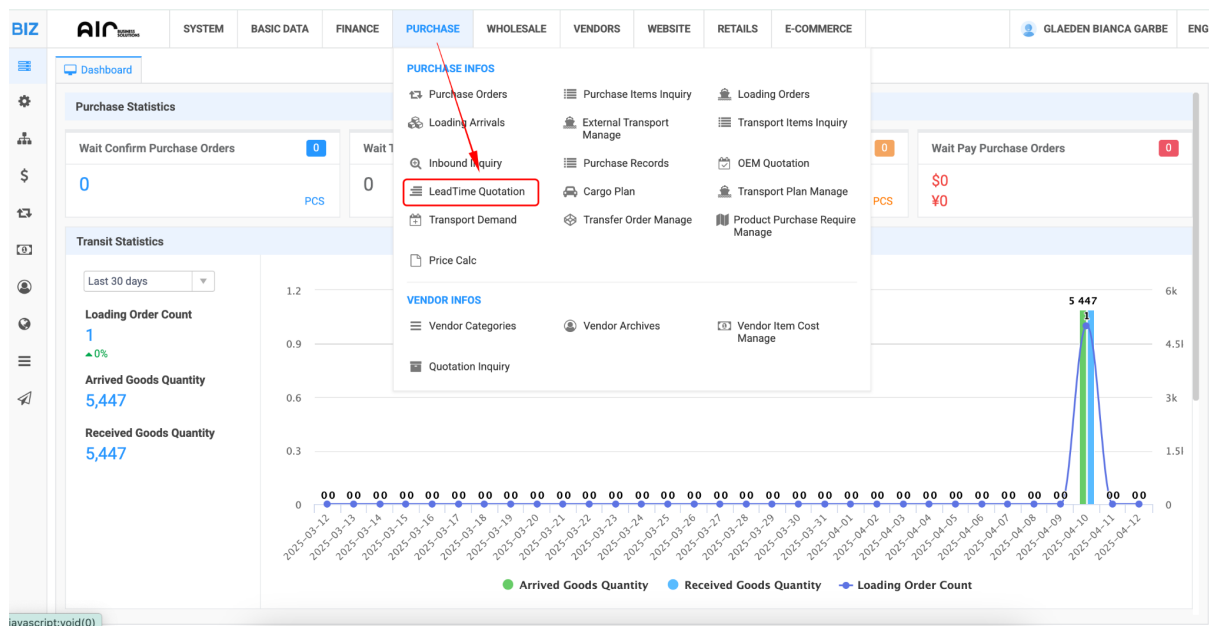


Purchase - LeadTime Quotation

The **LeadTime Quotation** tab under the **Purchase** module allows procurement teams to record and track quotations that include both **pricing** and **lead time** commitments from suppliers. This feature provides crucial insight when comparing vendors, planning inventory, and managing timelines across your supply chain.

Navigation

To access the **LeadTime Quotation** tab:



1. Log in to your ERP system.
2. Navigate to the **Purchase** module.
3. Select **LeadTime Quotation** from the submenu.

Quotation Information Fields

Each entry under this tab displays detailed information related to supplier quotations including costs, shipment routes, and logistical terms.

Quotation Details:

The screenshot displays the BIZ AIO system interface. The top navigation bar includes modules: SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. The user is logged in as GLAEDEN BIANCA GARBE. The main area shows the 'LeadTime Quotation' module. It features a search bar with filters for 'Search by Number', 'Search by Product No.', 'Order Source', 'Search by Mode', and 'Search by Status'. Below the search bar is a table with columns: Valid Date, Shipment Port, Destination Port, Freight Inland, Freight Cross, Quantity Info, Total Pieces, Type, and Remarks. The table is currently empty, and the bottom status bar indicates 'No Items'.

- **Quotation No.** – Unique ID assigned to each quotation.
- **Quote Mode** – Pricing basis such as **EXW**, **FOB**, or **C&F**.
- **Status** – Indicates the current state (e.g., Draft, Confirmed, Expired).
- **Customer Name** – The customer associated with this quote.
- **Quote Date** – Date when the quote was created.
- **Quoter** – Employee responsible for generating the quotation.
- **Valid Date** – Expiration date of the quotation.

Logistics Information:

- **Shipment Port** – Port where the goods are dispatched.
- **Destination Port** – Final delivery port.
- **Freight Inland** – Cost for domestic transportation.
- **Freight Cross** – Cost for cross-border or international shipping.

Quantity & Classification:

- **Quantity Info** – Breakdown of items and quantities quoted.
- **Total Pieces** – Total unit count in the quotation.
- **Type** – Classification (e.g., Internal or External).
- **Remarks** – Additional notes or special conditions.

Searching and Filtering Options

To narrow down search results and locate specific quotes, use the following filters:

The screenshot shows the 'LeadTime Quotation' search interface. The search bar is highlighted with a red box and contains the following filters:

- Search by Number
- Search by Product No.
- Precise (toggle)
- Order Source
- Search by Mode
- Search by Status
- Search by Customer
- Search by Shipment Port
- Search by Destination Port
- Quote Date(Begin)
- Quote Date(End)
- Valid Date(Begin)
- Valid Date(End)

The search results table has the following columns:

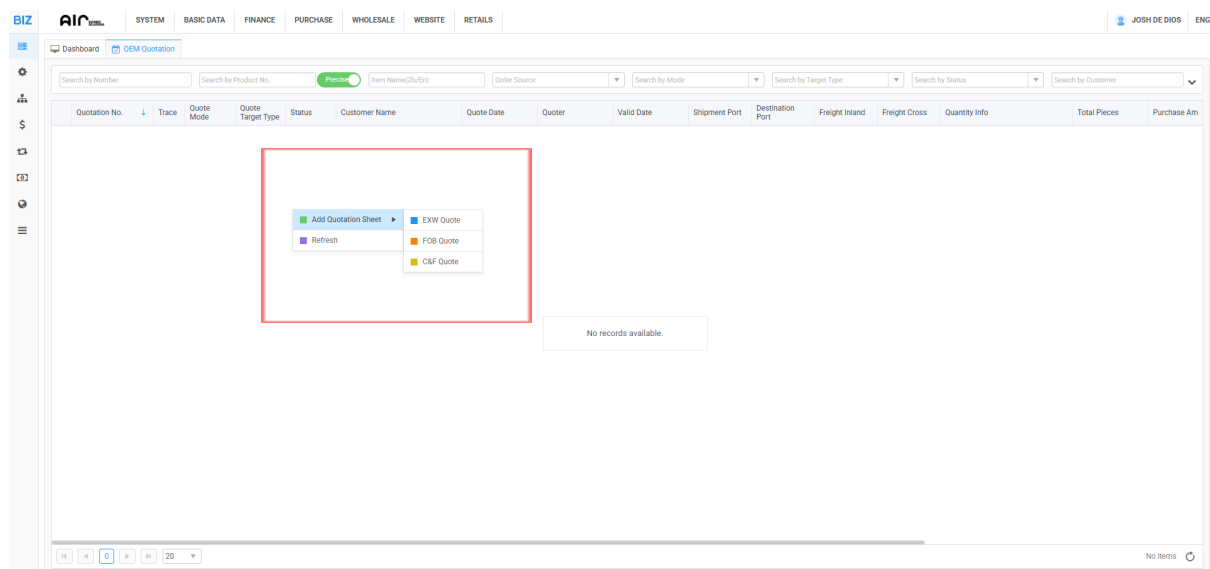
Valid Date	Shipment Port	Destination Port	Freight Inland	Freight Cross	Quantity Info	Total Pieces	Type	Remarks
No items								

- **Search by Number** – Search by the Quotation No.
- **Search by Product Number** – Filter based on SKU or product code.
- **Precise** – Toggle this option for exact match searches.
- **Order Source:**
 - **Business System**
 - **Business App (Self-service)**

- **Site**

- **Search by Mode** – Choose from **EXW**, **FOB**, or **C&F**.
- **Search by Customer** – Filter by customer associated with the quote.
- **Search by Shipment Port** – Filter quotes by origin port.
- **Search by Destination Port** – Filter quotes by final delivery port.
- **Quote Date – Begin/End** – Filter by the creation date range.
- **Valid Date – Begin/End** – Filter by the validity period.

Right Click Options:



The options under “**Add Quotation Sheet**” — **EXW Quote**, **FOB Quote**, **C&F Quote** — are **international trade terms (Incoterms)**. They define who (the buyer or the seller) is responsible for shipping, insurance, and costs at different stages of delivery. Here’s a simple breakdown:

1. EXW Quote (Ex Works)

- **Meaning:** The seller makes the goods available at their warehouse or factory.
- **Who handles shipping?** The **buyer** arranges and pays for all transport, insurance, customs, and delivery.

- **Simple view:** *Buyer takes care of everything after pickup.*

2. FOB Quote (Free On Board)

- **Meaning:** The seller is responsible for delivering goods to the port and loading them onto the ship.
- **Who handles shipping?** After loading, the **buyer** takes responsibility for freight, insurance, and delivery.
- **Simple view:** *Seller covers costs until the goods are on the ship; buyer handles from there.*

3. C&F Quote (Cost & Freight)

- **Meaning:** The seller pays for transport to the buyer's destination port (but **not insurance**).
- **Who handles shipping?** Seller pays freight to the port, but the **buyer covers insurance and risks once the goods are shipped.**
- **Simple view:** *Seller pays to get goods to your port, but buyer handles risks and insurance.*

For a detailed walkthrough, please refer to the video guide.

The **LeadTime Quotation** tab helps your purchasing team centralize quotation records that include both pricing and logistical details, enabling better lead time planning and vendor comparisons. With robust search filters, tracking historical quotes becomes quick and accurate, enhancing decision-making efficiency.

For further support, contact your procurement operations team or system administrator.