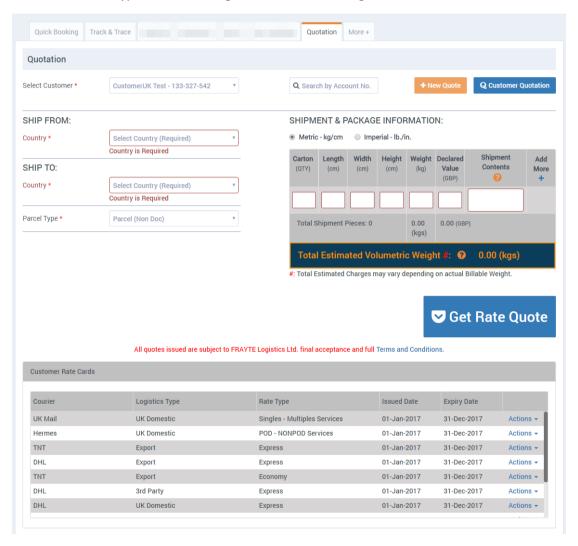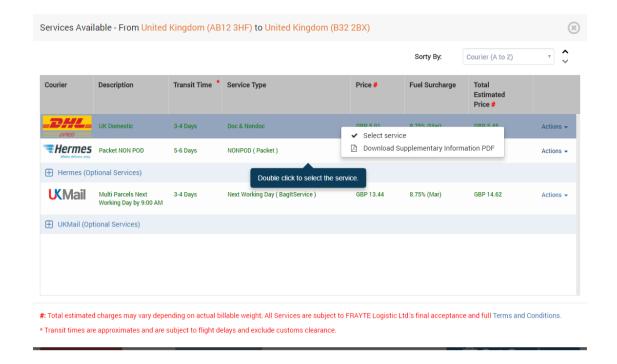# How to get a quote

Process Summary:

Go to the Quotation tab -> Select the customer if logged in as Staff user -> The system will provide a simplified booking form to generate a quote.

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 filling in the originating country in the Ship From section (and the Postcode for the UK) and the destination country in the Ship To section (and also the Postcode for the UK), enter the shipment and package details. When the user clicks the "Get Rate Quote" icon, the system will show the available services from the different courier companies.

Once the user selects a service, the system will save the quote. A user can look up these quotes by clicking on the "My Quote" or "Customer Quotation" button.

By clicking on "Actions" the user can turn the quote into a booking by selecting "Place Booking" or can choose "Download Quote PDF". There is also an option to send the quote by email.