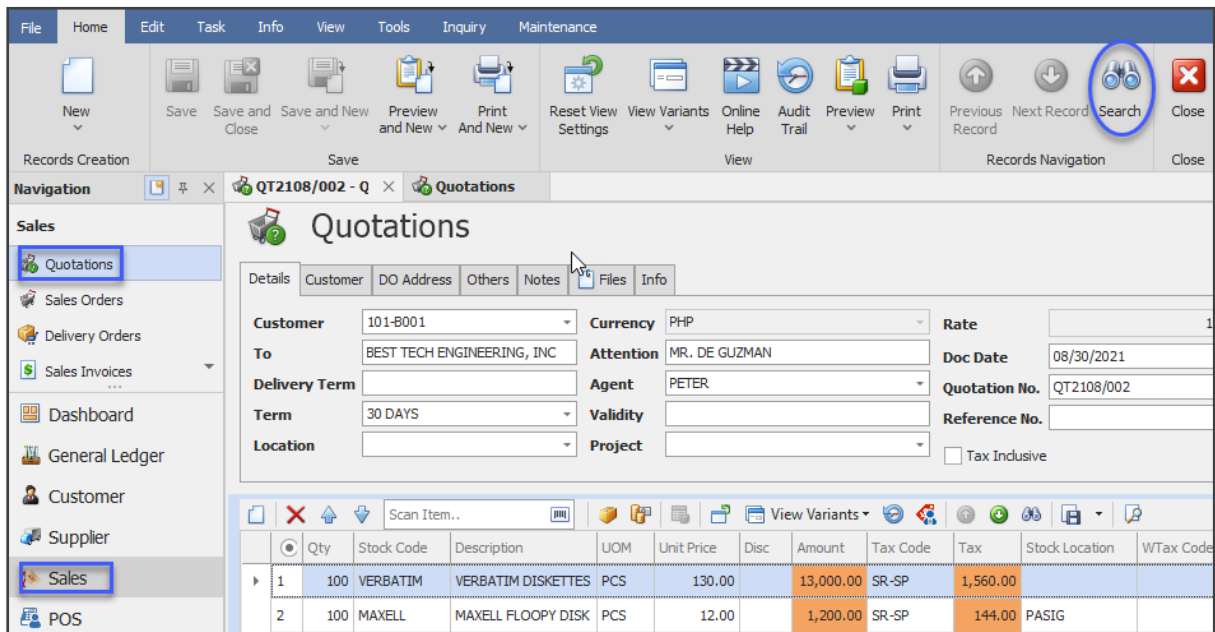




HOW TO REVISE A QUOTATION

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.

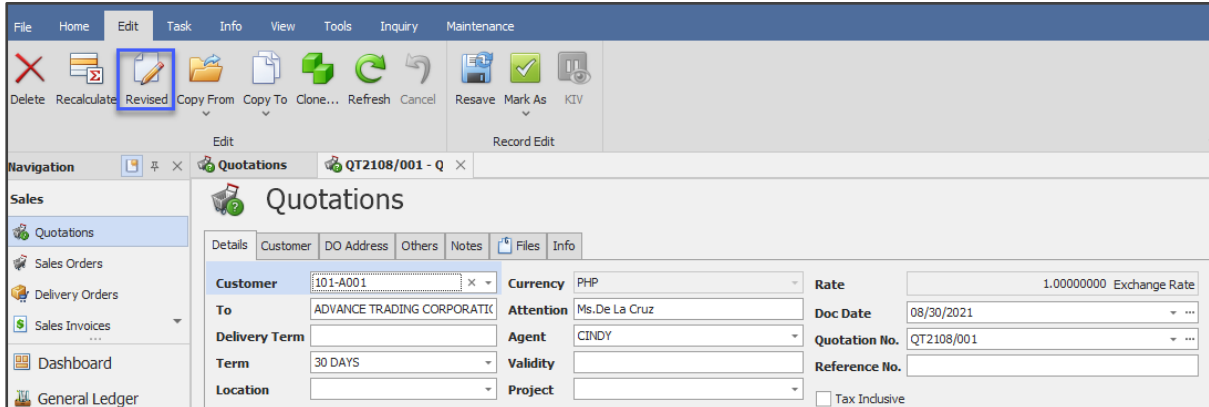


Qty	Stock Code	Description	UOM	Unit Price	Disc	Amount	Tax Code	Tax	Stock Location	WTax Code
1	100	VERBATIM	VERBATIM DISKETTES	PCS	130.00	13,000.00	SR-SP	1,560.00		
2	100	MAXELL	MAXELL FLOOPY DISK	PCS	12.00	1,200.00	SR-SP	144.00	PASIG	

Quotations Listing

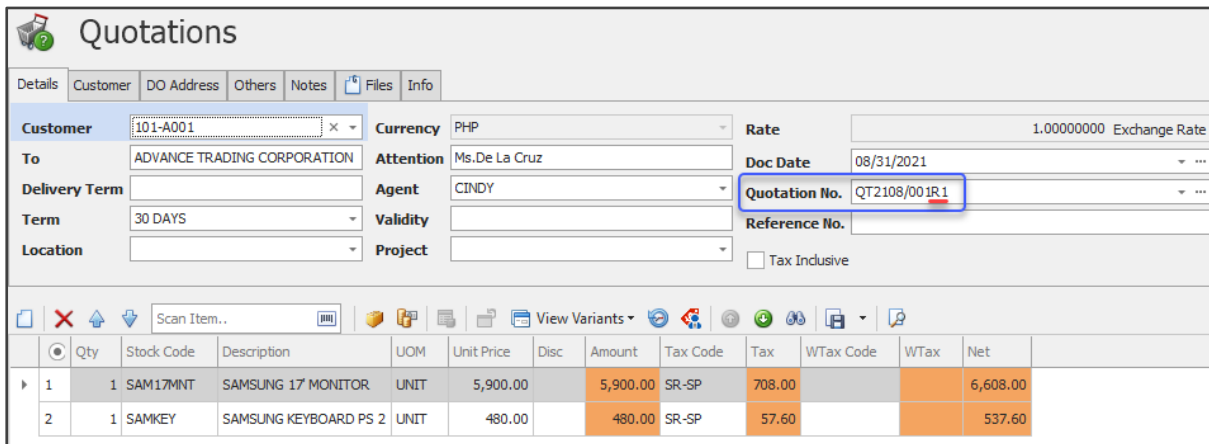
Quotations										
Drag a column header here to group by that column										
Date	Quotation #	Customer	Name	Agent	Term	Currency	Tax	WTax Total Amount	Net Total	
08/30/2021	QT2108/001	101-A001	ADVANCE TRADING CORPORATION	CINDY	30 DAYS	PHP	765.60		7,145.60	
08/30/2021	QT2108/002	101-B001	BEST TECH ENGINEERING, INC	PETER	30 DAYS	PHP	1,704.00		15,904.00	

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**.



The screenshot shows the 'Edit' tab in the QNE Software interface. The 'Revised' button is highlighted in the top toolbar. The 'Quotations' form is displayed with the following details:

Field	Value
Customer	101-A001
Currency	PHP
Rate	1.00000000 Exchange Rate
To	ADVANCE TRADING CORPORATION
Attention	Ms.De La Cruz
Doc Date	08/30/2021
Delivery Term	
Agent	CINDY
Quotation No.	QT2108/001
Term	30 DAYS
Validity	
Reference No.	
Location	
Project	



The screenshot shows the 'Quotations' form with the 'Quotation No.' field highlighted, showing 'QT2108/001R1'. The form details are as follows:

Field	Value
Customer	101-A001
Currency	PHP
Rate	1.00000000 Exchange Rate
To	ADVANCE TRADING CORPORATION
Attention	Ms.De La Cruz
Doc Date	08/31/2021
Delivery Term	
Agent	CINDY
Quotation No.	QT2108/001R1
Term	30 DAYS
Validity	
Reference No.	
Location	
Project	

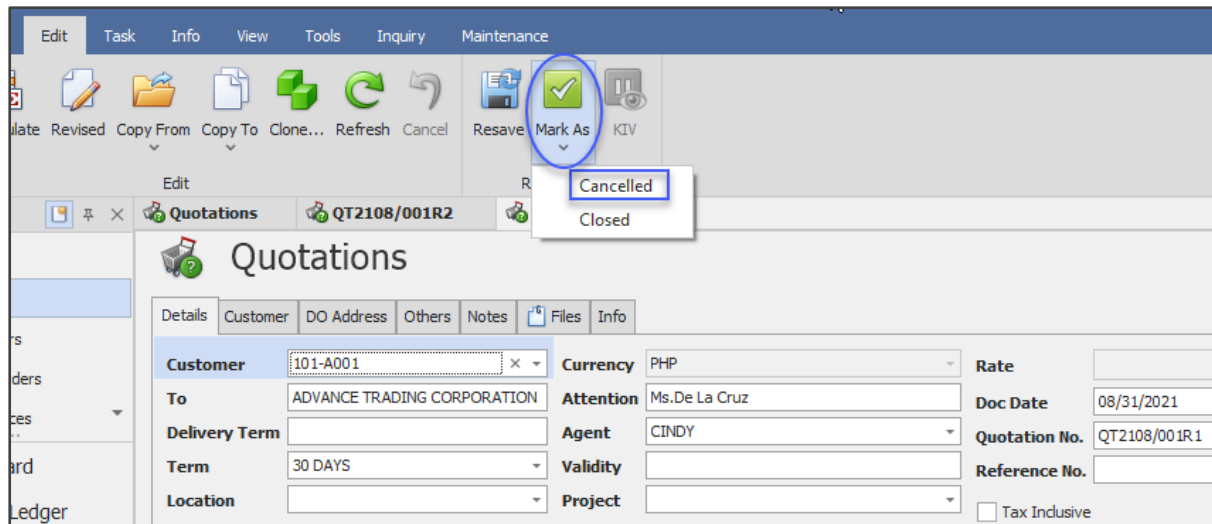
Note: Repeat the process if there will be further revisions.

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.

Quotations										
Drag a column header here to group by that column										
	Date	Quotation #	Customer	Name	Agent	Term	Currency	Tax	WTax Total Amount	Net Total
	08/30/2021	QT2108/001	101-A001	ADVANCE TRADING CORPORATION	CINDY	30 DAYS	PHP	765.60		7,145.60
	08/31/2021	QT2108/001R1	101-A001	ADVANCE TRADING CORPORATION	CINDY	30 DAYS	PHP	730.20		6,815.20
	08/31/2021	QT2108/001R2	101-A001	ADVANCE TRADING CORPORATION	CINDY	30 DAYS	PHP	727.32		6,788.32
	08/30/2021	QT2108/002	101-B001	BEST TECH ENGINEERING, INC	PETER	30 DAYS	PHP	1,704.00		15,904.00

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**.



The screenshot shows the 'Quotations' application window. The 'Edit' tab is active, and the 'Mark As' button in the toolbar is highlighted with a blue circle. A dropdown menu is open, showing 'Cancelled' and 'Closed' options. The 'Cancelled' option is selected. Below the toolbar, the 'Details' tab is active, showing fields for Customer (101-A001), Currency (PHP), Rate, Attention (Ms. De La Cruz), Doc Date (08/31/2021), Quotation No. (QT2108/001R1), Reference No., and a checkbox for 'Tax Inclusive'.

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