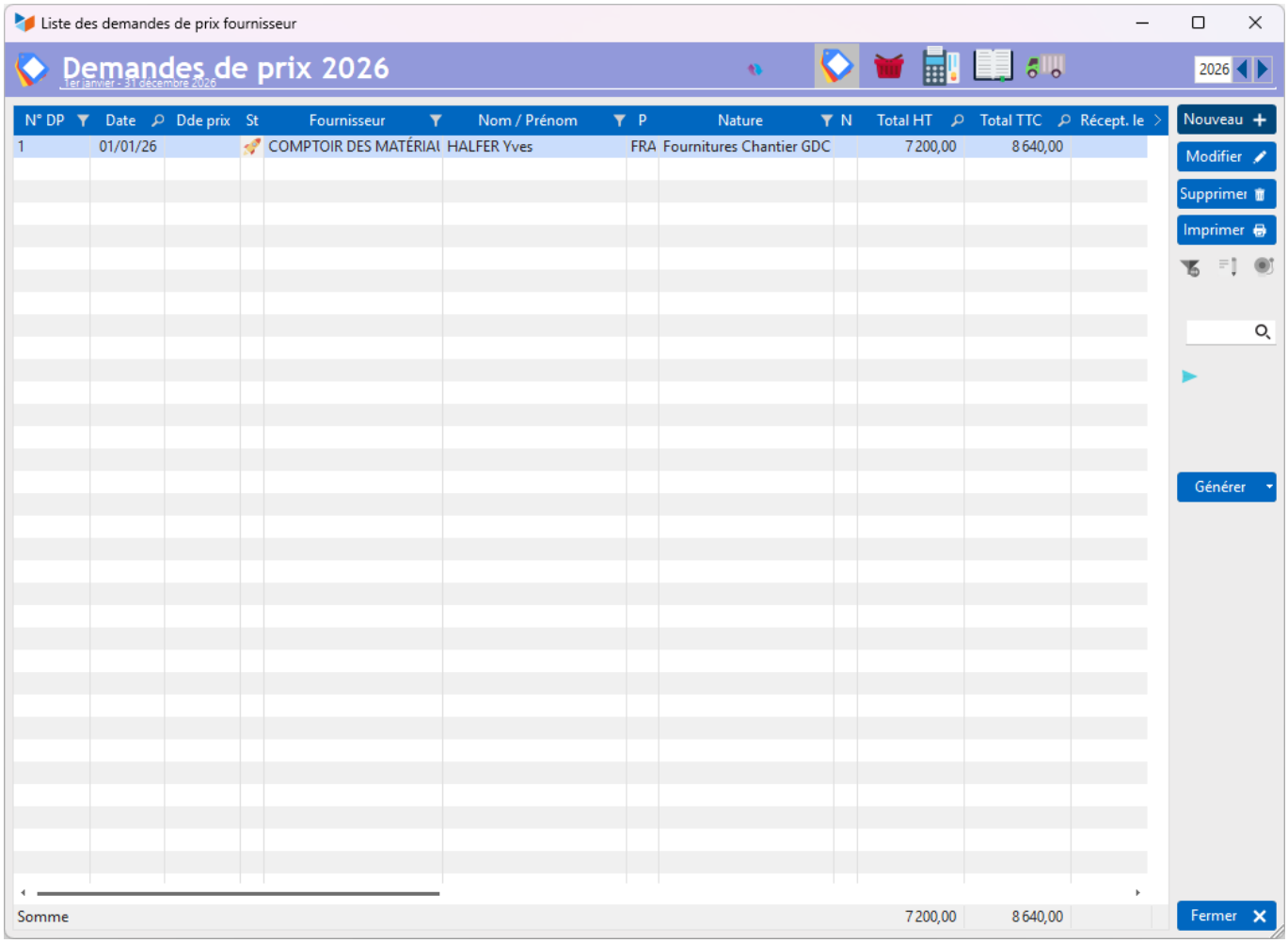
Request for quotation

Requests for quotations are sent to your suppliers prior to purchase, enabling you to select the supplier that best meets your purchase requirements.

List of requests for quotations

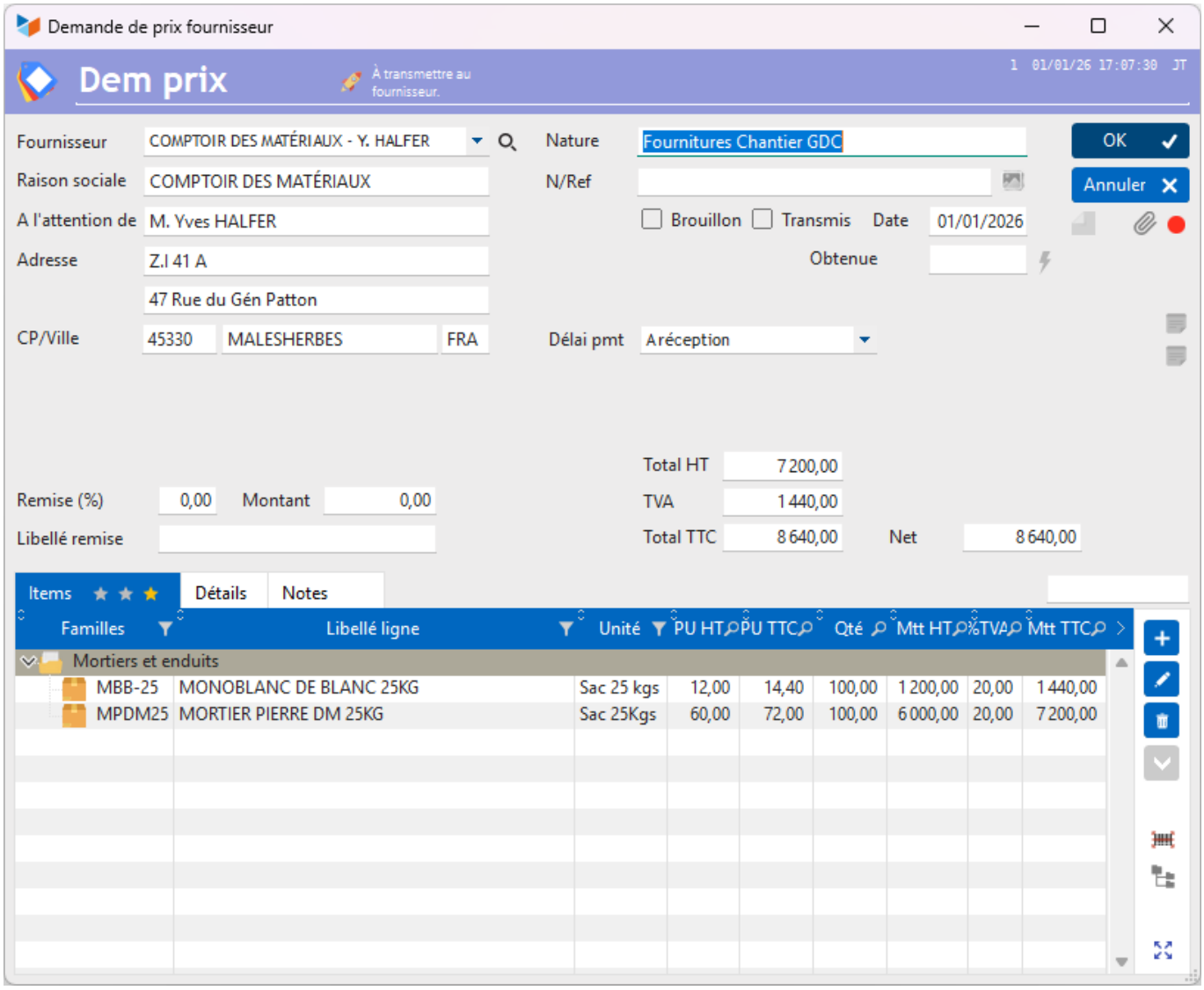
Access: *Commerce → Quotation requests*



the button **Generate** allows you to create, with a single click, from the quote request:

- a supplier order,
- a customer order,
- a goods receipt,
- or a quotation.

The quote request record



The **Received** allows you to enter the date on which you received the supplier's reply.

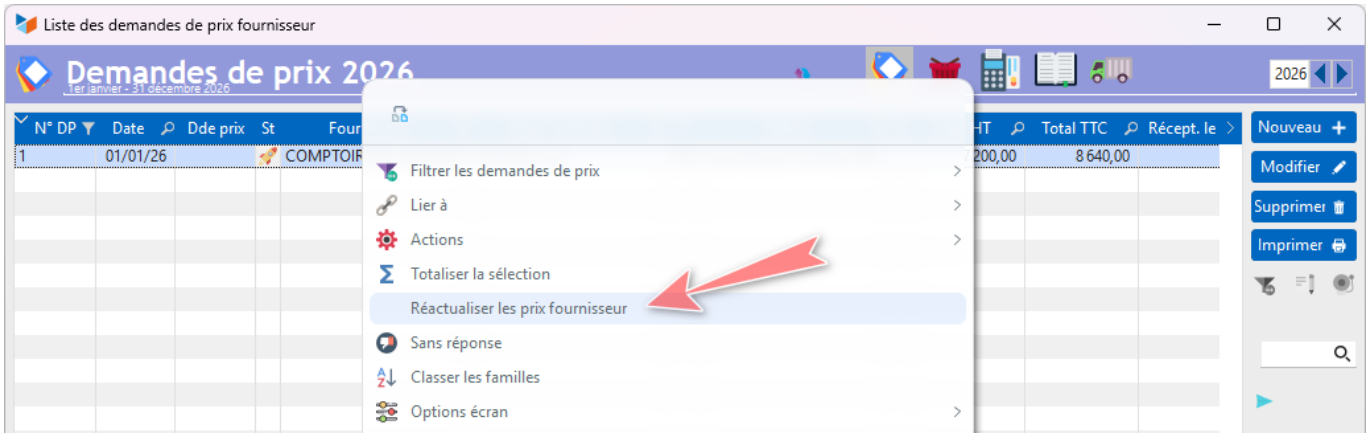
Processing price enquiries

If the price quoted by your supplier differs from the one you had recorded in your catalogue for that supplier, you should update the purchase prices in your product catalogue before placing a new order with that supplier.

This is because if you were to place a supplier order without processing the result of the enquiry, the order would be created using the previously recorded prices. This update can be carried out in two ways:

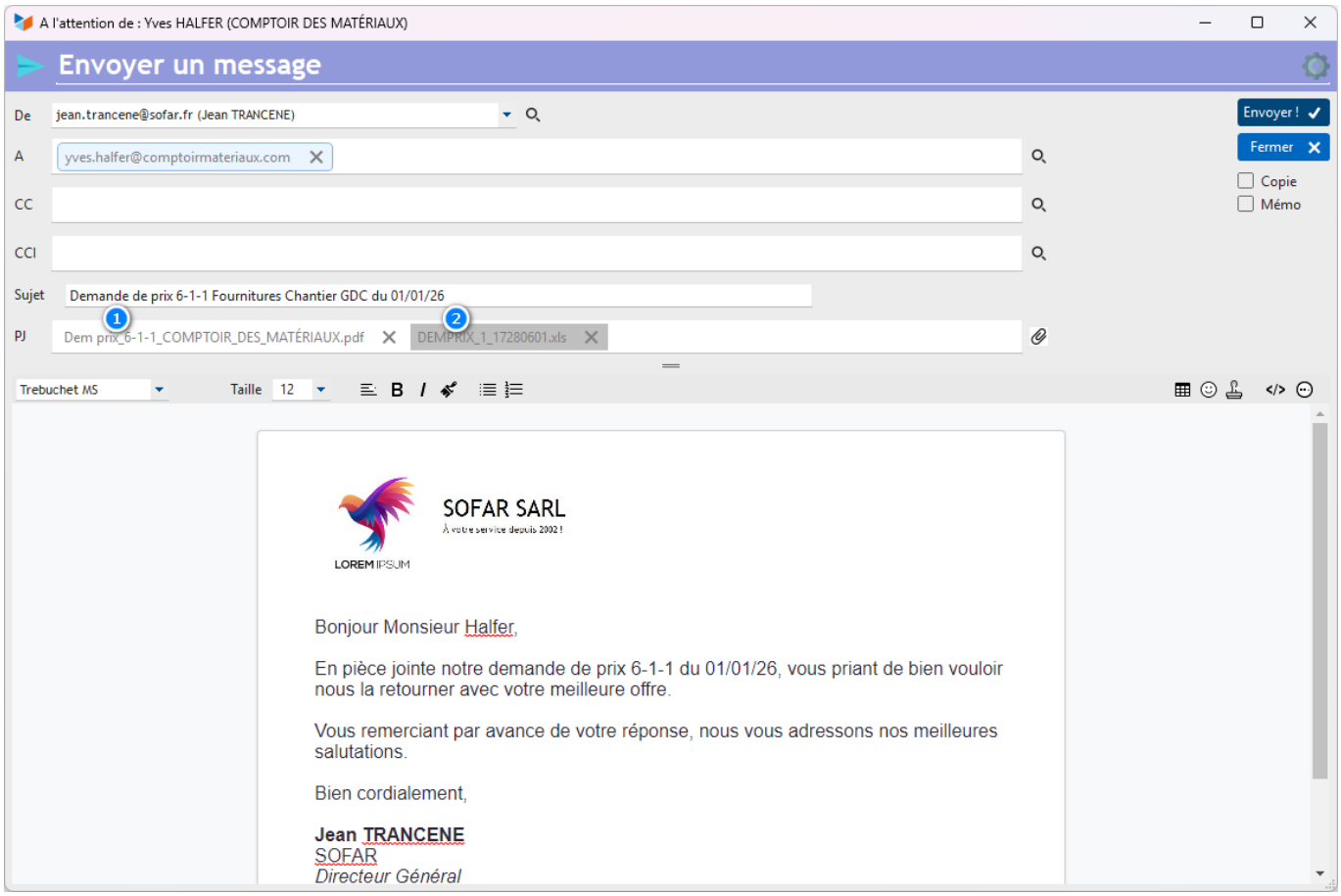
- either directly in the product records
- or by using the price update programme.

For the second option, use the context menu on the screen and select the option **Update supplier prices** (see price update).

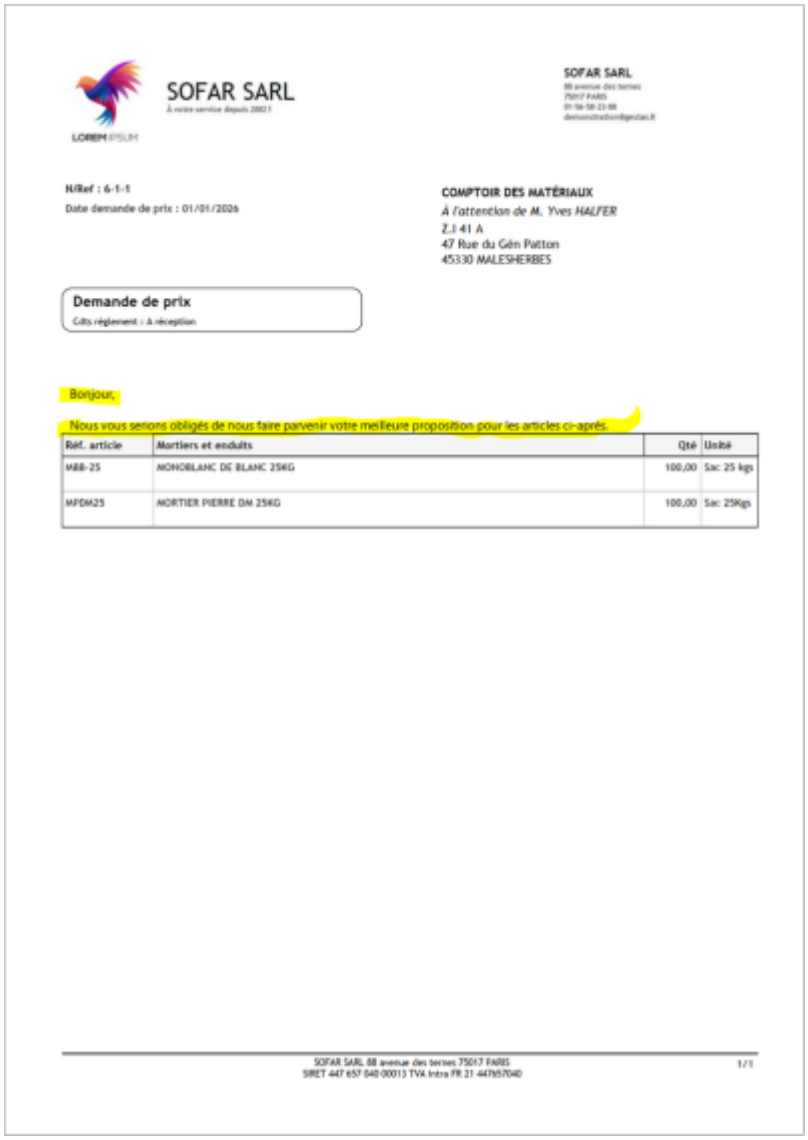


Email transmission

For a price enquiry, the email sending screen attaches not only the PDF of the price enquiry 1, but also an XLS file 2 which allows your supplier to return their reply by updating this file.



“Quotation Request” report



SOFAR SARL

SOFAR SARL

N/Ref : 6-1-1
Date demande de prix : 01/01/2026

COMPTOIR DES MATÉRIAUX
À l'attention de M. Yves HALFER
Z.I 41 A
47 Rue du Gén Patton
45330 MALESHERBES

Demande de prix
Cdts règlement : A réception

Bonjour,

Nous vous serions obligés de nous faire parvenir votre meilleure proposition pour les articles ci-après.

Réf. article	Mortiers et enduits	Qté	Unité
MBB-25	MONOBLANC DE BLANC 25KG	100,00	Sac 25 kgs
MPDM25	MORTIER PIERRE DM 25KG	100,00	Sac 25Kgs

SOFAR SARL 88 avenue des ternes 75017 PARIS
SIRET 447 657 048 00013 TVA Intra FR 21 447657040

1/1

In the generated document displayed in the report editor, a caption introduces the request for quotation: *Please send us your best quotation for the following items.*

You can edit this text using the Translation (Select “Dde prix” from the “What” drop-down menu).

Other articles on “Supplier Invoicing”

Invoicing: common elements

Acomptes-Arrhes
Cas concret : Intermédiation
Entêtes des pièces
Facturation : éléments communs
Factures : options spécifiques
Frais de port
Généalogie des pièces

Importer des lignes de pièce (tableur)
Liaisons des pièces
Ligne pourcentage
Livraison partielle
Numérotation des factures
Optimiser les achats
Retenues de garantie *
Surtaxes nationales
Tri des lignes de pièce

Invoicing: supplier invoicing

Avoirs fournisseurs
Bons de réception (BR)
Commandes fournisseurs
Demande de prix
Facturation fournisseur : éléments communs
Factures fournisseurs
Tarifs fournisseurs : mise à jour *

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Last update: **2026/10/23 21:22**