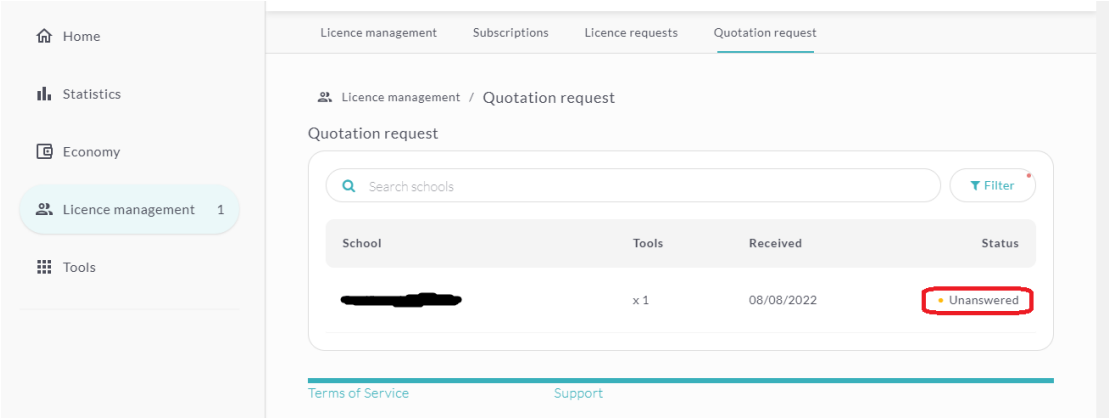
Reject quotation request

Ulf Kronsell - 2023-10-16 - Quotation Requests

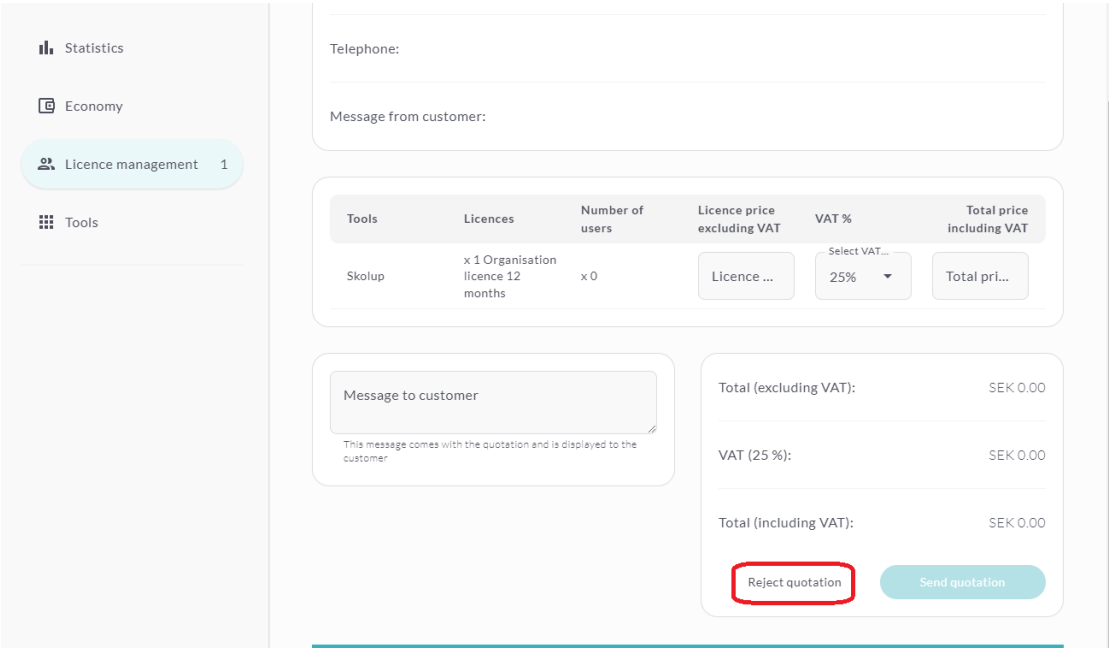
It is possible to reject a quotation request as long as the request has the status **Unanswered** (a quote has not been sent to the customer). **NOTE!** It is also possible for customers to cancel quotation requests, for instance if they have entered incorrect information and wants to redo the request.

Rejecting a quotatin request is done in the following way.

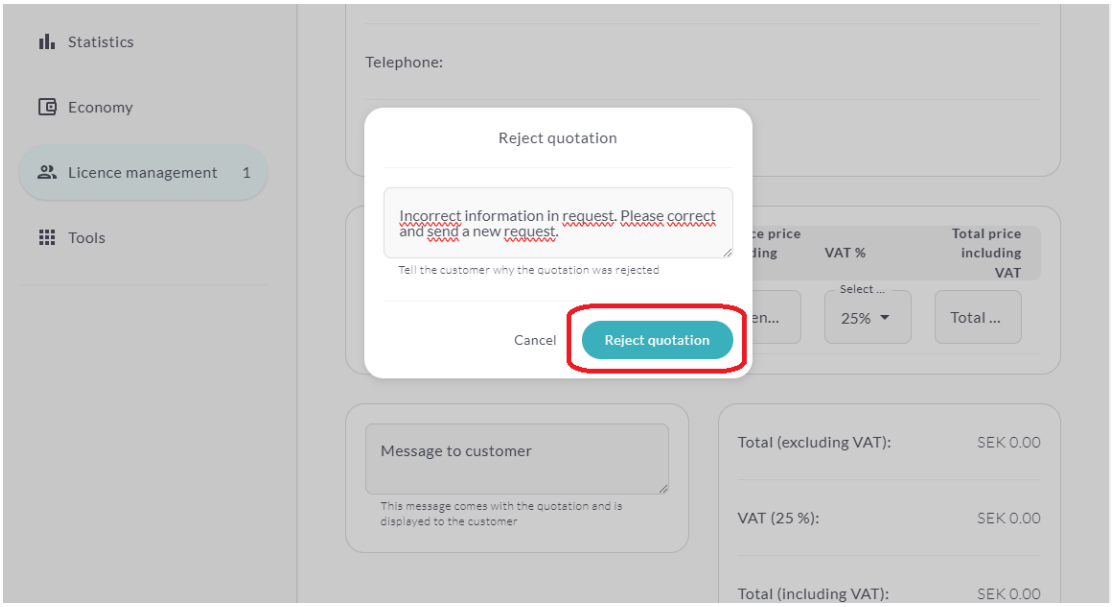
Click the quotation request you want to reject.



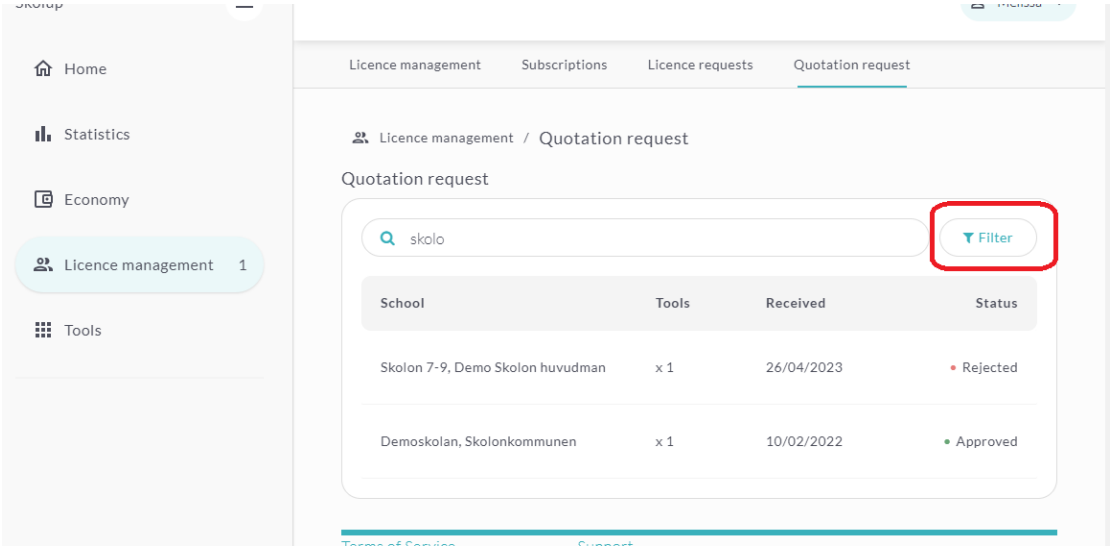
Click **Reject quotation**.



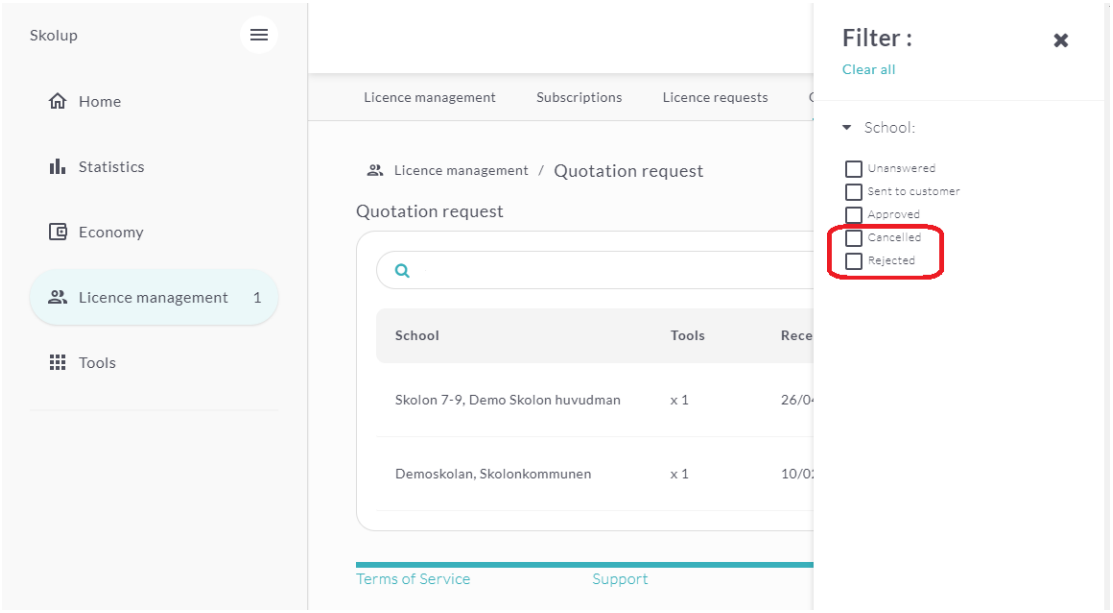
Write a message to the customer explaining why the request is rejected. Click **Reject quotation**.



You can filter the quotation requests by **Rejected** (supplier) and **Cancelled** (customer). Click the **Filter** button.



Select which of these statuses you want to filter on.


Skolup
Home
Statistics
Economy
Licence management 1
Tools
Licence management
Subscriptions
Licence requests
Licence management / Quotation request
Quotation request
School
Tools
Skolon 7-9, Demo Skolon huvudman
x 1
Demoskolan, Skolonkommunen
x 1
Terms of Service
Support
Filter :
Clear all
School:
Unanswered
Sent to customer
Approved
Cancelled
Rejected