

Kunnskapsbase > Partner > Lisenshåndtering > Quotation Requests > Quotation request from customer

Quotation request from customer Ulf Kronsell - 2023-07-03 - Quotation Requests 1.Log in to the partner portal through www.skolon.com.

Don't have an account? Contact us at: support@skolon.eu

2. Click **License management** in the left menu. If you have received a new quotation request you will find it under **Quotation request** in this section with a red marking.

## 3. Click **Quotation request.**

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Activated demos	2. Licence management / Quotation request						
C Economy	Quotation request						
<b>앞</b> Licence management 8	Q Search schools			T Filter			
III Tools	School	Tools	Received	Status			
	Scientiaskolan, Skolonkommunen	x 1	22/06/2023	Approved 皆			
	Scientiaskolan, Skolonkommunen	× 1	20/06/2023	Sent to customer 📑			
	Scientiaskolan, Skolonkommunen	x 2	20/06/2023	Approved 🖹			
	Scientiaskolan, Skolonkommunen	×1	16/09/2022	Unanswered 🖺			

4. Click the quotation request you want to view.

5. Here you will see an overview of what the customer requests. Fill out license price or total price, the price should always include Skolons revenue share. Adjust the VAT rate if required.

6. You can leave a message with additional information to the customer.

7. Click Send quotation.

	School:					Scientiaskolan/Skolonkommuner
Activated demos	Contact person:					Pre Admir
Economy						
Licence management 8	Email:					johan.andersson@skolon.con
Tools	Telephone:					1234
	Message from custom	er:				
	Tools	Licences	Number of users	Licence price excluding VAT	VAT %	Total price including VAT
	Tools Example Tool 1	Licences x 1 Single licence 1 year(s)	Number of users	Licence price excluding VAT Licence price 100 <b>5.</b>	VAT % Select VAT rate 25%	Total price including VAT • Total price 125.00 5,
	Tools Example Tool 1 Message to customer Additional Informati	Licences x 1 Single licence 1 year(s)	Number of users	Licence price excluding VAT Licence price 100 <b>5</b> . Total (excludin	VAT % Select VAT rate 25%	Total price including VAT
	Tools Example Tool 1 Message to customer Additional informatit Thia message comes with t	Licences x 1 Single licence 1 year(s) on here 6.	Number of users . the customer	Licence price excluding VAT Licence price 100 <b>5</b> . Total (excludir VAT (25 %):	VAT % Select VAT rate 25%	Total price including VAT
	Tools Example Tool 1 Message to customer Additional informati This message comes with t	Licences x 1 Single licence 1 year(s) on here	Number of users	Licence price excluding VAT Licence price 100 <b>5</b> , Total (excludin VAT (25 %): Total (includin	VAT % Select VAT rate 25% ng VAT):	Total price including VAT Total price 125.00 SEK 100.00 SEK 25.00 SEK 125.00

8. The customer will receive a notification about a quote to review. The customer can then choose to accept or decline the quote.

9. If the customer have accepted the quote you will receive an e-mail confirming this and the order will be visible in the Partner portal. If your tool is fully integrated the licenses are automatically created. If the licenses are not automatically created you need to make sure that licenses are delivered to the customer within 5 days. E-mail the customer and inform them of the delivery. Skolon will send an invoice to the customer and you will receive invoice documents from Skolon.

<b>☆</b> Home	Licence management Subscriptions Licence requests C	Quotation request	
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	Scientiaskolan, Skolonkommunen	x 1 20/06/2023	Sent to customer
	Scientiaskolan, Skolonkommunen	x 2 20/06/2023	Approved 🗈