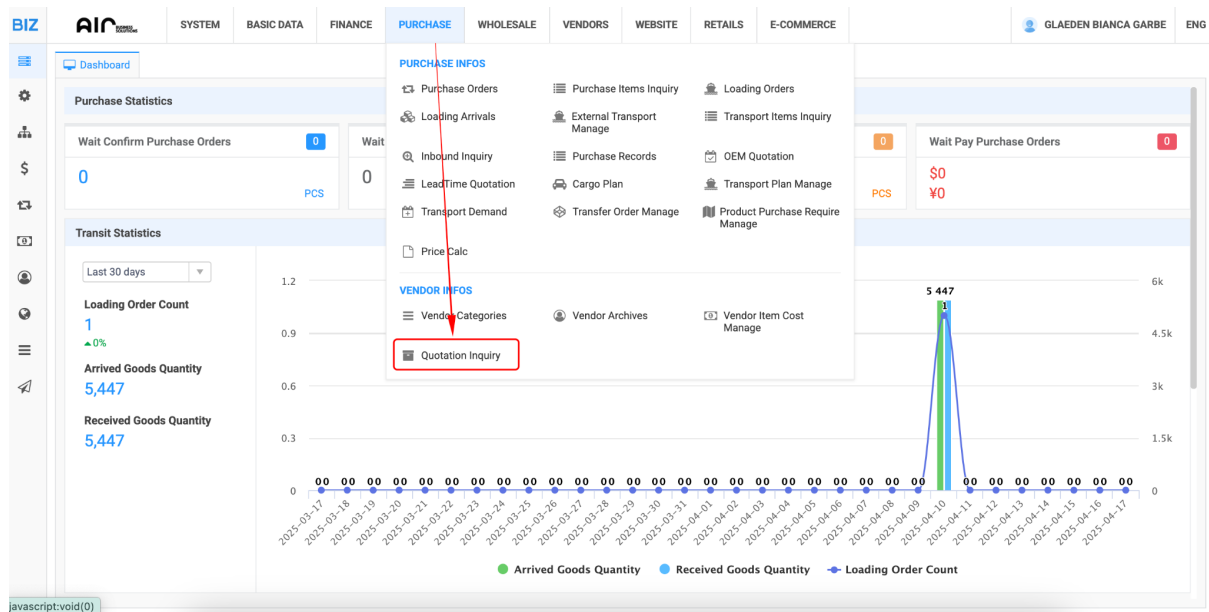


Purchase - Quotation Inquiry

Navigation: How to Access the Quotation Inquiry Tab

To access the **Quotation Inquiry** tab:



1. **Login** to the ERP system using your authorized account.
2. Navigate to the **"Purchase"** module on the main menu.
3. Click on **"Quotation Inquiry"** from the dropdown options.
4. The system will open a searchable list of vendor quotations for products.

Overview

The **Quotation Inquiry** tab **provides a centralized view of all vendor quotations linked to products in the system. It allows buyers and procurement teams to review, compare, and evaluate supplier offers efficiently**, based on pricing, MOQ, and purchase history.

BIZ

AIR

SYSTEM

BASIC DATA

FINANCE

PURCHASE

WHOLESALE

VENDORS

WEBSITE

RETAILS

E-COMMERCE

GLAEDEN BIANCA GARBE

ENG

Dashboard

Quotation Inquiry

Search by Vendor Name

Search by Vendor Code

Product Name/Product No.

Search by Factory Item No.

PIC	Product	Latest Purchasing Data	Vendor	Vendor Code	Quotation Date	Factory Item No.	Unit Purchase Price	MOQ
	SW001 海康4+1POEgateway	AIR ¥300 2PCS 03/28/2025 000002	浙江宏仓数字科技有限公司	000002	03/28/2025		¥300	1PCS
	CP100054 ESL mounting accessories	AIR ¥2 1200PCS 03/28/2025 000002	浙江宏仓数字科技有限公司	000002	03/28/2025		¥2	1PCS
	CP030057 New accessories	AIR ¥3.5 600PCS 03/28/2025 000002	浙江宏仓数字科技有限公司	000002	03/28/2025		¥3.5	1PCS
	CASH_REGISTER CASH_REGISTER(cash box/receipt machine/code gun)	AIR ¥3780 2PCS 03/28/2025 000006	广州市佳上佳智能科技有限公司	000006	03/28/2025		¥3,780	1PCS
	ZY-001-200 Backed Velcro 2 meters	AIR ¥41 200PCS 03/26/2025 000003	深圳市惠城工业制品有限公司	000003	03/26/2025		¥41	1PCS
	ZT-001 转接插头	AIR ¥0.01 22PCS 03/19/2025 000005	武商	000005	03/26/2025		¥0.01	1PCS
	SW001 海康4+1POEgateway	AIR ¥300 2PCS 03/28/2025 000002	武商	000005	03/19/2025		¥300	1PCS
	CP100037 LCD screen integrated accessories		浙江宏仓数字科技有限公司	000002	03/18/2025		¥70	1PCS

1

20

1 - 19 of 19 items

This feature enhances transparency and speeds up the decision-making process by putting essential data all in one place.

Key Fields in Quotation Inquiry

Here are the fields and what they represent:

1. **Picture** – Visual reference of the product for easier identification.
2. **Product** – Name or identification code of the product.
3. **Latest Purchasing Data** – Most recent purchase info including past price and quantity.
4. **Vendor** – Supplier name who submitted the quotation.
5. **Vendor Code** – Internal code for the vendor for quick filtering and system tracking.
6. **Quotation Date** – Date the vendor provided the quote.
7. **Factory Item No.** – Factory's internal product number.
8. **Unit Purchase Price** – Quoted price per unit by the vendor.
9. **MOQ** – Minimum Order Quantity required by the vendor.
10. **Inquirer Name** – The staff who requested or recorded the quotation.

Available Actions in Quotation Inquiry

From the **Quotation Inquiry** tab, users can perform the following actions:

- Export Query Results (Excel)
 - Chinese
 - English
- Refresh

Searching & Filtering Options

The screenshot shows the 'Quotation Inquiry' tab in a software interface. At the top, there are navigation tabs: BIZ, AIR, SYSTEM, BASIC DATA, FINANCE, PURCHASE, WHOLESALE, VENDORS, WEBSITE, RETAILS, and E-COMMERCE. Below these, there are search filters: 'Search by Vendor Name', 'Search by Vendor Code', 'Product Name/Product No.', and 'Search by Factory Item No.'. A table of quotations is displayed below the filters. The table has columns: PIC, Product, Latest Purchasing Data, Vendor, Vendor Code, Quotation Date, Factory Item No., Unit Purchase Price, and MOQ. The table contains 10 rows of data. At the bottom of the table, there is a pagination bar showing '1' of 20 items and a refresh icon.

PIC	Product	Latest Purchasing Data	Vendor	Vendor Code	Quotation Date	Factory Item No.	Unit Purchase Price	MOQ
SW001	海康4+1POEgateway	AIR ¥300 2PCS 03/28/2025 000002	浙江宏仑数字科技有限公司	000002	03/28/2025		¥300	1PCS
CP100054	ESL mounting accessories	AIR ¥2 1200PCS 03/28/2025 000002	浙江宏仑数字科技有限公司	000002	03/28/2025		¥2	1PCS
CP030057	New accessories	AIR ¥3.5 600PCS 03/28/2025 000002	浙江宏仑数字科技有限公司	000002	03/28/2025		¥3.5	1PCS
CASH_REGISTER	CASH_REGISTER(cash box/receipt machine/code gun)	AIR ¥3780 2PCS 03/28/2025 000006	广州市佳上佳智能科技有限公司	000006	03/28/2025		¥3,780	1PCS
ZY-001-200	Backed Velcro 2 meters	AIR ¥41 200PCS 03/26/2025 000003	深圳市思域工业制品有限公司	000003	03/26/2025		¥41	1PCS
ZT-001	转接插头	AIR ¥0.01 22PCS 03/19/2025 000005	武商	000005	03/26/2025		¥0.01	1PCS
SW001	海康4+1POEgateway	AIR ¥300 2PCS 03/28/2025 000002	武商	000005	03/19/2025		¥300	1PCS
CP100037	LCD screen integrated accessories		浙江宏仑数字科技有限公司	000002	03/18/2025		¥70	1PCS

To find specific quotations faster, use the following filters:

- **Search by Vendor Name** – Filter quotations by vendor company name.
- **Search by Vendor Code** – Look up quotations using internal vendor codes.
- **Product Name/Product Number** – Quickly find quotations by product name or SKU.
- **Search by Factory Item Number** – Locate quotes based on the supplier's item number.

The **Quotation Inquiry** tab is your go-to resource for **monitoring vendor quotations**, comparing offers, and retrieving detailed product cost history. Use the

search and filtering tools to stay organized and make informed procurement decisions quickly and confidently.

Keep this section updated and regularly reviewed to support efficient vendor communications and purchasing operations.