Vendor Quotation Inbox

Module Guide: Vendor Quotation Inbox

Module Location

Purchasing > Purchase RFQ > Vendor Quotation Inbox

Module Objective

The **Vendor Quotation Inbox** module serves as the approval center for all **Vendor Quotation** documents that have been input by the purchasing team. This module is used by a superior or manager to conduct a review and provide approval before a vendor's price offer can be activated and used for transactions.

1. Main View (Quotation List)

The main page of this module is an "inbox" that displays all quotations from vendors requiring your action.

View Explanation & Filters

This page provides a summary of all quotations that are awaiting approval.

- **Filters**: You can search for a specific quotation by **Item/Service Code** or a date range (**Start Date / End Date**).

- **Request List**: The table below will display all quotations awaiting action. The table currently shows "...No Data Available...".

Column Explanation

- **Vendor Quotation**: The unique number of the submitted Vendor Quotation document.

- **Item/Service Code**: The code of the product being offered.

- **Document Status / Approval Status**: Icons that indicate the document's status and the approval process status.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Vendor Quotation Inbox** module to see the list of quotations that require approval.

Step 2: Review the Quotation Details

Click on one of the rows in the table to open its detail view. In the detail view, you can check all the information that has been input, such as the vendor's name, the unit price offered, and the price validity period.

Step 3: Provide Approval

After you open and review the quotation details in Step 2, you will find the buttons to grant approval (e.g., **"Approve"** or **"Reject"** buttons) **within that detail page**. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

1. **Submission**: A user (e.g., a purchasing staff) inputs data in the **Vendor Quotation** module.

2. **Entering the Queue**: The saved quotation automatically enters the queue in this **Vendor Quotation Inbox** module.

3. **Review & Approval**: A manager or approver opens this module, reviews, and provides approval.

4. **Price Activation**: After approval, the purchasing team can **activate** the offer in the **Vendor Quotation** module (with the **Set Active** button), so that the price becomes the official reference for the creation of a **Purchase Order**.

Revision #1
Created 12 August 2025 13:04:04 by Muhammad Ali Akbar
Updated 12 August 2025 13:10:40 by Muhammad Ali Akbar