



MyPromoOffice

Quoting with the web-based quoting system

If you have any difficulty with following the steps outlined in this help document, please don't hesitate to contact our help team by calling (02) 4302 0160 or via email at help@gunwebsystems.com.au

Document Overview

This document outlines and explains the process of creating a quote through the MyPromoOffice web based quoting system:

Contents

- Step 1.0 – View quotes 3
- Step 2.0 – Enter quote information 4
- Step 3.0 – CRM..... 5
- Step 4.0 – Adding quote comments..... 6
- Step 5.0 – View quotation details 7
- Step 6.0 – Select products 8
- Step 7.0 – Add decorations 9
- Step 8.0 – Adding additional products..... 11
- Step 9.0 – Attaching a file and adding details..... 12
- Step 10.0 – Sign off terms 13
- Step 11.0 – Check information..... 14
- Step 12.0 – Confirm order..... 16
- Step 13.0 – Check information..... 17
- Step 14.0 – Review and send quote..... 18

PROMOTIONAL INDUSTRY SOFTWARE SPECIALISTS



promo websites · merchandise solutions · quoting platforms · job management · integration & api

GunWebSystems

CALL TODAY TO BOOK A DEMO

MyPromoOffice – Sales order to job order confirmation process

Step 1.0 – View quotes

Once a client has accepted a quote, you are able to initiate a sales order by following the process in the following steps.

The dashboard shows a navigation menu with 'View Quotes' highlighted. A red box labeled '1' points to the 'View Quotes' link with the text 'Click View Quotes.' Below the navigation, there are sections for 'JOBS' and 'Sales Orders' with various statistics and bar charts. A 'JOB IN FOCUS' section is also visible at the bottom.

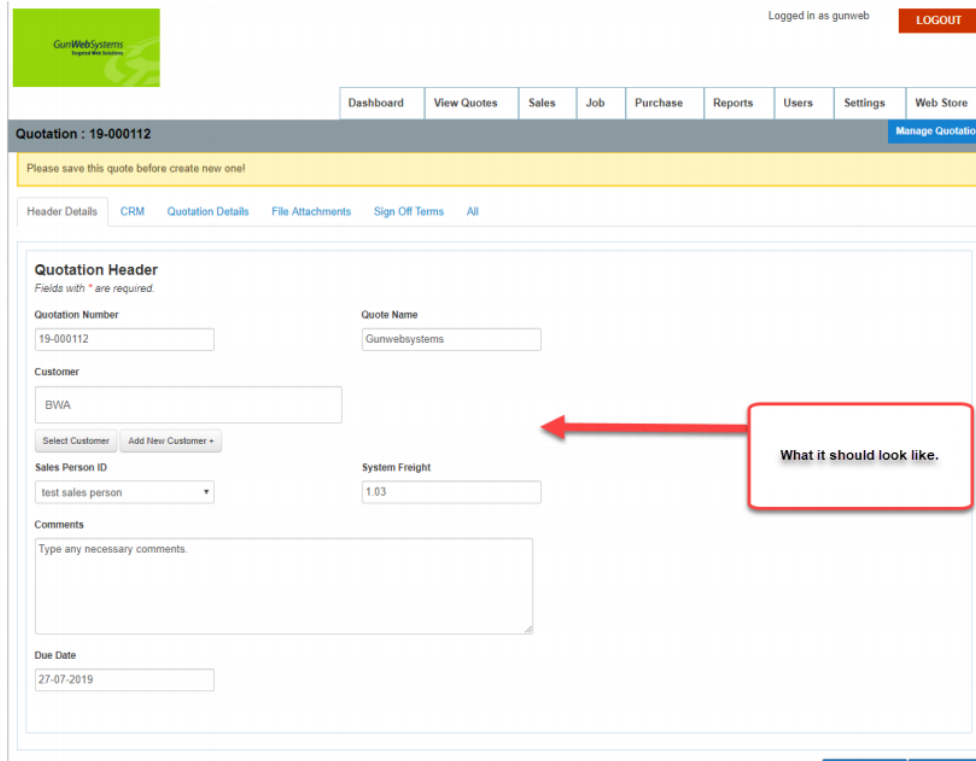
The 'Load Web Quotes' page displays a table of quotes with columns: No., Date, Quotation Number, Quote Name, Master Customer, Customer, Comments, Sales Person, Follow-up, and Status. A red box labeled '2' points to the 'Create Quote' button. Another red box labeled '1' points to the 'Refresh web quotes' button. A third red box labeled '3' points to the 'View | Update | Print' links for each quote row. A fourth red box labeled '4' points to the search fields in the table header with the text 'You can use these fields to search for a specific quote.'

No.	Date	Quotation Number	Quote Name	Master Customer	Customer	Comments	Sales Person	Follow-up	Status
1	24-06-2019	19-000111							View Update Print
2	19-06-2019	19-000109	19-2		GUNWEB SYSTEMS MR. A GULASINGHE		John Maitaker		View Update Print
3	14-06-2019	19-000106	test steel b...		Gun Web systems test U...		test sales person		View Update Print
4	05-06-2019	19-000107	add product		Amgen Community Kitchen		test sales person		View Update Print
5	24-05-2019	19-000106	Blad...			order comments	Bladon User	Quote Accepted	View Update Print
6	23-05-2019	19-000105	sale...				System Administrator		View Update Print

MyPromoOffice – Sales order to job order confirmation process

Step 2.0 – Enter quote information

Enter a name for the quote, then select or add a customer, select your name, add any required comments.



GunWebSystems
Improve Web Systems

Logged in as gunweb [LOGOUT](#)

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Quotation : 19-000112 [Manage Quotation](#)

Please save this quote before create new one!

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Header
*Fields with * are required.*

Quotation Number: 19-000112
Quote Name: Gunwebsystems

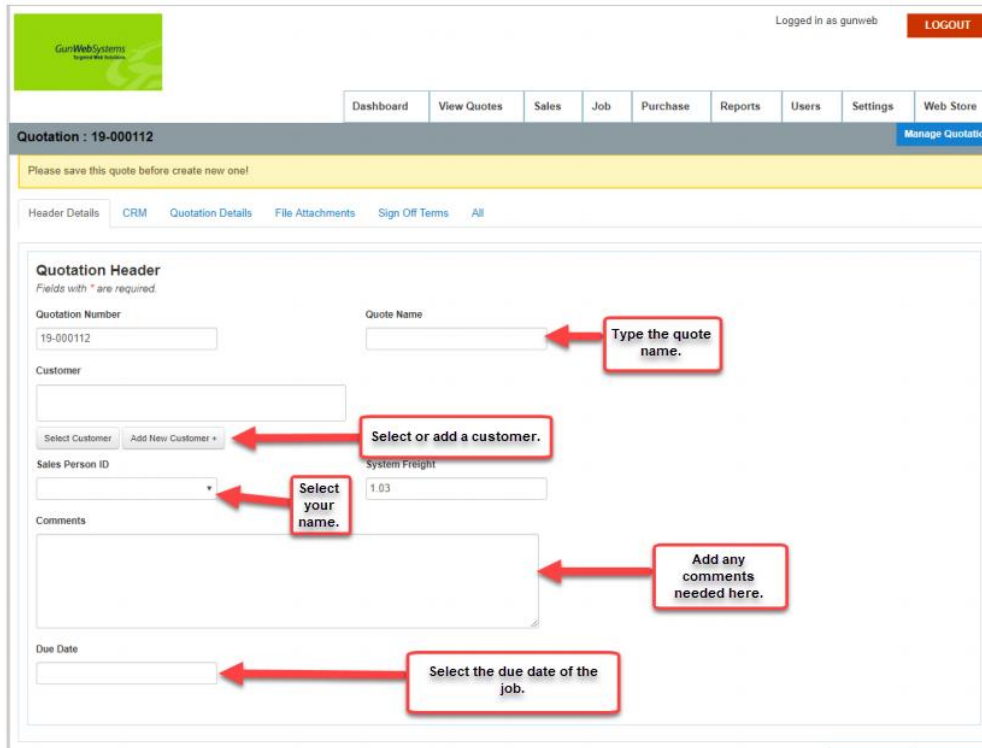
Customer: BWA
[Select Customer](#) [Add New Customer +](#)

Sales Person ID: test sales person
System Freight: 1.03

Comments: Type any necessary comments.

Due Date: 27-07-2019

What it should look like.



GunWebSystems
Improve Web Systems

Logged in as gunweb [LOGOUT](#)

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Quotation : 19-000112 [Manage Quotation](#)

Please save this quote before create new one!

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Header
*Fields with * are required.*

Quotation Number: 19-000112
Quote Name: **Type the quote name.**

Customer:
[Select Customer](#) [Add New Customer +](#) **Select or add a customer.**

Sales Person ID: **Select your name.**
System Freight: 1.03

Comments: **Add any comments needed here.**

Due Date: **Select the due date of the job.**

Step 3.0 – CRM

To add an additional product, press select product and proceed to search for the desired product by using the products ID number, product code, description or supplier name.

Update Web Quote 19-000112

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

View Quotation Manage Quotation

Header Details **CRM** Quotation Details File Attachments Sign Off Terms All

Quotation Header
*Fields with * are required.*

Quotation Number: 19-000112
Quote Name: Gunwebsystems

Customer: BWA
Select Customer Add New Customer +

Sales Person ID: System Administrator
System Freight: 1.03

Comments: Type any necessary comments.

Due Date: 27-07-2019

Send Quotation Print PDF

Step 4.0 – Adding quote comments

Add any required comments and click internal use if you wish for comments to be kept private from the customer. Select what type of follow up is required after the quote is sent. Upload any required files needed for the quote.

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Sales and Contact Activity for Current Quote Displaying 1-12 of 12 result(s).

ID	Created Date	Comments	Follow-Up Status	Follow up Date	Added By	
2061	27-06-2019	Quotation (19-000112) is printed		27-06-2119	gunweb	
2058	27-06-2019	Quotation (19-000112) Sales Person is updated as "System Administrator"		27-06-2119	gunweb	Complete
2057	27-06-2019	Quotation (19-000112) Due Date is updated as "27-07-2019"		27-06-2119	gunweb	Complete
2056	27-06-2019	Quotation (19-000112) Comments is updated as "Type any necessary comments. "		27-06-2119	gunweb	Complete
2055	27-06-2019	Quotation (19-000112) Sales Person is updated as "test sales person"		27-06-2119	gunweb	Complete
2054	27-06-2019	Quotation (19-000112) is updated as "6"		27-06-2119	gunweb	Complete
2053	27-06-2019	Quotation (19-000112) Quote Name is updated as "Gunwebsystems "		27-06-2119	gunweb	Complete
2052	27-06-2019	Quotation (19-000112) Due Date is updated as ""		27-06-2119	gunweb	Complete
2051	27-06-2019	Quotation (19-000112) Due Date is updated as "27-07-2019"		27-06-2119	gunweb	Complete
2050	27-06-2019	Quotation (19-000112) Sales Person is updated as "System Administrator"		27-06-2119	gunweb	Complete
2049	27-06-2019	Quotation (19-000112) is updated as "6"		27-06-2119	gunweb	Complete
2048	27-06-2019	New quote is created (19-000112) by gunweb		27-06-2119	gunweb	Complete

Add Sales Contact or Activity
Fields with * are required.

Internal Use

Comments *

You can add any required comments, select internal use if you wish to keep comments hidden. If you wish for the comments to be visible to both the client and staff, leave internal use blank.

Follow up Date
04-07-2019

Follow-Up Status
Select Follow-Up Status

Select what type of follow up is required.

Upload File
Choose File No file chosen

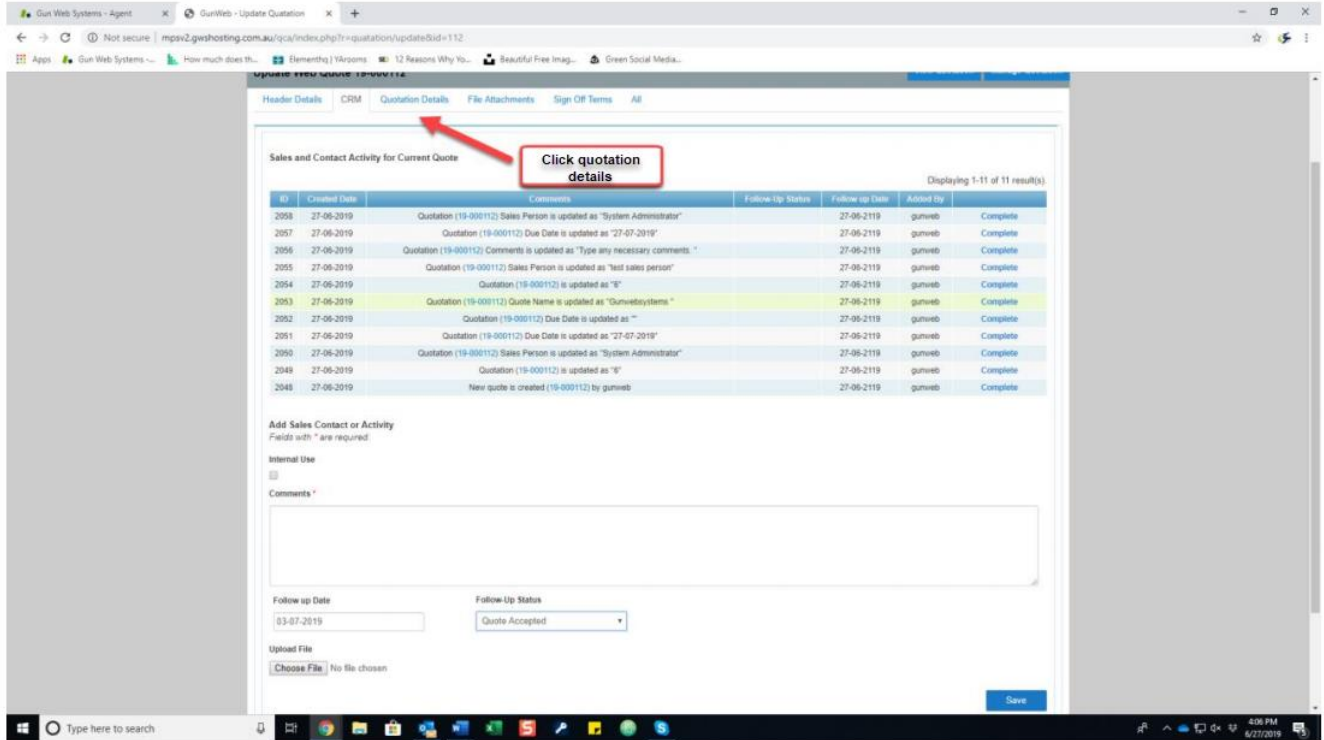
Upload any required files.

12&SalesLog_sort=comments Save

MyPromoOffice – Sales order to job order confirmation process

Step 5.0 – View quotation details

To add the required sizes and colours to a product, select the product and click on “add product details”. Follow the process outlined in the images below:



MyPromoOffice – Sales order to job order confirmation process

Step 6.0 – Select products

Click on select products, tick the products required for the order.

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details Copy To Excel Print PDF

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
Sub Total :							0.00
GST :							0.00
Total :							0.00

Add New Quotation Details +

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		<input type="button" value="Select Product"/> <input type="button" value="New Product +"/>		<input type="button" value="Select Decoration"/> <input type="button" value="New Decoration +"/>	1	0.0	0.0

Note: To edit text "double click" on the text

Copyright © 2019 Gun Web Systems. All Rights Reserved. Powered by GunWebSystems

Update Web Quote: 19-000112

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

Select Product Displaying 1-20 of 545 result(s)

ID	Image URL	Product Code	Product Short Description	Product Long Description	Supplier	Unit Price Cost
<input type="checkbox"/>			indent item	purchase from china	AS Colour	3.00
<input checked="" type="checkbox"/>		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB EH	TORQUAY - 830 BLACK RUB EH	Steel Blue	1.00
<input type="checkbox"/>		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB	TORQUAY - 830 BLACK RUB	Steel Blue	1.00
<input type="checkbox"/>		817501-060	Steel Blue Work Boot -	TINDAL - 888 BLACK TPU	Steel	1.00

Copyright © 2019 Gun Web Systems. All Rights Reserved. Powered by GunWebSystems

MyPromoOffice – Sales order to job order confirmation process

Step 7.0 – Add decorations

Click on decoration if embroidery or another decoration type is required on the product.

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details Copy To Excel Delete All

No.	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
						Sub Total :	0.00
						GST :	0.00
						Total :	0.00

Add New Quotation Details +

No.	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		Select Product New Product *		Select Decoration New Decoration *	1	0.0	0.0

Note: To edit text "double click" on the text

Click Select Product.

Add Details Save Changes and Close Send Quotation Print PDF

Update Web Quote 19-000112 New Quotation Manage Quotation

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

Select Product Close

Displaying 1-20 of 545 result(s)

ID	Image (URL)	Product Code	Product Short Description	Product Long Description	Supplier	Unit Price Cost
<input type="checkbox"/>			indent item	purchase from china	AS Colour	3.00
<input checked="" type="checkbox"/>		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB EH	TORQUAY - 030 BLACK RUB EH	Steel Blue	1.00
<input type="checkbox"/>		827539-030-BLK_STE	Steel Blue Work Boot - TORQUAY - BLACK RUB	TORQUAY - 030 BLACK RUB	Steel Blue	1.00
<input type="checkbox"/>		617501-060-	Steel Blue Work Boot -	TINDAL - 060 BLACK TPU	Steel	1.00

Tick The Product/s That The Order Is For.

Add Close

Send Quotation Print PDF

MyPromoOffice – Sales order to job order confirmation process

Update Web Quote 19-000112 View Quotations Manage Quotations

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST	
							Sub Total :	0.00
							GST :	0.00
							Total :	0.00

Add New Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		Select Product New Product + 827530-000-BLK_STE Steel Blue Work Shirt - TORQUAY - BLACK RUB EN	TORQUAY - TOR BLACK RUB EN	Select Decoration New Decoration +	1	1.5	1.5

Note: To edit text "double click" on the text.

Click Decoration If Any Embroidery Or Printing Is Required On The Product

Copyright © 2018 Gun Web Systems. All Rights Reserved.

Update Web Quote 19-000112 View Quotations Manage Quotations

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST	
							Sub Total :	0.00
							GST :	0.00
							Total :	0.00

Add New Quotation Details

Tick The Decoration Required, Then Press Add.

Select Decoration

Displaying 1-20 of 21 result(s)

#	Serial	Decoration Name Type	Decoration Code	Decoration Description	Is Checked Decoration	Lead Time	Setup Charge	Unit Price Cost
<input checked="" type="checkbox"/>	2	testdecoration	TEST_DEC	TEST DECORATION	N	10	20.00	3.00
<input type="checkbox"/>	31	testdecoration	AG88a	1 Col pad print	N	6	0.00	
<input type="checkbox"/>	19	testdecoration	S823E-1	TEST NEW	N	10	0.00	3.00
<input type="checkbox"/>	4	SCRG	SCRG-3C1P-CP	Screen Print to Garment 3 Colour, 1 Position	N		220.00	1.72
<input type="checkbox"/>	6	HEADDEC	HEADDEC-CP	Headliner Decoration up to 10cm	N		75.00	5.20
<input type="checkbox"/>	8	PRINTING	print	Print included	N		0.00	0.00
<input type="checkbox"/>	21	EMBR	EMBR-CP	Embroidery to Bag up to 10cm	N		75.00	3.80
<input type="checkbox"/>	10	EMBR	BAGND	No Decoration Required	N		0.00	0.00
<input type="checkbox"/>	12	PAD	PAD-3C1PS-CP	Pad Print 3 Colour, 1 Position Small 33mm	N		220.00	1.04

Copyright © 2018 Gun Web Systems. All Rights Reserved.

MyPromoOffice – Sales order to job order confirmation process

Step 8.0 – Adding additional products

You will need to update the date the client needs to be followed up on and add any further relevant information.

The screenshot shows the 'Add New Quotation Details' form. It includes a table with columns: No, Image, Product, Description, Decoration, Qty, Selling Price Ex GST, and Total Ex GST. Below the table are fields for 'Select Product', 'Select Decoration', and 'Edit Price'. A red callout box with the text 'Repeat Previous Steps, To Add More Products.' has arrows pointing to the 'Select Product' and 'Select Decoration' dropdowns. Another red callout box with the text 'Click To Edit Price If Required.' has an arrow pointing to the 'Edit Price' field. The 'Add Details' button is also visible.

The screenshot shows the 'Edit Price' dialog box. It contains several input fields for pricing, including 'Cost Price', 'Discount (%)', 'Mark Up', 'Marked Up Price', 'SS Freight', 'SS Freight Mark-Up', 'SS Marked Up Cost', 'Total', 'Item Quantity', 'Sub Total', and 'Freight'. A red callout box with the text 'You Can Change All The Prices In The White Boxes.' has arrows pointing to the input fields for 'SS Freight', 'SS Freight Mark-Up', 'SS Marked Up Cost', and 'Total'.

MyPromoOffice – Sales order to job order confirmation process

Step 9.0 – Attaching a file and adding details

You can add details and files to the quote by following the below steps.

Update Web Quote 19-000112

Header: Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST	
							Sub Total :	0.00
							GST :	0.00
							Total :	0.00

Add New Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		Select Product New Product + 62759-030-ELX_07E Steel Blue Work Boot- TORQUAY - BLACK RUB EH	TORQUAY - 930 BLACK RUB EH	Select Decoration New Decoration + TEST DECORATION	10	Edit Price 7	70

Note: To edit text "double click" on the text

Then Press Add Details.

Add Details

Save Changes and Close

Send Quotation Print PDF

Update Web Quote 19-000112

Header: Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST	
1		62759-030-ELX_07E Steel Blue Work	TORQUAY - 930 BLACK RUB EH	TEST DECORATION	10	Edit Price 7	70	
							Sub Total :	70.00
							GST :	7.00
							Total :	77.00

1 Add Any Custom Colours Or Notes Required.

2 Then Click File Attachments.

Add New Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		Select Product New Product +		Select Decoration New Decoration +	1	Edit Price 0.0	0.0

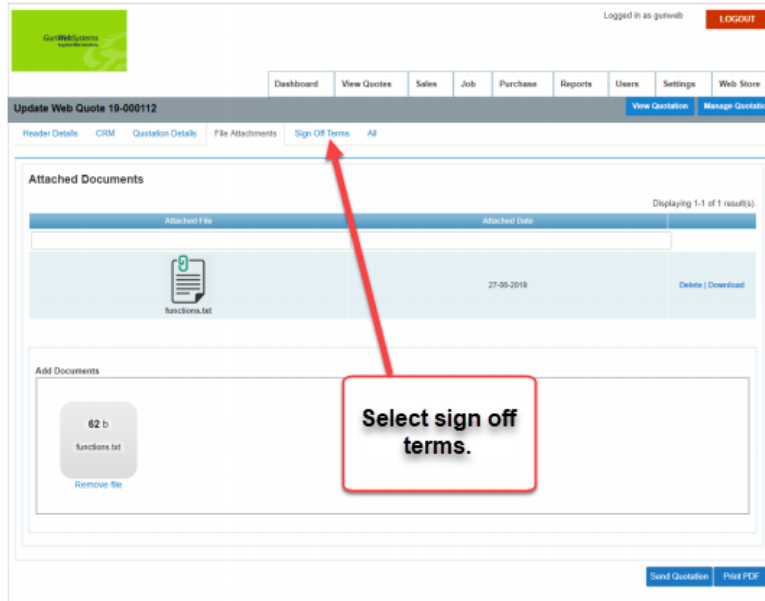
Note: To edit text "double click" on the text

Add Details

MyPromoOffice – Sales order to job order confirmation process

Step 10.0 – Sign off terms

Enter any required sign off terms, select save. After selecting save proceed to the “All” tab.




GunWebSystems
Logged in as gunweb [LOGOUT](#)

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Update Web Quote 19-000112 [View Quotation](#) [Manage Quotation](#)

Header Details CRM Quotation Details File Attachments **Sign Off Terms** All

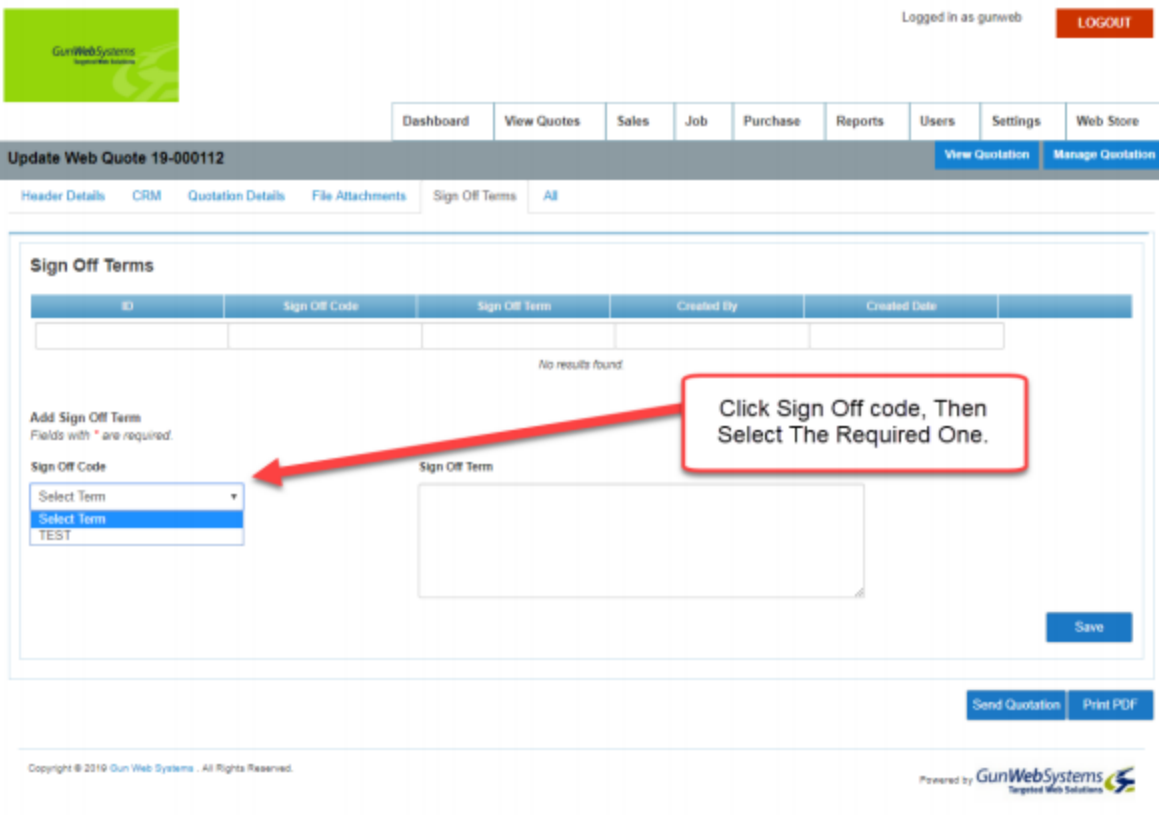
Attached Documents Displaying 1-1 of 1 result(s)

Attached File	Attached Date	
 functions.txt	27-05-2018	Delete Download

Add Documents

62 b
functions.txt
[Remove file](#)

[Send Quotation](#) [Print PDF](#)



GunWebSystems
Logged in as gunweb [LOGOUT](#)

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Update Web Quote 19-000112 [View Quotation](#) [Manage Quotation](#)

Header Details CRM Quotation Details File Attachments **Sign Off Terms** All

Sign Off Terms

ID	Sign Off Code	Sign Off Term	Created By	Created Date
No results found.				

Add Sign Off Term
Fields with * are required.

Sign Off Code

Sign Off Term

[Save](#)

[Send Quotation](#) [Print PDF](#)

Copyright © 2019 Gun Web Systems - All Rights Reserved. Powered by [GunWebSystems](#) Targeted Web Solutions

MyPromoOffice – Sales order to job order confirmation process

Step 11.0 – Check information

Go through all information that you have entered in order to ensure that the information is correct.

The screenshot displays the GunWebSystems user interface for editing a quote. The top navigation bar includes 'Dashboard', 'View Quotes', 'Sales', 'Job', 'Purchase', 'Reports', 'Users', 'Settings', and 'Web Store'. The current page is titled 'Update Web Quote 19-000112' and has tabs for 'Header Details', 'CRM', 'Quotation Details', 'File Attachments', 'Sign Off Terms', and 'All'. The 'Sign Off Terms' tab is active, showing a table with one entry: ID 67, Sign Off Code TEST, Sign Off Term TEST SIGN-OFF, Created By gunweb, and Created Date 27-06-2019. A red box highlights the 'All' tab with the text 'Click All.'. Below the table is a form to add a new sign-off term, with fields for Sign Off Code (TEST) and Sign Off Term (TEST SIGN-OFF). The bottom section of the screenshot shows the 'Quotation Header' form, which includes fields for Quotation Number (19-000112), Quote Name (Gunwebystems), Customer (BWA), Sales Person ID (System Administrator), System Freight (1.03), and Date Date (27-07-2019). A red box highlights the Customer field with the text 'What It Should Look Like.' and an arrow pointing to it.

Logged in as gunweb [LOGOUT](#)

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Update Web Quote 19-000112 [View Quotation](#) [Manage Quotation](#)

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Sign Off Terms

Click All.

Displaying 1-1 of 1 result(s).

ID	Sign Off Code	Sign Off Term	Created By	Created Date	
67	TEST	TEST SIGN-OFF	gunweb	27-06-2019	Delete

Add Sign Off Term
Fields with * are required.

Sign Off Code: TEST

Sign Off Term: TEST SIGN-OFF

[Save](#)

[Send Quotation](#) [Print PDF](#)

Copyright © 2019 Gun Web Systems. All Rights Reserved. Powered by GunWebSystems Targeted Web Solutions

Logged in as gunweb [LOGOUT](#)

Dashboard View Quotes Sales Job Purchase Reports Users Settings Web Store

Update Web Quote 19-000112 [View Quotation](#) [Manage Quotation](#)

Header Details CRM Quotation Details File Attachments Sign Off Terms All

Quotation Header

Fields with * are required.

Quotation Number: 19-000112 Quote Name: Gunwebystems

Customer: BWA

Select Customer Add New Customer +

Sales Person ID: System Administrator System Freight: 1.03

Comments: Type any necessary comments.

Date Date: 27-07-2019

What It Should Look Like.

Sales and Contact Activity for Current Quote

Displaying 1-11 of 11 result(s).

MyPromoOffice – Sales order to job order confirmation process

Sales and Contact Activity for Current Quote Displaying 1-11 of 11 result(s)

ID	Created Date	Comments	Follow Up Status	Follow up Date	Added By	
2058	27-06-2019	Quotation (19-000112) Sales Person is updated as "System Administrator"		27-06-2119	gunweb	Complete
2057	27-06-2019	Quotation (19-000112) Due Date is updated as "27-07-2019"		27-06-2119	gunweb	Complete
2056	27-06-2019	Quotation (19-000112) Comments is updated as "Type any necessary comments."		27-06-2119	gunweb	Complete
2055	27-06-2019	Quotation (19-000112) Sales Person is updated as "test sales person"		27-06-2119	gunweb	Complete
2054	27-06-2019	Quotation (19-000112) is updated as "B"		27-06-2119	gunweb	Complete
2053	27-06-2019	Quotation (19-000112) Quote Name is updated as "Gunwebsystems"		27-06-2119	gunweb	Complete
2052	27-06-2019	Quotation (19-000112) Due Date is updated as ""		27-06-2119	gunweb	Complete
2051	27-06-2019	Quotation (19-000112) Due Date is updated as "27-07-2019"		27-06-2119	gunweb	Complete
2050	27-06-2019	Quotation (19-000112) Sales Person is updated as "System Administrator"		27-06-2119	gunweb	Complete
2049	27-06-2019	Quotation (19-000112) is updated as "B"		27-06-2119	gunweb	Complete
2048	27-06-2019	New quote is created (19-000112) by gunweb		27-06-2119	gunweb	Complete

Add Sales Contact or Activity
Fields with * are required

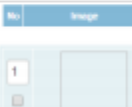
Internal Use

Comments *


Follow up Date Follow Up Status

Upload File No file chosen

Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
1		827539-030-BLK_STE Steel Blue Work Boot - TORQUAY	TORQUAY - 030 BLACK RUB EH	TEST DECORATION	10	7.00	70.00
Sub Total :							70.00
GST :							7.00
Total :							77.00

Add New Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		<input type="button" value="Select Product"/> <input type="button" value="New Product +"/>		<input type="button" value="Select Decoration"/> <input type="button" value="New Decoration +"/>	1	0.00	0.00

Note : To edit text "double click" on the text

Attached Documents Displaying 1-1 of 1 result(s)

Attached File	Attached Date

MyPromoOffice – Sales order to job order confirmation process

Step 12.0 – Confirm order

Once you are satisfied that all information you have entered are correct, you can click confirm order. The second picture is what it should look like after you clicked confirm order. Then you need to click view on the order you just confirmed.

Add Documents

62 b
functions.txt
[Remove file](#)

Sign Off Terms

Displaying 1-1 of 1 result(s).

ID	Sign Off Code	Sign Off Term	Created By	Created Date	
67	TEST	TEST SIGN-OFF	gunweb	27-06-2010	Delete

Add Sign Off Term
Fields with * are required.


Sign Off Code
TEST

Sign Off Term
TEST SIGN-OFF


[Save](#)

[Print PDF](#)

Click Print PDF.



Copyright © 2010 Gun Web Systems . All Rights Reserved.

Powered by  GunWebSystems
Targeted Web Solutions

MyPromoOffice – Sales order to job order confirmation process

Step 13.0 – Check information

Check the information on the generated quote.



QUOTATION 19-000112

Quotation Number : 19-000112
Customer : BWA
Address : -, 2250
E-mail : bwa@gunweb.com.au
Telephone : 02430001221

Date : 27-06-2019

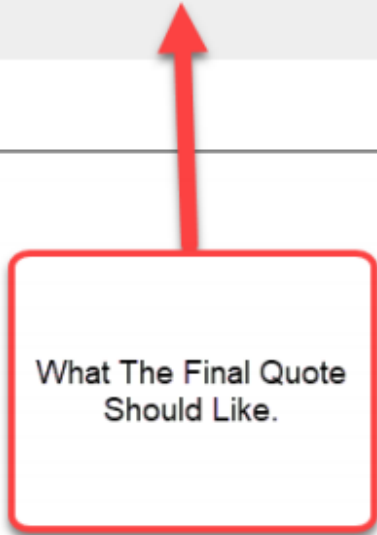
Sales Person : System Administrator

No	Image	Product	Decoration	Qty	Price Ex GST	Total Ex GST
1		827539-030-BLK_STE Steel Blue Work Boot - TORQUAY - BLACK RUB EH	• TEST DECORATION	10	7.00	70.00

Product Details	
TORQUAY - 030 BLACK RUB EH	
Sub Total:	70.00
GST:	7.00
Total:	77.00

SIGN OFF TERMS

TEST SIGN-OFF



MyPromoOffice – Sales order to job order confirmation process

Step 14.0 – Review and send quote

Review the PDF preview that is generated, and if happy. Follow the below steps to send the quotation.

827539-030-BLK_STE

Steel Blue Work

TORQUAY - 030 BLACK RUB EH

TEST DECORATION

Edit Decorations

10

Edit Price

7

70

Custom Colour

Custom Note

Sub Total : 70.00

GST : 7.00

Total : 77.00

Add New Quotation Details

No	Image	Product	Description	Decoration	Qty	Selling Price Ex GST	Total Ex GST
		Select Product New Product +		Select Decoration New Decoration +	1	Edit Price 0.0	0.0

Note : To edit text "double click" on the text

Then Click Send Quotation

Add Details

Save Changes and Close

Send Quotation Print PDF



Logged in as gunweb

LOGOUT

- Dashboard
- View Quotes
- Sales
- Job
- Purchase
- Reports
- Users
- Settings
- Web Store

Send Email - Sales Order (SO-19-000108-1)

Manage Emails

Fields with * are required.

From * To *

Cc

Bcc

Subject *

Body *

Attached File [View PDF](#)

1 The email address you are sending the quote to, you can edit this.

2 The email you are sending the quote from, you can edit this.

3 If you want to send it to multiple people use the CC function, they will be able to see who else you've added to the email.

4 If you want to send it to multiple people without them seeing who was added, use the BCC function.

5 You can change the email subject.

6 This is where you can type your message to the recipients.

7 Once you are happy with the above information, you can click send.