

# Quick Guide - Quick Quote

A requester of an E.ON Group Company can request via the Quick Quote function a product which is not available in the standard catalogue. Additionally, the requester can request larger quantities of an existing catalogue product to obtain a cheaper price than mentioned in the catalogue.

## Process

1. After creation of a Quick Quote request you will receive an email notification, in which you have the opportunity to submit an offer for a requested item. Then click on "Make an Offer" ( If you want to reject the request, click on "Reject Quick Quote").

Reject Quick Quote

Make an Offer

2. Then you will be redirected to the **request overview** within the Quick Quote tool. After entering **the login data** select the relevant **currency (1)**. By clicking on **the pen button (2)** you can edit your offer and **enter a price** or if necessary change the description of the article. If you want to offer **additional items** click on the **"plus" button (3)** to create a new item line and with the garbage button (4) you can **delete a line item**. It is also possible to **attach a document** with a detail product description by clicking on the paper clip button (5). After you have entered your data click on the button **"Submit"**(6) to send your offer to the requestor. After that the offer cannot be changed anymore.

← Supplier Responses

## Supplier Response Test EN

Reject

Test EN

SQ170036600

Quick Quote Reply Email: claus.westermann@eon.com		Supplier Response <input type="button" value="Attach Documents (0)"/>		
Expiration Date		Currency	EUR <input type="button" value="v"/>	
Requested Binding Date		Offered Binding Date	<input type="text"/>	
Pos.	Short Description Product ID Quantity, Unit Price	Delivery Date Requested Price Contracted Price	Short Description Product ID Quantity, Unit Price	Delivery Date Offered Price
1	Pen 10 Each		Pen 10 Each × 5.00 EUR	50.00 EUR

Total Offered Price: 50.00 EUR

Reject

3. After submitting the Quick Quote request, the requestor will be informed by e-mail about the offer. If the requestor selects your offer, you will receive a pre-approval confirmation by e-mail via the catalogue system. However, the order becomes **legally binding** only when you receive the **separate purchase order document** which is send our via SAP backend. This document then contains the necessary order data, **like in a normal catalogue order**.

## Overview of all Quick Quote Requests:

After logging in, you can see an overview of all requests and offers via the menu item „Quick Quote –> Supplier Quotes“ (A). By clicking on the Supplier Quote ID (B), you can see more details.

The screenshot shows the 'e-on' web application interface for 'Supplier Quotes'. The top navigation bar includes 'Supplier', 'Catalogs', and 'Quick Quote' menus. The user is logged in as 'Claus Westermann (Office Depot UK)'. The main heading is 'Search Supplier Quotes'. Below this is a search filter section with fields for 'Quick Quote ID', 'Issued By', 'Start Date', 'Expiration Date', and 'Status'. The 'Status' dropdown is set to 'open'. There is an 'Include Closed Quick Quotes' checkbox which is unchecked. A 'Reset' button and an orange 'Search' button are located below the filters. The search results are displayed in a table with the following columns: Status, Supplier Quote ID, Quick Quote Title, Start Date, Customer, Issued By, Changed On, and Items. The first row shows a status of 'open', a Supplier Quote ID of 'SQ170036600', a title of 'Test EN', a start date of '11/15/2017 11:44:24 AM', a customer of 'An E.ON Group Company (EON\_UK)', an issued by of 'C12308', a changed on date of '11/15/2017 11:44:24 AM', and 0 items. A red circle labeled 'A' highlights the 'Supplier Quotes' menu item, and another red circle labeled 'B' highlights the 'SQ170036600' ID in the table.

Status	Supplier Quote ID	Quick Quote Title	Start Date	Customer	Issued By	Changed On	Items
	Quick Quote ID	Quick Quote ID	Expiration Date				
open	SQ170036600	Test EN	11/15/2017 11:44:24 AM	An E.ON Group Company (EON_UK)	C12308	11/15/2017 11:44:24 AM	0 Items

## Technical Problems

If you have technical problems please contact the Opus Capita Support team via following email address:  
[customerservice.de@opuscapita.com](mailto:customerservice.de@opuscapita.com)