

Who: Supplier Operations

Why: A need may arise to adjust the quote or decline after quoting. If the request to quote was declined, the quote can be recalled, edited and submitted.

When: The quote has been submitted to the Customer but the submission date has not expired.

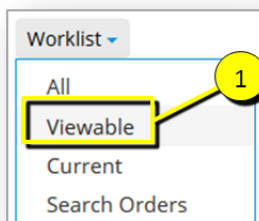
Related topics

[Submit/Decline a Quote](#)

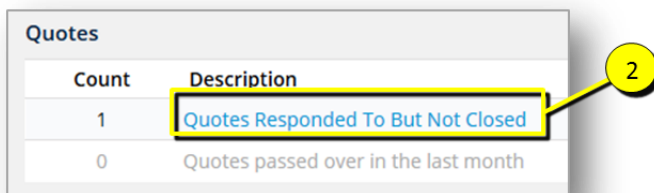
[Attach Document to an Order or Project View](#)

Procedure

1. On the ConSol menu select **Worklist > Viewable**.



The My Worklist Summary appears.



Count	Description
1	Quotes Responded To But Not Closed
0	Quotes passed over in the last month

A screenshot of a 'Quotes' summary table. The table has two columns: 'Count' and 'Description'. The first row shows a count of 1 for 'Quotes Responded To But Not Closed', which is highlighted with a yellow box and a yellow callout bubble with the number '2'. The second row shows a count of 0 for 'Quotes passed over in the last month'.



2. Scroll down to the **Quotes** section and click **Quotes Responded to But Not Closed**.

*The list of **Quotes Responded to But Not Closed** appear.*

- **NOTE:** Once the Quote Close Date is passed (count = 0) you will not be able to click the link. It is not possible to recall a Quote after the submission date has expired.

My Worklist - Quotes Responded To But Not Closed

One item found.

	Order#	Customer Name	Task Created	Job Location	Start Date	Close Date
 	Q3327440	NBN CONTRACTOR PTY LTD	05-Jan-15 15:22:39	1 Smith Street, AARONS PASS, NSW, 2850	21-Nov-2014	07-Jan-2015

3. Click the **Action** button.

The **View Quote** screen appears with the **Details** tab selected.

View Quote

SUMMARY

[Project View](#) [FWG-Test2] [FWG Test Proj 2](#) [Project View](#)

[Invoiced Entity](#) NBN CONTRACTOR PTY LTD

[Project View Period](#) 21 Nov 2014 to 21 Nov 2015

[Project View Status](#) ACTIVE

[Quote No](#) Q3327440

[Original Order No](#)

[Order Work Type](#) Test

[Customer Ref](#) FWG-Test2

[Job Location](#) 1 Smith Street AARONS PASS, NSW, 2850

Details | **Items** | **History** | **Surveys** | **Timeline**

Order

[Project View](#) [FWG-Test2] [FWG Test Proj 2](#) [Project View](#)

[Quote No](#) Q3327440

[Master Quote No](#) M3327369

Accounting

[Accounting Style](#) None

4. Click the **Recall Quote** button.

The **Submit Quote** screen appears. The details of the quote are the same as they were when it was submitted. The quote can be edited (item rate/quantity changes, items added) as required or declined. See topic [Submit/Decline a Quote](#) for details.

Submit Quote

SUMMARY

Project View [FWG-Test2] FWG Test Proj 2 Project View	Order Description FWG Test Proj 2	WA (To on)
Invoiced Entity NBN CONTRACTOR PTY LTD	Send Date 02 Jan 2015	
Project View Period 21 Nov 2014 to 21 Nov 2015	end date 09 Jan 2015 17:00 MLB/SYD Time	
Project View Status ACTIVE	Customer Name NBN CONTRACTOR PTY LTD	
Quote No Q3327440	Order Priority 3	
Original Order No	FSAM	
Order Work Type Test	Module	
	Skills	

Details | **Items** | History | Attach

Item	Unit Rate (ex GST)	Order Qty
SD1001MT	130.00	1.00
Pipe - Fibre Reinforced Concrete (FRC) Class 2 - Rubber Ring Joint - 225mm Dia X 4M (Material) (At Cost at \$150.00 per ITEM)		
SD10002LB	140.00	3.00
Drainage - Drainer (Labour) (At Cost at \$150.00 per per hour)		