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.

What are you searching for?

b. Click Find.



c. Click Quote Number to open.

Customer	UNREG		
Status	Accepted	Cargo Type	С
Quotation No.	3155	Quotation Ref.	HQ 0000003
Assignee	kellyva		

2. Copy Quote

a. Click the **Copy** button.

General Data
Oreate Quotation Confirmation Reject Copy

b. Click **OK**.



- 3. Change Information on General Data tab
 - a. Make any necessary changes on **General Data** tab.



- b. Click Next.
- 4. Change Information on Cargo Information tab
 - a. Make any necessary changes on **Cargo** Information tab.

item 1								<u>ଏ</u> ।
Quantity Regularity O	ontainer Type Commo	ity	Description of	Goods		Cargo Gross Weight	Remark	
1 4	42' Dry Container 😽 Cargo, 1	OS 🗸 🗸	Cargo, NOS			2,500.000 kgs		
					5,511.557 lbs	Customer Reference		
Place of Release	Piece of Return	~	Empty Cont.	Shipper's Own	IMDG	Out of Gauge	Forwarder Reference	

b. Click Next to rate the quote.



5. Select Routing Option

a. Select the best routing option.



b. Click Next.



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

