

EMPOWER ERP QUOTATION ENTRY

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## Document Control

### Reviewers / Contributors

Date	Version	Name	Designation	Signature
12 <sup>th</sup> APR 16	1.0	RANGARAMAN.G		

## Quotation entry

In Empower ERP, **Quotation** aims to create an offer without binding the customer. It just provides information. The stock quantity of our products is not reserved.

We have separate Quotation window in Empower ERP. We can create Quotation from **Empower ERP | Sales | Quotation** window.

We will practice how to create a Quotation document, by entering the following information.

Field	Data
Business Partner	Claiborne Inc
Sales Representative	Hamid
Currency	QAR
Price List	Sales PL

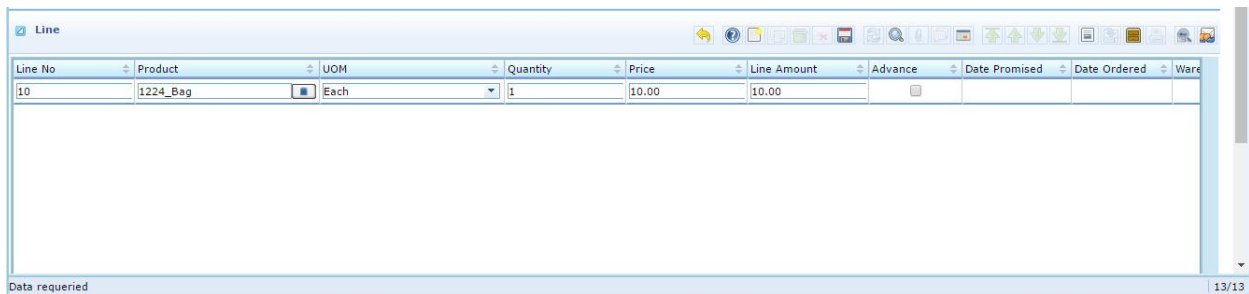
The screenshot shows the 'Quotation' window in Empower ERP. The window title is 'Quotation'. The interface includes a menu bar with 'Menu (50)' and a toolbar with various icons. The main area contains several input fields and buttons. On the left, there are fields for 'Organization' (Test Org), 'Quotation Order Reference', 'Customer' (Claiborne Inc\_-1), 'Sales Representative' (Hamid), 'Currency' (QAR), and 'Grand Total' (0.00). On the right, there are fields for 'Transaction No' (20024/16), 'Date Ordered' (04/03/2016), 'Attn', and 'Price List' (Sales PL). There are also buttons for 'Save changes', 'Copy Lines', 'Complete', and 'Advance'.

**Advanced** field will be displayed optional fields below.

After saving this document, navigate to the **Line** tab, Click on **New** button and complete the following information fields:

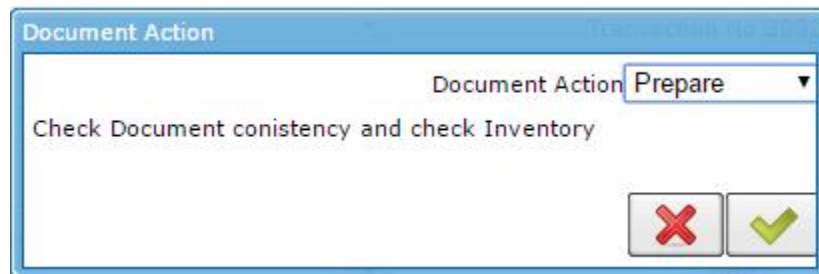
Field	Data
Product	Bag
UOM	Each
Quantity	15

After entering the quantity as fifteen, press the *Tab* key Price and Line amount will be displayed based on selected Price List above. Click on **Save** button in **Line** Tab. We can enter more than one product in Line Tab. Grind window screenshot below:



In Line TAB, **Advanced** field will be displayed optional fields below.

Finalize this **Quotation** document by clicking on the **Complete** button. In the upcoming **Document Action** window, set **Prepare** (as the next default document action) in the **Document Action** option list, and click on the **OK** button.



Once you have done this, your document will have an **In Progress** status. Hit Print (F12) button to see Quotation report. Screenshot below:

**TEST ORG**

PO No : 1772, STREET NO : 25, GATE NO : 142, IND AREA, DOHA, QATAR

**QUOTATION**

M / s. : <b>Claiborne Inc</b> Address : Doha, Qatar Tel. No : - Fax. : - Attn : Delivery Term : - Availability : -	No : <b>20028/16</b> Date : <b>04-Apr-2016</b> Reference : - Payment Term : <b>Immediate</b> Date Promised : Validity : - Category : - Service No : - Customer Req No : -
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S.NO	PART #	DESCRIPTIONS	UOM	QTY	UNIT PRICE (QAR)	DIS. (QAR)	TOTAL (QAR)
1	1224	Bag	Each	1.00	10.00	0.00	10.00

QAR : Ten And 00/100 Only.	<b>TOTAL</b>	<b>10.00</b>
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Prepared By :	Approved By :	For TEST ORG
HAMID		

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