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## Quotation request from customer

Ulf Kronsell - 2023-07-03 - Quotation Requests

1. Log in to the partner portal through [www.skolon.com](http://www.skolon.com).

Don't have an account? Contact us at: [support@skolon.eu](mailto:support@skolon.eu)

2. Click **License management** in the left menu. If you have received a new quotation request you will find it under **Quotation request** in this section with a red marking.

3. Click **Quotation request**.

The screenshot shows the Skolon partner portal interface. On the left is a sidebar menu with options: Home, Activated demos, Economy, Licence management (highlighted with a red box and a notification badge '8'), and Tools. The main content area has a top navigation bar with 'Licence management', 'Subscriptions', 'Licence requests', and 'Quotation request' (highlighted with a red box). Below this, the breadcrumb is 'Licence management / Quotation request'. The section title is 'Quotation request'. There is a search bar 'Search schools' and a 'Filter' button. A table lists quotation requests with columns: School, Tools, Received, and Status.

School	Tools	Received	Status
Scientiaskolan, Skolonkommunen	x 1	22/06/2023	Approved
Scientiaskolan, Skolonkommunen	x 1	20/06/2023	Sent to customer
Scientiaskolan, Skolonkommunen	x 2	20/06/2023	Approved
Scientiaskolan, Skolonkommunen	x 1	16/09/2022	Unanswered

4. Click the quotation request you want to view.

5. Here you will see an overview of what the customer requests. Fill out license price or total price, the price should always include Skolons revenue share. Adjust the VAT rate if required.

6. You can leave a message with additional information to the customer.

7. Click **Send quotation**.

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Tools

School: Scientiaskolan/Skolonkommunen

Contact person: Pre Admin

Email: johan.andersson@skolon.com

Telephone: 1234

Message from customer:

Tools	Licences	Number of users	Licence price excluding VAT	VAT %	Total price including VAT
Example Tool 1	x 1 Single licence 1 year(s)	-	<div>Licence price</div> <div>100 5.</div>	<div>Select VAT rate</div> <div>25%</div>	<div>Total price</div> <div>125.00 5.</div>

Message to customer

Additional information here-- 6.

This message comes with the quotation and is displayed to the customer

Total (excluding VAT): SEK 100.00

VAT (25 %): SEK 25.00

Total (including VAT): SEK 125.00

7. Send quotation

8. The customer will receive a notification about a quote to review. The customer can then choose to accept or decline the quote.

9 . If the customer have accepted the quote you will receive an e-mail confirming this and the order will be visible in the Partner portal. If your tool is fully integrated the licenses are automatically created. If the licenses are not automatically cretaed you need to make sure that licenses are delivered to the customer within 5 days. E-mail the customer and inform them of the delivery. Skolon will send an invoice to the customer and you will receive invoice documents from Skolon.

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Tools

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Quotation request

Licence management / Quotation request

Quotation request

Search schools

Filter

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Scientiaskolan, Skolonkommunen	x 1	22/06/2023	Approved
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