

# **Request For Quotaion - Admin Guide**

by CedCommerce Technical Publications

<b>1. Overview</b>	<b>3</b>
<b>2. Configuration Settings</b>	<b>3</b>
<b>3. Submit Quote From the Front-end View</b>	<b>6</b>
<b>4. Manage Quotations from Admin Panel</b>	<b>10</b>
4.1. Edit Quotation	12
4.2. Create Purchase Order	14
<b>5. Manage POs from the Admin Panel</b>	<b>19</b>
<b>6. Manage POs from the Front-end View</b>	<b>20</b>
<b>7. Place an Order</b>	<b>22</b>

## 1. Overview

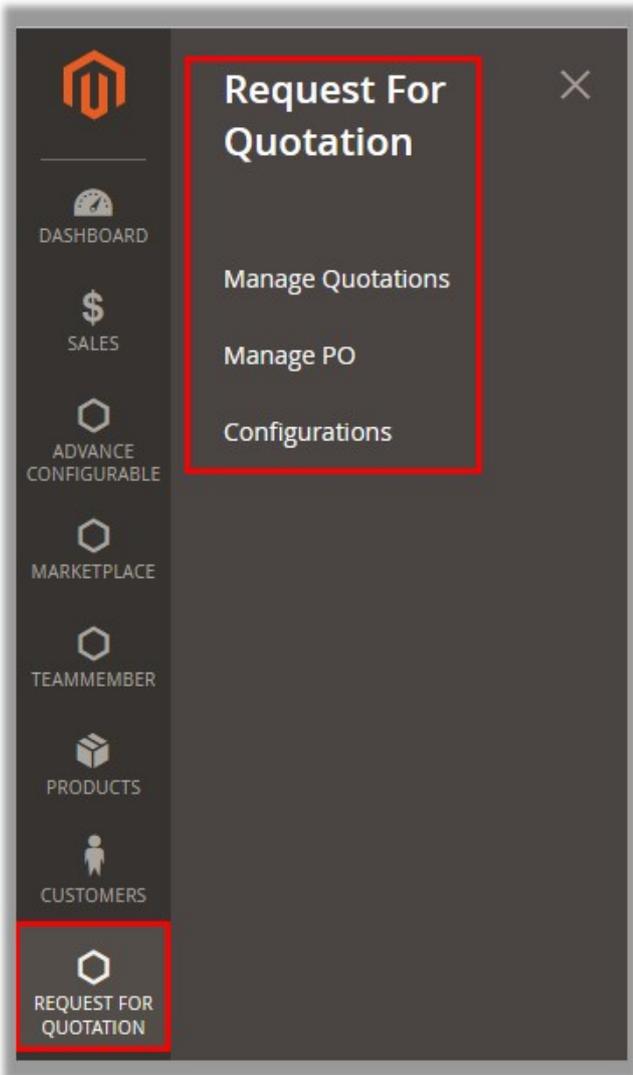
**Request For Quotation** is the extension developed by CedCommerce for Magento 2, where the front-end users are allowed to bid on specific products or services. It means, for a specific product, users can send a request for quotation at desired price for total quantity of the products. Thus, the users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

The screenshot displays the 'Request For Quotation Configuration Options' page. On the left, a navigation menu includes categories like 'ADVANCE CONFIGURABLE', 'MARKETPLACE', 'GENERAL', 'REQUEST FOR QUOTATION MANAGEMENT', 'CATALOG', 'CUSTOMERS', 'SALES', 'TEAMMEMBER', 'SERVICES', and 'ADVANCED'. The 'REQUEST FOR QUOTATION MANAGEMENT' section is expanded, and 'Request For Quotation Management' is highlighted with a red box. The main configuration area has three sections, each with a list of customer groups: 'Enable Request For Quotation Management' is set to 'Yes'; 'Allowed Customer Groups to access RFQ' lists 'General', 'Wholesale', and 'Retailer'; 'Hide Add to Cart Button for Customers' lists 'General', 'Wholesale', and 'Retailer'; and 'Hide Price of Product Customers' lists 'General', 'Wholesale', and 'Retailer'. A 'Save Config' button is located in the top right corner.

**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

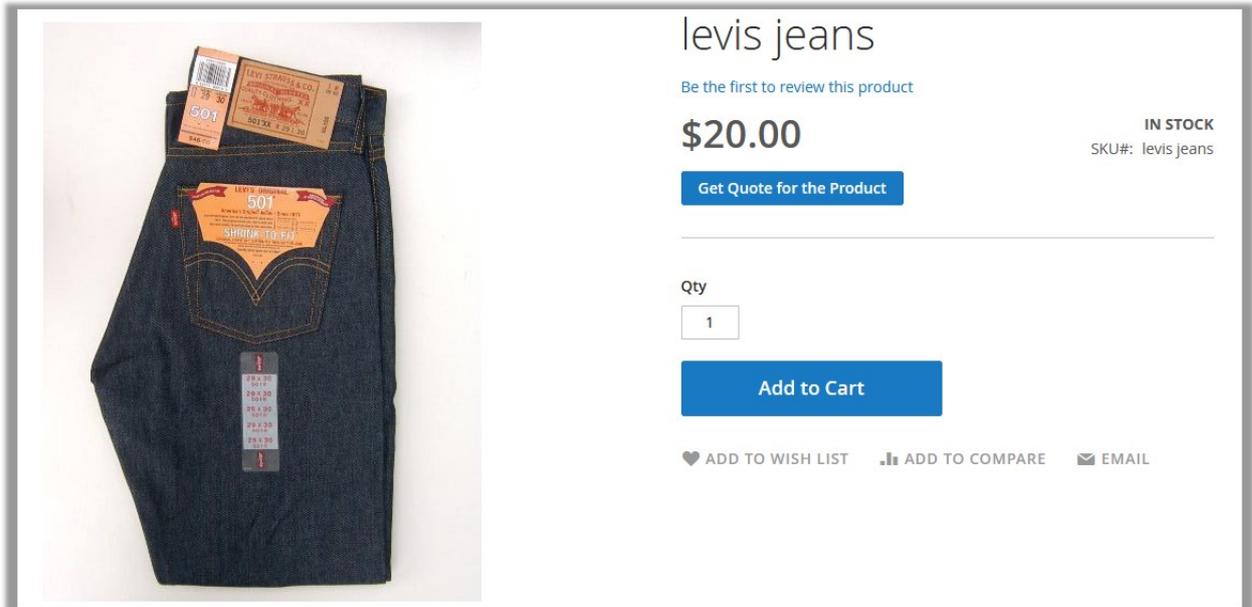
Front-end users are allowed to submit the quotation for a single product or multiple product at the same time.

#### *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:



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

The Quotation form appears as shown in the following figure:

Please Enter Your Quote Details ×

Enter Quantity

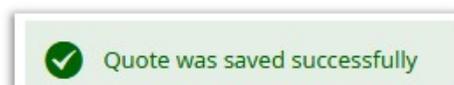
Enter Quoted Price

Enter Description

Please wait! Saving quote data..

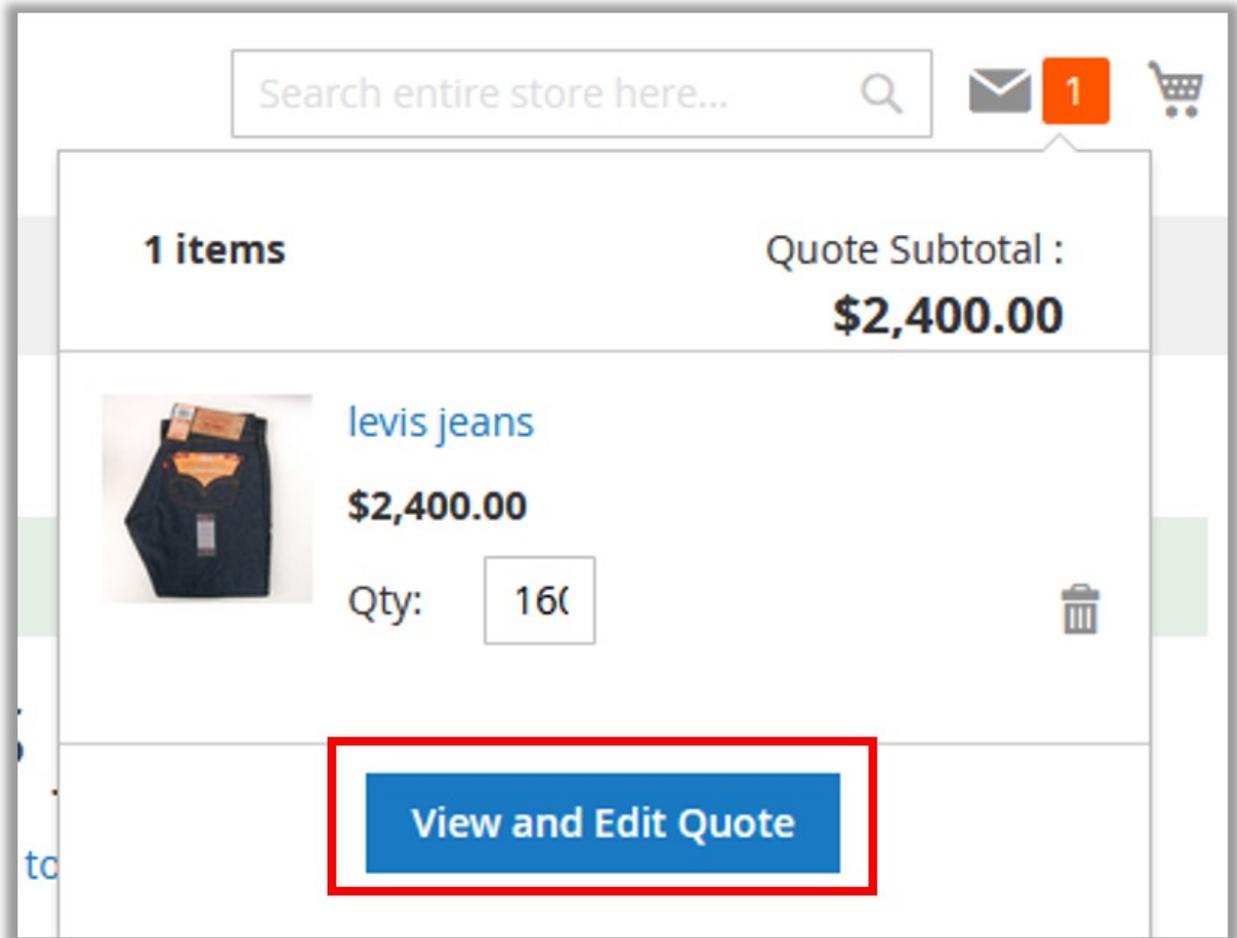
- In the **Enter Quantity** box, enter the required number of product.
- In the **Enter Quoted Price** box, enter the total amount of the whole quantity.
- In the **Enter Description** box, enter the description of the quotation.
- Click the **Send** button.

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



- 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	<a href="#">Delete Quote</a>

### 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

---

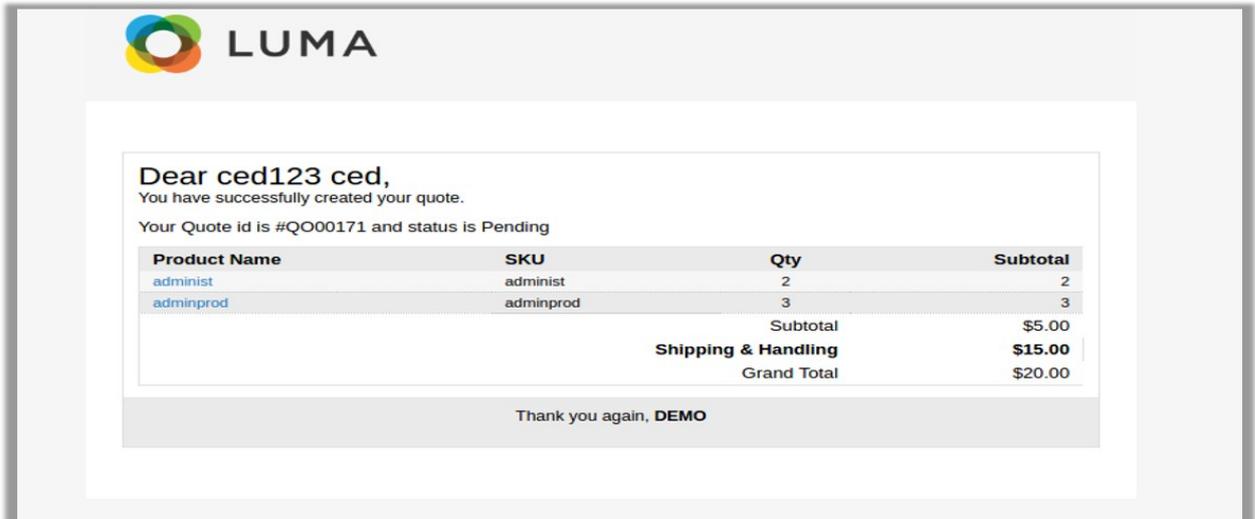
Subtotal \$2,400.00

**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 screenshot shows the "My Quotes" page in an admin panel. The page has a sidebar with navigation options: Account Dashboard, Account Information, Address Book, Chat With Live Support Team, My Quotes (highlighted), My PO, Newsletter Subscriptions, My Orders, My Downloadable Products, My Product Reviews, My Credit Cards, Billing Agreements, and My Wish List. The main content area displays a table of quotes with the following columns: Quote Settled Qty, Quote Settled Price, Address, State, Country, Shipping Method Selected, Shipping Estimated Cost, Telephone Number, Current Status, and Action. The table contains four rows of data, with the last row highlighted by a red box:

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	Delete View
200	\$2400.00	dfhdfhd,	gghghd	United States	Flat Rate flatrate	\$1000.00	412434434	Approved	Delete View
3	\$3.00	rttrt, trtret	trtret	United States	Flat Rate flatrate	\$15.00	54545435	PO Created	Delete View
160	\$2400.00	Address,Address	16	United States	Flat Rate flatrate	\$800.00	8562358608	Pending	Delete Edit

At the bottom of the table, it says "Items 146 to 149 of 149 total" and a pagination control showing "1 ... 26 27 28 29 30".

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.

Manage Quote Requests

184 records found

999 per page 1 of 1

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	Pending	0	0	\$2,400.00	160	<a href="#">Edit</a>	160	Flat Rate flatrate	\$800.00	\$2,400.00
<input type="checkbox"/>	QO00202	24	swetaroy@cedcoss.com	Approved	0	0	\$5.00	2	<a href="#">Edit</a>	2	Flat Rate flatrate	\$10.00	\$5.00
<input type="checkbox"/>	QO00201	30	cedtest2018@gmail.com	PO Created	0	0	\$3.00	3	<a href="#">Edit</a>	3	Flat Rate flatrate	\$15.00	\$3.00
<input type="checkbox"/>	QO00200	30	cedtest2018@gmail.com	Approved	0	2	\$2,400.00	200	<a href="#">Edit</a>	200	Flat Rate flatrate	\$1,000.00	\$2,400.00
<input type="checkbox"/>	QO00199	30	cedtest2018@gmail.com	Ordered	0	15	\$9.00	8	<a href="#">Edit</a>	8	Flat Rate flatrate	\$25.00	\$8.00

The admin can perform the following tasks:

- **Edit the quotation details:** Admin can edit the quantity and unit price and thus negotiate with the users. Until the status is Approved, the admin can edit the quotation details.
- **Create the Purchase Order:** Only after approving the quotation (when the status is set to **Approved**), the admin can create the Purchase Order (PO) and send to the corresponding users to proceed further.

Here are some of the statuses of the quotation from submitting the quotation to completing the order. The same statuses are reflected on the **My Quotes** page of the User account, based on the corresponding status appearing on the **Manage Quote Requests** page of the Admin panel.

### Quote Totals

Subtotal	\$	2560
Shipping & Handling		\$800.00
<b>Grand Total</b>	\$	2560
<b>Total Due</b>	\$	3360
<b>Status</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">Processing ▲</div> <div style="padding: 2px;">Pending</div> <div style="background-color: #007bff; color: white; padding: 2px;">Approved</div> <div style="padding: 2px;">Cancelled</div> <div style="padding: 2px;">PO created</div> <div style="padding: 2px;">Partial Po</div> <div style="padding: 2px;">Ordered</div> <div style="padding: 2px;">Complete</div> </div>	

- **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 approving 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:

Manage Quote Requests

184 records found

999 per page 1 of 1

<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	[REDACTED]	Pending	0	0	\$2,400.00	160	<a href="#">Edit</a>	160	Flat Rate flatrate	\$800.00	\$2,400.00
<input type="checkbox"/>	QO00202	24	[REDACTED]	Approved	0	0	\$5.00	2	<a href="#">Edit</a>	2	Flat Rate flatrate	\$10.00	\$5.00
<input type="checkbox"/>	QO00201	30	[REDACTED]	PO Created	0	0	\$3.00	3	<a href="#">Edit</a>	3	Flat Rate flatrate	\$15.00	\$3.00
<input type="checkbox"/>	QO00200	30	[REDACTED]	Approved	0	2	\$2,400.00	200	<a href="#">Edit</a>	200	Flat Rate flatrate	\$1,000.00	\$2,400.00
<input type="checkbox"/>	QO00199	30	[REDACTED]	Ordered	0	15	\$9.00	8	<a href="#">Edit</a>	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

Search 6 admin

← Back Cancel

---

### Quote & Account Information

**Quote #Q00203 (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.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:**

Product:	Item Stock:	Actual Price:	Quoted Price:	Updated Unit Price:	Quoted Qty:	Updated Quote Qty:	Subtotal:	Row Total
levis jeans <small>SKU: levis jeans</small>	183	\$20.0000	\$2560.00	\$ <input type="text" value="16.00"/>	Quantity to PO : <input type="text" value="160"/> Quantity Already POed : <input type="text" value="0"/>	160	\$ <input type="text" value="2560"/>	\$ <input type="text" value="2560"/>

---

**Messaging section**

**Chat History**

[View Message History](#)

Send a message

**Quote Totals**

Subtotal	\$ <input type="text" value="2560"/>
Shipping & Handling	<input type="text" value="\$800.00"/>
<b>Grand Total</b>	\$ <input type="text" value="2560"/>
<b>Total Due</b>	\$ <input type="text" value="3360"/>
<b>Status</b>	<input type="text" value="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**).

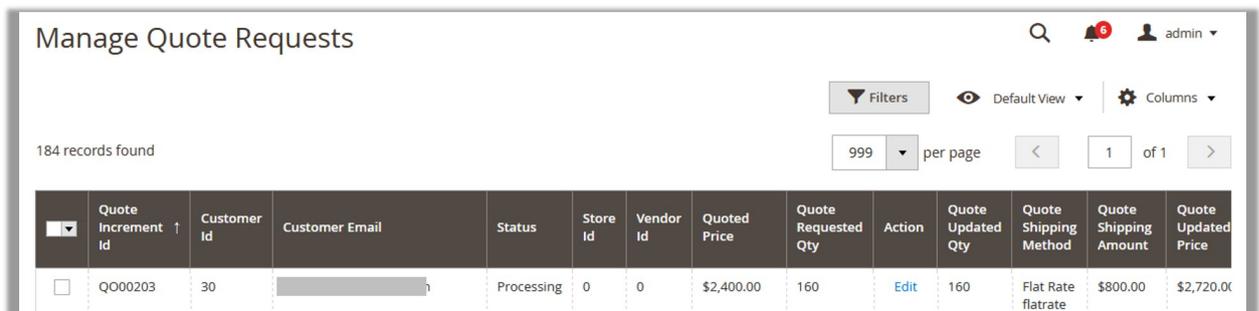
## 4.2. Create Purchase Order

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:



The screenshot shows the 'Manage Quote Requests' interface. At the top, there is a search bar, a notification bell with '6', and a user profile 'admin'. Below this are controls for 'Filters', 'Default View', and 'Columns'. A message indicates '184 records found'. The table below has a '999 per page' setting and shows '1 of 1' records. The table columns are: 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, and Quote Updated Price. The single row shows a quote with ID 'QQ00203', customer ID '30', status 'Processing', and a price of '\$2,400.00'.

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
QQ00203	30	[REDACTED]	Processing	0	0	\$2,400.00	160	<a href="#">Edit</a>	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

🔍 🔔 6 👤 admin

← Back Cancel

---

### Quote & Account Information

<b>Quote #Q00203 (The quote email was sent)</b>		<b>Account Information</b>	
Quote Date	2017-06-09 06:28:56	Customer Name	ced123 ced
Current Quote Status	Processing	Customer Email	ced123@ced.com
Quote Created From	Default Store View	Customer Group	General
Quoted Total Quantity	160		
Quoted Total Price	\$2400.00		

---

### Address And Shipping Information

<b>Shipping Address</b> ced123 ced Address,Address City, 16, 243785 United States T: 8562358608	<b>Shipping Information</b> Shipment Method Selected: Flat Rate flatrate Total Shipping Charges: <b>\$800.00</b>
--	--

---

#### Quoted Items:

Product:	Item Stock:	Actual Price:	Quoted Price:	Updated Unit Price:	Quoted Qty:	Updated Quote Qty:	Subtotal:	Row Total
levis jeans SKU: levis jeans	183	\$20.0000	\$2560.00	\$ 16.00	Quantity to PO : 160 Quantity Already POed : 0	160	\$ 2560	\$ 2560

---

#### Messaging section

**Chat History**

[View Message History](#)

Send a message

#### Quote Totals

Subtotal	\$ 2560
Shipping & Handling	\$800.00
<b>Grand Total</b>	\$ 2560
<b>Total Due</b>	\$ 3360
<b>Status</b>	Processing <span style="float: right;">▼</span>

[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
<b>Grand Total</b>	\$ 2560
<b>Total Due</b>	\$ 3360
<b>Status</b>	<div style="border: 1px solid black; padding: 5px;">             Processing ▲              Pending              Processing  <b>Approved</b>              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

6 admin

---

**Quote & Account Information**

<b>Quote #QO00203 (The quote email was sent)</b>		<b>Account Information</b>	
Quote Date	2017-06-09 06:28:56	Customer Name	ced123 ced
Current Quote Status	Approved	Customer Email	<input type="text"/>
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

← Back   Cancel

---

**Account Information**

<b>* Customer Group</b>	<b>Customer Email</b>	<b>Customer Name</b>
General	<input type="text"/>	ced123 ced

**Address And Shipping Information**

<p><b>Customer Address Information</b></p> <p>ced123 ced Address,Address City, 16 - 243785 United States T: 8562358608</p>	<p><b>Shipping Information</b></p> <p><b>Shippment Method Selected:Flat Rate flatrate</b> Total Shipping Charges: <b>\$800.00</b></p>
--	---

**Items Ordered**

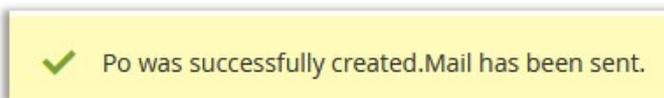
Product	Actual Price	Quoted Price	Updated Unit Price	Quoted Qty	Updated Quote Qty	Subtotal	Row Total
levis jeans <small>SKU: levis jeans</small>	\$20.0000	\$ 2720.00	\$ <input type="text" value="17.00"/>	Quantity to PO : <input type="text" value="160"/> Quantity Already POed : 0	160	\$ <input type="text" value="2720"/>	\$ <input type="text" value="2720"/>

**Purchase Order Total**

Subtotal	\$ <input type="text" value="2720"/>
Shipping & Handling	\$800.00
<b>Grand Total</b>	\$ <input type="text" value="3520"/>
<b>Total Due</b>	\$ <input type="text" value="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

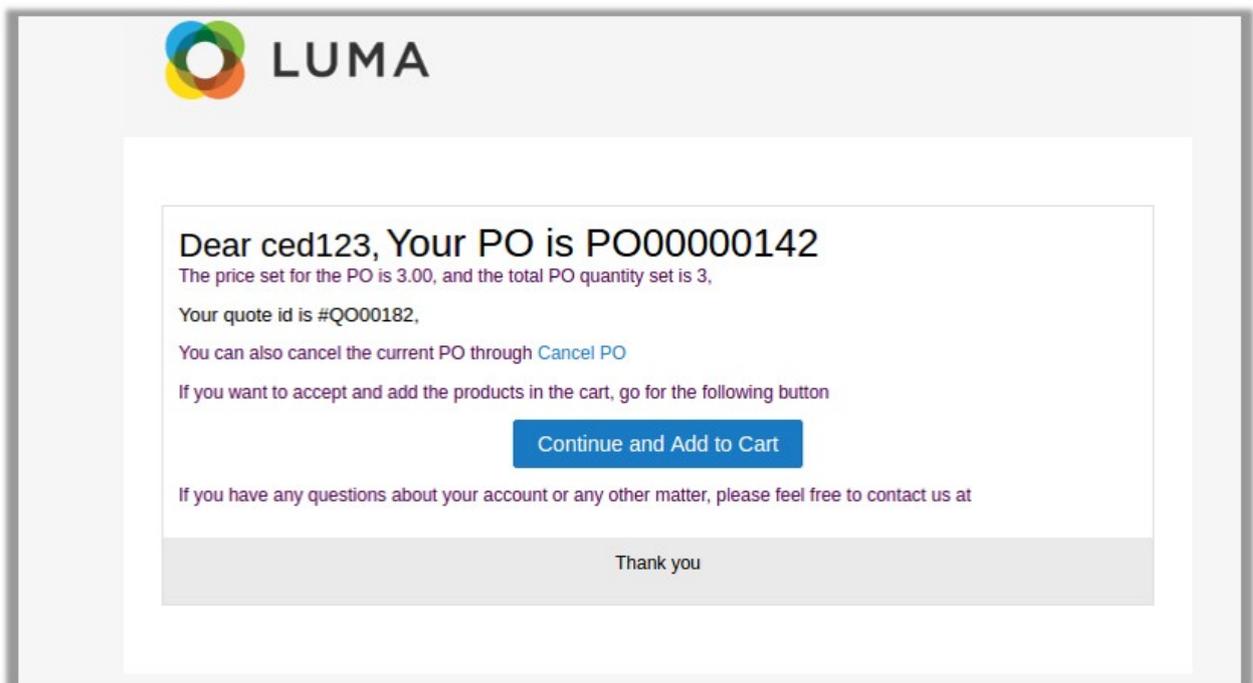
✓ Po was successfully created.Mail has been sent.

156 records found

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	<a href="#">View</a>

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**.

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

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

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	Delete View
200	\$2400.00	dfhdfhd,	gfghfd	United States	Flat Rate flatrate	\$1000.00	412434434	Approved	Delete View
3	\$3.00	rtrtr,rtret	trtret	United States	Flat Rate flatrate	\$15.00	54545435	PO Created	Delete View
160	\$2720.00	Address,Address	16	United States	Flat Rate flatrate	\$800.00	8562358608	PO Created	Delete View

## 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

156 records found

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	<a href="#">View</a>

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

PO Information

# PO00000155

PO Date	2017-06-09 09:20:33	Account Information	Customer Name	ced123 ced
PO Status	Pending		Email Id	
			Customer Group	General

Shipping & Handling Information

Shipped To	Shipping Method
ced123 ced Address,Address City, 16, 243785 United States Telephone : 8562358608	Flat Rate flatrate <b>Shipment Amount \$800.00</b>

Items Invoiced

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

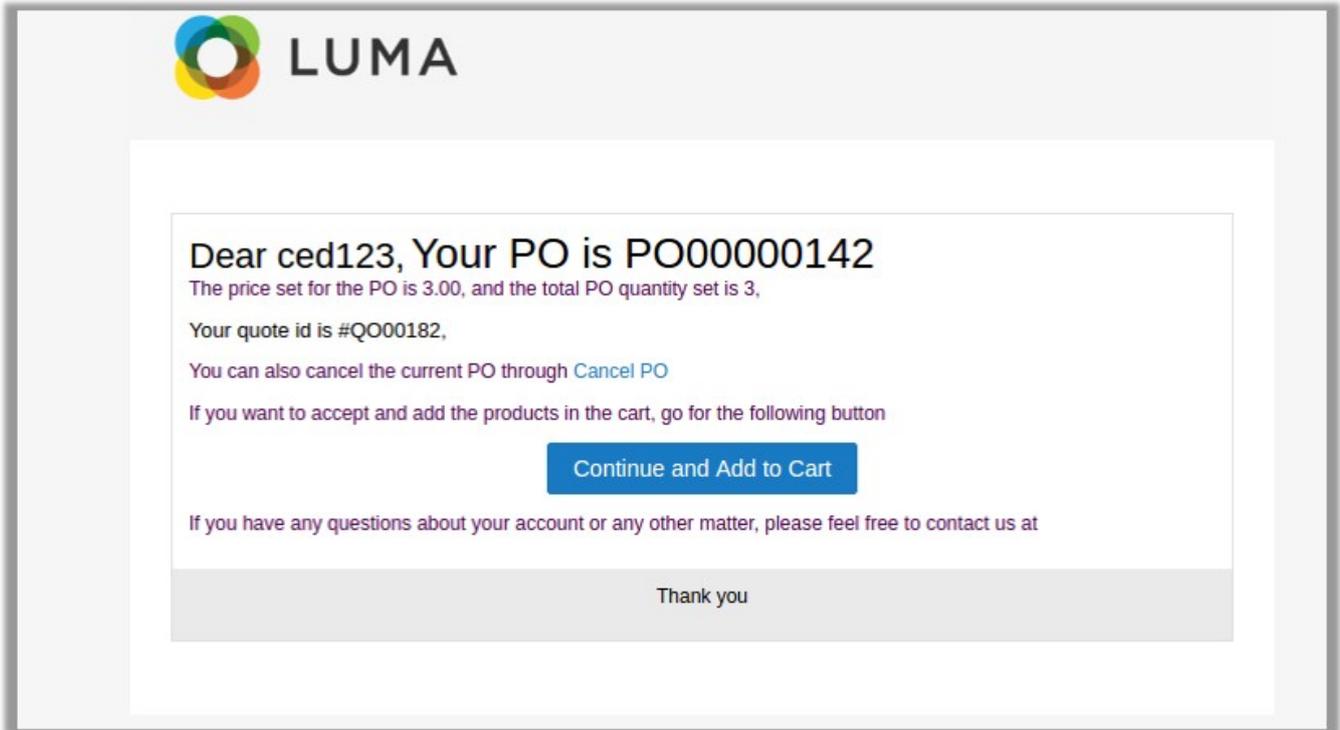
Order Total

<b>Order Totals</b>	
Subtotal	\$2,720.00
Shipping & Handling	\$800.00
<b>Grand Total</b>	<b>\$3,520.00</b>

## 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

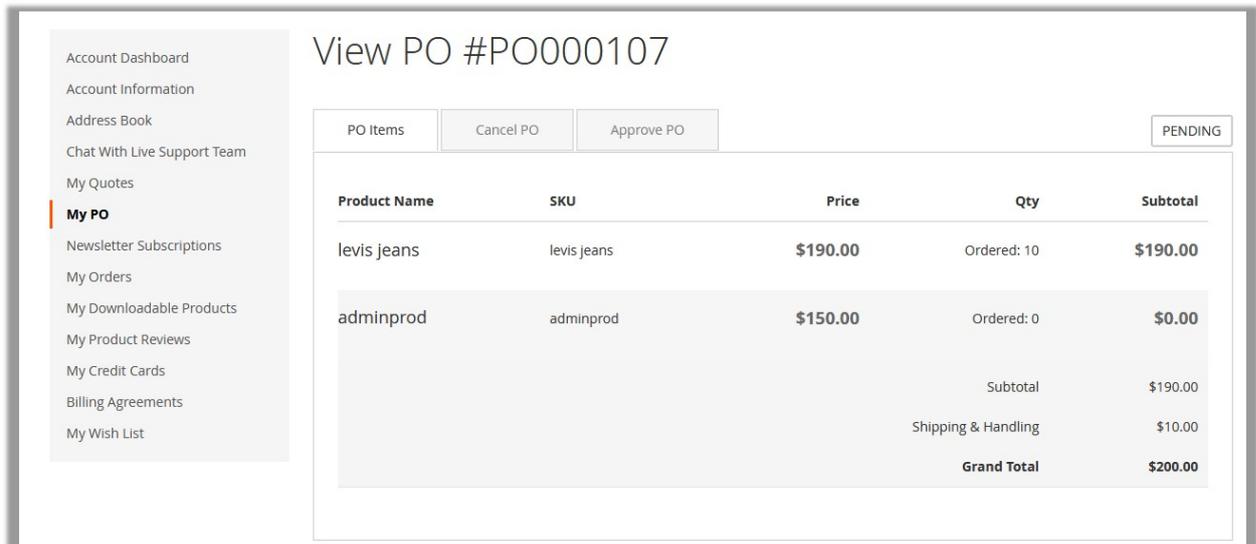
**To view the PO**

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

PO Increment Id	Quote Increment Id	Vendor	Quote Updated Qty	Quote Updated Price	PO Qty	PO Price	Created At	Comments	Status	Acti
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
			<b>Grand Total</b>	<b>\$200.00</b>

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:

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

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

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

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

Gift options v [Move to Wishlist](#)  

**Summary**

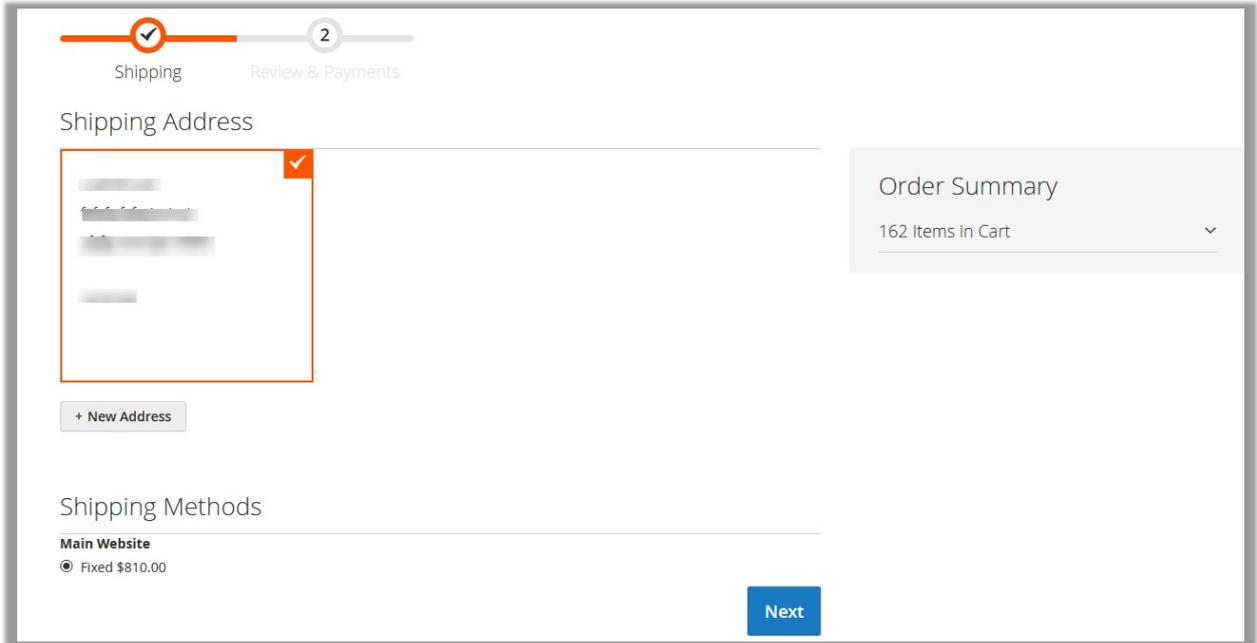
Estimate Shipping and Tax v

Subtotal	\$2,720.00
Tax	\$0.00
<b>Order Total</b>	<b>\$2,720.00</b>

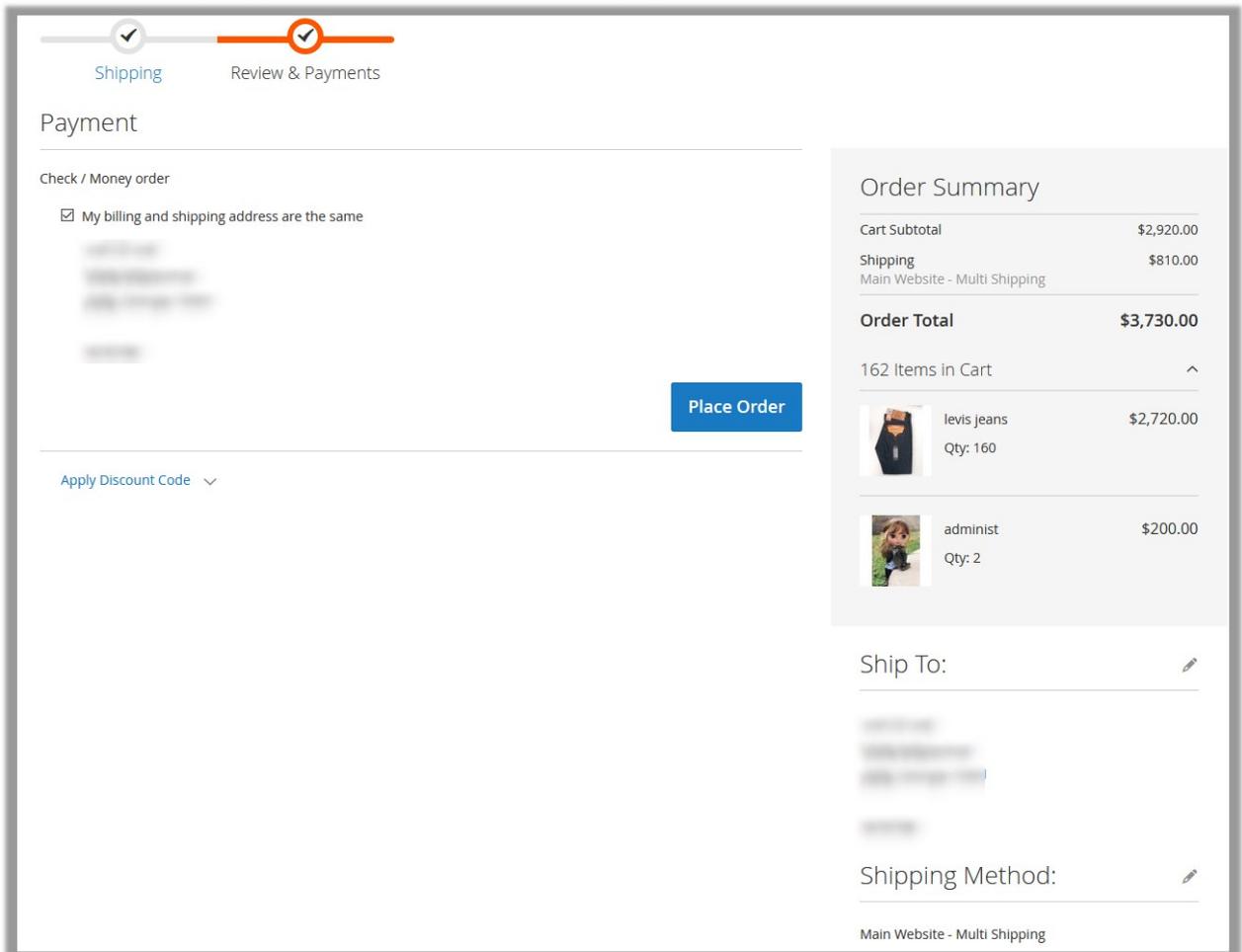
[Proceed to Checkout](#)

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

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



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



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](#)