

Knowledgebase > Partner > License Managment > Quotation Requests > Reject quotation request

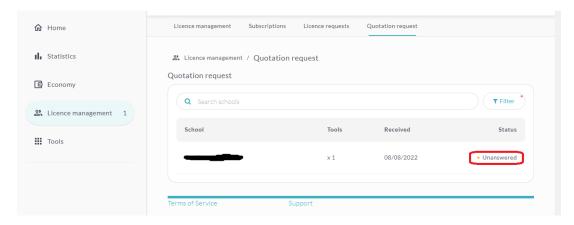
Reject quotation request

Ulf Kronsell - 2023-10-16 - Quotation Requests

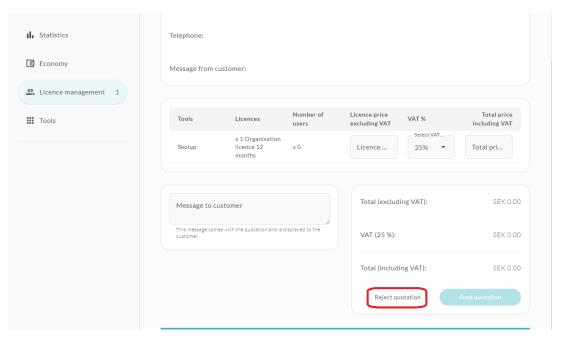
It is possible to reject a quotation request as long as the request has the status **Unanswered** (a quote has not been sent to the customer). **NOTE!** It is also possible for customers to cancel quotation requests, for instance if they have entered incorrect information and wants to redo the request.

Rejecting a quotatin request is done in the following way.

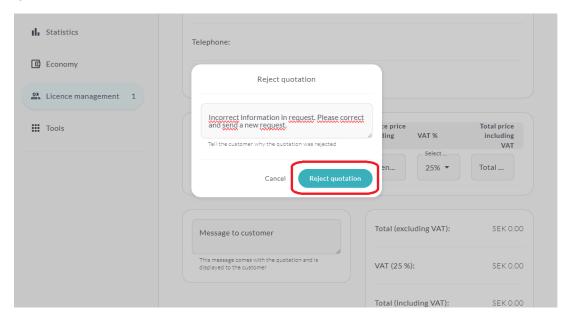
Click the quotation request you want to reject.



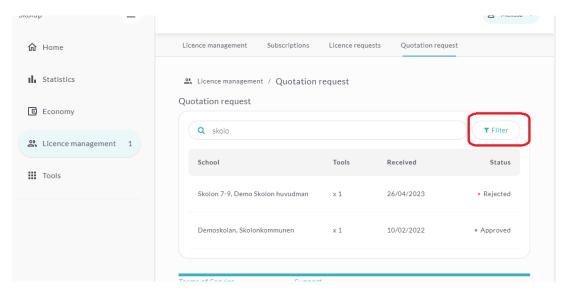
Click Reject quotation.



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.

