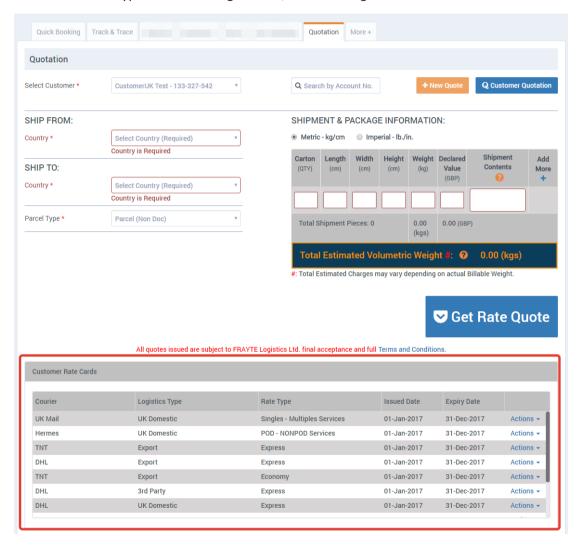
How to download a rate card

Process Summary:

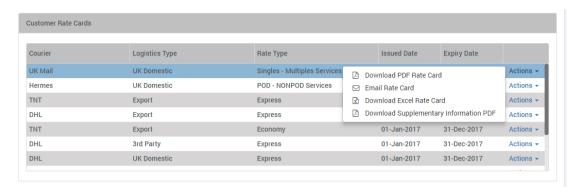
Go to the Quotation tab -> Select the customer if logged in as Staff user -> The system will show rate cards in the "Rate Cards" section.

Process Detail:

After logging into the system, the "Quotation" tab will be available for "Admin", "Staff" and "Customer" user types. After clicking this tab, the following screen will be shown.



After selecting a Customer at the top of the page, a user can download the assigned rate cards for that customer from the marked section at the bottom of the page. When clicking the "Action" menu inside the red marked area, the following options are available.



A user can download a rate card in PDF and Excel format. It is also possible to send the rate card over by mail and to download the available supplementary changes information.