

# Copy a Quote

## Business Purpose:

Use this job aid to copy a quote if you are the rater to create a new quote if the Ready Date, Cargo Receipt Date or shipment details changed from the initial quote.

### 1. Open Existing Quote

- Enter the **Quote Number** or the **Wildcard** feature in the simple search box.

- Click **Find**.



- Click **Quote Number** to open.

Customer	UNREG	Cargo Type	C
Status	Accepted	Quotation Ref.	HQ 0000003...
Quotation No.	3155		
Assignee	kelyva		

### 2. Copy Quote

- Click the **Copy** button.

General Data

Create Quotation Confirmation    Reject    Copy

- Click **OK**.

Copy Quotation

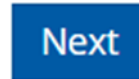
Are you sure you want to copy this quotation?

Cancel    **OK**

### 3. Change Information on General Data tab

- Make any necessary changes on **General Data** tab.

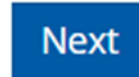
- Click **Next**.



### 4. Change Information on Cargo Information tab

- Make any necessary changes on **Cargo Information** tab.

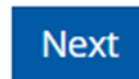
- Click **Next** to rate the quote.



### 5. Select Routing Option

- Select the best routing option.

- Click **Next**.



- Note the new **Quotation Reference Number**.

Ref. HQ 0000003157