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Reject quotation request

Ulf Kronsell - 2023-10-16 - [Quotation Requests](#)

It is possible to reject a quotation request as long as the request has the status **Unanswered** (a quote has not been sent to the customer). **NOTE!** It is also possible for customers to cancel quotation requests, for instance if they have entered incorrect information and wants to redo the request.

Rejecting a quotation request is done in the following way.

Click the quotation request you want to reject.

The screenshot shows the 'Quotation request' page in the SKOLON system. The left sidebar contains navigation options: Home, Statistics, Economy, Licence management (1), and Tools. The main content area shows a table of quotation requests. The table has columns for School, Tools, Received, and Status. A single row is visible with a red box around the 'Unanswered' status.

School	Tools	Received	Status
[Redacted]	x 1	08/08/2022	Unanswered

Click **Reject quotation**.

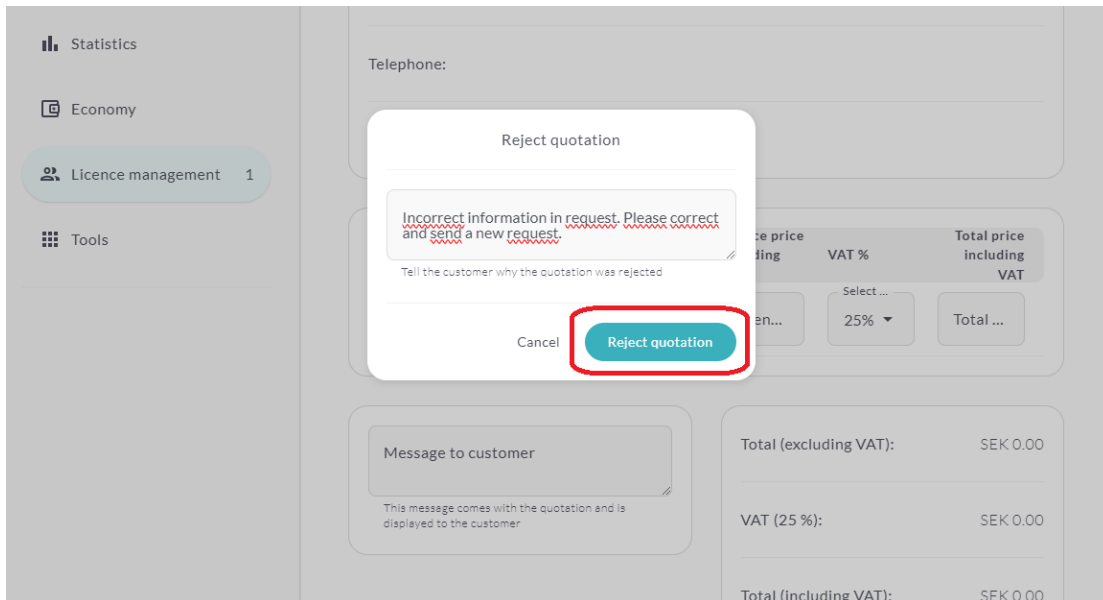
The screenshot shows the 'Quotation details' page in the SKOLON system. The left sidebar contains navigation options: Statistics, Economy, Licence management (1), and Tools. The main content area shows a form for 'Message from customer' and a table of quotation items. Below the table, there is a 'Message to customer' field and a summary of the quotation totals. The 'Reject quotation' button is highlighted with a red box.

Tools	Licences	Number of users	Licence price excluding VAT	VAT %	Total price including VAT
Skolup	x 1 Organisation licence 12 months	x 0	Licence ...	Select VAT... 25%	Total pri...

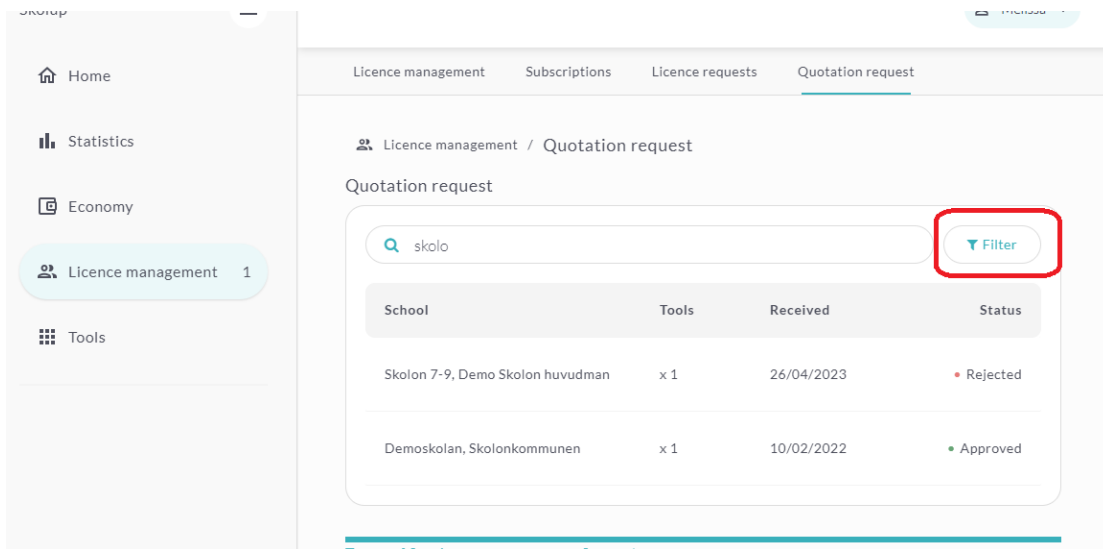
Total (excluding VAT): SEK 0.00
VAT (25 %): SEK 0.00
Total (including VAT): SEK 0.00

Reject quotation Send quotation


Write a message to the customer explaining why the request is rejected. Click **Reject quotation**.








You can filter the quotation requests by **Rejected** (supplier) and **Cancelled** (customer). Click the **Filter** button.



Select which of these statuses you want to filter on.

Skolup 

-  Home
-  Statistics
-  Economy
-  Licence management 1
-  Tools


Licence management Subscriptions Licence requests

Licence management / Quotation request

Quotation request

School	Tools	Rece
Skolon 7-9, Demo Skolon huvudman	x 1	26/0
Demoskolan, Skolonkommunen	x 1	10/0

[Terms of Service](#) [Support](#)

Filter : 

[Clear all](#)

▼ School:

- Unanswered
- Sent to customer
- Approved
- Cancelled
- Rejected