Request Official Quote

1. Select from the "Options" main menu the option "Request Official Quote".
2. Select the "New Official Quote" option (default) and then click the "OK" button.
3. Select the "Prefix" from the corresponding drop down lists (by default the "EEAS" option is selected).
4. Click the "OK" button in order to request the official quote.
5. A message with the reserved quote will be displayed with the option also to copy the reserved quote to the clipboard.
6. Click the "OK" button in order to close the message.

Request NEW Suffix

1. Select from the "Options" main menu the option "Request Official Quote".
2. Select the "NEW Suffix" option and then click the "OK" button.
3. Select from the list of Official Quotes the one on which you want to be based in order to request the NEW Suffix. **ONLY** Official Quotes that have been already assigned to a Document will be displayed in the list.
4. Click the "OK" button to request the official quote.
5. The "Request Official Quote" window will pop up again. This time the "Prefix" field will be read only. Select the "Suffix" of the Official Quote by selecting the corresponding check box.
6. Click the "OK" button in order to request the NEW Suffix.
7. A message with the reserved quote will be displayed with the option also to copy the reserved quote to the clipboard.
8. Click the "OK" button in order to close the message.

Finalize/Update Official Quote

1. Locate the Document to which you want to assign the Official
2. Select from the right click menu the option "Finalize/Update Official Quote".
3. Click the [...] button next to the "Official Quote" field in order to select an Official Quote for the Document.
4. Select from the list of Official Quotes the one on which you want to assign to the Document.
5. Click the "OK" button.
6. Fill in at least the rest of the mandatory fields:
   - Tel
   - Keyword (can be selected from the corresponding closed list by using the [...] button – Only single selection is available)
7. Click the "OK" button in order to finalize the Official Quote.

Update Official Quote

1. Locate the Document of which you want to update its Official Quote and right click on it.
2. Select from the right click menu the option "Finalize/Update Official Quote".
3. The only values that can be updated are:
   - Tel (Mandatory)
   - Keyword, by using the corresponding closed list (Single Selection – Mandatory)
   - Deliver to GSC-BIC
   - GSC ST No
4. Update the desired values and click the "OK" button in order to save the modifications.