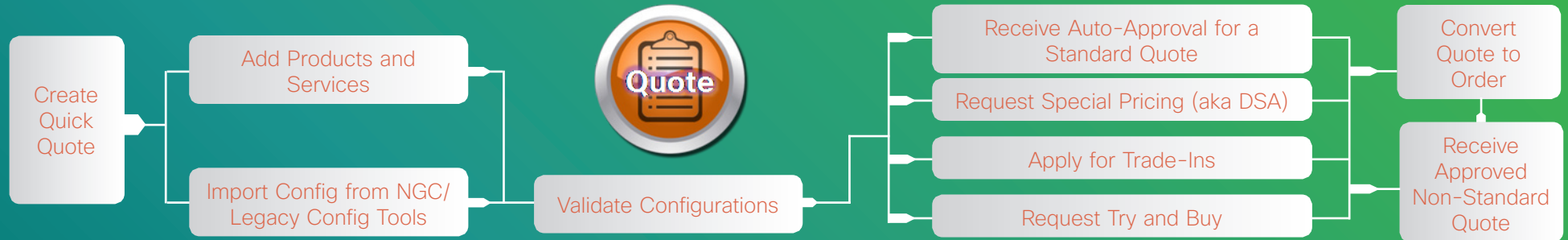


# Sales – Quick Quote

Use for quotes with standard contractual discounts, trade-ins, and to request special pricing



How to...	Steps	Tips & Tricks
Create a Quick Quote	Click on the <b>Quick Quote</b> link in the <b>Quick Start</b> portlet and enter all required fields.	When selecting an <b>End Customer</b> , optimize your customer search by providing as much information as possible. Be sure to do a thorough search before adding new addresses.
Create a Quote using a Deal ID	If you have a Deal ID, click on the link in the Quick Start Portlet called "Need to Order Using a Deal ID?"	After entering your Deal ID, the tool will guide you as to the best way to apply it in CCW.
Add Products and Services	Type in the Product/Service SKU in the <b>Add Product, Service</b> or <b>Software Subscription</b> field.	You must select a buy method (Cisco or a Distributor) before you can start configuring a product or adding services.
Import Config from NGC (Next Generation Configuration) or Legacy Config Tools	Click on the <b>Import a Saved Configuration</b> link and select the appropriate configuration type.	If you are importing from NGC, <b>you can only</b> import configurations that are created by you in NGC or shared with you. Legacy Configuration tools that are compatible with CCW are: <b>MLC, DCT, ICT, Netformx, Solution Expert, Quote Builder</b> .
Validate Configurations	Click on the <b>Validate</b> link to make sure all issues for products are resolved before submitting the quote for approval.	Validate an individual line or validate all lines by selecting all lines and clicking <b>Validate</b> .
Receive Auto-Approval for a Standard Quote	Click on the <b>Review and Submit</b> tab and click the <b>Submit Quote for Approval</b> link.	Always verify pricing in the <b>Discounts and Credits</b> tab. When the major line is collapsed, the discount column will display a blended discount. Expand the major line to view each individual line's discount.
Request Special Pricing (aka DSA)	Click on the <b>Share</b> button or set up auto-share in <b>Workspace Profile and Preferences</b> .	You can indicate the requested discount in the Notes section on the <b>Review and Submit</b> tab. You will need your AM's Cisco ID in order to share.
Apply for Trade-Ins	Click on the <b>Trade-In</b> link within the <b>Quote</b> tab and add trade-in products.	You must be enrolled in the Cisco Technology Migration Program.
Request Try and Buy	Click on the <b>Try and Buy</b> link on the <b>Review and Submit</b> tab.	You must be enrolled in the Try and Buy program to use this functionality.
Receive Approved Non-Standard Quote	After confirming there are no issues, click on the <b>Submit Quote for Approval</b> link.	Check the status of your quote on the <b>Deals and Quotes</b> portlet on the CCW homepage.
Convert Quote to Order	Click on the <b>Deal ID</b> from the <b>Deals and Quotes</b> portlet on the CCW homepage and click on the <b>Create a New Order from this Quote</b> link.	You can Split quantities of major lines on the item selection screen when converting to order. Entering install site and end customer information during conversion is optional.

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## Frequently Asked Questions

Category	Questions	Answers
Buy Method	Is it possible to split the buy method on one CCW quote?	You can select different buy methods for each major line within the same quote using the <b>Split</b> link. For example, in a quote for 10 line items, the user can select to buy five from Cisco, three from the Distributor A and two from the Distributor B. You cannot split the buy method for minor lines.
Quotes Sharing	Can colleagues in my company see or edit the quotes that I created?	You can share quotes on an individual basis using the <b>Share</b> utility, or you can set up Auto-Share lists in <b>Workspace Profile and Preferences</b> , within the <b>Sharing Preferences</b> tab.
Quotes Sharing	How do I select a PAM to share with if I'm unable to see them on the people I could share with list?	In the section entitled Account Manager located at the bottom of the Review and Submit tab, Select Other and enter the PAM email address in the <b>Cisco Channel Account Manager (CAM):</b> field.
Quotes Sharing	How do I setup auto-share?	Click on the <b>Workspace Profile and Preferences</b> link in the <b>Quick Links</b> portlet on the CCW homepage. Select the <b>Sharing Preferences</b> tab and check the boxes next to the Cisco groups you would like to auto-share your quotes with ( <b>Cisco Account Manager/Cisco Channel Account Manager (CAMs)</b> ) or click on the <b>Add New Member</b> button to auto-share with colleagues at your company.
Pricing	What if prices are not shown in CCW?	Pricing information is not displayed in CCW if you are purchasing from a Distributor. You will need to contact the Distributor offline to get this information.
Overconsumption	Why am I unable to continue ordering from the quote?	Ensure that the deal has not already been 100% consumed by checking the <b>Deal/Quote History</b> .
Export	How do I export the quote from CCW?	Click on the <b>Export</b> link from the Common Utilities link – Set up customized fields for .xls output by clicking <b>Save</b> after customizing.
Email	How do I email my quote?	Click on the <b>Email</b> link from the Common Utilities link – Enter email address to send an email of your quote. <b>NOTE:</b> this is not the same function as <b>Share</b> .
Delete	How do I delete a quote?	Click on the <b>Delete</b> link from the Common Utilities link – the deal may have to be marked as lost in order to be able to delete.
Print	How do I print a copy of my quote?	Click on the <b>Print</b> link in the <b>Items</b> tab and specify the details you would like to include/exclude.

## Training

### Partner Central

- Click **Training** from the **Homepage**:  
[http://www.cisco.com/web/partners/events/commerce\\_workspace.html](http://www.cisco.com/web/partners/events/commerce_workspace.html)  
Access currently available self-paced e-Learning, demos, presentations, videos and quick reference guides.

## Support

### Get Help Online

- Click **Help** from the **CCW Homepage**  
<http://www.cisco.com/web/ordering/icw/feedback/index.html>  
Review FAQs/Log a case.

## Support

### Get Help on the Phone:

- Please contact your local support center:
- <http://www.cisco.com/web/partners/tools/helponline/index.html>

### Have Access Issues?

- Email: [ic-support@cisco.com](mailto:ic-support@cisco.com)

### Customer Support

- Website: <http://www.cisco.com/web/siteassets/contacts/international.html>

PRT (Partnership Relationship Team): [www.cisco.com/go/prt](http://www.cisco.com/go/prt)