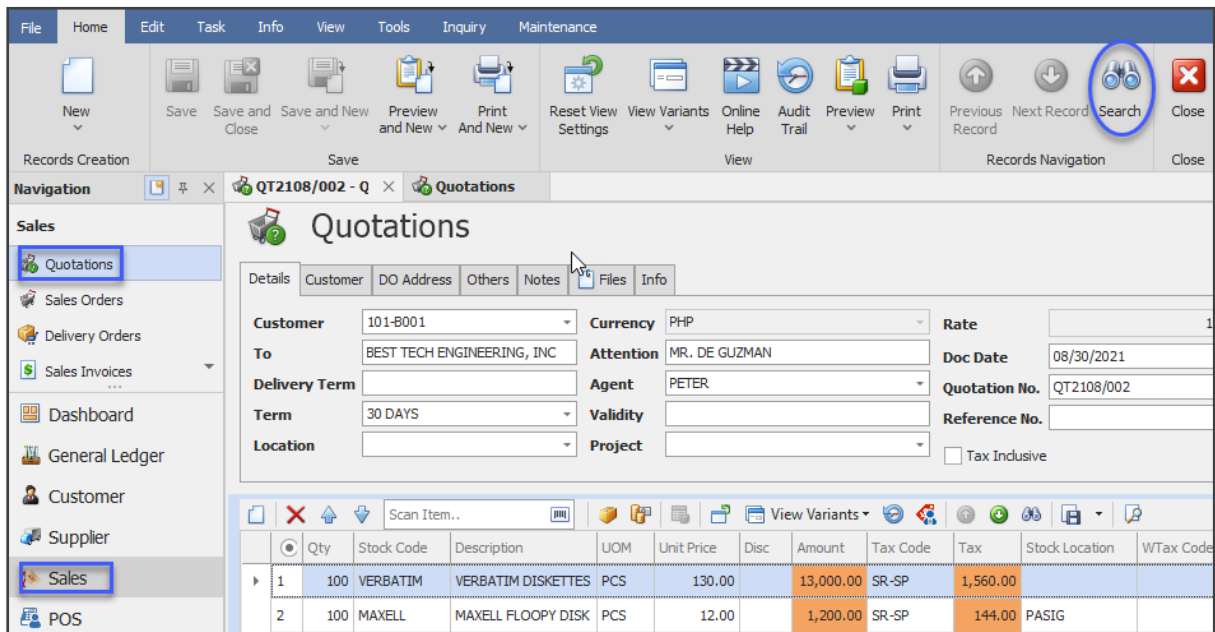# HOW TO REVISE A QUOTATION

The QNE System has a feature where a quotation can be revised several times while retaining the original document.

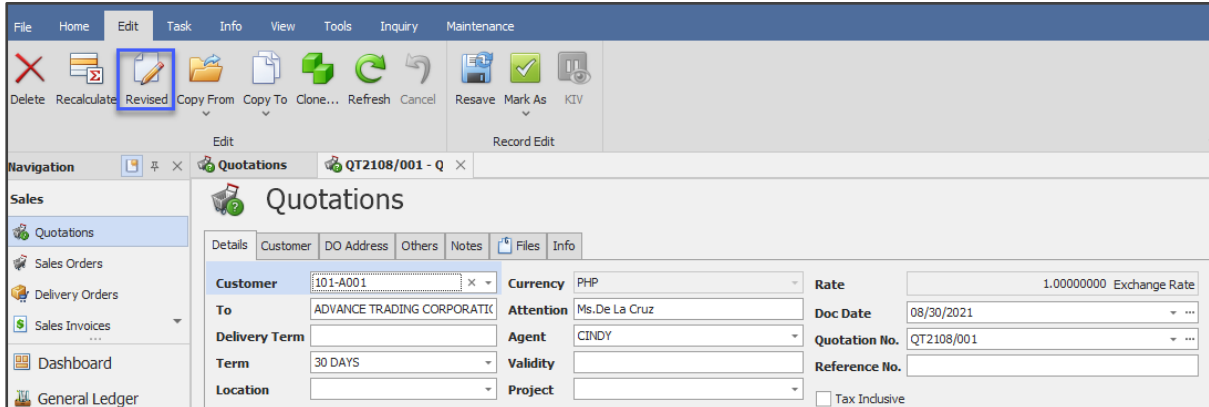Go to Sales > Quotations > Click the *Search* button to open the Quotations Listing.

Quotations Listing
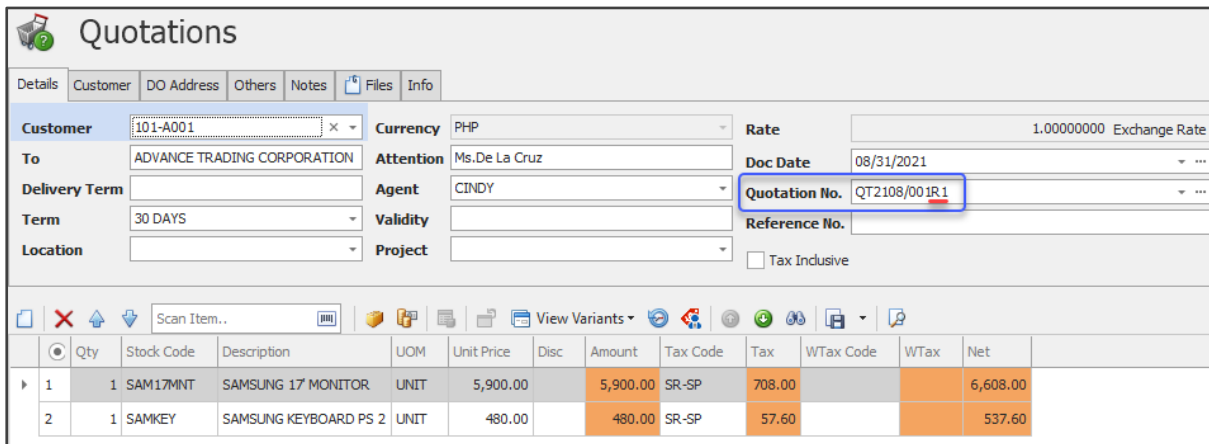
Double-click to open the Quotation/Document to be revised. Go to **Edit Tab** > Click **Revised**. The document will be duplicated and the Quotation number will have a Suffix '**R.**' As shown below, the *Quotation No.* automatically changed and it added '**R1**' (*stands for 1st Revision*) to it. Edit the document and Click **Save**.
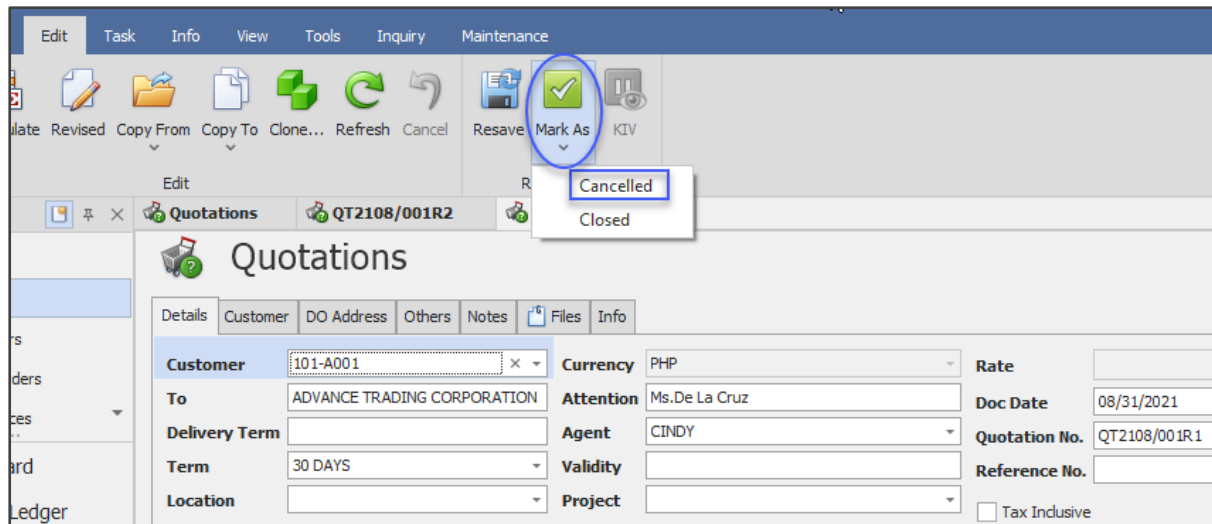

Note: *Repeat the process if their will be further revisions.*

The image below shows that every time the Quotation is revised, the revision number also increased. It will be the indication of the number of times the Quotation has been revised.

As mentioned above, the original document is retained even there are several revisions made. In case that one of the revisions has pushed through, the remaining copy(s) of the Quotation must be *Mark as Cancelled to remove it from* the Outstanding Quotations.

To cancel the document, double-click the document to open > go to *Edit Tab* > *Mark As* > *click Cancelled* > click **Save**.

NOTE:

Should you need further assistance on this please send us an email to support@qne.com.ph or you may log a ticket via support.qne.com.ph