

Kunskapsbas > Partner > License Managment > Quotation Requests > Reject quotation request

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.

✿ Home	Licence management Subscriptions	Licence requests	Quotation request	
II. Statistics	🔉 Licence management / Quotatio	n request		
E Economy	Quotation request			
Licence management 1	Q Search schools			▼ Filter
Tools	School	Tools	Received	Status
		x 1	08/08/2022	Unanswered
	Terms of Service	Support		

Click Reject quotation.

II. Statistics	Telephone:					
E Economy	Message from custo	Message from customer:				
A Licence management 1						
Tools	Tools	Licences	Number of users	Licence price excluding VAT	VAT %	Total price including VAT
	Skolup	x 1 Organisation licence 12 months	x 0	Licence	Select VAT – 25% 💌	Total pri
	Message to custo	Message to customer		Total (exclu	ding VAT):	SEK 0.00
	This message comes wi customer	th the quotation and is d	lisplayed to the	VAT (25 %):		SEK 0.00
				Total (inclue	ding VAT):	SEK 0.00
				Reject o	quotation	Send quotation

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

II. Statistics	Telephone:		
C Economy	Reject quotation		
S. Licence management 1			
III Tools	Incorrect information in request. Please correct and send a new request.	eprice	Total price including
	Tell the customer why the quotation was rejected	Select	VAT
	Cancel Reject quotation	en 25% ▼	Total
	Message to customer	Total (excluding VAT):	SEK 0.00
	This message comes with the quotation and is displayed to the customer	VAT (25 %):	SEK 0.00
		Total (including VAT):	SEK 0.00

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

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û Home	Licence management Subscriptions Licence requests Quotation request
II. Statistics	🔉 Licence management / Quotation request
E Economy	Quotation request
요. Licence management 1	Q skolo
III Tools	School Tools Received Status
	Skolon 7-9, Demo Skolon huvudman x 1 26/04/2023 • Rejected
	Demoskolan, Skolonkommunen x 1 10/02/2022 • Approved
	Torma of Convina Curport

Select which of these statuses you want to filter on.

Skolup 🚍	Filter : Clear all	×
fd Home	Licence management Subscriptions Licence requests School:	
II Statistics	Licence management / Quotation request Unanswered Sent to customer	
C Economy		
A Licence management 1		
Tools	School 1001s Kece	
	Skolon 7-9, Demo Skolon huvudman x 1 26/0-	
	Demoskolan, Skolonkommunen x 1 10/0;	
	Terms of Service Support	