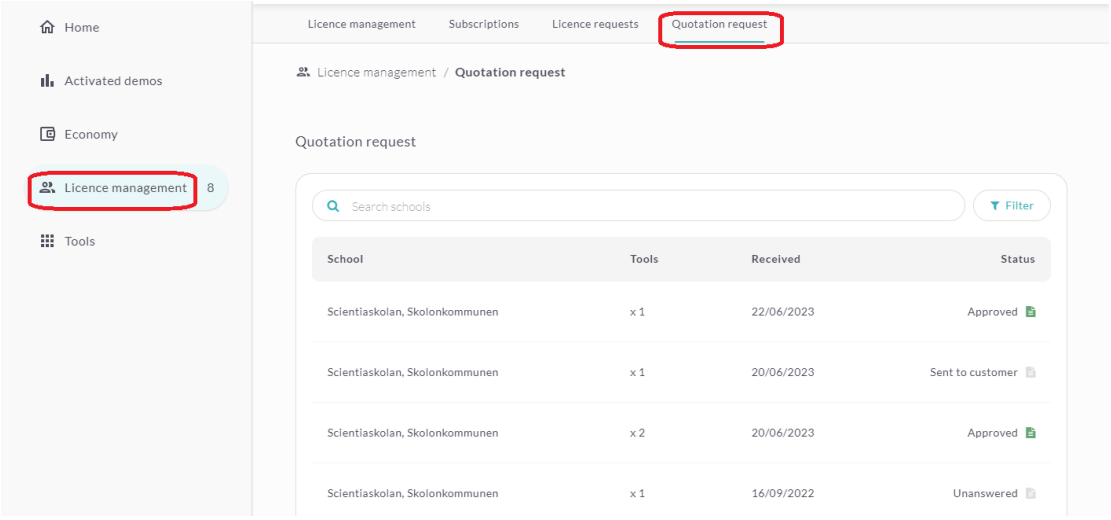
Quotation request from customer

Ulf Kronsell - 2023-07-03 - Quotation Requests

1.Log in to the partner portal through www.skolon.com.
Don't have an account? Contact us at: 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.**

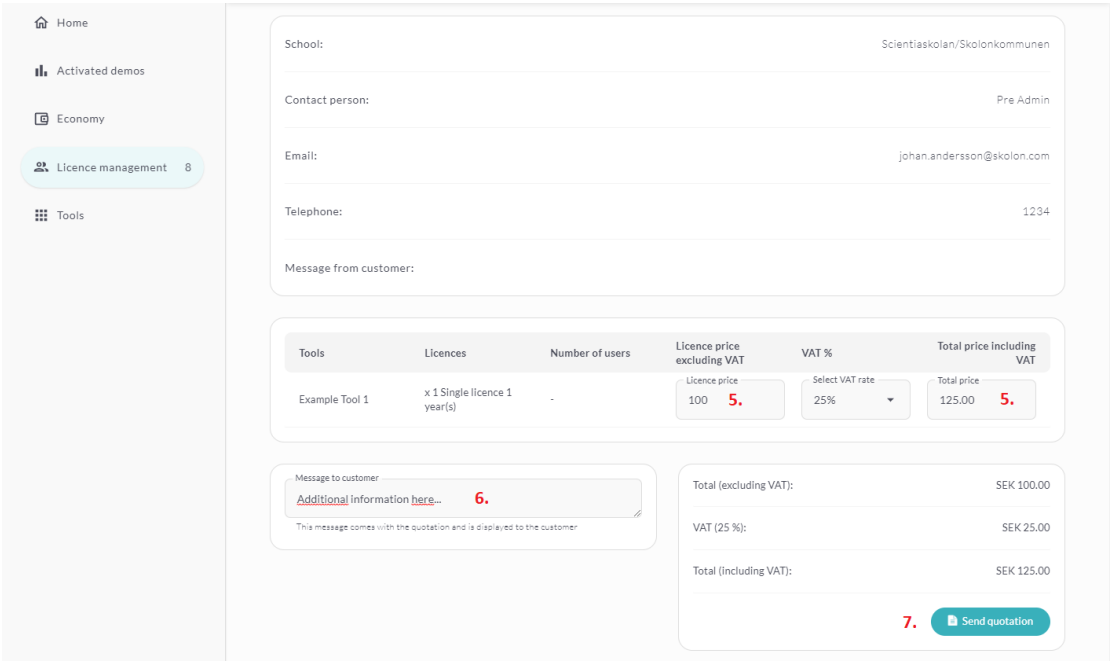


4. Click the quotation request you want to view.

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**.



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.

