

Customer Quotation System – User manual

1) Login the dealer portal through <http://www.esalesnew.godrej.com/ESales/Login.jsp> by entering the dealer code and the password

2) Click on **Customer Quotation System**

You will see 5 Options

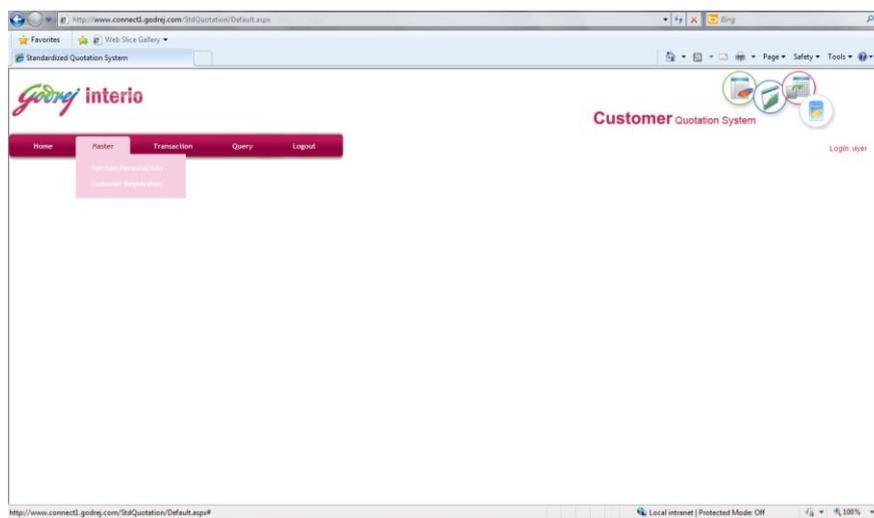
1) **Home –**

- a. At any point of time, if you want to return to the home or the starting page, click on Home.

2) **Master –**

a. **Maintain Personal Info**

i. Move the mouse cursor to the **Master** tab as shown in the fig below



ii. Move the cursor on the Master tab and click on **Maintain Personal Info** . This is to be done whenever a WD logs in for the first time into this system. Enter details in the fields mentioned in the tab as shown below

The screenshot shows a web browser window displaying the 'Godrej interio' Customer Quotation System. The page title is 'Personal Information' and the main heading is 'Maintain Personal Information'. The form contains the following fields:

Name *	Venkatesh Iyer
Designation *	Manager
Phone No *	9920956458
Email ID *	vyer@godrej.com
Website	www.godrej.com
Additional Info	Fax Number - 123456587
Payment To Be Made (Name) *	Godrej & Boyce MFG Co Ltd.

Buttons for 'Save' and 'Reset' are located at the bottom of the form. A note at the top states: 'Note - All Mandatory fields are indicated by a BLUE asterisk (*) mark'. The browser address bar shows 'Local intranet | Protected Mode: Off'.

1. Name : (Please Write the name that you want to be appearing in the Quotation)
2. Designation : (Please write your Designation e.g. Proprietor, Managing Director , GM etc.)
3. Phone No: (Write the number which should be appearing in the quotation)
4. Email ID: (Write the email which should be appearing in the quotation)
5. Website (This tab is optional) : e,g, www.godrej.com
6. Additional Info (This tab is optional) : Any other information e.g. Fax number etc.
7. Payment to be made (Name) : (please write the name of the payee as it should appear in your customer's cheque) for e.g. if customer has to make a cheque in the name of ABC Enterprises, write ABC Enterprises.

iii. Please note that all characters are case sensitive. Please use CAPITAL letters wherever required. Characters mentioned in the above field will appear as it is in the quotation.

b. Customer Registration –

- i. Move the cursor to the Master tab and click on Customer Registration Tab. This is a tab which is used to register a particular customer. The fig below shows the details to be entered.

Customer Name* *

Designation* *

Organization* *

Organization Address* *
TCS, Kensington park, Pow ai Mumbai 79

Delivery Address* *
TCS, Kensington park, Pow ai Mumbai 79 (Can be different than Organization Address)

Contact No

Recommended by

State* *

Segment* *

Subject* *
Quotation for Chairs and Modular Furniture

ii. After saving this form, a unique customer registration number is generated. With this customer registration number, you need not register the customer again. The system is capable enough to give the customer information.

The screenshot shows a web form for customer registration. The form fields are as follows:

Customer Code	Kindly leave this field blank in case of new Customer Registration.
Customer Name*	Ram
Designation*	GM Facility Management
Organization*	TCS
Organization Address*	TCS Powai Mumbai
Delivery Address*	TCS Andheri Mumbai
Contact No	646842646
Recommended by	Saurav Ganguly
State*	Madhya Pradesh
Segment*	IT
Subject*	Quotation for chairs and tables

A popup message box titled "Message from webpage" is displayed in the center, containing the text: "Customer registered successfully. Customer Code is W/Pun/1163." with an "OK" button.

At the bottom of the form, there are "Save" and "Reset" buttons.

- iii. In case you want to amend the information of a customer who is already registered in the system, you can search by clicking the arrow button next to the **Customer Code** option in the form. Here, you can search already registered customers by their name, designation and code. As you select a customer, his saved details will appear AS SHOWN In the figure below. In case you want to amend the saved details, you may edit the form and save the details. New details of the customer will be saved.

The screenshot shows the "Maintain Customer Registration" form. The "Customer Code" field is circled in red, and an arrow points to it with the text: "Button to generate already registered customers List".

A popup window titled "Select Customer Code" is open, showing search results for a customer with the following details:

Customer Code	W/Pun/1163
Customer Name	
Customer Organization	TCS

The popup also has "View" and "Cancel" buttons.

3) Transaction :

- a. Quotation Entry : This tab is for creating a quotation . Following details needs to be captured

- i. Customer Details : This form is as shown below

Home Master Transaction Query Logout Login: viyer

Note:- All Mandatory fields are indicated by a BLUE asterisk (*) mark

Quotation Entry

Customer Details					
Quotation Id	Kindly leave this field blank in case of new Quotation Generation.				
Customer Code*	W/Rai/679	Customer Name*	Jindal Steel Plant Limited	Designation*	The Manager
Organization*	Jindal Steel Plant Limited	Organization Add*	Jindal Steel Plant Limited Raipur, Chhattisgarh	State*	Chhattisgarh
Kind Attention*					
Subject*	Quotation against your enquiry no:-2010043628				
Dear	Sir				
Opening Paragraph of Quotation*	We thank you for inviting us to quote against your enquiry/requirement for Office Furniture products for your upcoming Project and we will be proud to be associated as a vendor to this project. We are glad to inform you that Godrej Interio has been awarded the coveted ISO-9001 Certificate by RWTUV, Germany. Godrej Interio is the FIRST OFFICE FURNITURE MANUFACTURER in the country to acquire this internationally recognized label. Use this 1000 character open field as per requirement.				
Quotation Date*	18/04/2012	Quotation Expiry Date*	27/04/2012		
Probability*	--Select--				
<input type="checkbox"/> Special Remarks	100 characters for giving details like R.C reference, special discounts applied, incidence of local taxes, documentary requirements for availing tax exemptions, order placement on dealers and all terms applicable to the quote which are required to be highlighted to the customer				

[Next](#)

1. Customer Code : This is the registration code which was generated during customer registration. As you enter this code, Customer Name, Designation, Organization, Occupation Add, State, Subject will be captured automatically by the system form the data which was previously entered.
2. Kind Attention : You need to enter the name to whom you want to address the email to. This is also mandatory.
3. Quotation valid from date: This will be the date when the quotation is being made
4. Quotation expiry date – This is mandatory. You need to mention the quotation expiry date.
5. Special Remarks- Not mandatory.
6. Probability- This is the probability of getting that particular order. This will not go to the customer.
7. Opening Paragraph of the quotation – We have given you a pre drafted opening paragraph. In case you want to edit it, you may do so and write on your own. You may also amend the subject in this form

ii. Transaction Entry : You need to enter the details of the products which you want to quote. The form is as shown below

The screenshot shows a web browser window with the URL <http://www.connect1.godrej.com/StdQuotation/fmTransactionEntry.aspx>. The page header includes the Godrej Interio logo and the text "Customer Quotation System". A navigation menu contains "Home", "Master", "Transaction", "Query", and "Logout". A "Login: vjyer" link is visible in the top right.

Below the navigation menu, a note states: "Note - 1. All mandatory fields are indicated by a BLUE asterisk (*) mark 2. Please select / enter at least one Model to proceed further." The main form is titled "Transaction Entry" and contains the following fields:

- Product Line :** A dropdown menu with "--Select--" selected. A list of options is shown: DESKING, SEATING / HOME URBAN, SERVICE, HOME FURNITURE AND STORAGE / DESKING, HOME STORAGE, and BHAGWANPUR SEATING.
- Model Name :** A text input field with a search icon to its right.
- Description :** A text input field.
- Price :** A text input field.
- Quantity :** A text input field with the value "1".
- Discount (%) :** A text input field.
- Final Price :** A text input field with the value "0.00".
- Image :** A text input field.

Below the form, there are "Insert" and "Cancel" buttons. A note reads: "Please Note - The products in Final Quotation will be listed as per the sequence of data entry".

The "Cart Details" section at the bottom shows:

- Octroi/Entry Tax/Local levies (%): 0
- Value Added Tax (VAT) (%): 14.00
- Total Price of models: 0.00
- A checkbox labeled "Display Grand Total Inclusive of Octroi/Entry Tax/Local levies and VAT" is currently unchecked.

iii. This form consists of the following fields

1. Product Line : Choose the product line from which you want to select a particular item (Desking seating/ Home Urban, Service, Home furniture & Storage/ Desking, Home storage, Bhagwanpur Seating)
2. Model Name : Enter the model name. Please note that the model name associated with the product line entered will only be available to choose in this field. You may click on the button next to the model Name field to choose from the items. You can search the item with its name, item description and item code. Image as shown below

Popup - Windows Internet Explorer

	High Back Chair	tilt mechanism • Upright position locking • Tilt tension adjustment • Comfortable fixed Armrest • Cushioned Seat & Back • 5 Pronged Metal Pedestal	
Select	7001D Regency High Back Chair	• Pneumatic seat height adjustment • Centre tilt mechanism • Upright position locking • Thicker Cushion for better comfort • Tilt tension adjustment • Soft top fixed armrest • Cushioned seat & back • 5 pronged nylon pedestal	FU7001DXV01SXXXX
Select	7002 Premium Mid Back Chair	• Pneumatic seat height adjustment • Centre tilt mechanism • Upright position locking • Tilt tension adjustment • Comfortable fixed Armrest • Cushioned Seat & Back • 5 Pronged Nylon Pedestal	FU7002XXV01SXXXX
Select	7002D REGENCY MID BACK CHAIR	• Pneumatic seat height adjustment • Centre tilt mechanism • Upright position locking • Thicker Cushion for better comfort • Tilt tension adjustment • Soft top fixed armrest • Cushioned seat & back • 5 pronged nylon pedestal	FU7002DXG05SXXXX
Select	7101R Premier Exe High Back Chair	• Pneumatic seat height adjustment • Centre tilt mechanism • Upright position locking • Tilt tension adjustment • Comfortable fixed Armrest • Cushioned Seat & Back • 5 Pronged Nylon Pedestal	FU7101RXV01SXXXX
Select	7102R Premier Exe Mid Back Chair	• Pneumatic seat height adjustment • Centre tilt mechanism • Upright position locking • Tilt tension adjustment • Comfortable fixed Armrest • Cushioned Seat & Back • 5 Pronged Nylon Pedestal	FU7102RXV01SXXXX
Select	7201R Earl High Back	• Pneumatic seat height adjustment • Centre tilt mechanism • Upright position locking • Tilt tension adjustment • Soft top fixed Armrest • Cushioned Seat & back • 5 Pronged Nylon Pedestal	FU7201RXV01SXXXX

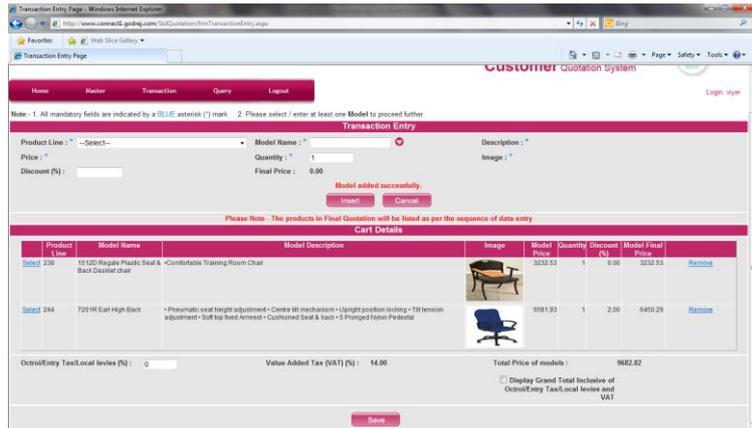
1 2

Search:

Model No	<input type="text"/>
Description	Centre tilt
Item Code	<input type="text"/>

[View](#) [Cancel](#)

3. As soon as you choose the name and the quantity, the item description, the image and the price will be generated automatically by the system.
4. Discount: You may enter the discount you wish to provide to the customer in the discount field. This can be done item wise.
5. Press on the insert section to add it to the cart.
6. To add more items, follow the same procedure and keep inserting it. You may view the cart details below the selection fields which will give you information on the products that you have added as shown in the fig below



7. In case local taxes are applicable, please enter the % of taxes in the Octroi/ local levies (%) field.

8. To save the quotation after entering the product details, press on save.

iv. Terms & Conditions section :

1. All the terms and conditions are optional. You may either choose to keep it or may choose not to depending upon your need. In case you want to add any other T&C, you have the option to type in point number 16.

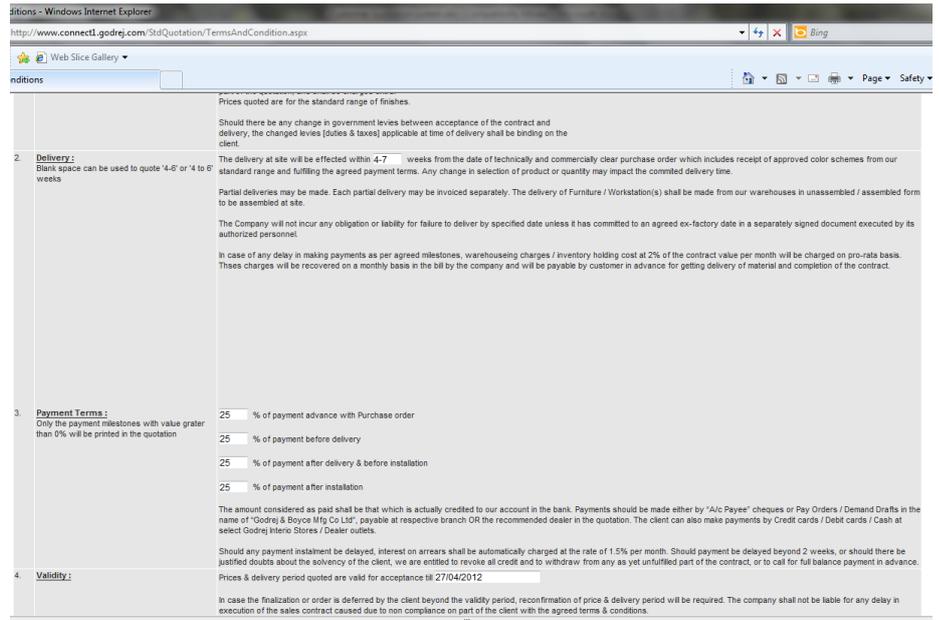
		<p>assignment on the goods purchased from us until he pays full money to us. Deposition by way of security, mortgage and assignments of any right may only be entered into by the client with our prior written consent. We are to be notified immediately of any action taken by third parties in respect of the reserved goods.</p> <p>As long as the client meets his obligations and commitments towards us as per the contract, he may dispose of the reserved goods under this clause according to normal business practice and collect the assigned rights himself.</p> <p>Should we regard the realization of our rights as being endangered, the client must, should we so demand, facilitate our repossession of the reserved goods or inform his purchasers of the transfer of the rights and hand over all necessary documentation to us.</p>
12.	<input checked="" type="checkbox"/> Breach :	In case of default by the client to any of the above terms and conditions, we may rescind the contract and take back the goods. We may claim rent and damages for use of the goods, plus legal costs and transportation costs. Further claims for improper use of the goods remain.
13.	<input checked="" type="checkbox"/> Force Majeure :	Neither party shall be liable to the other if, and to the extent, that the performance or delay in performance of any of its obligations under this Agreement is prevented, restricted, delayed or interfered with due to circumstances beyond the reasonable control of either Parties, including but not limited to, fire, floods, explosions, epidemics, accidents, acts of God, wars, riots, strikes, lockouts, or other concerted acts of workmen, acts of Government and/or shortages of materials. The Party claiming an event of force majeure shall promptly notify the other Party in writing, and provide full particulars of the cause or event and the date of first occurrence thereof, as soon as possible after the event and also keep the other Party informed of any further developments. The Parties shall use its best efforts to remove the cause of non-performance, and both the Parties shall resume performance hereunder with the utmost care when such cause is removed unless the Agreement is terminated.
14.	<input checked="" type="checkbox"/> Arbitration :	All disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.
15.	<input checked="" type="checkbox"/> Jurisdiction :	The prevailing Party in such arbitration shall be entitled, in addition to the fees and expenses of arbitration, to its reasonable attorney's fees, as determined by the arbitrators in the award and all other costs and expenses of enforcement of the arbitrator's award. Judgment upon any award of the arbitrators may be entered by any Court having jurisdiction thereof.
16.	<input type="checkbox"/> LD	The place of jurisdiction shall be Mumbai, Maharashtra, India and the laws of India shall apply. In case of Late delivery, _____

Thanking you, and assuring you of our best services always.

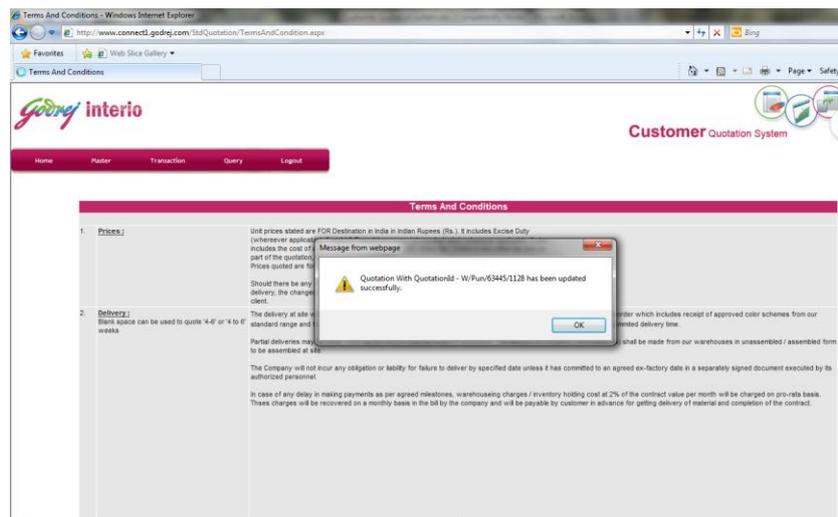
Your's faithfully,
Venkatesh Iyer
For Godrej & Boyce Mfg. Co. Ltd.

Generate

2. In the T&C nos 2, you need to enter delivery lead time manually e.g. 4-7 weeks etc. In T&C no 3, you need to mention Payment terms. Please note that the payment term should add on to 100 % else the system will not move further when you save the quotation. This is as shown in the figure below



- Click on Generate to Generate the quotation. Quotation ID Number will be generated by the system. The message box as shown below will appear in the system.



- As soon as you click on OK, the quotation is generated.
- In order to export this option in PDF, click on the export option on top of the quotation. In order to print the quotation, click on print option on top of the quotation. Pls refer figure below



4) Query : There are 2 types of queries available. Move your cursor on the Query tabs to view the two Options. The two options are as below

- a. Revised quotation Details : This query is specifically made to track the number of revisions made on a particular quotation. There is no mandatory field. But if you know the range Quotation number, you may enter it in the Quotation number from and to and see the details or you may also view the range of quotations made between stipulated dates by entering the dates in the form and To date fields. Refer fig below. The version column denotes the number of times of revision of the quotation. You may sort the quotation as per Quotation ID, Version number, Organisation, revised on, revised by, quotation active/expired & quotation expiry date by clicking on the respective heading of the table which displays details.

The screenshot displays the 'Revised Quotation Details' page in a web browser. At the top, there is a navigation menu with 'Home', 'Master', 'Transaction', 'Query', and 'Logout'. The main content area is titled 'Revised Quotation Details' and contains a search form with the following fields:

- Quotation Date: From: [] To: []
- Quotation ID: From: [] To: []
- Zone: WEST
- Product Line: Selected
- Segment: Selected

Below the search form are 'View' and 'Reset' buttons. The main data is presented in a table with the following columns: Quotation ID, Version No, Organization, Revised On, Revised By, Quotation Active / Expired, and Quotation Expiry Date. The table contains 10 rows of data, each with a 'View' link. At the bottom of the table is an 'Export to Excel' button.

View	Quotation ID	Version No	Organization	Revised On	Revised By	Quotation Active / Expired	Quotation Expiry Date
View	WIPun-93291828	1	BHATIA RAL BALEE CO LTD	18/02/2012	Neha Verma	EXPIRED	03/03/2012
View	WIPun-041584	1	Brembo India Ltd	30/09/2011	Anind Joshi	EXPIRED	30/07/2011
View	WIPun-041584	2	Brembo India Ltd	30/09/2011	Anind Joshi	EXPIRED	30/07/2011
View	WIPun-041584	3	Brembo India Ltd	30/09/2011	Anind Joshi	EXPIRED	30/07/2011
View	WIPun-0415589	1	BRODGESTONE INDIA PVT LTD	07/6/2012	Anind Joshi	EXPIRED	09/02/2012
View	WIPun-93291483	1	q& b	18/12/2011	Neha Verma	EXPIRED	01/03/2012
View	WIPun-93291483	2	q& b	31/01/2012	Neha Verma	EXPIRED	01/03/2012
View	WIPun-93291891	1	S&B	31/01/2012	Neha Verma	EXPIRED	01/03/2012
View	WIPun-934451121	1	SMTEST	16/04/2012	Vishwesh Iyer	ACTIVE	28/04/2012
View	WIPun-0500500	2	Grupo Antolin Pune Pvt Ltd	15/09/2011	Chaitanya Pramod	EXPIRED	15/07/2011

- b. Quotation Details : This is to view the latest revised quotations. There is no mandatory field. But if you know the range Quotation number, you may enter it in the Quotation number from and to and see the details or you may also view the range of quotations made between stipulated dates by entering the dates in the form and To date fields. Refer fig below.

Quotation Details - Windows Internet Explorer
 http://www.connect1.gdcrej.com/StdQuotation/QryQuotationDetails.aspx

Quotation Details

Home Master Transaction Query Logout Login: vyjer

Quotation Details

Quotation Date: From To
 Zone: WEST Branch: Pune Branch
 Product Line: Select Organization: Select
 Segment: Select

View Reset

Quotation Id	Product Line Category	Model No	Model Description	Model Quantity	Total Price	Customer Name	Organization	Zone	Branch	Quotation Date	Created By	Quotation Active / Expired	Quotation Expiry Date
WIPun12749/101	HOME FURNITURE AND STORAGE / DESKING	VSDU 2	VSDU 2 PL PVC TOP	2	21081.90	sauer danfos ltd	sauer danfos ltd	WEST	Pune Branch	05/07/2011	himanshu	EXPIRED	05/07/2011
WIPun26914/531	SEATING / HOME URBAN	Bravo Visitor	- Bravo Visitor Chair - Cushioned Seat & Back - Fixed Armrest	1	4127.50	OIL INDIA LIMITED	OIL INDIA LIMITED	WEST	Pune Branch	31/01/2012	manan	EXPIRED	01/03/2012
WIPun5402/103	SEATING / HOME URBAN	E-Sense with Adj Armrest	- Pneumatic seat height adjustment - Permanent contact tilt mechanism - Upright locking - Tilt tension adjustment - Soft top adjustable armrest - Cushioned seat & back - 5 Pronged metal pedestal	1	8548.87	Vishal Kaduskar	Sparsh Interiors	WEST	Pune Branch	05/07/2011	visdas	EXPIRED	05/07/2011
WIPun5402/103	SEATING / HOME URBAN	Gallop Mid Back	- Pneumatic seat height adjustment - Tilt tension adjustment - Back height adjustment - 6 position tilt limiter Moulded PU foam cushioned seat & back - Height, width, pivot, to-fo adjustable armrest - 5 pronged nylon pedestal - Gallop Mesh-Kines tilt synchronous mechanism 4 position locking Moulded PU foam cushioned seat Mesh back	1	9087.83	Vishal Kaduskar	Sparsh Interiors	WEST	Pune Branch	05/07/2011	visdas	EXPIRED	05/07/2011
WIPun5402/103	SEATING / HOME URBAN	Swing High Back (Adj)	- Pneumatic seat height adjustment - Soft lumbar support - 2 Synchronous tilt mechanism - 3 position locking -	1	5456.53	Vishal Kaduskar	Sparsh Interiors	WEST	Pune Branch	05/07/2011	visdas	EXPIRED	05/07/2011

Done Local intranet | Protected Mode: Off 95%