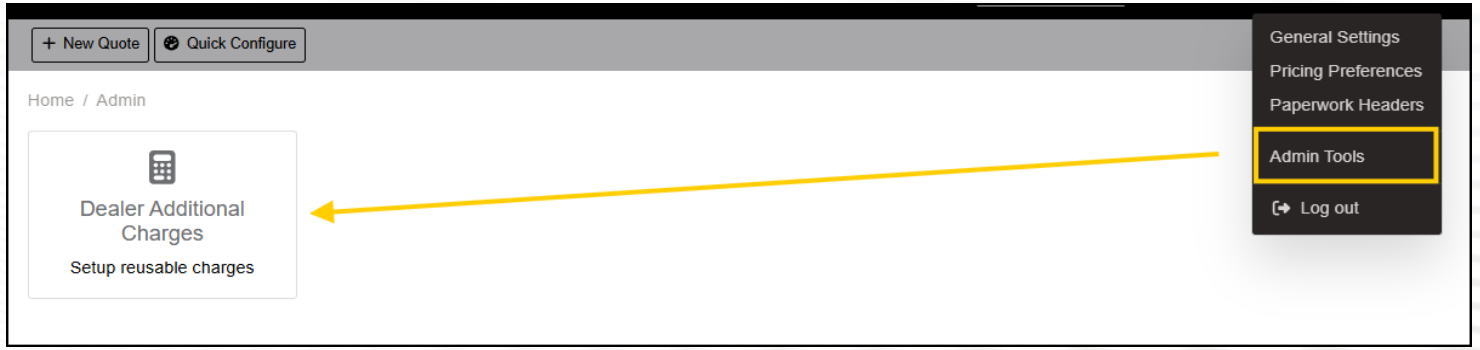




Updating Additional Charges

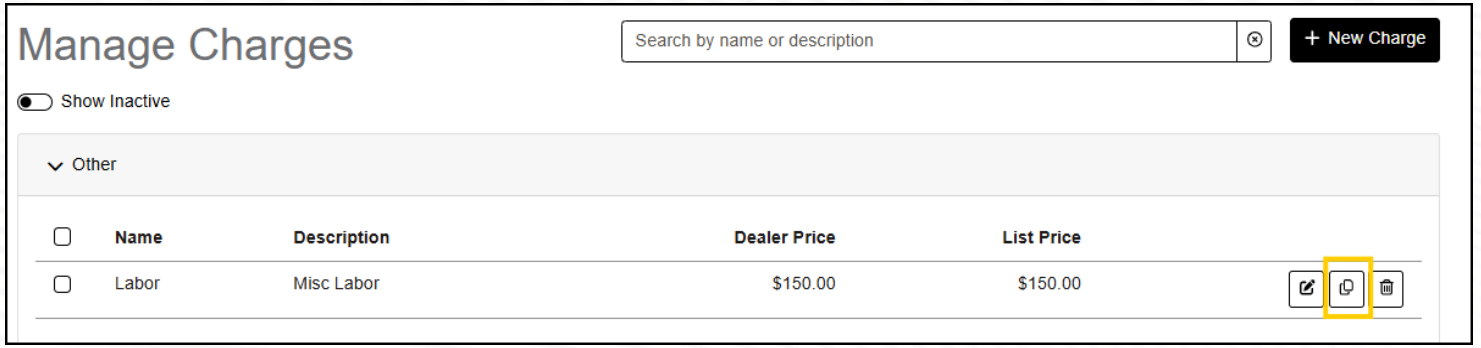
Access the Admin Menu

1. After logging in to WindowExpress, click your username in the upper-right corner.
2. Select **Admin Tools**.



Open Dealer Additional Charges

1. From the Admin Tools menu, click **Dealer Additional Charges**.
2. Select **Manage Charges**.

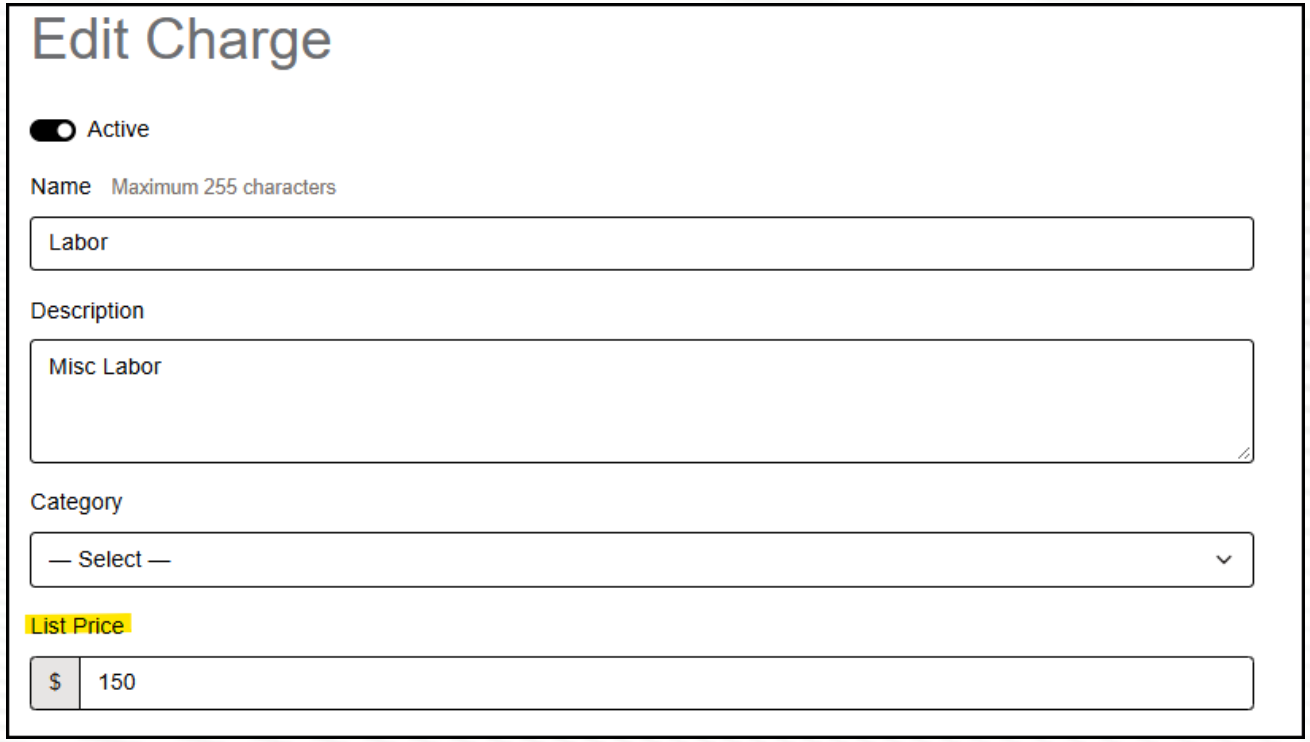


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Updating Additional Charges (Continued)

Edit Charges

1. Locate the charge you want to update.
2. Click the **Edit** icon (pencil).
3. Update the pricing fields as required.
   - **Pricing Rules**
   - **If your Pricing Preference is set to List Price**
     - No changes are required to the pricing structure.
     - Enter the amount in the **List Price** field and leave the Dealer Price as needed.
   - **If your Pricing Preference is not set to List Price**
     - Enter **$0.00** in the **Dealer Price** field.
     - Enter your desired amount in the **List Price** field.
4. Save the changes.
5. Repeat this process for each charge, as charges must be edited **one at a time**.

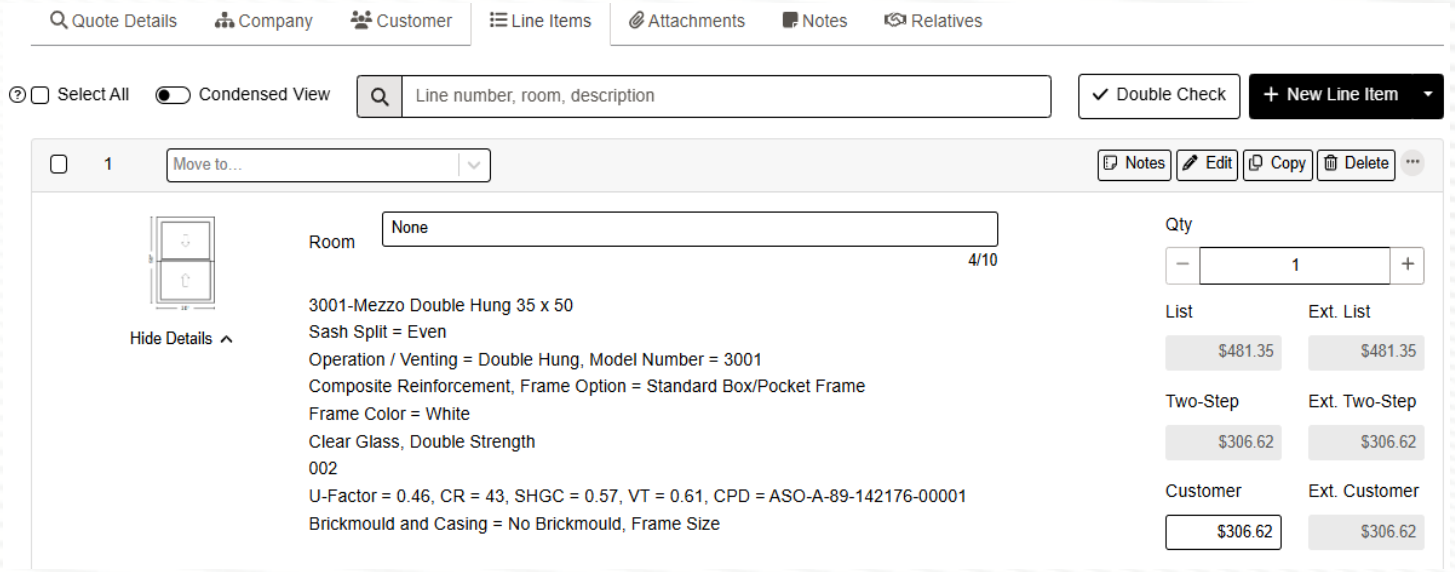


Important: The system will automatically apply your standard customer markup to the **List Price** and calculate the correct selling price. Entering the amount in the List Price field ensures the additional charge is properly marked up and billed to the customer.

Note: Additional charges can only be edited individually. There is currently no bulk update option.

Standardized System Nomenclature

There are new pricing level labels that are part of the updated interface and cannot be changed.



List

- Standard product list price.

Two-Step

- Cost for Gentek's Customer.
- Previously this field was labeled Dealer.

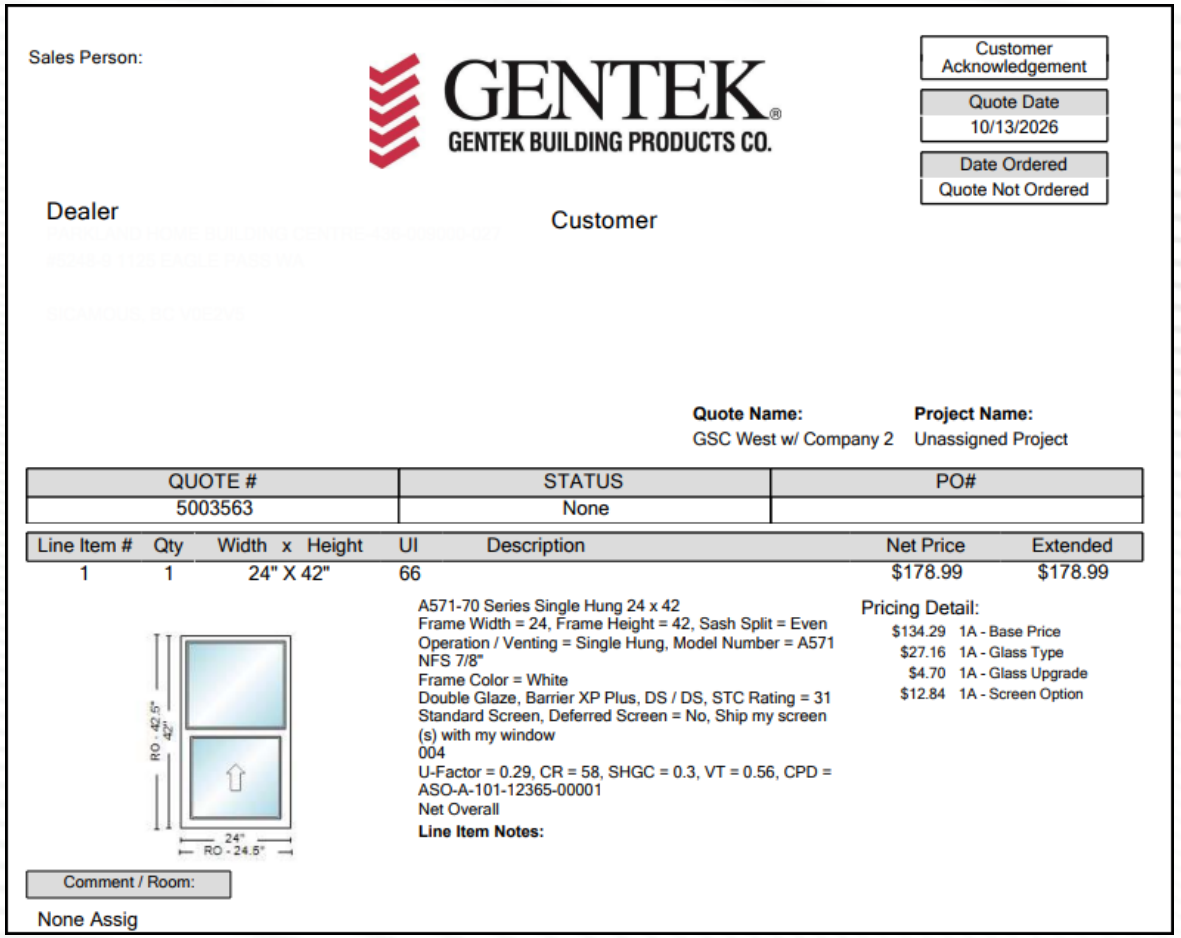
Customer

- Used as a tool for companies/customers to mark-up and resell.
- If Customers were using this before, it works the same way.

Pulling Paperwork Reports

New report options will offer greater flexibility and a more customer-ready way to share quotes.

- Customers will use report titled "CAN - Supply Center Customer's Resale" to provide quote(s) to their customer(s).
- Paperwork headers can display dealer and customer's customer name and contact information.



Sales Person:

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Customer Acknowledgement

Quote Date
10/13/2026

Date Ordered
Quote Not Ordered

Dealer

Customer

Quote Name: GSC West w/ Company 2

Project Name: Unassigned Project

QUOTE #	STATUS	PO#
5003563	None	

Line Item #	Qty	Width x Height	UI	Description	Net Price	Extended
1	1	24" X 42"	66		$178.99	$178.99

A571-70 Series Single Hung 24 x 42
Frame Width = 24, Frame Height = 42, Sash Split = Even
Operation / Venting = Single Hung, Model Number = A571
NFS 7/8"
Frame Color = White
Double Glaze, Barrier XP Plus, DS / DS, STC Rating = 31
Standard Screen, Deferred Screen = No, Ship my screen (s) with my window
004
U-Factor = 0.29, CR = 58, SHGC = 0.3, VT = 0.56, CPD = ASO-A-101-12365-00001
Net Overall

Line Item Notes:

Pricing Detail:

$134.29	1A - Base Price
$27.16	1A - Glass Type
$4.70	1A - Glass Upgrade
$12.84	1A - Screen Option

RO - 42.5"
42"
24"
RO - 24.5"

Comment / Room:

None Assig

For questions, please contact your local Gentek representative or Window Admin.

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