

SALES

QUOTES - DELETE QUOTE

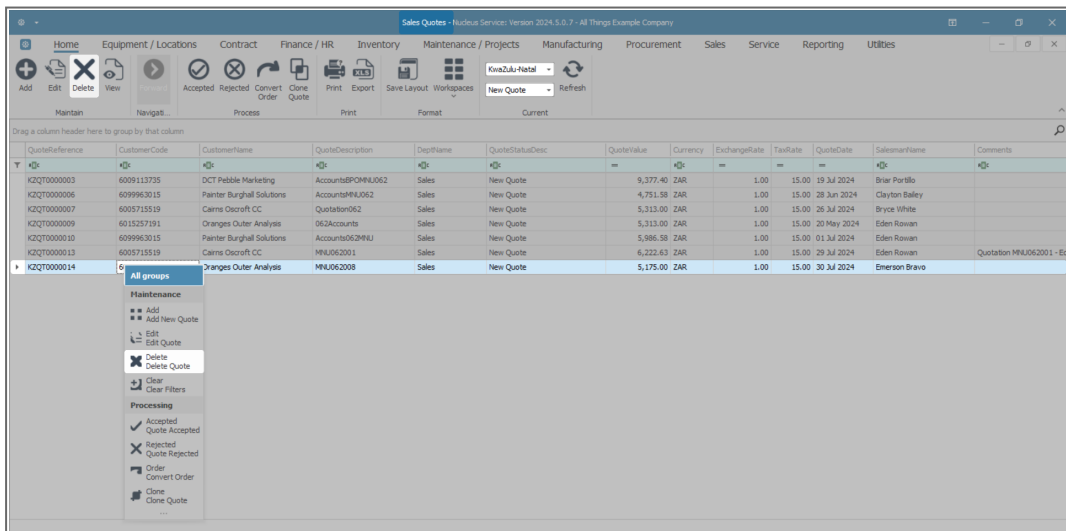
Ribbon Select **Sales > Quotes**



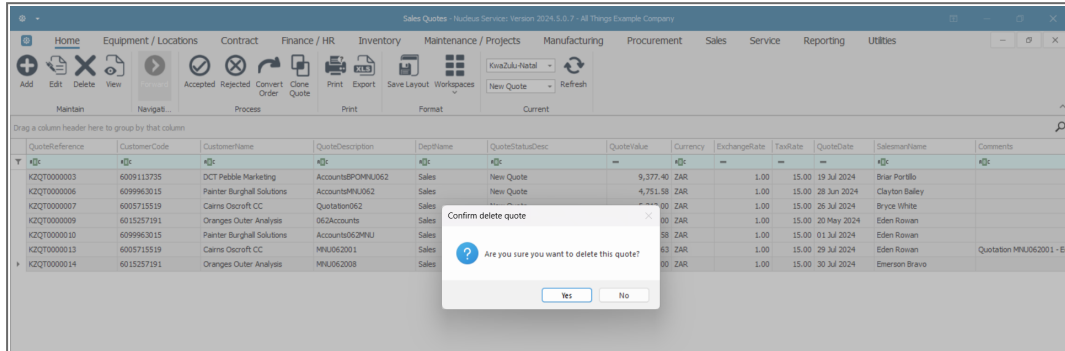
- The **Sales Quotes** listing screen will be displayed.
- Select the **Site** the quote was created for.
 - The example has **KwaZulu-Natal** selected.
- Ensure that the **Status** is set to **New Quote**.
- Select the **row** of the quote you wish to **remove**.
- Click on **Delete**.



Short cut key: Right click on the selected **row** in the data grid to display the **All Groups** menu list. Click on **Delete**.



- When you receive the **Confirm delete quote** message to confirm -
 - **Are you sure you want to delete this quote?**
- Click on **Yes**.



- The **Sales Quotes** listing screen will be updated and the sales quote that has been **deleted** will no longer be listed.

Related Topics

- [Add Quote](#)
- [Edit Quote](#)
- [Delete Quote](#)
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- [Accept and Reject a Quote](#)
- [Print and Export a Sales Quote](#)
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- [Apply Project Methodology](#)
- [Clone a Quote](#)
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- [Generate a Sales Order](#)
- [Creating a Quote from a Call](#)
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