

\*Client creates the quotation\*

\*Admin Receives the quotation\*

ADMIN SIDE:

**1<sup>st</sup> Quotation Status:** For Review (automatic)

Action 1: Proceed to Ocular

\*Change status into "Waiting Ocular"\*

Action 2: Reject

\*Notify Client for rejected request of quotation\*

\*Update Quotation Status on Quotation table into "Rejected"\*

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**2<sup>nd</sup> Quotation Status:** Waiting Ocular

Action 1: Proceed to Drafting Quotation

\*Change status into "Drafting Quotation"\*

Action 2: Reject

\*Notify Client for rejected request of quotation\*

\*Update Quotation Status on Quotation table into "Rejected"\*

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**3<sup>rd</sup> Quotation Status:** Drafting Quotation

\*Accounting will draft the quotation, once done the accounting will submit the quotation for admin approval\*

\*After submission, change status into "For Approval"\*

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**4<sup>th</sup> Quotation Status:** For Approval

Action 1: Proceed to Client Review

\*Change status into "Client Review"\*

Action 2: For Revision

\*Notify Accounting for Quotation Revision\*

\*On the admin side, go to For Revision Status\*

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**5<sup>th</sup> Quotation Status:** For Revision

\*The admin waits for the quotation to be revised\*

\*Once the accounting is done revising the quotation and submitted again for approval, go back to "For Approval Status" on the admin side\*

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**6<sup>th</sup> Quotation Status:** Client Review

\*The admin waits for the client to review the quotation\*

\*The client has the power to **accept**, **reject** or **cancel** the quotation\*

\*If **accepted** the quotation will be transformed into a project, change status into **Approved**\*

\*If **rejected**, the quotation status will go back to drafting quotation status\*

\*If **cancelled**, the whole process will be terminated. The quotation will be reflected as "cancelled" on the quotation table list\*