priority

Price Quotations Script

*HEADINGS ARE NOT MEANT TO BE READ ALOUD.

BEFORE YOU BEGIN:

DEFINE A CUSTOMER. FOR THAT CUSTOMER:

DEFINE A CONTACT FOR PRICE QUOTES

DEFINE A SALES REP

DEFINE CUSTOMER SITES

DEFINE PAYMENT TERMS IN THE **PAYMENTS** TAB OF THE **CUSTOMERS** FORM

DEFINE SET TEXT FOR PRICE QUOTES: "VALID FOR 30 DAYS"

DEFINE PARTS FOR DIFFERENT TYPES OF FURNITURE WITH A LIST PRICE AND STANDARD COST

LIST SOME OF THESE PARTS IN THE **CUSTOMER PARTS** SUB-LEVEL FORM (OF **CUSTOMERS**) FOR THE CUSTOMER SHOWN IN THE CLIP

FOR ONE OF THESE PARTS:

PREPARE INVENTORY SO THAT THE **PART AVAILABILITY** SUB-LEVEL FORM WILL CONTAIN DATA

PREPARE DIFFERENT DOCUMENTS SO THAT DIFFERENT (BUT LOGICAL AND CONSISTENT) PRICES FOR THE PART WILL APPEAR IN THE **PART PRICE OPTIONS** SUB-LEVEL FORM

RECORD A **STD. COST** IN THE **PART CATALOGUE** FORM

PREPARE TWO MORE QUOTES CONTAINING THE PART SO THAT THEY WILL APPEAR IN THE **ADDITIONAL QUOTES FOR PART** SUB-LEVEL FORM.

PREPARE A POWERPOINT SLIDE WITH THE FOLLOWING BULLETS:

- Recording a new quote
- Basing the quote on existing prices
- Recording quoted items and their prices
- Follow-up

Clip Link: http://www.priority-software.com/eshbel.com/Movie_Search/Price_Quotations_Clip.htm
Note: Yellow highlights indicate action instructions.

Introduction (00:00-00:22)

This clip demonstrates how to record customer price quotations in **Priority** and follow up on existing quotes.[SHOW POWERPOINT SLIDE] Specifically, we'll show you[FIRST BULLET] how to open a new quote;[SECOND BULLET] how to base prices on an existing document[THIRD BULLET]; how to record quoted items and their prices;[FOURTH BULLET] and how to follow up on quotes via a BPM flow chart.

Recording a New Quote (00:23-01:07)

Begin by opening the **Price Quotations for Customers** form from the **Sales > Price Quotations** menu. Select the **Customer No.**[PREDEFINED CUSTOMER], and several columns will be filled in automatically[HIGHLIGHT ACCORDINGLY]: the **Quote Date** is today's date; a **Quote Number** is assigned in keeping with the document numeration template defined for price quotes; and this customer's **Contact** for price quotes appears. In addition, the **Expiration Date** column is filled in based on the value of the **SQuoteDays** constant, but can be revised.

In the **Price** tab, the **Currency**[HIGHLIGHT] is filled in automatically with the customer's billing currency.

Linking the Quote to Another Document (01:08-02:10)

In the **References** tab, you can link the prices in the quotation to a given **Price List**[HIGHLIGHT COLUMN]. If the column is left empty, prices will be taken from the price list assigned to the customer or the base price list. Additional information on the price hierarchy can be found elsewhere.

You can also base this price quotation on an existing quote by selecting it in the **Quote to Copy** column[HIGHLIGHT]. Items and prices recorded in that quote will then appear here.

Finally, you can link the quote to a sales opportunity[HIGHLIGHT Sales Opp No. COLUMN], so that parts and prices will be taken from there. The status of the sales opportunity will change in keeping with the status of the quote to which it is linked, as defined in the **Statuses for Price Quotations** form and its sub-level, **Additional Status Definitions**. For example, you can set it up so that when a quotation receives the "Approved" status, its linked sales opportunity will be assigned the "Quote" status.

Additional Quote Details (02:11-03:48)

In the **Details** column[HIGHLIGHT], you can record a brief note which will appear on the printout of the quote and will also be copied to any sales order based on this quote.

In the **Vendor No.** column[HIGHLIGHT], you can record the vendor from which you intend to order the items being quoted.

If your company classifies sales by **Type of Sale**, you can select the type here[HIGHLIGHT COLUMN]. The type recorded here will be copied to sales orders based on the quote, and can be used for various analyses of sales and marketing.

In the **Price Quotations – Remarks** sub-level form, set text may appear, if it was defined for price quotations or for the type of sale selected in the upper-level form[AGAIN HIGHLIGHT **Type of Sale** COLUMN IN UPPER-LEVEL FORM], you can revise the text as needed[RETURN TO UPPER-LEVEL FORM].

The **Sales Rep**[HIGHLIGHT] defined for the customer appears automatically, but can be revised.

The **Site** column is filled in with the main site defined for the customer[HIGHLIGHT], but can be revised. The address of the site recorded here appears in the **Shipping Address** sub-level form and will be included in the printout of the quotation[RETURN TO UPPER LEVEL].

In the **Payment Info** tab, the default payment terms defined for the customer appear[HIGHLIGHT], but can be revised. You can also record the payment terms requested by the customer[HIGHLIGHT **Requested Terms** COLUMN] for informative purposes only. The requested terms will not appear in the printout of the quotation.

In the **Internal Dialogue** sub-level form[HIGHLIGHT FORM TITLE], you can record notes to other staff members responsible for handling the quote. This text will not appear in printouts nor be copied to documents based on the quote.

Recording Quoted Items and Prices (03:49-06:13)

Let's move to the **Itemized Quotation** sub-level form. Since this quote is not based on any document, the form is empty, and needs to be filled in manually. Press **F6** in the **Part Number** column to open a list of those items that have been defined elsewhere as the customer's part list[**Esc** TO CLOSE LIST]. Press **Ctrl+F6** to open the full list of items in the system[DEMONSTRATE. THEN CLOSE THE FULL LIST. OPEN CUSTOMER CHOOSE LIST AND SELECT THE PART FOR WHICH INVENTORY ETC. WAS DEFINED].

After selecting the part, record the **Qty** being quoted; the customer must order at least this quantity to receive the quoted price. The **Unit Price**[HIGHLIGHT] is then filled in according to the price hierarchy defined in the system, which you can read about by pressing **F1**[SHOW HELP TEXT FOR A FEW SECONDS, THEN CLOSE]. In the **Price Source** column[SHOW], you can see the type of document from which the price is derived. In any case, you can revise the price manually.

Alternatively, you can have the system calculate the item's recommended price from the part cost and a specified markup. To do so, return to the upper-level form and record the desired profit margin in the **Markup (%)** column[RECORD 25%], then run the **Estimate/Recommend Prices** program from the list of Direct Activations. In the **Itemized Quotations** sub-level form, you can see that the **Estim'd/Rec'd Price** column[HIGHLIGHT] has been filled in automatically. To approve this price, first delete the current **Unit Price**, then flag the **Approve Estimate/Rec** column[GO DOWN ONE LINE TO UPDATE LINE, HIGHLIGHT **Unit Price** COLUMN. RETURN TO FIRST LINE].

Use the sub-level forms of the **Itemized Quotation** to view additional data per item: In the **Part Availability** form, you can see the available and projected inventory[HIGHLIGHT COLUMNS], taking into account future inventory transactions expected from sales and purchase orders[HIGHLIGHT COLUMNS].

In the **Part Price Options** form, you can see prices recorded for the part in various documents. Use it together with the **Additional Quotes for Part** form to arrive at the desired price for this quote. For every part, you can use the **Quoted Items – Remarks**[HIGHLIGHT] form to record text that will appear next to the item in printouts (when the proper print format is selected).

Let's quickly record a few more parts for this quote[SPEED THIS UP: RECORD 3 MORE PARTS WITH A **Qty** AND **Unit Price**].

Statuses and Printing (06:14-07:44)

Now let's return to the upper-level form. In the **Price** tab, you can see the **Final Price**[HIGHLIGHT COLUMN], after discounts and tax. You can also compare this with the overall **Purchase Price**[HIGHLIGHT COLUMN].

In the **Follow-up** tab, change the **Status** of the price quote to one that enables you to open an order[CHANGE TO "Ready"]. You can see the status definitions by pressing **F6** and moving to the **Statuses for Price Quotations** form, or by selecting **BPM Flow Chart – Customer Quotes** from the list of Direct Activations. Right-click any status[=Ready] and select **Properties** to view and revise the status definitions[SHOW, THEN PRESS Cancel]. The BPM chart also allows you to change the sequence of status allocations and define automatic e-mails sent under certain conditions. For instance, you can have a reminder sent to the customer or sales rep if the quote status hasn't changed in a long time, so that the opportunity won't be missed[CLOSE BPM CHART]. A detailed explanation of how to work with BPM flow charts is provided elsewhere.

You can **Assign** the quote to another employee, such as the sales rep in charge of this customer.

Finally, print the price quotation using the appropriate Direct Activation[RUN **Print Price Quotation** FROM LIST OF DIRECT ACTIVATIONS, CHOOSE Display. SHOW ON SCREEN FOR A FEW SECONDS, THEN CLOSE].

Follow-up (07:45-08:34)

In the **Revisions for Final Price Quotes** form[SHOW IN MENU], you can make minor changes to quotations that have a "Final" status, such as revising their expiration date.

You can also print one or more price quotations from the **Price Quotation Reports** menu[OPEN MENU FROM SAME PATH. HIGHLIGHT **Print Price Quotations**].

From the same menu, you can run the **Active Price Quotations** report[HIGHLIGHT] to view any quotes for which no order has yet been opened or the **Quotes in Preparation**[HIGHLIGHT] report to view quotes that have not yet been sent to customers. These reports are based on quote statuses, so it's important to maintain an accurate BPM process. You can also design your own customized report using the **Price Quote Report Generator**[HIGHLIGHT].

For more information on working with quotes, you can run the **Price Quotations Wizard**[GO BACK ONE MENU AND OPEN THE **Customer Prices Wizards** MENU].

Related Documentation

- Prices and Discounts clip
- Opening a Sales Order clip
- BPM clip
- Prices and Discounts wizard