

Request For Quotaion - Admin Guide

by CedCommerce Technical Publications

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1. Overview

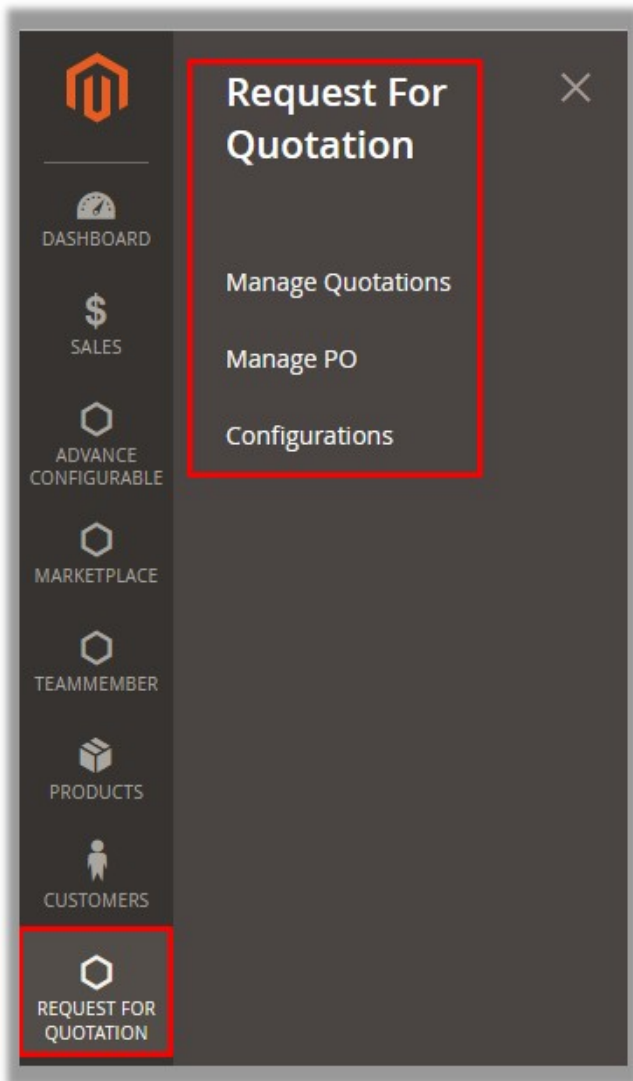
Request For Quotation is the extension developed by CedCommerce for Magento 2, where the front-end users are allowed to bid on specific products or services. It means, for a specific product, users can send a request for quotation at desired price for total quantity of the products. Thus, the users can negotiate prices and quantity and get the final price for the total quantity of the product or services.

Key features are as follows:

- Users can send a quotation for multiple product at the same time.
- Users can negotiate the prices and quantity with the admin.
- Users can edit their quotes before approval.
- Users can view the Quotation and Purchase Order (PO) details.
- User can estimate shipping rates for the corresponding quotation from different shipping method at admin side.
- Admin can cancel or approve the quotation submitted for the products.
- After approving the quotation, admin can offer a PO for the quotation.
- Admin can send PO for the partial quantities or for the whole quantity of the product.
- User can approve or reject the PO offered by the admin.
- User receives the email notifications and PDF for the PO.
- User can then directly checkout with the required approved PO quantity and prices, and then the user can place the order based on PO.

2. Configuration Settings

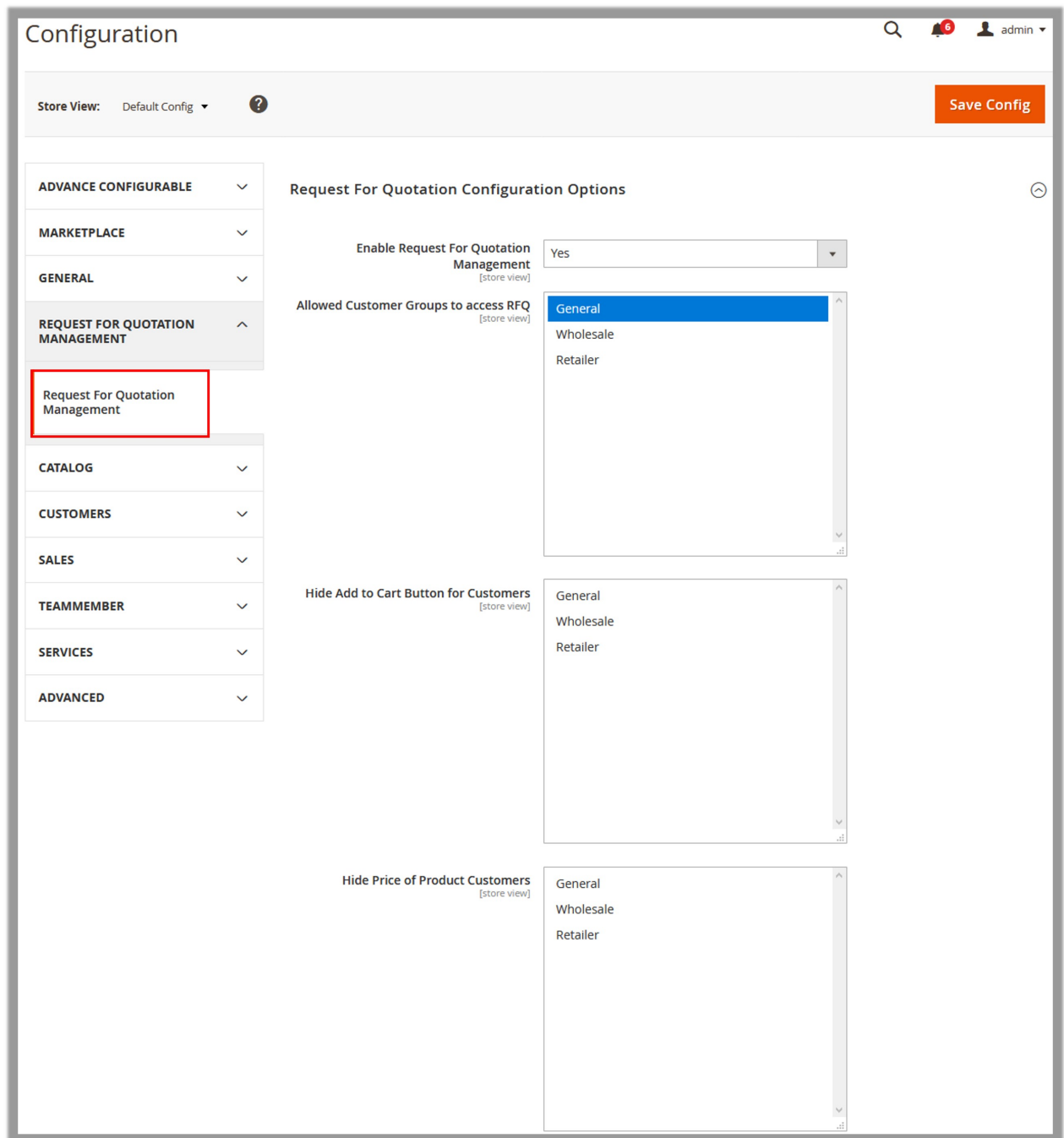
Once the **Request For Quotation** extension is installed successfully, the **Request For Quotation** menu appears on the left navigation bar of the admin panel.



The admin has to configure the settings to enable the features of the extensions.

To set up the configuration settings

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **REQUEST FOR QUOTATION** menu, and then click **Configurations**.
The **Request For Quotation Configuration Options** page appears as shown in the following figure:



Note: Admin can also open the configuration settings page from **Configuration** option appearing on the **STORES** menu. Then, the admin has to click the **Request For Quotation Mangement** option in the Left navigation panel to open the **Request For Quotation Options** page.

3. In the **Enable Request For Quotation Management** list, select **Yes** to enable the extension features.
4. In the **Allowed Customer Groups to access RFQ** list, select the required customers groups that the admin wants to assign to access the RFQ.
5. In the **Hide Add to Cart Button for Customers** list, select the required customer groups to whom the admin does not want to show the **Add to Cart** button.
6. In the **Hide Price of Product Customers** list, select the required customer groups to whom the admin does not want to show the product price.
7. Click the **Save Config** button.

3. Submit Quote From the Front-end View

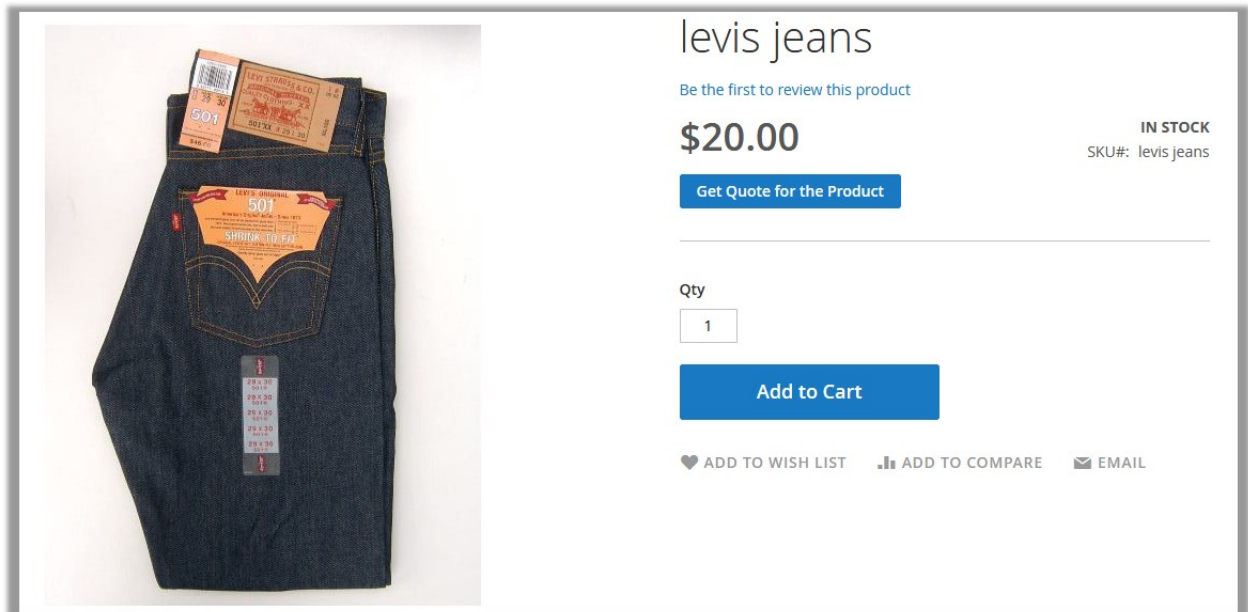
Front-end users are allowed to submit the quotation for a single product or multiple product at the same time.

To submit a quote

1. Go to the Front-end View.
2. Open the products page, where required product is displayed.
As shown in the following figure.



3. Click the required product.
The Product view page appears as shown in the following figure:

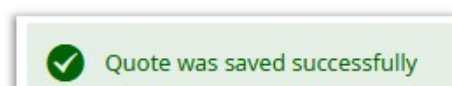


4. Click the **Get Quote for the Product** button.

The Quotation form appears as shown in the following figure:

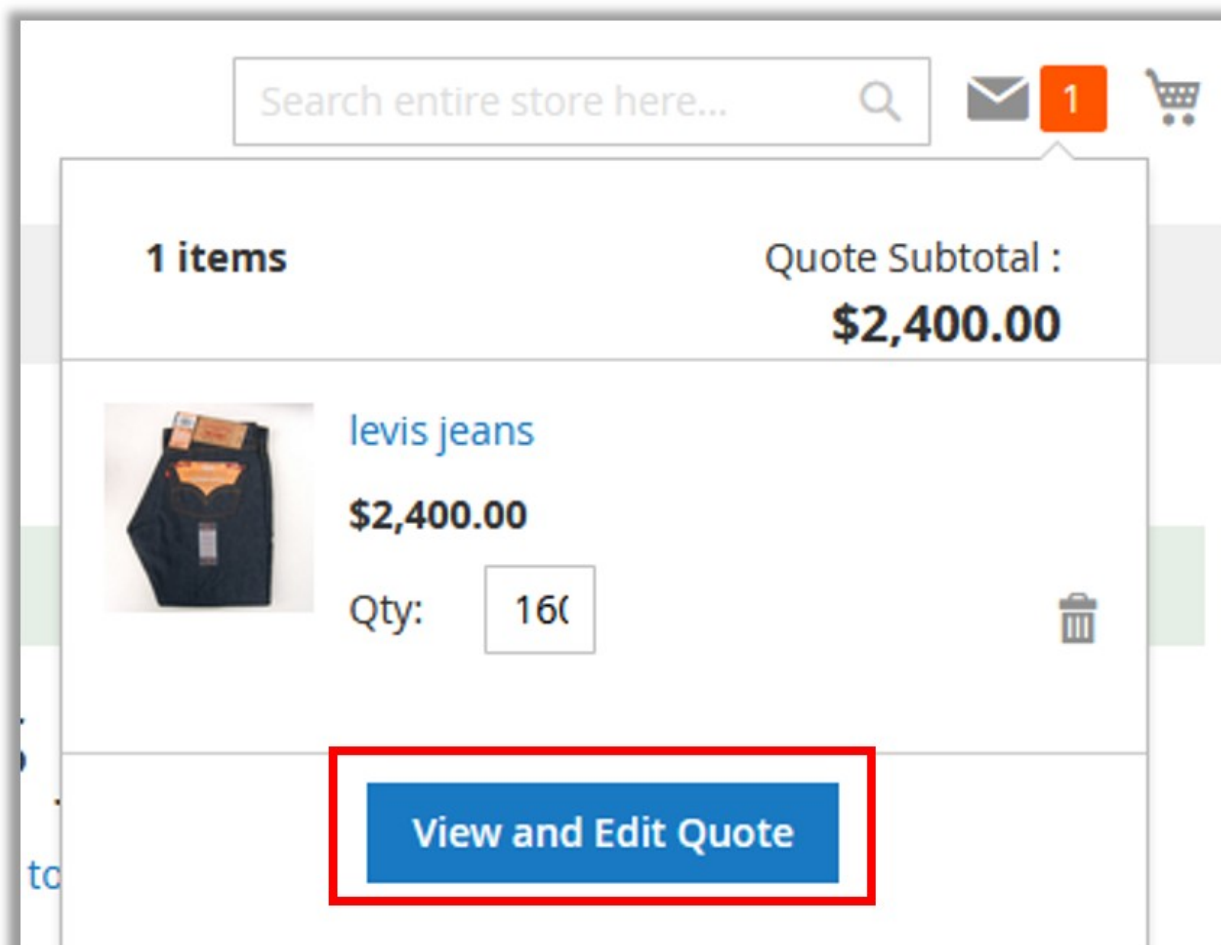
5. In the **Enter Quantity** box, enter the required number of product.
6. In the **Enter Quoted Price** box, enter the total amount of the whole quantity.
7. In the **Enter Description** box, enter the description of the quotation.
8. Click the **Send** button.

The quotation is saved and a success message appears as shown in the following figure:



9. In the upper-right corner, click the **Cart** icon.


The **View and Edit Quote** dialog box appears as shown in the following figure:



10. Click the **View and Edit Quote** button.

The **Requested Quotation Cart** page appears as shown in the following figure:

Requested Quotation Cart

Item	Product Name	Sku	Base Price	Qty	Subtotal	Action
	levis jeans	levis jeans	20.0000	160	2400	Delete Quote

Summary

Customer Name

Customer Email

Country

State

City

Address

Zip Code

Contact Info

Message or Comment

[Get Shipping Rates](#)

Main Website
☒ Flat Rate flatrate \$800.00

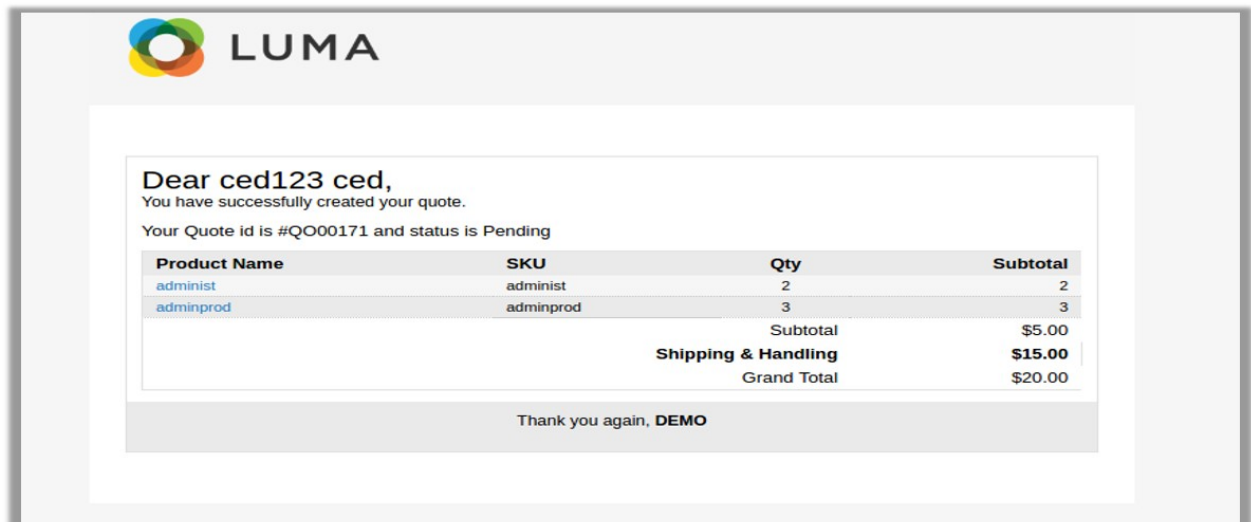
Subtotal \$2,400.00

Quote Total **\$3200.00**

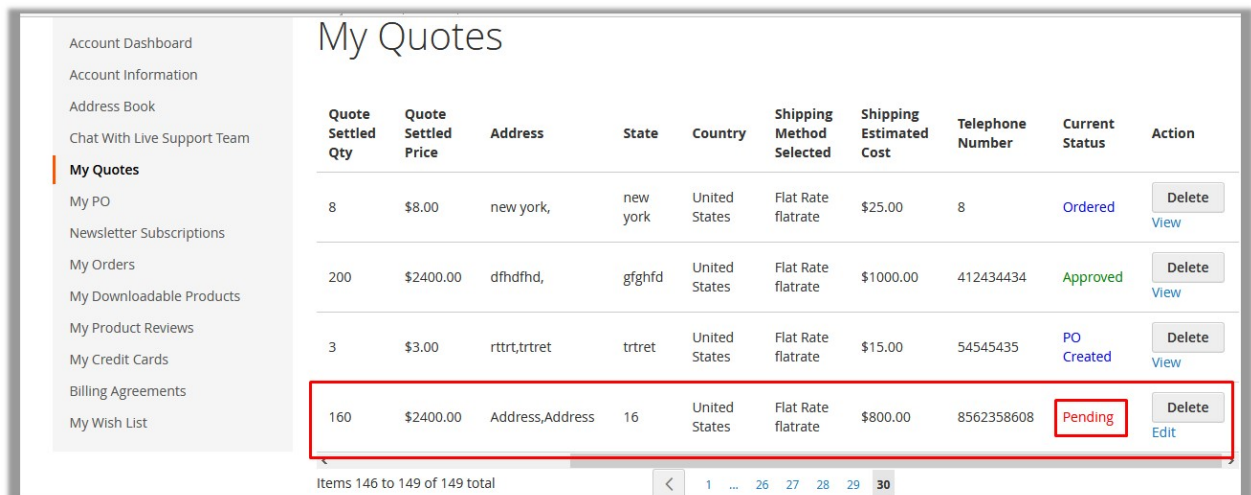
[Submit Quote](#)

On this page, the user can enter the details under the **Summary** section, and submit the quote. Also, the user can delete the quote.

11. Under the **Summary** section, enter the required values the fields.
12. Click the **Get Shipping Rates** button.
The available shipping appear.
13. Click to select the shipping rate.
The shipping rate value is added to the **Subtotal** value, and the **Quote Total** value appears.
14. Click the **Submit Quote** button.
A mail is sent to the user after submitting the quote, as per the example shown in the following figure:



The submitted quotation details appear on the **My Quotes** page as shown in the following figure:



The status appears as Pending. The user can edit the quote until the admin approves the quote. Also the user can delete the quote, if not required.

4. Manage Quotations from Admin Panel

The admin can view all the Quotations details available on the **Manage Quote Requests** page sent by different front-end users.

- **Pending:** When the user submits the quotation.
- **Processing:** When the admin edits the quotation.
- **Approved:** When the admin approves the quotation.
- **Cancelled:** When the admin cancels the quotation.
- **PO created:** When the admin creates the PO after appoving the quotation.
- **Patial Po:** When the admin creates the partial PO.
- **Ordered:** When the User places the order by adding the product to the cart.
- **Complete:** When the order is placed for all the quoted quantity.

4.1. Edit Quotation

To edit the quotation details

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **REQUEST FOR QUOTATION** menu, and then click **Manage Quotations**.

The **Manage Quote Requests** page appears as shown in the following figure:

<input type="checkbox"/>	Quote Increment Id ↑	Customer Id	Customer Email	Status	Store Id	Vendor Id	Quoted Price	Quote Requested Qty	Action	Quote Updated Qty	Quote Shipping Method	Quote Shipping Amount	Quote Updated Price
<input type="checkbox"/>	QO00203	30		Pending	0	0	\$2,400.00	160	Edit	160	Flat Rate flatrate	\$800.00	\$2,400.00
<input type="checkbox"/>	QO00202	24		Approved	0	0	\$5.00	2	Edit	2	Flat Rate flatrate	\$10.00	\$5.00
<input type="checkbox"/>	QO00201	30		PO Created	0	0	\$3.00	3	Edit	3	Flat Rate flatrate	\$15.00	\$3.00
<input type="checkbox"/>	QO00200	30		Approved	0	2	\$2,400.00	200	Edit	200	Flat Rate flatrate	\$1,000.00	\$2,400.00
<input type="checkbox"/>	QO00199	30		Ordered	0	15	\$9.00	8	Edit	8	Flat Rate flatrate	\$25.00	\$8.00

3. Scroll down to the required quotation.
 4. In the **Action** column of the required quotation row, click the **Edit** link.
- The **Edit the Requested Quote** page appears as shown in the following figure:

Edit the Requested Quote
admin

Back
Cancel

Quote & Account Information

Quote #QO00203 (The quote email was sent)

Quote Date
2017-06-09 06:28:56

Current Quote Status
Processing

Quote Created From
Default Store View

Quoted Total Quantity
160

Quoted Total Price
\$2400.00

Account Information

Customer Name
ced123 ced

Customer Email
ced123 ced@gmail.com

Customer Group
General

Address And Shipping Information

Shipping Address

ced123 ced
Address,Address
City, 16, 243785
United States
T: 8562358608

Shipping Information

Shippment Method Selected:Flat Rate flatrate
Total Shipping Charges: \$800.00

Quoted Items:

Messaging section

Chat History

View Message History

Send a message

Quote Totals

Subtotal
\$ 2560

Shipping & Handling
\$800.00

Grand Total
\$ 2560

Total Due
\$ 3360

Status
Processing

Save Quote

5. Under the **Quoted Items** section, in the **Updated Unit Price** box, enter the required value. The **Subtotal** amount is calculated and displayed in the Subtotal field. Under the **Quote Totals** section, the **Subtotal**, **Shipping & Handling** charges, **Grand Total**, and **Total Due** values appear. In the **Status** list, the **Processing** status appears. The corresponding status appears on the **My Quotes** page of the Front-end user account as shown in the following figure:

- Click the **Save Quote** button, if you do not want to make the further changes.
The quotation is saved and the success message appears on the **Manage Quote Requests** page.
Note: To create the PO, admin has to first approve the quotation(Select the **Approved** Status.).

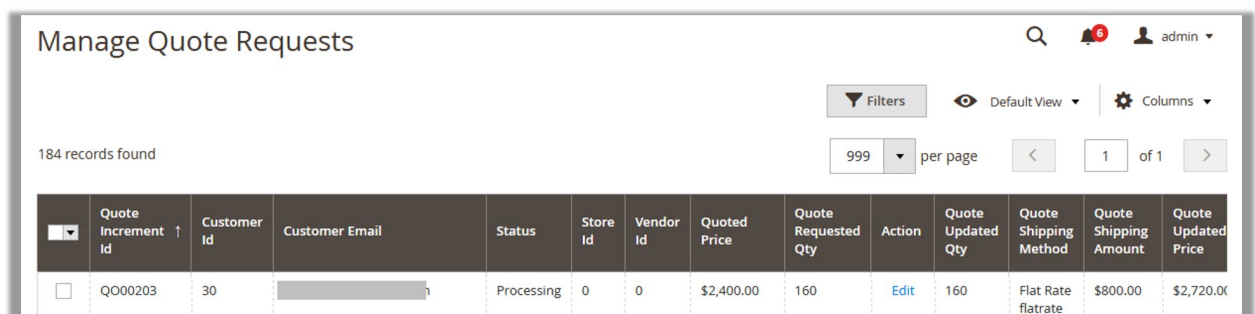
4.2. Create Purchase Order

Only after approving the quotation, the admin can create the Purchase Order(PO).

To create the PO

- Go to the **Admin** panel.
- On the left navigation bar, click the **REQUEST FOR QUOTATION** menu, and then click **Manage Quotations**.

The **Manage Quote Requests** page appears as shown in the following figure:



	Quote Increment Id ↑	Customer Id	Customer Email	Status	Store Id	Vendor Id	Quoted Price	Quote Requested Qty	Action	Quote Updated Qty	Quote Shipping Method	Quote Shipping Amount	Quote Updated Price
<input type="checkbox"/>	QO00203	30		Processing	0	0	\$2,400.00	160	Edit	160	Flat Rate flatrate	\$800.00	\$2,720.00

- Scroll down to the required quotation.
- In the **Action** column of the required quotation row, click the **Edit** link.
The **Edit the Requested Quote** page appears as shown in the following figure:

Edit the Requested Quote
admin

Back
Cancel

Quote & Account Information

Quote #QO00203 (The quote email was sent)

Quote Date
2017-06-09 06:28:56

Current Quote Status
Processing

Quote Created From
Default Store View

Quoted Total Quantity
160

Quoted Total Price
\$2400.00

Account Information

Customer Name
ced123 ced

Customer Email
ced123 ced@gmail.com

Customer Group
General

Address And Shipping Information

Shipping Address

ced123 ced
Address,Address
City, 16, 243785
United States
T: 8562358608

Shipping Information

Shippment Method Selected:Flat Rate flatrate
Total Shipping Charges: \$800.00

Quoted Items:

Messaging section

Chat History

View Message History

Send a message

Quote Totals

Subtotal
\$ 2560

Shipping & Handling
\$800.00

Grand Total
\$ 2560

Total Due
\$ 3360

Status
Processing

Save Quote

5. Make the changes, if required.

6. Under the **Quote Totals** section, in the **Status** box, select **Approved**.

Quote Totals

Subtotal	\$ 2560
Shipping & Handling	\$800.00
Grand Total	\$ 2560
Total Due	\$ 3360
Status	<div>Processing</div> <div> Pending Processing Approved Cancelled PO created Partial Po Ordered Complete </div>

7. Click the **Save Quote** button.

The **Status** is changed to **Approved** and the page is redirected to the **Manage Quote Requests** page.

	Quote Increment Id	Customer Id	Customer Email	Status	Store Id	Vendor Id	Quoted Price	Quote Requested Qty	Action	Quote Updated Qty	Quote Shipping Method	Quote Shipping Amount	Quote Updated Price
<input type="checkbox"/>	QO00203	30	cedtest2018@gmail.com	Approved	0	0	\$2,400.00	160	Edit	160	Flat Rate flatrate	\$800.00	\$2,720.00

8. In the **Action** column, click the **Edit** link.

The **Edit the Requested Quote** page appears as shown in the following figure:

Edit the Requested Quote

[← Back](#)
[Cancel](#)
[Create PO](#)

Quote & Account Information

Quote #QO00203 (The quote email was sent)		Account Information	
Quote Date	2017-06-09 06:28:56	Customer Name	ced123 ced
Current Quote Status	Approved	Customer Email	
Quote Created From	Default Store View	Customer Group	General

9. On the top navigation bar, click the **Create PO** button.

Create PO for the Quote Request

admin

BackCancel

Account Information

Customer Group

General

Customer Email

Customer Name

ced123 ced

Address And Shipping Information

Customer Address Information

ced123 ced
Address,Address
City, 16 - 243785
United States
T: 8562358608

Shipping Information

Shipment Method Selected:Flat Rate flatrate
Total Shipping Charges: \$800.00

Items Ordered

Product	Actual Price	Quoted Price	Updated Unit Price	Quoted Qty	Updated Quote Qty	Subtotal	Row Total
levis jeans SKU: levis jeans	\$20.0000	\$ 2720.00	\$ 17.00	Quantity to PO : Quantity Already POed : 0	160 160	\$ 2720	\$ 2720

Purchase Order Total

Subtotal

\$ 2720

Shipping & Handling

\$800.00

Grand Total

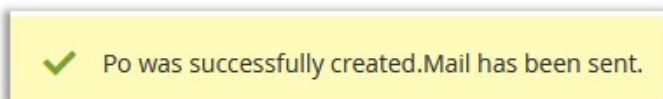
\$ 3520

Total Due

\$ 3520

Submit Purchase Order

10. Make the changes, if required, and then click the **Submit Purchase Order** button.



A success message appears, and the page is redirected to the **Manage various POs** page. The created PO is listed on the page. the status appears as **Pending**.

Manage Various POs

✓ Po was successfully created.Mail has been sent.

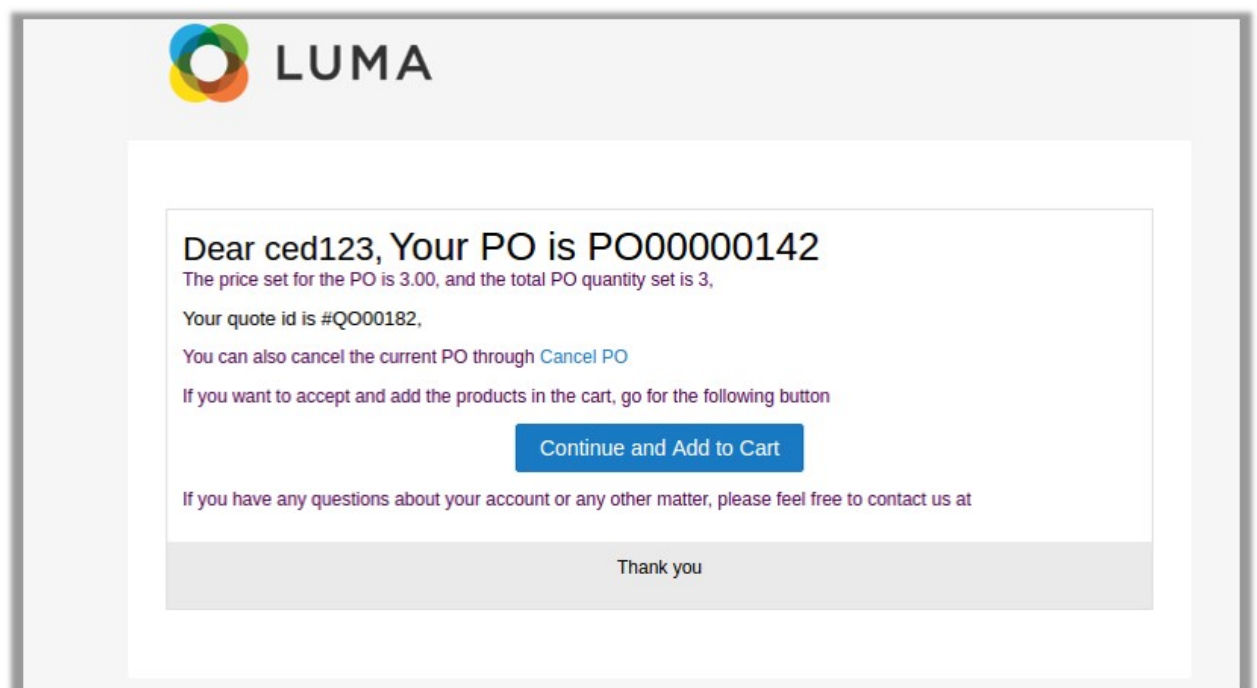
156 records found

Filters Default View Columns

200 per page 1 of 1

	PO Increment Id	Customer Id	PO Price	PO Qty	Status	Created At	Quote Increment Id	Action
<input type="checkbox"/>	PO00000155	30	\$3,520.00	160	Pending	2017-06-09 09:20:33	QO00203	View

The mail sent to the front-end user after the PO creation; for example, appears as shown in the following figure:



The user can add the product to the cart by clicking the **Continue and Add to Cart** button appearing in the email, or can log in the user account and follow a certain process to manage the PO and finally place the order.

Front-end View

After the PO is created, the status of the PO appears as **Pending**.

Account Dashboard	My PO's										
Account Information	PO Increment Id	Quote Increment Id	Vendor	Quote Updated Qty	Quote Updated Price	PO Qty	PO Price	Created At	Comments	Status	Action
Address Book	PO00000149	QO00189	Admin	2	2.00	2	\$12.00	2017-06-08 06:31:22		Declined	View
Chat With Live Support Team	PO00000150	QO00198	Admin	5	22.00	5	\$47.00	2017-06-08 12:18:31		Declined	View
My Quotes	PO00000151	QO00201	Admin	3	3.00	3	\$18.00	2017-06-08 13:23:44		Add To Cart	View
My PO	PO00000152	QO00199	Admin	8	8.00	8	\$33.00	2017-06-08 13:28:43		Ordered	View
Newsletter Subscriptions	PO00000155	QO00203	Admin	160	2720.00	160	\$3,520.00	2017-06-09 09:20:33		Pending	View
My Orders											
My Downloadable Products											
My Product Reviews											
My Credit Cards											
Billing Agreements											
My Wish List											

The status of the Quote appears as **PO Created**.

Account Dashboard

Account Information

Address Book

Chat With Live Support Team

My Quotes

My PO

Newsletter Subscriptions

My Orders

My Downloadable Products

My Product Reviews

My Credit Cards

Billing Agreements

My Wish List

My Quotes

Quote Settled Qty	Quote Settled Price	Address	State	Country	Shipping Method Selected	Shipping Estimated Cost	Telephone Number	Current Status	Action
8	\$8.00	new york,	new york	United States	Flat Rate flatrate	\$25.00	8	Ordered	<div>Delete</div> <div>View</div>
200	\$2400.00	dfhdfhd,	gfghfd	United States	Flat Rate flatrate	\$1000.00	412434434	Approved	<div>Delete</div> <div>View</div>
3	\$3.00	rttrt,rtret	trtret	United States	Flat Rate flatrate	\$15.00	54545435	PO Created	<div>Delete</div> <div>View</div>
160	\$2720.00	Address,Address	16	United States	Flat Rate flatrate	\$800.00	8562358608	PO Created	<div>Delete</div> <div>View</div>

5. Manage POs from the Admin Panel

The admin can view all the PO details available on the **Manage Various POs** page. As the PO is created, the status of the PO appears as **Pending**.

Here are some of the statuses of the PO from sending the PO to confirming the Order. The same statuses are reflected on the **My PO's** page of the User account, based on the corresponding status appearing on the **Manage Various POs** page of the Admin panel.

- **Pending:** When the PO is created and no action is taken by the user.
- **Declined:** When the user declines the Purchase Order
- **Confirmed:** When the user approves the PO.
- **Note:** On the Front-end View the [Add to Cart](#) link appears.
- **Ordered:** When the user places the order.

To view the PO details

1. Go to the **Admin** panel.
2. On the left navigation bar, click the **REQUEST FOR QUOTATION** menu, and then click **Manage PO**. The **Manage Various POs** page appears as shown in the following figure:

Manage Various POs							
<div> 156 records found 200 per page < 1 of 1 > </div>							
	PO Increment Id	Customer Id	PO Price	PO Qty	Status	Created At	Quote Increment Id
<input type="checkbox"/>	PO00000155	30	\$3,520.00	160	Pending	2017-06-09 09:20:33	QO00203
							View

3. Scroll down to the required PO.

4. In the **Action** column of the required quotation row, click the **View** link.

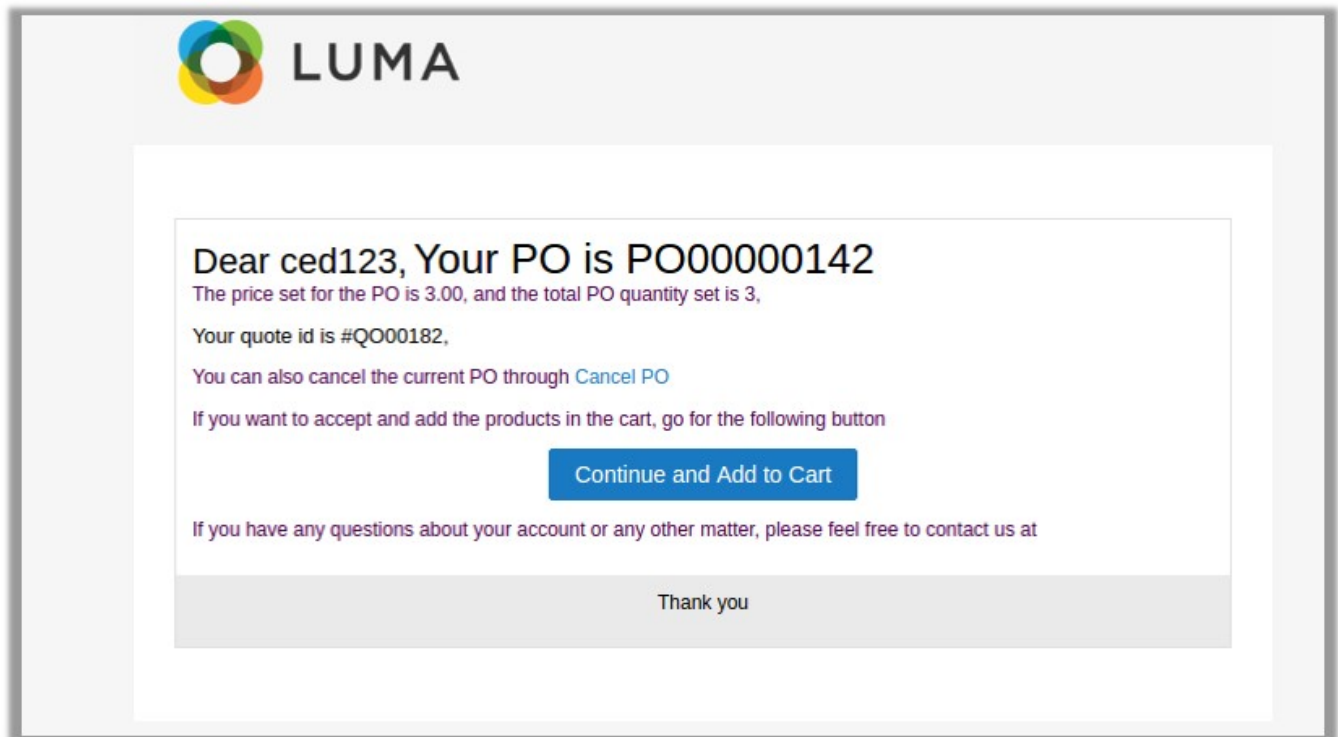
The **View And Check the PO** request page appears as shown in the following figure:

View And Check the PO request																	
<div> <div>PO Information</div> <div> <div># PO00000155</div> <div> <div>PO Date</div> <div>2017-06-09 09:20:33</div> </div> <div> <div>PO Status</div> <div>Pending</div> </div> </div> <div> <div>Account Information</div> <div> <div>Customer Name</div> <div>ced123 ced</div> </div> <div> <div>Email Id</div> <div></div> </div> <div> <div>Customer Group</div> <div>General</div> </div> </div> </div>																	
<div>Shipping & Handling Information</div> <div> <div>Shipped To</div> <div> <div>ced123 ced</div> <div>Address,Address</div> <div>City, 16, 243785 United States</div> <div>Telephone : 8562358608</div> </div> <div> <div>Shipping Method</div> <div> <div>Flat Rate flatrate</div> <div>Shipment Amount \$800.00</div> </div> </div> </div>																	
<div>Items Invoiced</div> <table> <tr> <th>Product</th><th>Original Price</th><th>Quoted Price</th><th>PO Price</th><th>Quoted Qty</th><th>PO Qty</th><th>Remaining Qty</th><th>PO Row Total</th></tr> <tr> <td>levis jeans SKU: levis jeans</td><td>\$20.0000</td><td>\$2720.00</td><td>\$2720.00</td><td>160</td><td>160</td><td>0</td><td>\$2,720.00</td></tr> </table>		Product	Original Price	Quoted Price	PO Price	Quoted Qty	PO Qty	Remaining Qty	PO Row Total	levis jeans SKU: levis jeans	\$20.0000	\$2720.00	\$2720.00	160	160	0	\$2,720.00
Product	Original Price	Quoted Price	PO Price	Quoted Qty	PO Qty	Remaining Qty	PO Row Total										
levis jeans SKU: levis jeans	\$20.0000	\$2720.00	\$2720.00	160	160	0	\$2,720.00										
<div>Order Total</div> <div> <div>Order Totals</div> <div> <div>Subtotal</div> <div>\$2,720.00</div> </div> <div> <div>Shipping & Handling</div> <div>\$800.00</div> </div> <div> <div>Grand Total</div> <div>\$3,520.00</div> </div> </div>																	

6. Manage POs from the Front-end View

Once the admin creates the PO, the user receives the mail for PO creation, where the user can use the Continue

and Add to Cart button to place the order directly from the mail as shown in the following figure:



Or the user can log in the user account and follow a certain process to manage the PO and finally place the order.

The user can do the following tasks:

- View the PO
- Cancel the PO
- Approve the PO

To view the PO

1. Go to the Front-end View.
2. In the left navigation panel, click the **My PO** menu.

Account Dashboard

Account Information

Address Book

Chat With Live Support Team

My Quotes

My PO

Newsletter Subscriptions

My Orders

My Downloadable Products

My Product Reviews

My Credit Cards

Billing Agreements

My Wish List

My PO's

PO Increment Id	Quote Increment Id	Vendor	Quote Updated Qty	Quote Updated Price	PO Qty	PO Price	Created At	Comments	Status	Action
PO00000149	QO00189	Admin	2	2.00	2	\$12.00	2017-06-08 06:31:22		Declined	View
PO00000150	QO00198	Admin	5	22.00	5	\$47.00	2017-06-08 12:18:31		Declined	View
PO00000151	QO00201	Admin	3	3.00	3	\$18.00	2017-06-08 13:23:44		Add To Cart	View
PO00000152	QO00199	Admin	8	8.00	8	\$33.00	2017-06-08 13:28:43		Ordered	View
PO00000155	QO00203	Admin	160	2720.00	160	\$3,520.00	2017-06-09 09:20:33		Pending	View

All the POs are listed on the **My PO's** page.

- To view the PO details of the specific PO, in the **Actions** column, click the **View** link.
The **View PO <PO Num>** page appears as shown in the following figure:

View PO #PO000107

PO Items Cancel PO Approve PO **PENDING**

Product Name	SKU	Price	Qty	Subtotal
levis jeans	levis jeans	\$190.00	Ordered: 10	\$190.00
adminprod	adminprod	\$150.00	Ordered: 0	\$0.00
Subtotal				\$190.00
Shipping & Handling				\$10.00
Grand Total				\$200.00

In the right-upper corner, the status of the PO appears. For example, in the figure, the **PENDING** status is displayed.

- To cancel the PO, in the right panel, click the **Cancel PO** tab.
 - To approve the PO, in the right panel, click the **Approve PO** tab.
- The status appears on the MY PO's page based on the action taken by the user.
- Pending: When the admin creates the PO.

- **Pending**: When the admin creates the PO, but no action is taken by the user.
- **Declined**: When the user declines the PO.
- **Add to Cart** link: When the user approves the PO.
- **Ordered**: When the user places the order.

7. Place an Order

Once all the negotiation is completed, the user can place the order by using the **Add to Cart** link displayed in the **Status** column of the **My PO's** page of the user account.

To place an order

- Go to the Front-end View.
 - In the left navigation panel, click the **My PO** menu.
- The **My PO's** page appears as shown in the following figure:

Account Dashboard

Account Information

Address Book

Chat With Live Support Team

My Quotes

My PO

Newsletter Subscriptions

My Orders

My Downloadable Products

My Product Reviews

My Credit Cards

Billing Agreements

My Wish List


My PO's

PO Increment Id	Quote Increment Id	Vendor	Quote Updated Qty	Quote Updated Price	PO Qty	PO Price	Created At	Comments	Status	Action
PO00000149	QO00189	Admin	2	2.00	2	\$12.00	2017-06-08 06:31:22		Declined	View
PO00000150	QO00198	Admin	5	22.00	5	\$47.00	2017-06-08 12:18:31		Declined	View
PO00000151	QO00201	Admin	3	3.00	3	\$18.00	2017-06-08 13:23:44		Add To Cart	View
PO00000152	QO00199	Admin	8	8.00	8	\$33.00	2017-06-08 13:28:43		Ordered	View
PO00000155	QO00203	Admin	0	2400.00	160	\$3,520.00	2017-06-09 09:20:33		Add To Cart	View

3. In the **Status** column, click the **Add to Cart** link.

The **Shopping Cart** page appears as shown in the following figure:

Shopping Cart

Item	Price	Qty	Subtotal
 levis jeans	\$17.00	160	\$2,720.00

[Gift options](#) [Move to Wishlist](#)

[Edit](#) [Delete](#)

Summary

Estimate Shipping and Tax

Subtotal	\$2,720.00
Tax	\$0.00
Order Total	\$2,720.00

Proceed to Checkout

4. Click the **Proceed to Checkout** button.

The Shipping Address page appears as shown in the following figure:

The screenshot shows the 'Shipping Address' page. At the top, there is a progress bar with two steps: 'Shipping' (marked with a checkmark) and 'Review & Payments' (marked with a '2'). Below the progress bar, the 'Shipping Address' section contains a form with a red border and a checkmark icon in the top right corner. Below the form is a '+ New Address' button. The 'Shipping Methods' section shows 'Main Website' with a radio button selected next to 'Fixed \$810.00'. A blue 'Next' button is located at the bottom right.

Shipping Address

+ New Address

Shipping Methods

Main Website

Fixed \$810.00

Next

Order Summary

162 Items in Cart

5. Click the **Next** button.
The Payment page appears as shown in the following figure.

The screenshot shows the 'Payment' page. At the top, there is a progress bar with two steps: 'Shipping' (marked with a checkmark) and 'Review & Payments' (marked with a checkmark). Below the progress bar, the 'Payment' section contains a form with a red border and a checkmark icon in the top right corner. Below the form is a '+ New Address' button. The 'Shipping Methods' section shows 'Main Website' with a radio button selected next to 'Fixed \$810.00'. A blue 'Next' button is located at the bottom right.

Payment

Check / Money order

☒ My billing and shipping address are the same

Place Order

Apply Discount Code

Order Summary

Cart Subtotal \$2,920.00

Shipping \$810.00

Main Website - Multi Shipping

Order Total \$3,730.00

162 Items in Cart

levis jeans \$2,720.00

Qty: 160

administ \$200.00

Qty: 2

Ship To:

Shipping Method:

Main Website - Multi Shipping

6. Click the **Place Order** button.

Your order number is: **000000104**.

We'll email you an order confirmation with details and tracking info.

[Continue Shopping](#)