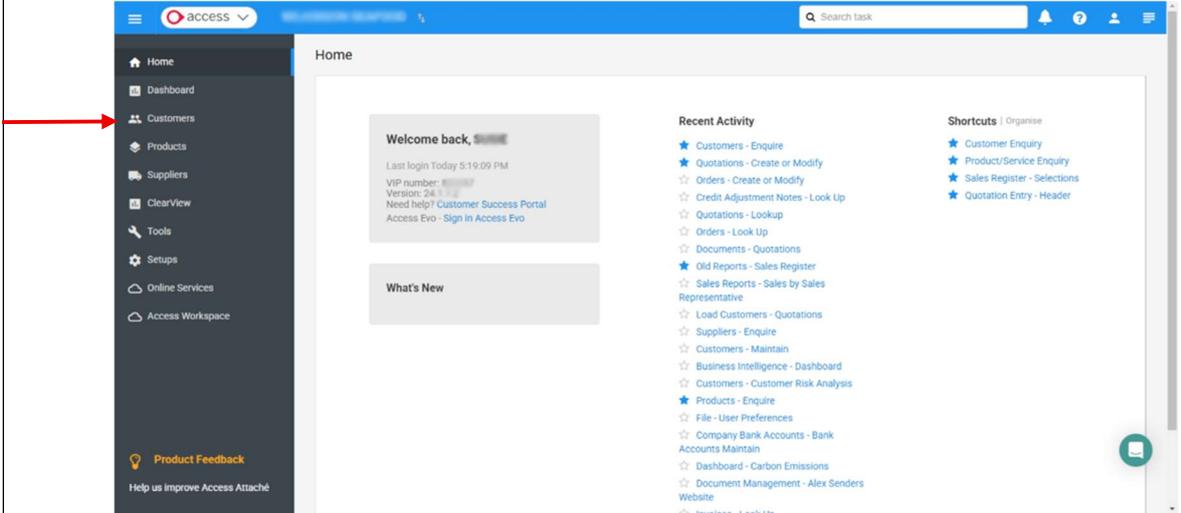
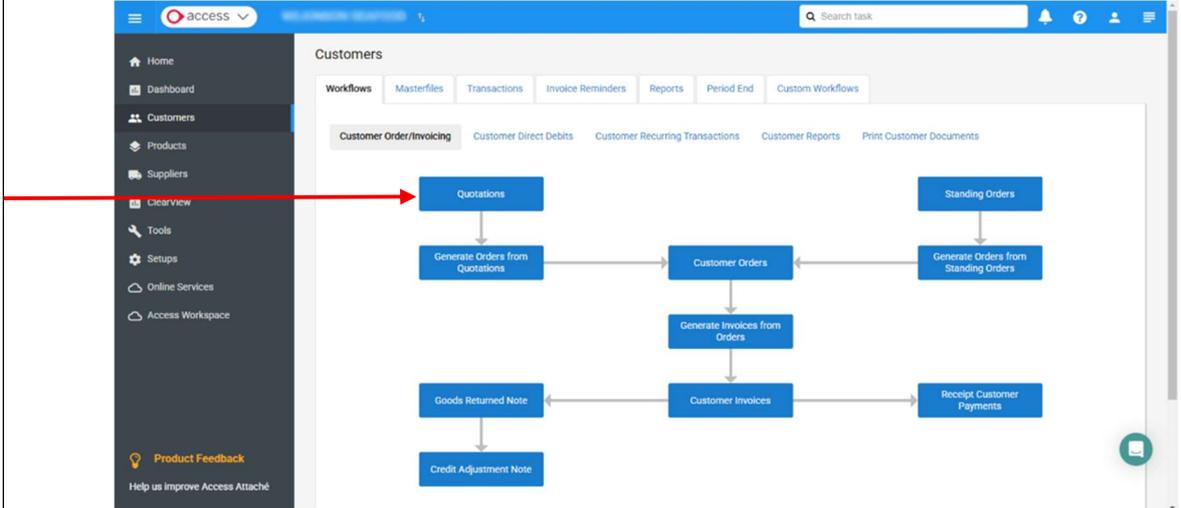


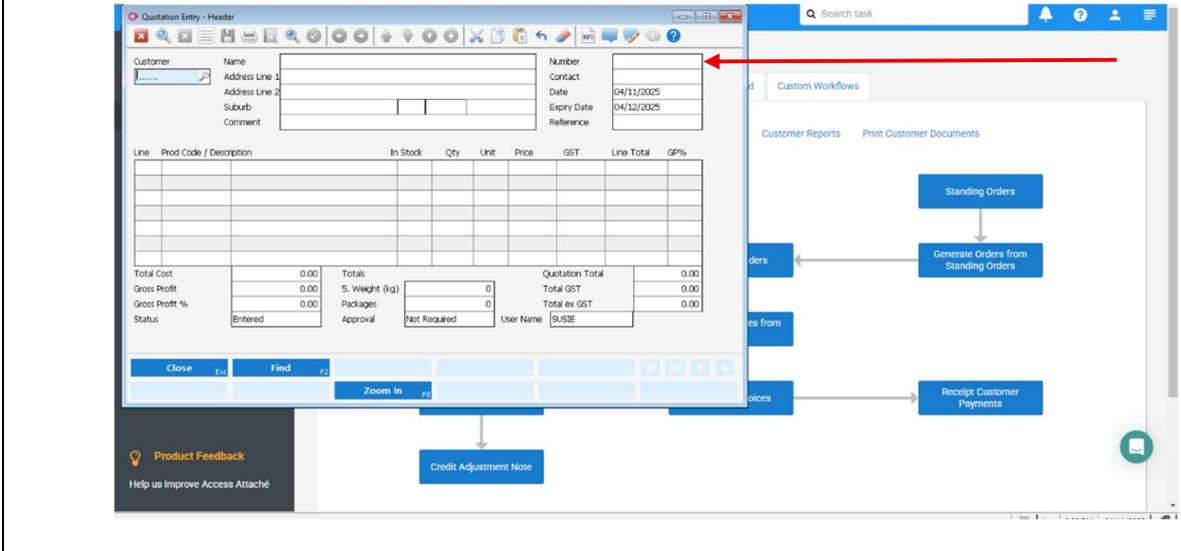
1. On the main sidebar, click "Customers"



2. On the main screen, click "Quotations"



3. On the new window, double click "Number" box



Attache Help - How to find the Customer Quotes that you created

4. New window appears. Press the accept button

The screenshot shows the 'Customer Quotation - Header Lookup' window. A red arrow points to the 'Accept' button at the bottom of the window. The window contains fields for Customer Name, Address, and Quotation details. A 'Display Order' dialog box is open, showing options for 'Quotation Entry Sequence', 'Code', and 'Product Code'. The 'Start Details' section includes 'Quotation Number'. The 'Options' section has checkboxes for 'Display rejected quotations' and 'Display inactive quotations'. The 'Totals' section shows 'Total Cost', 'Gross Profit', and 'Status'. The 'Quotation Total' section shows 'Total GST' and 'Total ex GST'. The 'User Name' is 'SUSIE'.

5. orders appear, double click the one you want

The screenshot shows the 'Customer Quotation - Header Lookup' window displaying a list of quotes. A question mark icon points to the list. The list has columns for Quote No, Code, Date, Reference, Expiry, Amount, and Status. The 'Accept' button is highlighted with a red arrow.

Quote No	Code	Date	Reference	Expiry	Amount	Status
04/11/2025		04/11/2025		04/12/2025		Entered
04/11/2025		04/11/2025		04/12/2025		Entered
04/11/2025		04/11/2025		04/12/2025		Entered
03/11/2025		03/11/2025		03/12/2025		Entered
03/11/2025		03/11/2025		03/12/2025		Entered
03/11/2025		03/11/2025		03/12/2025		Entered
01/11/2025		01/11/2025		01/12/2025		Entered
27/10/2025		27/10/2025		26/11/2025		Entered

6. Quote shown

The screenshot shows the 'Customer Quotation - Header Lookup' window displaying a detailed view of a quote. Red arrows point to the Customer Name, Address, and the list of items. The 'Accept' button is highlighted with a red arrow.

Line	Prod Code / Description	In Stock	Qty	Unit	Price	GST	Line Total	GP%
2	PC21VM PRAWN OUTLET VANNAMER 21/25 RAW (1.000	BAG		0.00		
3	SQ15S SQUID TUBES U/5 SUPER TENDER P/W (9		1.000	KG		0.00		
4	SQ10S SQUID TUBES U/10 SUPER TENDER P/W (P		1.000	KG		0.00		
5	OCT-40 BABY OCTOPUS WHOLE 40/60 'OCEANIK		1.000	KG		0.00		
6	OCT-400 BABY OCTOPUS BHP 26/40 'OCEANIK' (3		1.000	KG		0.00		
7	MUSHM 1/2 NZ SHELL MUSSEL GRN LIP MED (12X		1.000	KG		0.00		