

Re-rate a Quote

Business Purpose:

Use this job aid to re-rate a quote if you were the original creation user.

1. Open Existing Quote:

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

- Click **Find**.



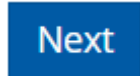
- Click **Quote Number** to open.

Customer	UNREG	Cargo Type	C
Status	Accepted	Quotation Ref.	HQ 000003...
Quotation No.	3155		
Assignee	kellyva		

2. Change Information on General Data Tab:

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

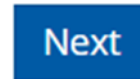
- Select **Next**.



3. Change Information on Cargo Information tab:

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

- Select **Next**.



- Click **Yes** on pop-up window to proceed with re-rating the quote.

Important:

Proceeding to the Routing Options tab by clicking the Next button will result in a recalculation of the tariff. Any previous and/or additional entries made in the Calculation Rule and Calculation Rule Costs tab pages will be lost. Do you wish to continue?

No Yes

- Select best routing option.

- Select **Next**.

