Quotation/ Sales Requisition

A sales quotation is an offer to deliver specific products or a selection of a certain amount of products in a specified timeframe. For the validity period, a quotation commits a pre-defined price for the item associated with it.

In common practice, a sales quotation or sales requisition lets the prospective customer view the cost statistics involved within the sales process. The created quotation may have different statuses which show the present condition. The quotation may have the following statuses:

- Approver.
- Cancelled.
- New.
- Process.
- Transferred.

In BatchMaster WEB, quotations and sales orders are handled in different forms. You can use the *Quotation or Sales Requisition* screen to create quotations and sales requisitions for both inventory and non-inventory items. The quotation or sales requisition can be conveniently transferred to a sales order, excluding sales requisitions for those customers whose status is *Hold*.

A quotation can also be generated directly from the *Transfer to Quotation* button on Order Entry tab of the *Product Cost Analysis* screen in the *Costing Module*.

Go To: Sales→ Sales Order → Quotation/Sales Requisition.

Prerequisites: To create a sales quotation/sales requisition, you need to maintain some settings on the *Sales Setup* screen:

- Days To Calculate Cancel Date.
- Default Tax Level.
- Default Tax Rate.
- Series For Sales Order.
- Sales Quotation Series.
- Sales Parameters.

- Pick Item Location Lookup From.
- Free Number for Sales Requisition.

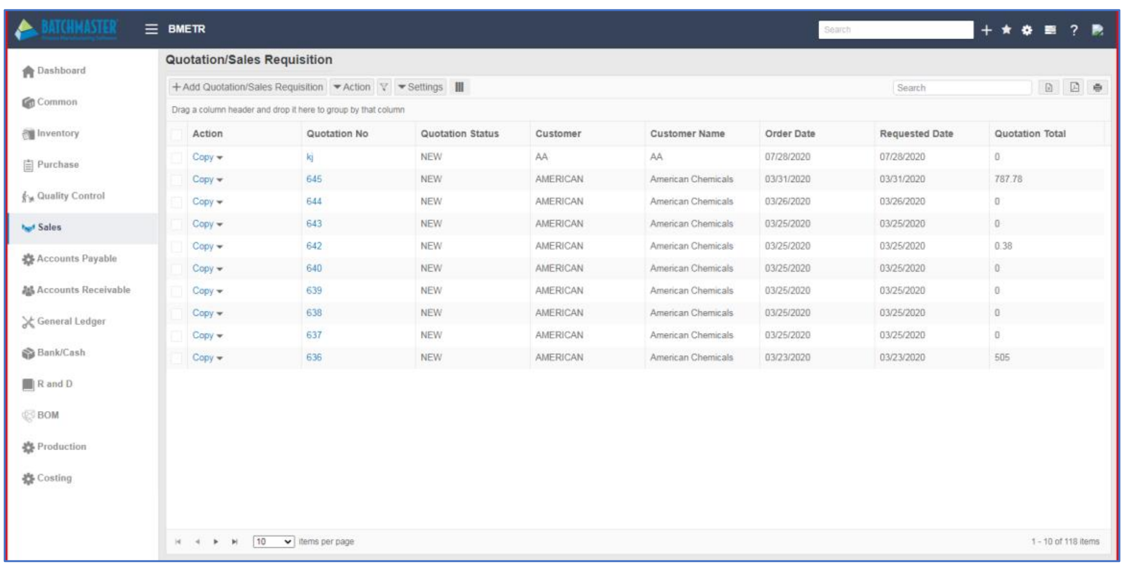
Set the approver source on the *Sales Requisition* tab of the *BW Setup* screen.

Data should be maintained at these screens before creating a sales quotation/sales requisition:

- *Item Location*.
- *SO Series Master*.
- *Customer Master or Prospect Master*.
- *Unit Conversions*.

Quotation/Sales Requisition- Dashboard

You can manage and create Quotations/Sales Requisitions from this dashboard. By default, the system displays all the existing Quotation/Sales Requisitions as maintained for your business / company. You can double click on any Quotation/Sales Requisition record to view its details.



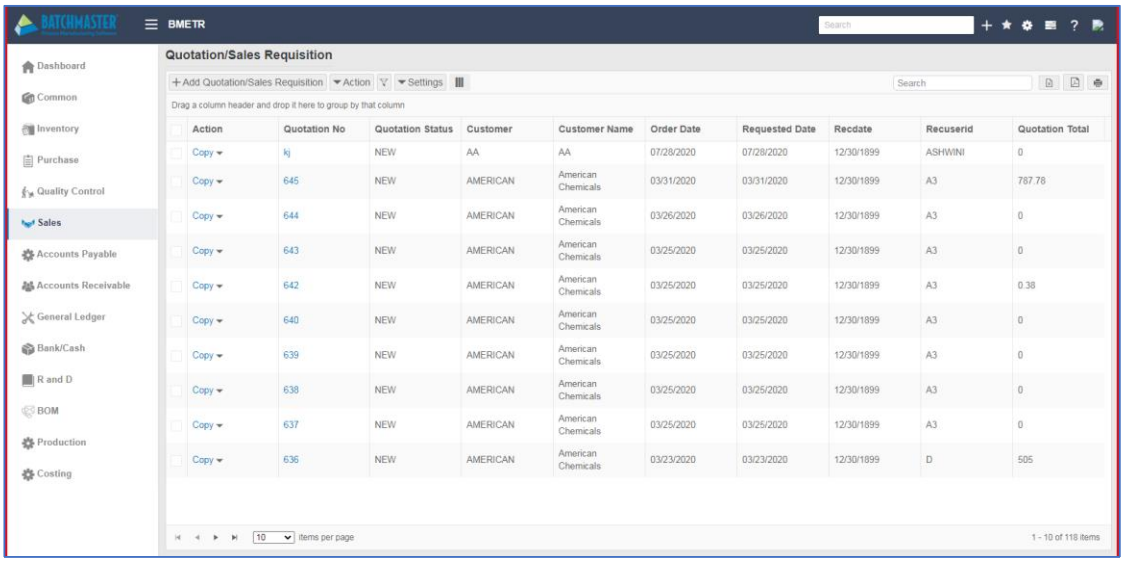
The *Quotation/Sales Requisition* dashboard contains many elements that occupy 100% of the browser window. Resizing the window would resize the elements to fit. The elements can be rearranged, i.e., docked, resized, grouped, and stacked. The header and the side panel can't be rearranged.

Using the *Action* button from the dashboard you can:

- Copy an existing record to create new one

- Cancel selected multiple record(s)
- Transfer To SO selected multiple record(s)
- Delete selected multiple record(s)

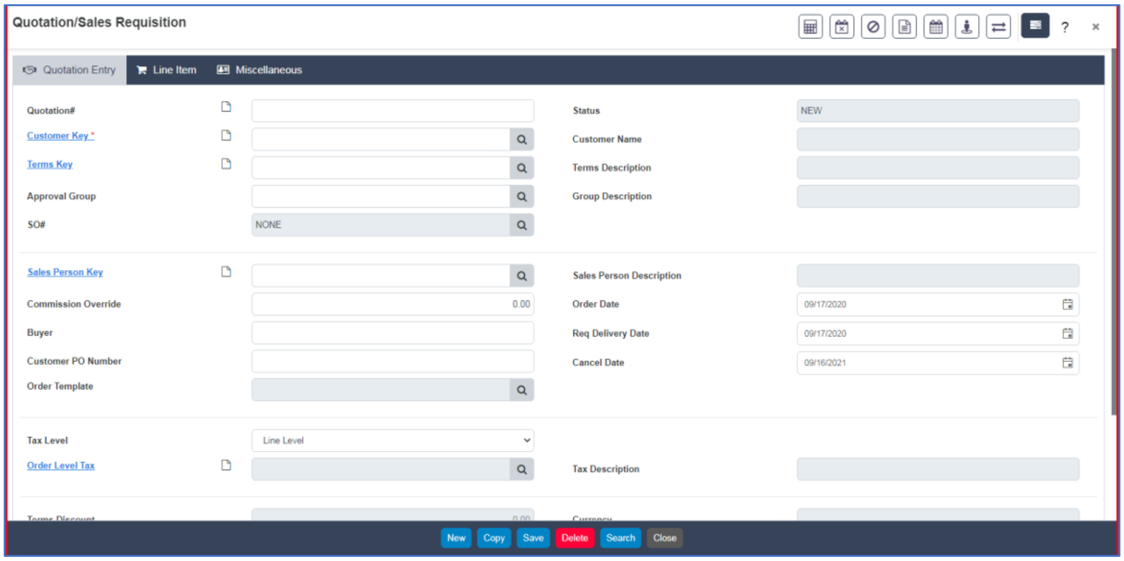
After you select all the columns of the *Quotation/Sales Requisition* dashboard, the middle grid displays the selected columns.



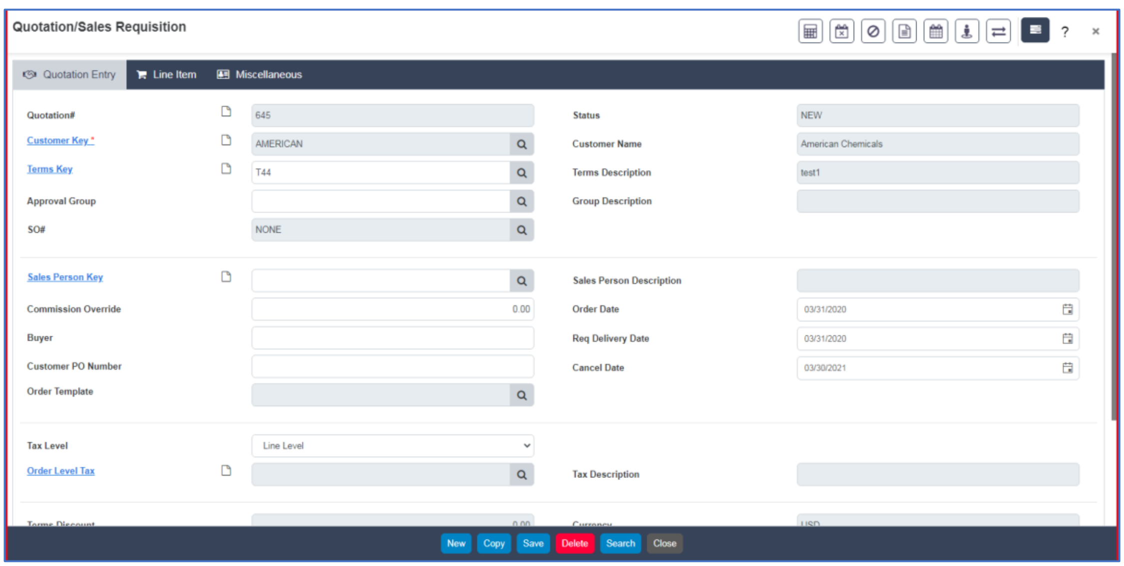
The *Quotation/Sales Requisition* dashboard provides a clear vision of the created quotations/sales requisitions in a read-only mode. You can view the quotations/sales requisitions as per the number of pages provided per page.

Quotation/Sales Requisition - Add Mode

To add a new quotations/sales requisition entry to your BatchMaster database, click on the *Add Quotation/Sales Requisition* button. The system displays the *Quotation/Sales Requisition* screen form where you can create a new record.



Quotation/Sales Requisition – Quotation Entry Tab



Quotation#: A unique number is required for every Sales Requisition. This number can have up to eight alphanumeric characters.

Status: Field displays the current status of the sales requisition. The possible status values are as follows:

- **New:** Status of the sales requisition upon creation.
- **Approver:** Status of the sales requisition when at least one approver has approved the requisition but at least one more approval is required.
- **Process:** Status of the requisition upon completion of all the required approvals.

- **Transferred:** Status upon transfer to a Sales Order.
- **Cancelled:** Status upon cancellation. A sales requisition can be cancelled only if it has not been transferred yet.

Customer Key: This is the Customer for whom the sales requisition is being created. This is a mandatory field thus system would not allow user to save the record. This key may be entered by typing or selected via the associated lookup.

Customer Name: This field displays the description associated with the customer key. This is a read-only field.

Terms Key: The Terms key is defaulted from the Customer master. This key may be changed.

Terms Description: This field displays the description associated with the Terms key. This is a read-only field.

SO#: This field displays the sales order number generated upon transfer of the sales requisition to a sales order.

Sales Person Key: This field is defaulted to the Sales Person Key of the selected Customer. It may be changed.

Sales Person Description: This field displays the description associated with the sales person key. This is a read-only field.

Commission Override: This field is for reference or reporting purposes only.

Buyer: This field is for reference or reporting purposes only. It contains the information relating to the vendee/purchaser for the respective sales quotation.

Customer PO Number: Field specifies the number of the purchase order issued by the customer.

Order Date: While creating a new quotation, this field is defaulted to the current server date.

Req Delivery Date: This is the date by which the ordered item(s) should be delivered to the customer for this sales requisition. This field is defaulted to the current server date while creating a new requisition. However, it may be changed to any date which is equal to or greater than the order date.

Cancel Date: For the sales order created upon transferring this quotation, the shipment of the ordered materials cannot begin after this date. This field is defaulted to a date that has been arrived at by adding the 'Days to Calculate Cancel Date', as defined at Parameters Setup, to the Order Date. The cancel date may be changed to any date that is greater than requested delivery Date.

Tax Level: The taxes in BatchMaster WEB may be applied to a quotation at one of these levels:

- **Order Level**: If the Tax Level selected in this field is 'Order Level', then the field 'Order Level Tax' on this tab becomes enabled and the user has to select a Tax Rate key that would apply to all the requisition lines.
- **Line Level**: If the selected Tax Level is 'Line Level', then entering a line item fetches the tax key from either the Item Location or the Customer master or the Ship To master as specified on the field 'Default Tax Rate' at the Sales Setup screen.
- **None**: If the selected Tax Level is set to 'None', taxes will not apply to this quotation.
- Upon creating a new quotation/sales requisition, the tax level is set as per the Default Tax Level defined on tab-2 of the Sales Setup screen.

Order Level Tax: This field becomes enabled only if the Tax Level is set to 'Order Level'. The Tax Rate Key selected here applies to all the line items of this Quotation / Sales Requisition.

Tax Description: This field displays the description associated with the Order Level Tax. This is a read-only field.

Terms Discount: This is the discount percentage as specified for the terms key attached to the selected customer the value of which gets defaulted while defining the terms key.

Discount Level: Discounts in BatchMaster WEB may be defined and applied at one of these two levels:

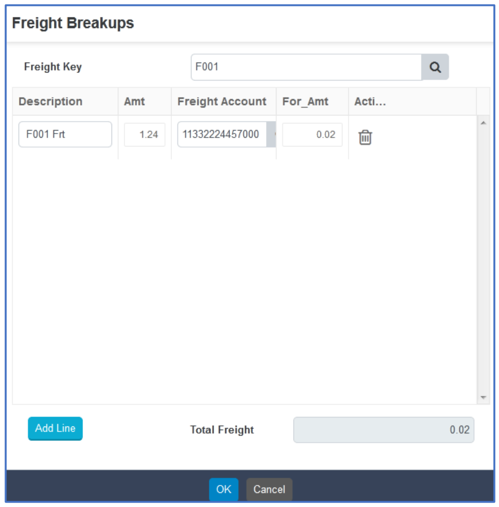
- **Line Level**: If the selected Discount Level is 'Line Level', then the discount will be picked from one of the Price Matrices. Extra discount can be specified in addition to the Line Discount.
- **Line and Order**: If the Discount Level selected is 'Line and Order', then the discount percentage specified in the Order Discount field applies in addition to the Line and Extra discounts.
- **Order Discount %:** This field gets enabled only when the selected discount level is of 'Line and Order' type, a value may be entered in this field specifying the discount percentage.

Non-taxable Freight: Field specifies the non-taxable freight amount applicable to this quotation. This amount is added to the quotation Total.

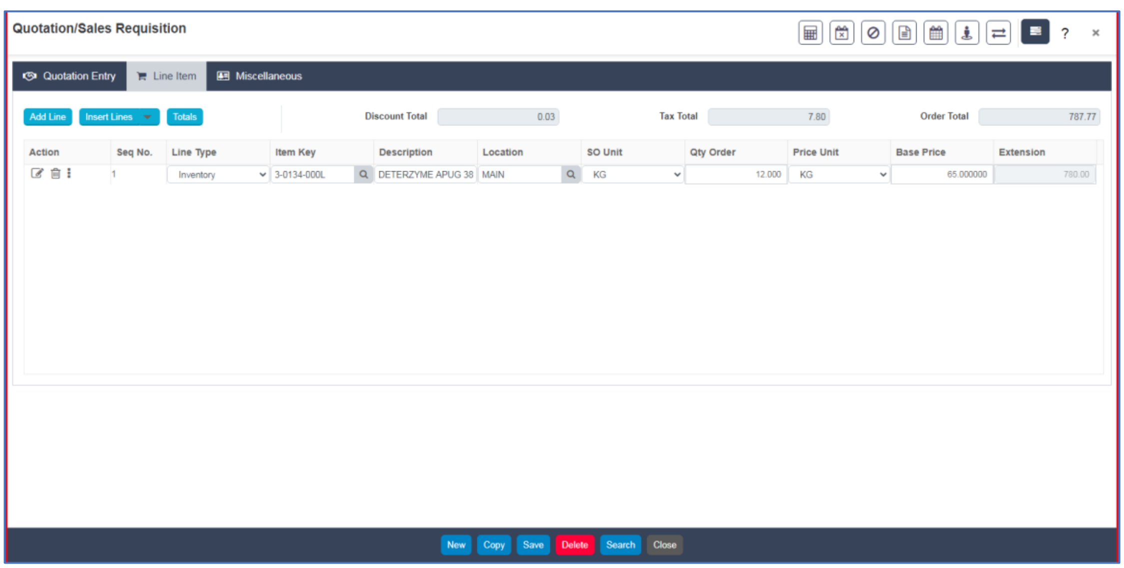
Currency: The Currency for the selected Customer is defaulted to this field from the Customer Class master. The various amounts on the sales order screen are shown in this currency. This currency may be changed, which facilitates the user to create a Sales Order using currency other than the Customer Class currency.

Order Discount %: This field gets enabled only when the selected discount level is of 'Line and Order' type, a value may be entered in this field specifying the discount percentage.

Freight Breakups Button: Click this button to view the Freight Breakup related to the Sales Quotation/Sales Requisition.



Quotation/Sales Requisition - Line Item Tab



A grid is displayed on the Line Item tab. The descriptions of the grid's column headings are mentioned below:

Seq N: This key is used for re-sequencing the Line items. This field is useful in order to change the sequence of line items at a later stage. Once user click the *Add Line* button the sequence number gets initiated with 1. Each time when a line is inserted in the grid the sequence number gets incremented by 1.

Line Type: The options available are Inventory, Non-Inventory or KIT. Kit Child is not available as an option; however, Kit Child lines are automatically inserted for those items that are child items of a Kit inserted as a line item.

Item Key: This field displays the unique identification code for the Inventory, KIT and Kit Child type items. User can select the item key from the lookup available next to the field. The lookup fetches all the inventory items created via the *Item Master* screen. Additionally user can fetch the sales order line Items by UPC codes as maintained on the Item Master screen. As soon as user enter the UPC code of the item at the Item Key field and tabs out from the column the Item Key and its associated description gets defaulted automatically.

Description: Field display the description associated with the item key which gets defaulted from the Item Master while defining Item key for this line. For non-inventory items, the user may enter a description here. This field is editable.

Location: This field is the location for the selected line item. User can select the location via the lookup provided next to the field. The Lookup display all the varied locations where the item actually exists in inventory.

SO Unit: This is the unit in which the QtyOrder is expressed. For Inventory, Kit and Kit Child items this field is defaulted to the sales unit defined at the item master. The SO Unit may be toggled.

Qty Order: This is the ordered quantity of the line item. This quantity is expressed in the 'SO Unit'.

Price Unit: This field displays the unit of measurement for the Base Price. For example, if an item's SO Unit is Each and the Unit is dozen, then a Base price of 20 means that the price is 20 for one dozen of that item.

Base Price: This is the price that is fetched in accordance with the Pricing Methodology. This price is expressed in the currency shown on tab-1. The user can change the Base Price

Extension: This is a calculated field that shows the line amount, which has been arrived at by multiplying the QtyOrder with the specified base price. See Calculations for details on how this field is calculated.

Discount Total: Field displays the sum of all the discounts for all the lines in the sales requisition.

Tax Total: Field displays the sum of the tax amounts for all the lines in the sales requisition.

Order Total:

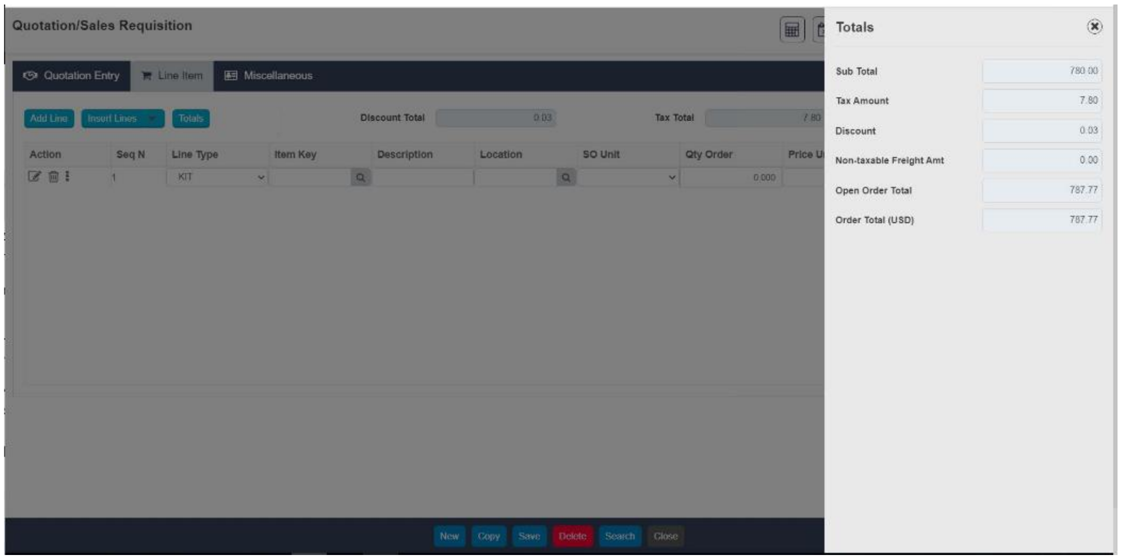
Add Line Button: Click on this button to add a line item on the Sales Requisition.

Insert Lines: Depending on the "*Default option to insert lines in Sales Order / Quot.*" option on the Sales Setup screen, the system automatically fetches the lookup while clicking the *Insert Line* button. Moreover using the drop down available on the button user can set the default insert line button action as one out of the following:

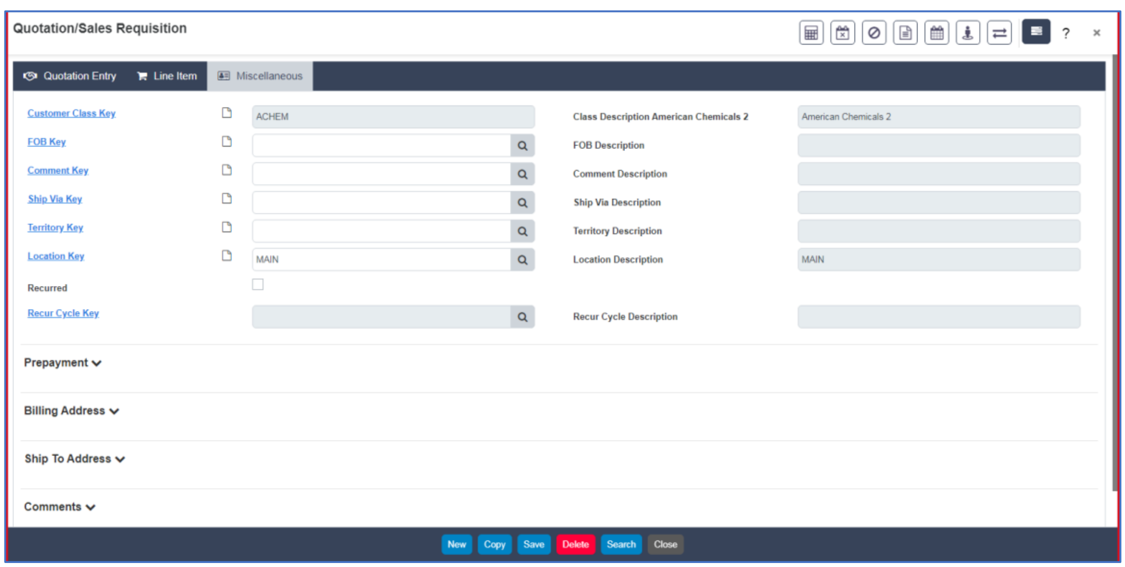
- Inventory
- Non-Inventory
- Sales Template
- Kit
- Customer Favorite Item

Based on the selection made the system displays the lookup window as of Inventory Lookup, Non – Inventory Lookup etc. On the displayed lookup user can enter the ordered quantity of item on the *Quantity* field. On clicking the OK button BatchMaster WEB automatically checks the quantity entered lines and inserts them on the line items grid.

Totals: Click this button to view the total amount of the requisition.



Quotation/Sales Requisition – Miscellaneous Tab



Customer Class key: The Customer Class key associated with the selected Customer is defaulted to this field.

Class Description: This field displays the description associated with the Customer Class Key. This is a read-only field.

FOB Key: This field specifies the free-on-board terms of agreement. It is defaulted with the FOB key of the Customer. This field may be modified.

FOB Description: This field displays the description associated with the Fob key. This is a read-only field.

Comment Key: This field specifies the comments that may be printed on the invoice. The Comment key associated with the selected Customer is defaulted to this field. This field may be modified.

Comment Description: This field displays the description associated with the Comment key. This is a read-only field.

Ship Via Key: This field specifies the shipper or transporter to be used by the BatchMaster WEB Company for shipping the material. The field is defaulted with the Ship Via key as has been specified for the selected Customer. This field may be modified.

Ship Via Description: This field displays the description associated with the Ship Via key. This is a read-only field.

Territory Key: This field is defaulted with the territory key specified in the customer record. This Key is replaced upon changing the Ship To key. This field may be modified.

Territory Description: This field displays the description associated with the Territory key. This is a read-only field.

Location Key: This key specifies the location associated with the BatchMaster Online Company.

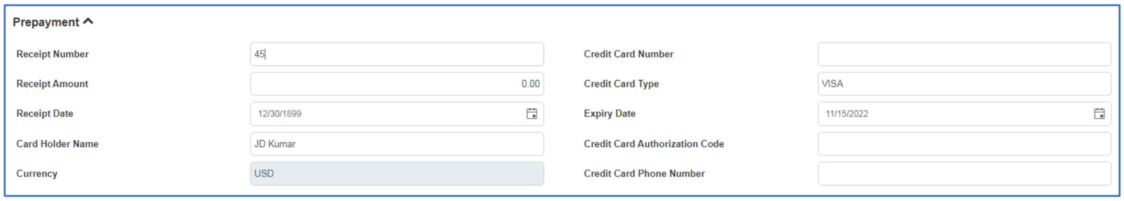
Location Description: This field displays the description associated with the Location Key. This is a read-only field.

Recurred: If this checkbox is checked, the order will be a recurring order using the specified recur cycle. The recurring orders are generated via the 'Generate Recur SOs' utility.

Recur Cycle Key: This field specifies recur cycle key to be used for generating recur orders in case the Recurred box is checked on this sales requisition.

Recur Cycle Description: This field displays the description associated with the Recur Cycle Key. This is a read-only field.

Prepayment:



Receipt Number: This field specifies the number of the prepayment document such as check or cash receipt.

Receipt Amount: This field specifies the amount prepaid.

Receipt Date: This field specifies the date of the prepayment document.

Card Holder Name: This field specifies the name as mentioned on the credit card of the selected customer. It may be changed.

Currency: The Currency for the selected Customer is defaulted to this field from the Customer Class master. The value of this field is changed if any changes are made to the currency field of the tab-1.

Credit Card Number: This field is defaulted with the Credit Card number as specified in the selected customer's record and may be changed.

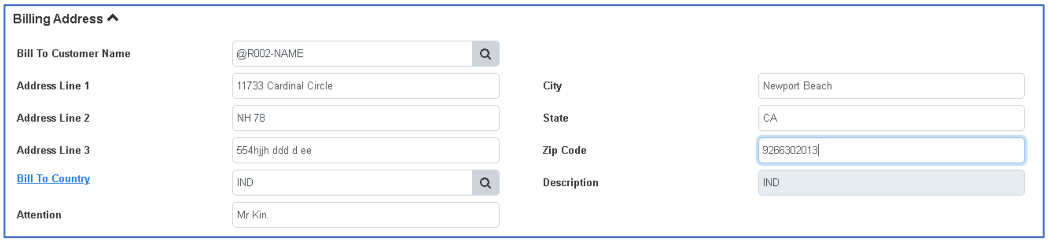
Credit Card Type: This field is defaulted with the Credit Card Type specified in the selected Customer's record and may be changed.

Expiry Date: This field specifies the expiry date of the selected customer's credit card. This date is defaulted from the customer's record. This date may be modified.

Credit Card Authorization Code: This field specifies the Credit Card Authorization Code for charges made to the selected customer's credit card.

Credit Card Phone Number: This field specifies the Credit Card Company's Phone Number for the selected customer's credit card.

Billing Address:



Bill To Customer Name: The name of selected Customer is displayed here.

Address Line 1: The street address of the selected customer is entered here.

Address Line 2: The street address of the selected customer is entered here.

Address Line 3: The street address of the selected customer is entered here.

Bill To Country: The Country Code of selected Customer is shown here.

Description: This field displays the description associated with the Bill To Country key.

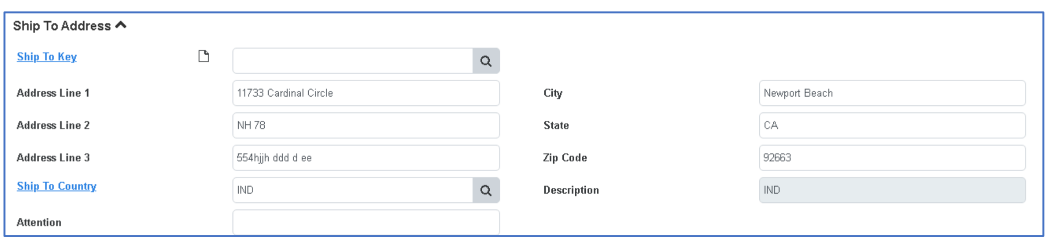
Attention: This is the name of the contact person with the Customer.

City: The City of the selected Customer is entered here.

State: The State of selected Customer is shown here.

Zip Code: The Zip code of selected Customer is entered here.

Ship To Address:



Ship To Key: This field specifies unique ship to key.

Address Line 1: The street address of the destination site is entered here.

Address Line 2: The street address of the destination site is entered here.

Address Line 3: The street address of the destination site is entered here.

Ship To Country: This specifies the Country in which destination site is located.

Attention: This is the name of the Customer's representative at the destination site who may be informed of the details regarding this order.

City: This field specifies the City in which the destination site is located.

State: This field specifies the State in which the destination site is located.

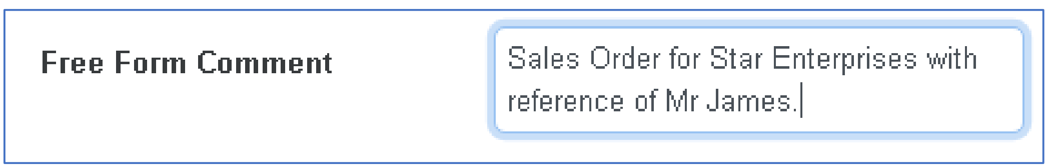
Zip Code: This field specifies the Zip code of the destination site.

Ship To Country: This specifies the Country in which destination site is located.

Description: This field displays the description associated with the ship to key.

Attention: This is the name of the Customer's representative at the destination site who may be informed of the details regarding this order.

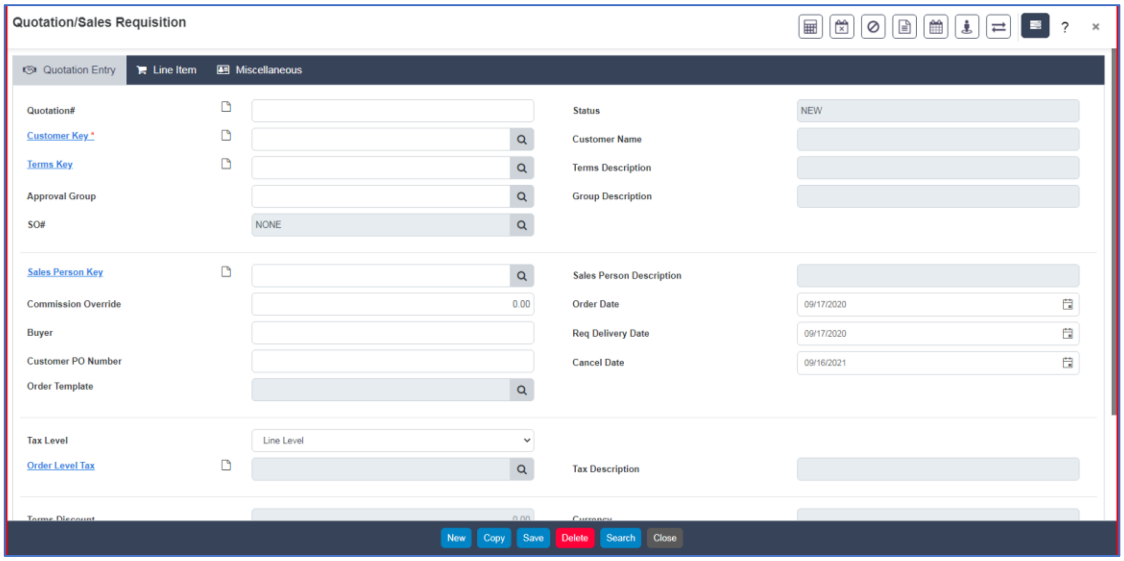
Comments:



Free Form Comment: This field enters any special comments associated with this Quotation/Sales Requisition. User can enter necessary comments with the concerned Requisition, if any.

Creating a Quotation/Sales Requisition Entry

1. Open the *Quotation/Sales Requisition Entry* dashboard.
2. Click on the *+Add Quotation/Sales Requisition Entry* button to open a new blank record.



3. The value in the *Quotation#* field is an auto-generated number which is generated while saving the quotation.

4. For entering data, select a *Customer Key*. When you select a customer a number of fields on the *Quotation Entry* and *Miscellaneous* tabs are defaulted from the Customer Master or Prospect Master screens. These include the Term Discount, Currency, Customer Class Key, FOB Key, Comment key, Ship Via, Territory, and Location fields. The values in these fields are the defaults maintained on the Customer Master or Prospect Master screens; you can change the values, if required, by using the lookups next to the fields.

5. The lookup next to the *Customer* field displays both customers and prospects. A quotation can be raised for either a customer or a prospect, so every reference in this section to 'customer' also relates to 'prospect'.

6. You can also maintain *Commission Override*, *Buyer ID* in the respective field for reference purposes only. The purchase order number issued by the customer can be specified in the *Customer PO Number* field. You can choose an existing *Sales Template* against this sales order using the lookup next to the *Order Template* field.

7. Change the default order date, requested delivery date, and cancel date, if required. The values in the *Order Date* and *Req Delivery Date* fields are defaulted to the current server date.

8. The cancel date equals the order date plus the number of cancellation days defined on the *Sales Setup* screen. Therefore, it is the current date plus 365 days if the default value has not been changed.

9. You can also click on the *View Age Brackets* special function to view the current account status for this customer.

10. Select a value for the *Tax Level* field. Available options are *Order Level*, *Line Level*, and *None*. If you select the *Order Level* option, enter the tax (in percentage) at the *Order Level Tax* field.

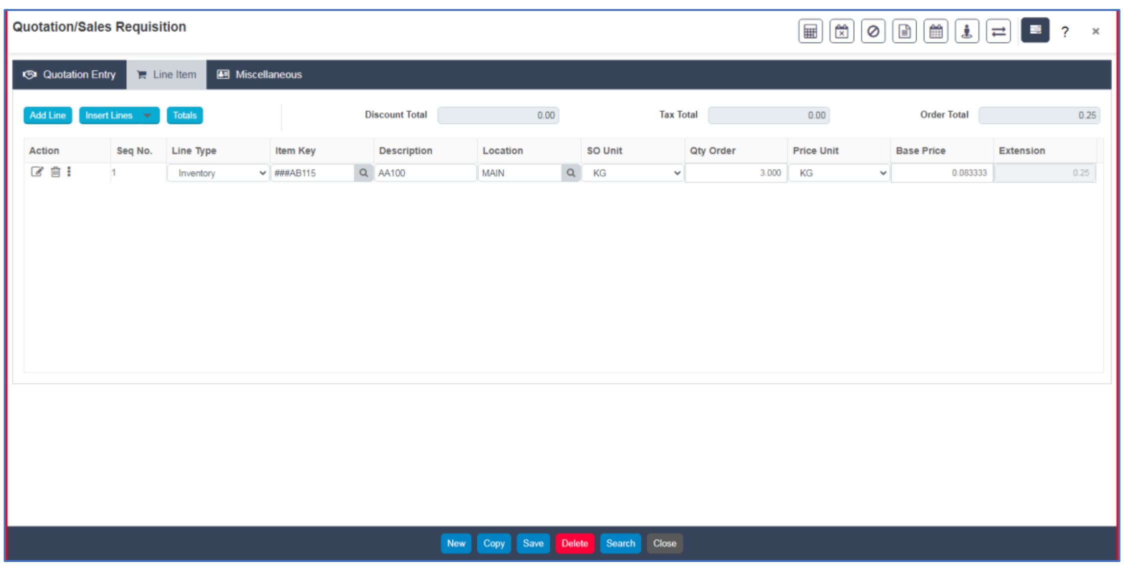
11. Specify the terms discount, if applicable. Using the *Discount Level* field, you can apply the line level or the line and order level discount on a direct invoice. If you selected the *Line and Order* option in the *Discount Level* field, then you can specify the order discount in the *Order Discount Percent* field.

12. You can specify the nontaxable freight amount, if applicable to this order.

13. Switch to the *Line Item* tab.

14. Click on the *Add Line* button to insert another line in the grid.

15. Select the line type for the inserted line. Available options are *Inventory*, *Non-Inventory*, and *Kit*. When you choose an item key, its description is defaulted to the next field.



16. You could also enter the UPC of the item to be sold in the *Item Key* or *Search Text* fields of the lookup if you have defined the UPC of the item on the *Item Master* screen. When you enter the UPC of the item in the *Item Key* field and tab out from the column, the item key and its associated description are inserted automatically.

17. Select the location.

18. Enter the appropriate value in the *Qty Order* field. BatchMaster WEB will obtain the price from the applicable price source and display it in the *Base Price* field.

19. When the *Default option to insert lines in Sales Order* is selected on the *Sales Setup* screen, the system automatically opens the lookup when the *Insert Line* button is clicked. You can set the default action for the *Insert Line* button using the dropdown menu. Available options are *Inventory*, *Non-Inventory*, *Sales Template*, *Kit*, and *Customer Favorite Item*.

20. The system displays the lookup window as *Inventory Lookup*, *Non-Inventory Lookup*, etc., based on the selection made above. In this lookup window you can enter the order quantities of items in the *Quantity* field. When you click the *OK* button, BatchMaster WEB automatically checks the quantity of the entered lines and inserts them in the *Line Items* grid.

21. If you changed the base price using the *Fetch Original Price* button user the *Action* section by clicking the *More Action* icon, you could obtain the default base price of this item as per its pricing methodology.

22. For lot-tracked items, you can use the *Select Lot* option under the *Action* section. To select the lots to be issued for the selected line item, if you want to allocate them at this time.

23. Distribution of tax for the selected line item can be viewed using the *Tax Details/Qty* button.

24. You can also view the various details of the line item with the *Edit Lines* option under the *Action* section.

25. You can also view the totals and sub-totals for all line item(s) associated with this sales quotation/requisition, as well as the sum of all line item discounts, non-taxable freight amount, etc.

26. Switch to the *Miscellaneous* tab.

27. The associated customer class and terms key of the customer are defaulted to their respective fields. Similarly, the FOB, comment, Ship Via, territory, location, and rebate keys are defaulted from the *Customer Master* or *Ship To.* These values can be changed if needed. Select the *Recur* checkbox if you want to make this a recur order. The recurring period can be determined by entering a Recur Cycle key in the *Recur Cycle* field. A recur order is generated using the *Generate Recur SO* screen. When the *Include Freight Amount for Rebate* checkbox is selected, the freight amount will be included in calculating any rebate amount for the sales order.

28. Prepayments details can be maintained in the *Prepayment* section on this screen.

29. Billing details can be maintained in the *Billing Address* section on this screen.

30. Shipping details can be maintained in the *Ship To* section on this screen.

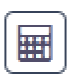
31. Add any note or special comment in the *Free Form Comment* field under the comments section, if required.

32. In the *Comments* field, you may look up and enter any comment established in Common Data, Comments. These could be for internal use only, or to communicate something to the customer. You can choose whether or not to print these comments on documents.

33. Finally, click the *Save* button to save the record. The number allotted to this sales quotation/sales requisition when the record is saved can be viewed at the *Quotation #* field of the *Quotation Entry* tab.

34. When a requisition must be formally approved before it can be transferred to a sales order, the completed sales requisition is forwarded to an authorized person or group of people who are responsible for overseeing and approving it before it is converted into a sales order. Sales Quotation/ Requisition can be approved using the approval dashboard.

Special Functions



Calculate Tax and Discount: Click this button, if enabled, to refresh the calculations on the Line Items tab.

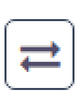
Total Recalculate: Clicking this button obtains the default tax, discount, and price values for each inventory line and updates the various totals on the Quotation.

Cancel Quotation: By clicking on the *Cancel Quotation* button, the user may cancel any Quotation/Sales Requisition having status as 'NEW'.

View Contract: Click this button to view all active contracts with all customers for the selected inventory type line item. This can be used to compare the contract prices for different customers.

Sales History: Click the *Sales History* button to view all sales orders and archived sales orders previously created for the selected item-location and customer.

View Age Brackets: Clicking on this button opens the 'Customer Age Bracket' window that displays various age brackets for the selected customer. These age brackets are fetched from the finance package and provide the information regarding pending payments from the customer.



Transfer to SO: Clicking this button transfers a sales requisition to sales order. A sales requisition, the customer associated with which is on Hold, cannot be transferred to Sales Order.

Quotation Sales Requisition

Calculations for Inventory and Sales Kit Line items

Field or Variable	Price Source	
	Contracts	**Other than Contract**
Extension	Base Price (in Sales UOM) * Order Quantity (in Sales UOM)	Base Price (in Sales UOM) * Order Quantity (in Sales UOM)
Line Discount	0	(Extension * Line Discount in % / 100)
Extra Discount Amount@	0	(Extension–Line Discount) * Extra Discount in % / 100
Order Discount	0	(Extension – Line Discount - Extra Discount Amount) * Order Discount in % / 100
Total Discount	0	Line Discount +Extra Discount + Order Discount
Price	Base Price	[(Extension – Total Discount) / Quantity Order] / Factor @@
Tax Amount	Price * Tax in % / 100	Price * Tax in % / 100
Line Net	Extension + Tax Amount	Price * Order Quantity + Tax Amount

@ If the price source is a Price Matrix, then any Extra Discount on that screen gets added here.

@@ Factor = (100 + Tax Percentage) / 100 if Tax is included in price; else Factor = 1.

Calculation for Non-Inventory Sales Requisition Lines

Field or Variable	Calculation Logic
Extension	Base Price * Order Quantity

Line Discount	0
Extra Discount Amount	Extension * Extra Discount in % / 100
Order Discount	(Extension - Extra Discount) * Order Discount in % / 100
Total Discount	Extra Discount Amount + Order Discount
Price	[(Extension – Total Discount) / Quantity Order] / Factor @
Tax Amount	Price * Tax in % / 100
Line Net	Price * Order Quantity + Tax Amount

@ Factor = (100 + Tax Percentage) / 100, if Tax is included in price, else Factor = 1.