Prestige Entries | E-Catalog

Welcome to E-Catalog

Quick Start Guide for new account introduction

CUSTOMER COMMUNICATION — FOR EXTERNAL USE

June 2026

Your account has been set up in the Prestige E-Catalog, our online product ordering catalog. Please bookmark the link below, as the catalog is not currently accessible from the main Prestige website:

https://prestigeentries.com/catalog/

That page hosts the catalog link and will also be used for product announcements from time to time.

Logging In

Your username is your email address. Your temporary password is **"password"** — you will be prompted to change it the first time you log in.

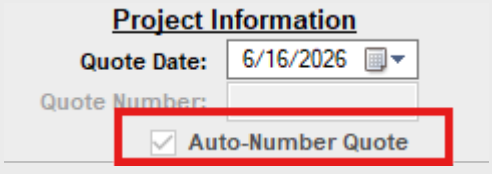
What E-Catalog Does

E-Catalog lets you browse the full Prestige product line, build quotes with your own pricing applied, and submit orders — all in one place. Your cost from Prestige is already loaded into the system. You set your own markup if you choose to. Your customers see your price, not ours.

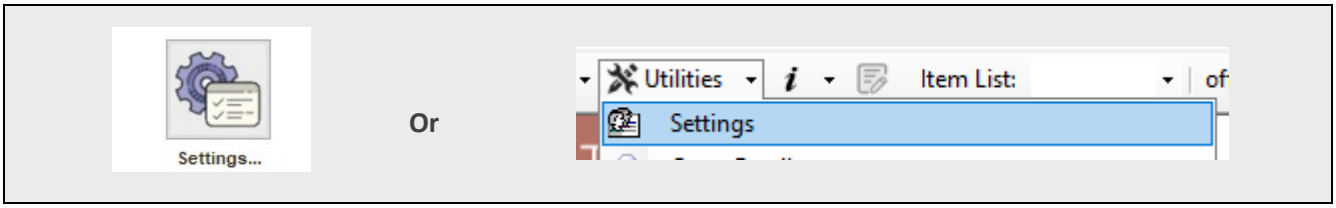
Before Your First Quote

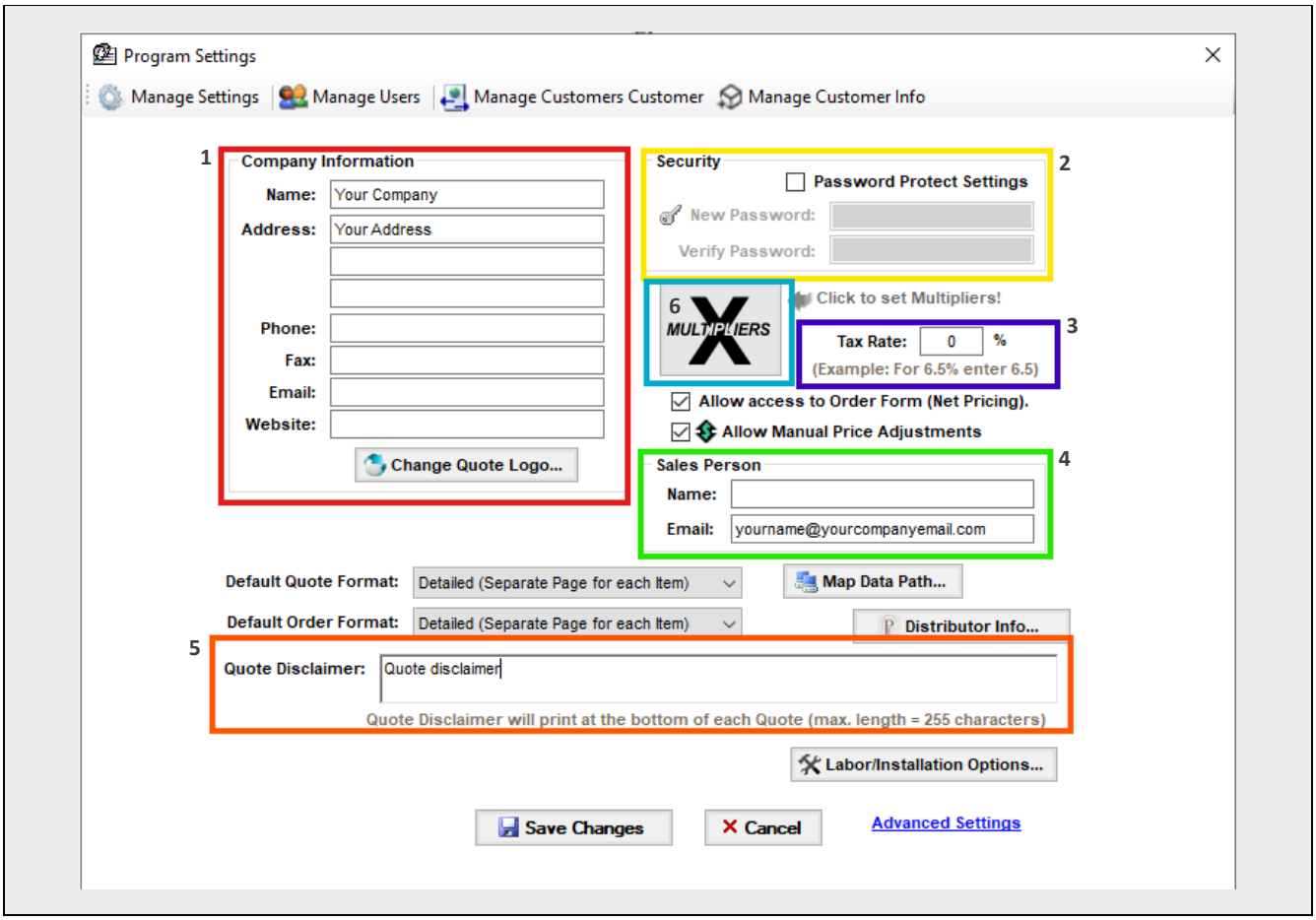
Before building your first quote, take a few minutes to complete the following setup steps. A properly configured account ensures your quotes look professional and your pricing is correct from the start.

Check the Auto-Number Quote setting. On the home screen, confirm the Auto-Number Quote checkbox is checked. It is easy to miss and causes disorganization in your project files if left off.



Complete your account setup. In the program Settings page, review and complete each of the following before activating users or building quotes:





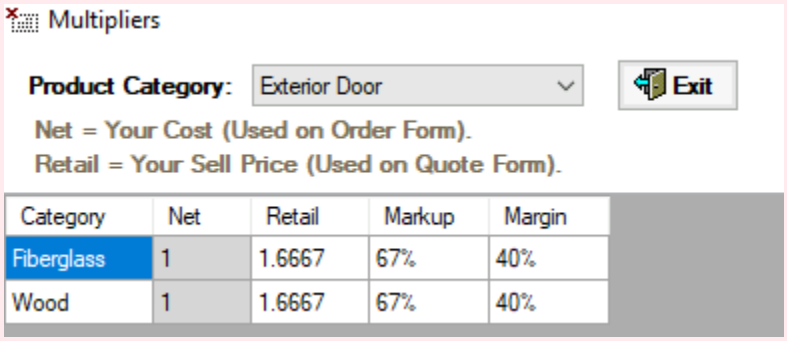
1. **Company Information** — Enter your company name, address, phone number, and website. Some fields may already be populated. This information appears on all customer-facing quote documents.

   Company Logo — If you would like your logo on quote documents, contact Prestige Entries at office@prestigeentries.com to coordinate. Logo setup is handled by Prestige Entries. When submitting, please use a PNG or JPG at 240 × 72 pixels (3.33:1 aspect ratio).

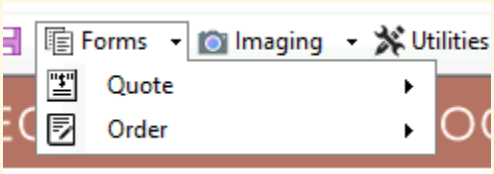
2. **Security** — Your company admin has the ability to set a retail multiplier and password protect it from individual user editing. See section 11 in the User Guide for more detail.

3. **Local Tax Rate** — If you charge sales tax, enter your default rate in Settings before building quotes. E-Catalog applies this rate automatically and displays it as a line item on customer-facing documents. If you serve multiple tax jurisdictions, review how the default rate applies and adjust as needed per quote.
4. **Salesperson Name and Email** — Enter the salesperson name and email address. The name appears on customer-facing quote documents. The email address is used as the From: address when quotes are emailed from within E-Catalog.
5. **Quote Disclaimer** — Add any standard language you include on quotes, such as pricing validity periods, freight disclaimers, or payment terms. This text appears at the bottom of every customer-facing quote. This field is optional — leave it blank if not needed.
6. **Multipliers** — You can configure a retail multiplier that applies your markup to every quote automatically. Many users skip this and use E-Catalog purely to view their cost from Prestige — that works fine. If you plan on printing or emailing quotes to customers and want the E-Catalog to reflect your proper margin, set this up before building your first quote. The user guide walks you through it in Section 4.

⚠ WARNING IF YOU DO NOT ESTABLISH A RETAIL MULTIPLIER, THE PRICE ON YOUR SCREEN AND FOR ANY QUOTE FORM WILL SHOW YOUR COST. See Section 4.3 and 4.4 of the User Guide for full details.



ℹ NOTE Make sure you know the difference between the two forms – Quote and Order

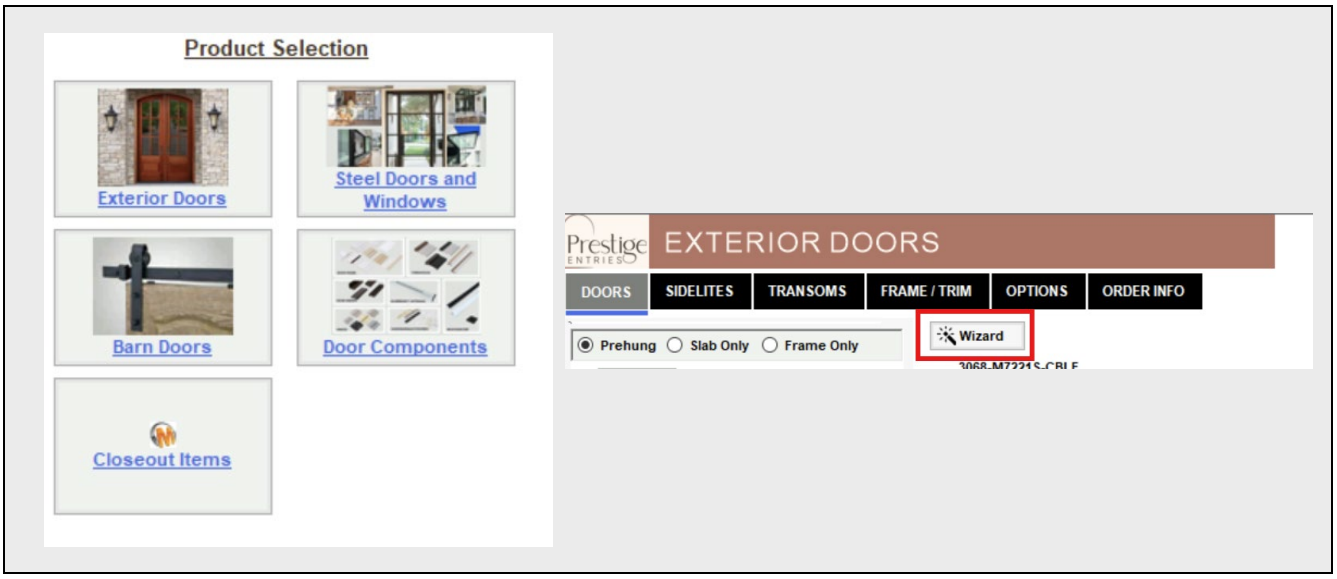


The QUOTE form is for the customer's viewing and will include the retail markup if you are using it. This is the same price that will appear on screen at all times. If you have not established your retail multiplier, this price will be your cost.

The ORDER form is for your internal use only as it shows your cost from Prestige.

Quoting and Ordering

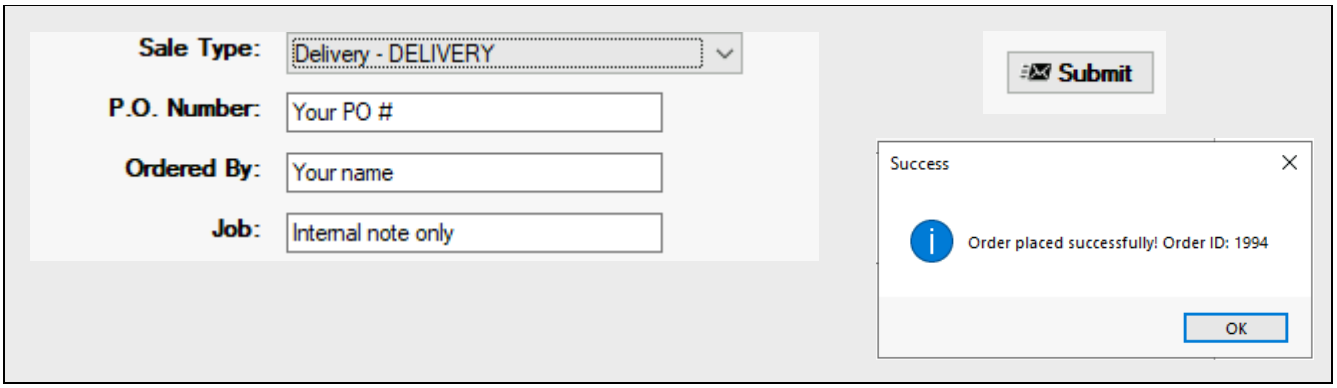
From the main screen, choose which product type you want. For your first time, we recommend using the built-in wizard that will take you step by step through the typical selections for an order. This will help you understand the flow. For any following quote, you can explore the different menus as you see fit.



Once you are done with your quote, click on the Add Item to Project button and then Submit to Agility.

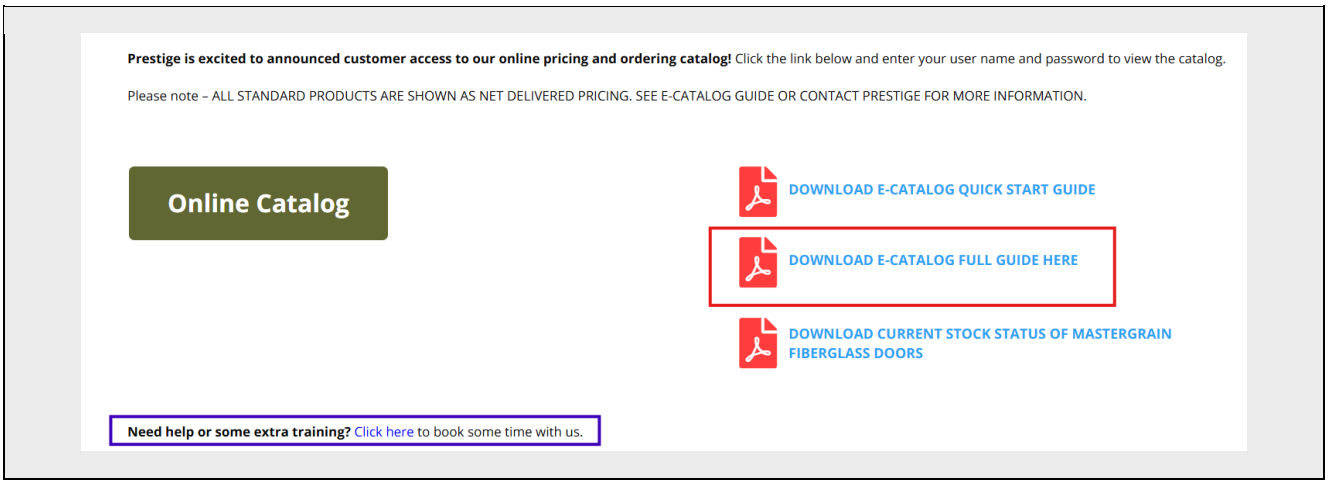


Fill out the fields below and click Submit



You will get an on-screen notification that the order has been placed with an Order ID number. This is your order confirmation number. Within 24 hours, Prestige will confirm the order and send you back an official order acknowledgment with estimated ship date.

⚠ WARNING DO NOT SUBMIT A QUOTE OR ANY ORDER THAT YOU HAVE A QUESTION ON. ORDERS SUBMITTED THROUGH THE CATALOG ARE CONSIDERED BINDING ORDERS.



User Guide

A downloadable user guide is available on the main page. It covers the full functionality of E-Catalog, including initial setup. If you have been designated as your account's **Account Administrator**, the guide includes a dedicated section covering account and user management.

✓ **TIP** This guide is a fully comprehensive guide to using the e-catalog. We cannot stress enough – you should download and skim through this document to get the most out of your usage.

Training

A link to schedule a video training session is available on the main page. We are happy to walk you through the program with one person or your full team. To get the most out of the call, we recommend reading the full guide and spending some time in the system on your own first — questions that come from hands-on experience make the session significantly more useful.

If you have any questions in the meantime, don't hesitate to reach out.

Optional ERP integration

If you use Epicor BisTrack, ECI Spruce, or DMSi Agility, you can use SaberisConnect to automatically upload your orders from the catalog directly into your system so you can streamline your order entry process. Contact your internal ERP department or support@saberis.com to discuss the process.

For all other ERP/POS systems, you can email sales@saberis.com to set up a free account.