**TECH AFRICA – STOCKS DATABASE**

**QUOTE NON-STOCK ITEMS MODULE – DESIGN BRIEF**

**Work-flow (Summary)**

* A form to enter various options in order to quote
* Email the quote to the customer
* Will only be for higher level users
* Confirmation by customer

**Functions / Working Parameters**

* A form to enter various options in order to quote
  + NB all quotes will be USD based and state that they will be payable in ZWL at the rate of the day
* Email the quote to the customer
  + NB all quotes will be USD based and state that they will be payable in ZWL at the rate of the day
  + Quotes to have a validity of 2 days
  + Deposits to be paid of 30% on confirmation of order
* Will only be for higher level users
* Confirmation by customer
  + Once received, the product will need to be added to the master stock file with certain settings to flag it as a special customer order and not for price lists
  + The item must then be placed into the ordering system

TO DO LIST

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Details |  |  |
| Form | For entry of information   * Reference number * Code * Description * Tariff * Weight * Clearing and freight per kg * Supplier or Product group depending on table * Supplier cost * Supplier discount * Supplier currency * Exchange rate set by accounts * Expected Delivery from date of confirmation (can be set in the table for standards * Duties, BV, permit will be calculated based on the Tariff * Customer details – linked to the customer billing table |  |  |
| Table | This will be for the estimates of clearing/freight per kg   * It will be set for each product main group or on a supplier * This will also have delivery days |  |  |
| Report | For the quote to the customer |  |  |
| Table | Collection of quoted data   * Flag for status * Date for follow-up with the customer |  |  |