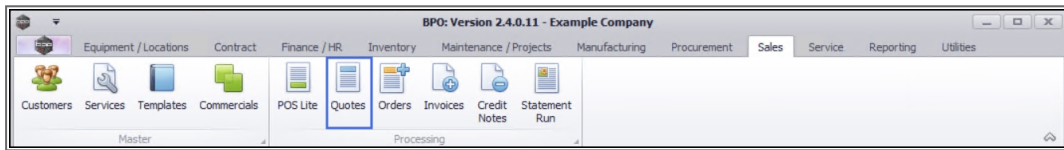


We are currently updating our site; thank you for your patience.

SALES

QUOTES – VIEW SALES QUOTE

Ribbon Access: Sales > Quotes

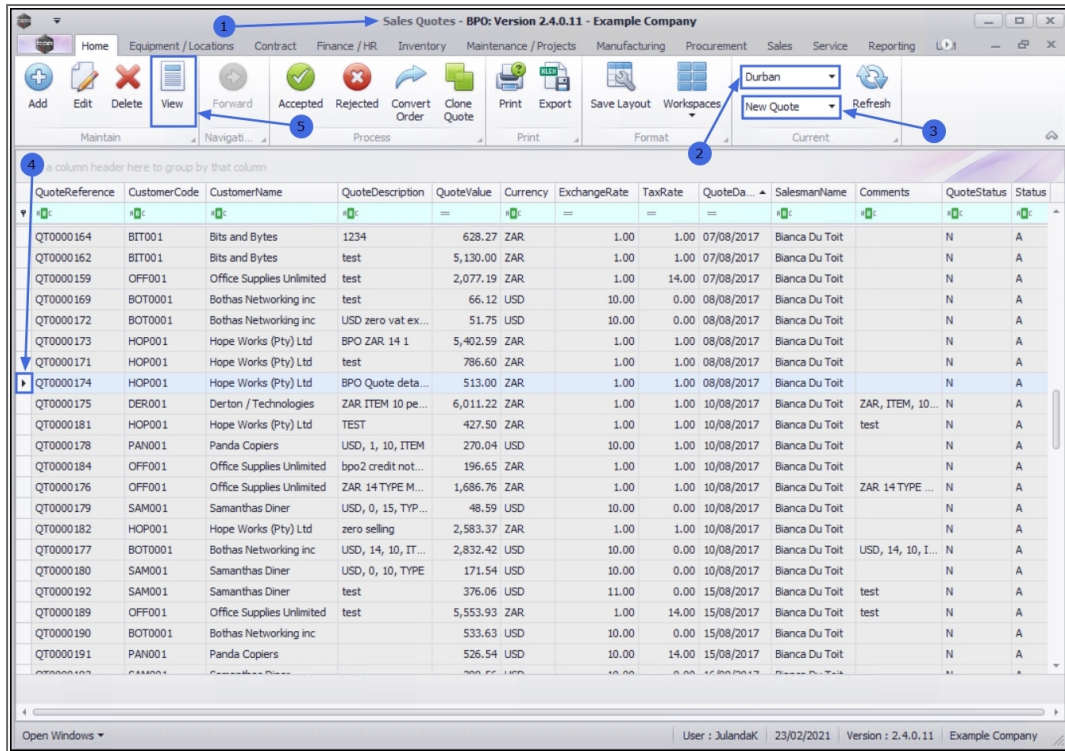


1. The **Sales Quotes** listing screen will display.
2. Select the **Site** the quote was created for.
 - The example has **Durban** selected.
3. Select the Status for the Sales Quote you wish to view.



Note that a Sales Quote can be viewed in any Status.

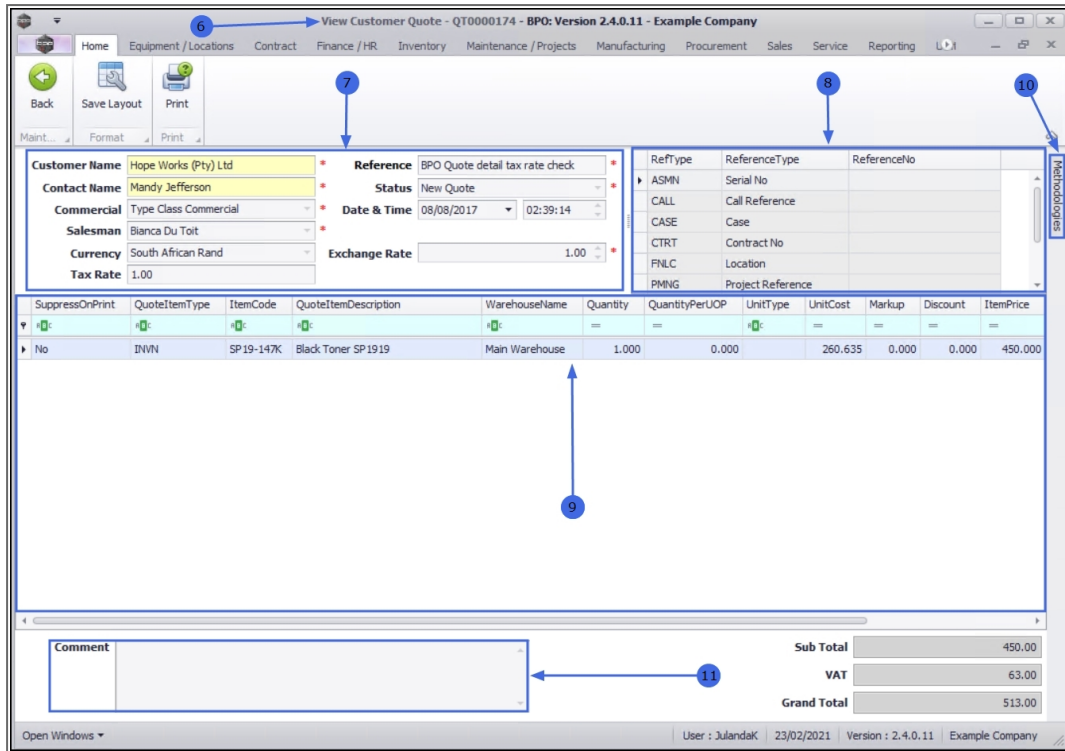
- The example has **New Quote** selected.
4. Click on the **row** of the quote you wish to view.
 5. Click on **View**.



6. The **View Customer Quote - QT[quote number]** screen will display.

The Customer Quote contains:

7. The Customer Details frame,
8. The Related References frame,
9. The Quote Items frame,
10. The Methodologies tab and
11. The Comments field.



VIEW METHODOLOGIES

1. Click on the **Methodologies** tab, to expand the frame.
2. Any [methodologies](#) linked to the quote will be listed.
3. Clicking anywhere outside the Methodologies frame will **hide the frame**.
4. To keep the frame from closing, **pin the frame** to the screen by clicking on the pin button. Clicking on the pin again, will allow you to close the frame once again.

Related Topics

- [Print a Sales Quote](#)

MNU.062.011