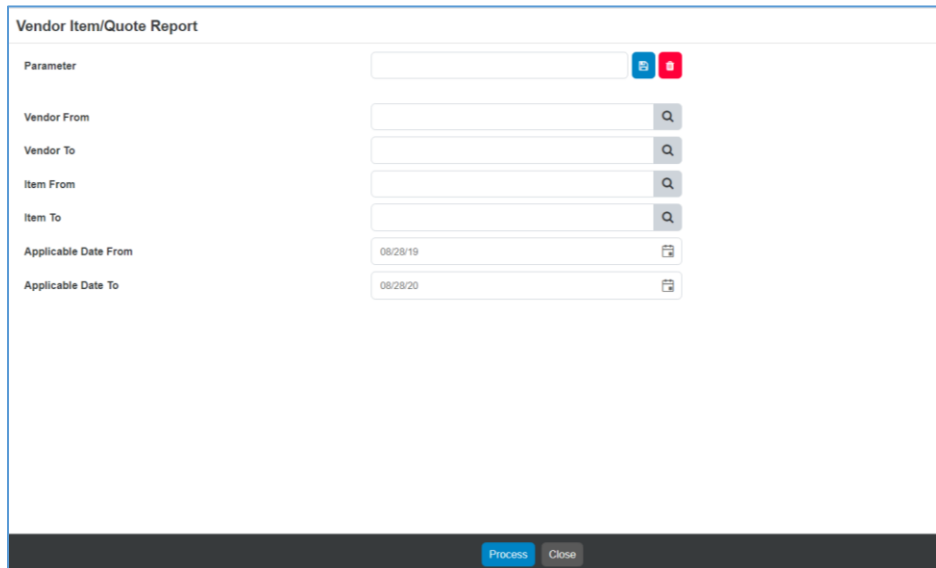# Vendor Item/Quote Report

The *Vendor Item/Quote Report* lists vendor/item quotes created using the *Vendor Item/Quote* screen.

Go To: Purchase → Purchase Master Reports → Vendor Item/Quote Report.

Click on the *Vendor Item/Quote Report* option to open the *Vendor Item/Quote Report* window. On the *Vendor Item/Quote Report* window, filtering parameters can be used to define the scope for processing the report.

Generating a Vendor Item/Quote Report

1. Open the Vendor *Item/Quote Report* screen.

2. Complete the range of vendors for which you want to generate a report using the lookups next to the *Vendor From* and *To* fields.

3. Complete the range of items for which you want to generate a report using the lookups next to the *Item From* and *To* fields.

4. Complete the range of application date for which you want to generate a report using the date pickers next to the *Applicable Date From* and *To* fields.

5. Click on the *Process* button to generate the report.

Vendor Item/Quote Report

VENDOR ITEM/QUOTE REPORT

Food Corporation Pvt. Ltd.

08/28/2020

22:10

Item Item Description	Vendor Key Vendor Description	Vendor Item Key	Applicable From Applicable To	Lead Time In Days	Minimum Order Quantity	Preferred Vendor Rank	Price	Unit
1000 1000	100 American	V01	06-02-2020 06-30-2020	2	100.000	1	5.000000	1

Close