

# Quotation

## User guidance

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# 1. Quotation creation

Store Management Version: 1.23.967

Expired Items

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Corrections Reorder Level Controller Expiry Controller Material Support Inquiry Reports Components Material Management Shortage Purchasing Quotation Receiving EASA Form STORE Invoicing Base Setup Realization Accounts Financial Management Shipment Sale

Quotation

Expired Items

User ID: DUN - Full Control

Quotation: Filter - Quotation Number: [ ] Close Print to PO E-Mail

PN: [ ] Description: [ ]  Open/Closed  From Shortage

ID	Quotation	Item	PN	Description	Quote Qty	Purchase Ur
10	2	1	4559	LAMP	15	EA
9	3	1	012A0057-5	TOP KIT - FORWARD CARGO SMOKE PENETRATION	1	EACH
8	2	2	3-1559	WHEEL	1	EA

Found 3 Records Clear Filter

Quotation Editor:

New Add Update Delete Del All Refresh

Quotation Number: \* [ ] From Shortage:

P/N: \* [ Select ]

Description: \* [ ]

Qty: \* [ 0 ] Purchase Unit: [ ] Last Unit Price: [ 0.00 ]

Condition: [ BAT ] Purchaser Code: \* [ DUN ]

Priority:  AOG:  Critical:  Expedited:  Routine:

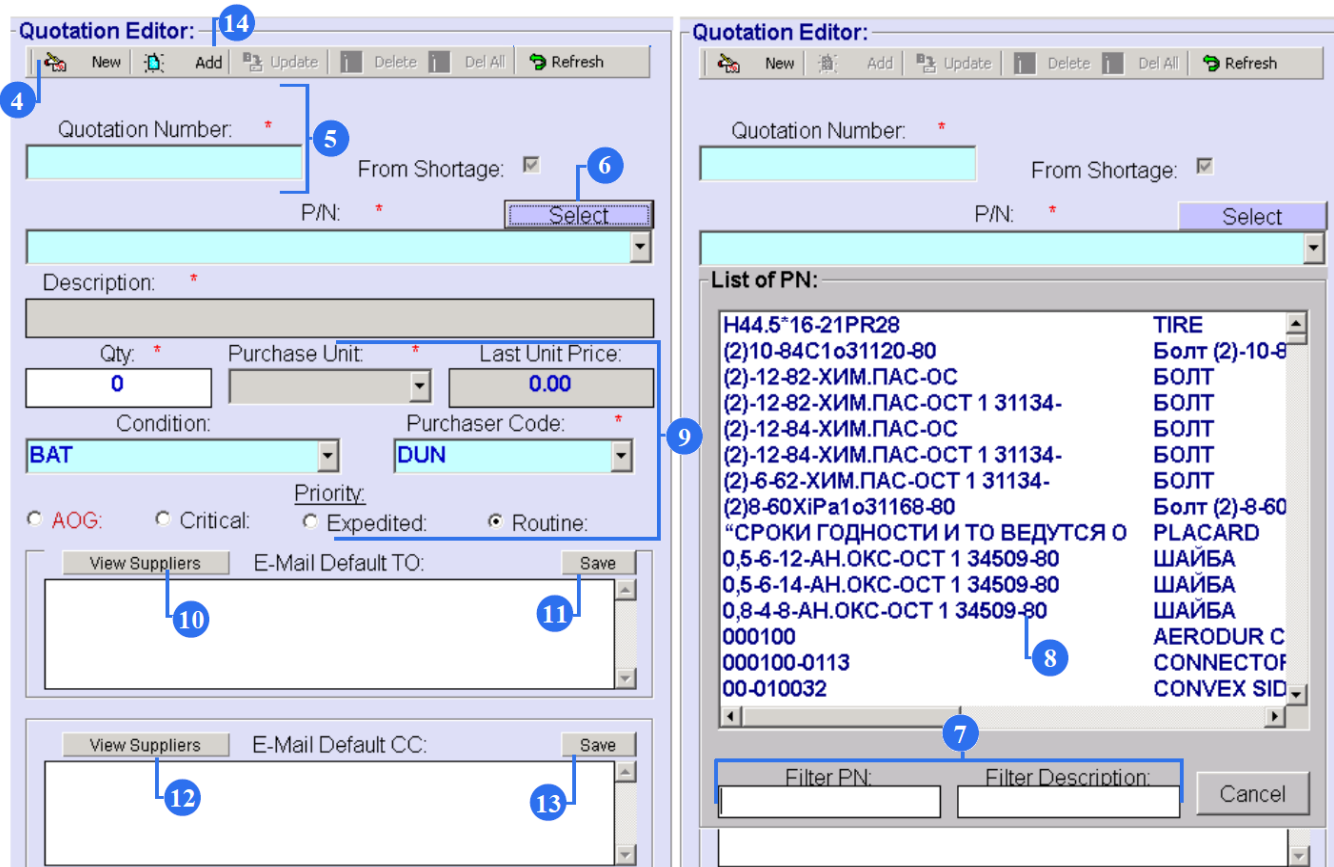
View Suppliers E-Mail Default TO: [ ] Save

View Suppliers E-Mail Default CC: [ ] Save

1. To begin to operate the “Quotation” sub – module click on the “Quotation” button.

2. In the main “Quotation” screen there is a button with arrow. Click on it and editor will be opened.

3. Use “Quotation” editor to create a new quotation.



4. Click on the “New” button.

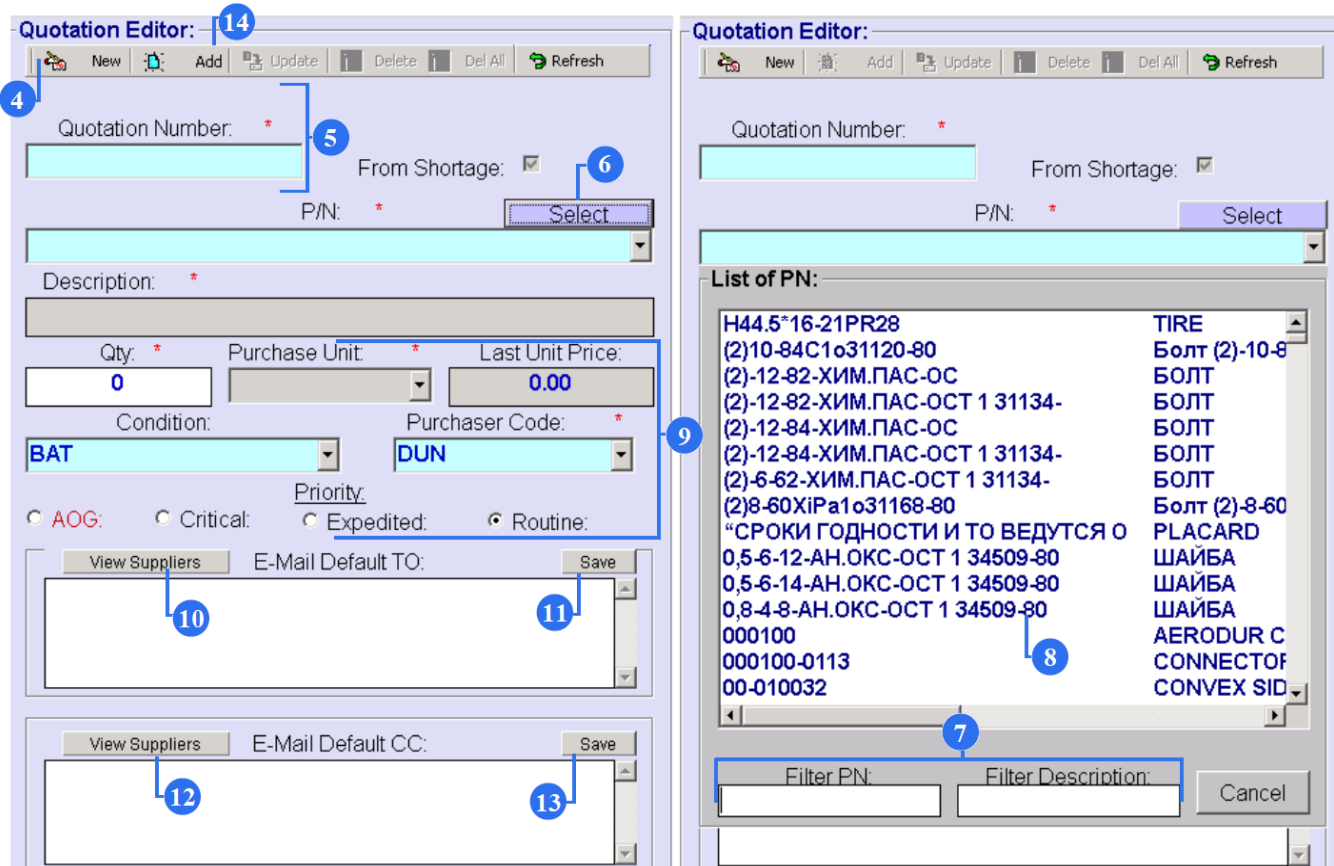
5. Quotation number will be generated automatically.

6. Click on the “Select” button to find a component.

7. Use filters such as part number or Description to find necessary component.

8. Select from the whole list part number of a component and double click on it. “Description” field will be automatically filled.

9. Enter quantity, select purchase unit and enter last unit price. Choose condition if it is necessary and select purchaser code. (Purchaser Code is generated in “Base Setup” submodule)



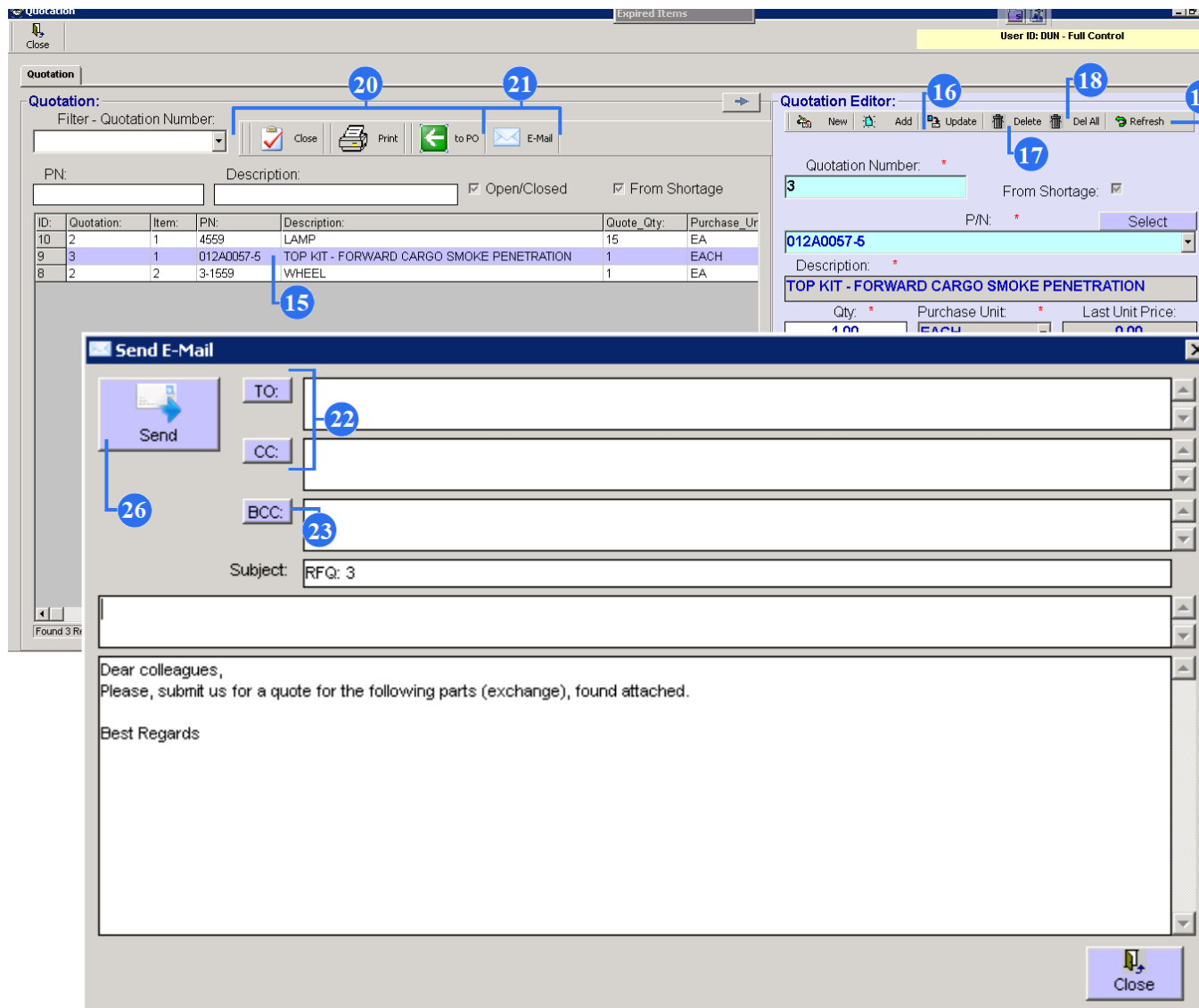
10. To send e-mail automatically, select “View Suppliers” button. In opened window choose all necessary Suppliers. All Suppliers are generated in the “Material Management” sub-module.

11. Push “Save” button.

12. If you want to add some suppliers in copy in the second field “E-Mail Default CC” click on the “View Suppliers” button. In opened window choose all necessary Suppliers.

13. Push “Save” button.

14. Click on the Add button to create new quotation.



15. After push button “Add”, you can see the line in the “Quotation” screen. Highlight it.

16. You can make a change in the editor and push “Update”.

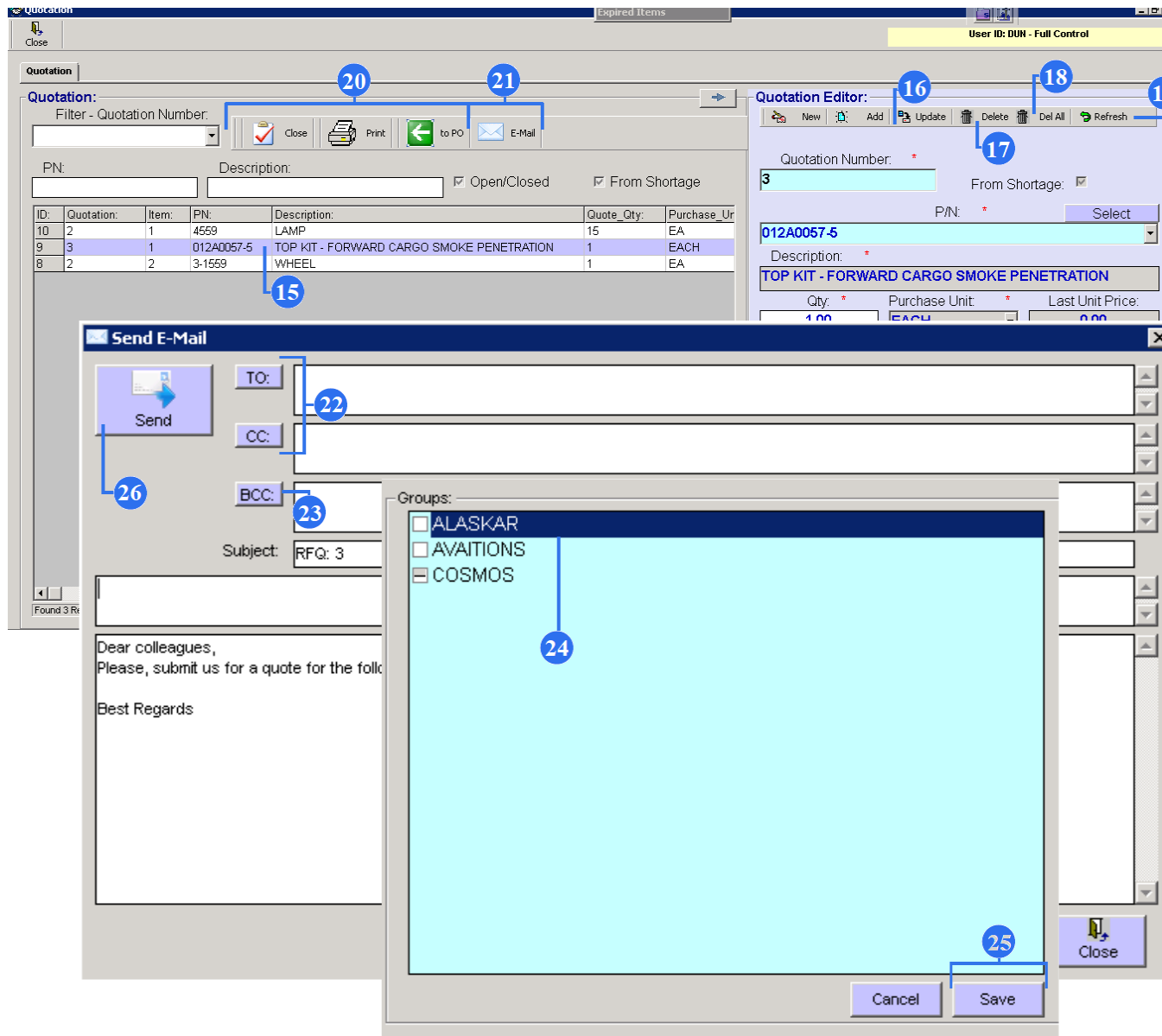
17. To remove quotation, click on the “Delete”.

18. To remove all items of quotations, click on the “Del All”.

19. To clear all fields in the editor, push “Refresh”.

20. To transfer a quotation to Close position, highlight it and push on the “Close”. To print a quotation, click on the “Print”. Also, you can create PO (“to PO” button).

21. If you want to send e-mail, click on the “E-Mail” button. “Send E-Mail” screen will be opened.



22. “TO” button allows add e-mails address of other suppliers. “CC” button allows to add e-mails address of other suppliers as a copy.

23. “BCC” button allows to select groups of supplier’s mail address. In this case, each supplier will not know who is in the letter in the copy. Push button. “Groups” screen will be opened.

24. From the whole list select necessary group, which contains a set of required mail addresses. These groups are generated in the “Material Management” sub-module.

25. Push “Save” button.

26. Then push on the “Send”.