***Request to Quote***

***Before a Sales Leader can progress and work on any quote or bid, approval must have been obtained under the Permit to Quote Gateway approval process.***

1. ***Request to Quote / Enquiry Form***

***Once an opportunity to prepare a quotation has been received the Sales Director will appoint a Sales Leader.***

***The Sales Leader will populate the Request to Quote / Enquiry Form within the Acorn Enquiry Log software package.***

1. ***Permit to Quote***

***There are several fields within the Request to Quote / Enquiry Form that, depending on which of the available options is selected, will lead to automatic permission to progress to bid, conditional permission to progress to bid or hold prior to permission to progress.***

1. ***Automatic Permission to bid***

***Where a populated Request to Quote / Enquiry Form results in an automatic Permission to Bid no further approval is necessary prior to progressing with the Quote. Evidence of this will be located within the Enquiry Log software package.***

1. ***Conditional Permission to bid Hold Prior to Permission***

***Where a populated Request to Quote / Enquiry Form results Conditional Permission to bid, the Sales Leader must ensure that all items highlighted as requiring attention are covered during the bid process and confirmed and evidenced under Gateway 2.***

1. ***Hold Prior to permission to progress***

***Where a populated Request to Quote / Enquiry Form results in a Hold Prior to permission to progress the Sales Leader must complete a G1 Permit to Quote form and submit for authorisation or otherwise in accordance with Delegation of Authorities,***