Customer Quotation System - User manual

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

2) Click on Customer Quotation System

You will see 5 Options

- 1) <u>Home –</u>
 - a. At any point of time, if you want to return to the home or the starting page, click on Home.

2) <u>Master –</u>

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 <u>Maintain Personal Info</u>. 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

lodrej	interio				Customer Quotation Sy	stem
Home	Plaster 1	Transaction Query	Logout			Login wye
- All Mandatory	fields are indicated by:	a BLUE asterisk (*) mark	Maintain Personal	Information		
		Name*	Venketesh Iver			
		Designation *	Manager			
		Phone No *	9920856458			
		Email ID *	viyer@godrej.com			
		Website	www.godrej.com			
		Additional Info	Fax Number - 123456587	*		
		Payment To Be Made (Name) *	Godrej & Boyce MFG Co Ltd.			
			Savo	Raset		

- 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, <u>www.godrej.com</u>
- 6. Additional Info (This tab is optional): Any other information e.g. Fax number etc.
- 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.
- 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. <u>Customer Registeration –</u>

 Move the cursor to the Master tab and click on Customer Registeration 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			
	4		Þ	

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

Customer Code	0
	Kindly leave this field blank in case of new Customer Registration.
Customer Name*	Ram
Designation *	GM Facility Management
Organization *	TCS
Organization Address *	TCS Powal Munibal Message from webpage
Delivery Address *	TCS Andheri Mumbai Customer registered successfully, Customer Code is W/Pun/1163. OK
Contact No	646842646
Recommended by	Saurav Ganguly
State *	Madhya Pradesh 🗸
Segment *	π •
Subject *	Quotation for chairs and tables

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 <u>Customer Code</u> 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.

Transaction by a BLUE asterisk (*) mark	Query Logout	Maintain Cust	tomer Registration	Button t already i custome	o generate registered rs List	
				Popup - Windows In	nternet Explorer	
Customer Code	Kindly leave this field blank in	case of new Customer Registration.		comact system Aurin	Select Customer Code	*
Customer Name*						
Designation *				Search:		
Organization *				Customer Code	W/Pun/1163	
Organization Address *			*	Customer Name		
				Customer Organization	TCS	
				View	Cancel	
			*			
Delivery Address *			^			

- 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 Mas	ter Transaction	Query	Logout				Login
- All Mandatory fields a	are indicated by a BLUE asteris	sk (*) mark					
				Quotation Entry			
				Customer Details			
Quotation Id	•	Kindly leave this fi	eld blank in case of new Q	uotation Generation.			
Customer Code*	W/Rai/679	O C	ustomer Name*	Jindal Steel Plant Limited		Designation*	The Manager
Organization*	Jindal Steel Plant Limite	0	rganization Add*	Jindal Steel Plant Limited Raipur, Chhattisgarh	* *	State*	Chhattisgarh 🗸
Kind Attention*							
Subject*	Quotation against your enqu	iry no:-2010043628		А Т			
Dear	Sir 👻						
Opening Paragraph of Quotation *	We thank you for inviting us associated as a vendor to th We are glad to inform you th FURNITURE MANUFACTUP Use this 1000 character ope	to quote against you is project. at Godrej Interio has RER in the country to n field as per require	r enquiry/requirement for C been awarded the coveted acquire this internationally ment	Mice Furniture products for your upcoming Projec I ISO-9001 Certificate by RWTUV, Germany. God recognized label.	t and we will be proud to Irej Interio is the FIRST (DFFICE	
Quotation Date*	18/04/2012	Q	uotation Expiry Date*	27/04/2012			
Probability*	Select						
Special Remarks	Select 25% 50% 75% 000 character	s for giving details lik	e R.C reference, special di	scounts applied, incidence of local taxes, docum	entary requirements for	availing tax exemp	tions, order placement on dealers and

- Customer Code : This is the registration code which was generated during customer registeration. 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.
- 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

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🚖 Favorites 🛛 😭	👔 🙋 Web Slice Gallery 👻						
6 Transaction Entry F	Page					🦄 👻 🖂 👘 👻 Page 👻 Safety 👻 Tools 👻 (0-
Godrej	interio					Customer Quotation System	
Home	Master Tr	ansaction Query	Logout			Login: viy	er
Note:- 1. All mandate	ory fields are indicated by	a BLUE asterisk (*) mark	2. Please select / enter at least	one Model to proceed	I further.		
				Transaction En	ntry		
Product Line : *	Select		 Model Name : * 	•)	Description : *	
Price : *	Select DESKING		Quantity : * 1			Image : *	
Discount (%) :	SEATING / HOME UR	BAN	Final Price : 0.00				
	HOME FURNITURE A HOME STORAGE	ND STORAGE / DESKING		Insert Ca	ancel		
	BITTOTT THE OTTOEN	Ple	ase Note - The products in Fin	al Quotation will be	listed as pe	er the sequence of data entry	
				Cart Details	1		
Octroi/Entry Tax	/Local levies (%) : 0		Value Added Tax (VA	T) (%) : 14.00		Total Price of models : 0.00	
						Display Grand Total Inclusive of Octroi/Entry Tax/Local levies and VAT	

- iii. This form consists of the following fields
 - Product Line : Choose the product line from which you want to select a particular item (Deskingm 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 - V	Vindows Internet	Explorer	-
	High Back Chair	tilt mechanism • Upright position locking • Tilt tension adjustment • Comfortable fixed Armrest • Cushioned Seat & Back • 5 Pronged Metal Pedestal	
<u>Select</u>	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
<u>Select</u>	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
<u>Select</u>	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
<u>Select</u>	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
<u>Select</u>	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 Pedastal	FU7102RXV01SXXXX
<u>Select</u>	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 <u>2</u>			
Search: Model N	0		
Descript	ion Centre tilt		
Item Coo	le		
		ncel	

- 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

Transaction Entry Pa	ge - Windows Internet Explore		and the second second	and the second division in which the				- 10.		000	2 X
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					Cusic	лпег	Quotat	on Syste	5m	9	
Home	Master Trans	uction Query	Logout							Login	viyer
te:- 1. All mandato	rry fields are indicated by a E	BLUE asterisk (*) mark 2. P	Please select / enter at least one M	lodel to proceed further.							_
Product Line : *	Colort		Model Name : *	C C	Description (_
Price : *			Quantity : 1		Image : *						
Discount (%) :			Final Price : 0.00								
			Mode	el added successfully.							
		Please	Note - The products in Final Qu	station will be listed as per the Cart Details	sequence of data en	ny					
Product	Model Name		Model Description		Image	Model	Quantity	Discount	Model Final		
Belect 238	1512D Regale Plastic Seat & Back Desklet chair	-Comfortable Training Room (Char		M	3232.53	1	0.00	3232.53	Remove	
Select 244	7201R Earl High Back	Preumatic seat height adjus adjustment - Soft top fixed Am	itment - Centre till mechanistm - Upri mest - Cushioned Seat & back - 5 Pri	ght position locking - Till tension onged Nylon Pedestal	-	6581.93	1	2.00	6450.29	Remove	
Octroi/Entry Tax	Local levies (%) : 0		Value Added Tax (VAT) (%): 14.00	Total Pric	e of model	la :	96	82.82		
					Disp Octroi	lay Grand 1 /Entry Taxi	Total Incl Local lev	isive of les and VAT			
				Save							

- 7. In case local taxes are applicable, please enter the % of taxes in the <u>Octroi/ local levies (%) field.</u>
- 8. To save the quotation after entering the product details, press on save.
- iv. Terms & Conditions section :
 - 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.

		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.
		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.
		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.
12.	✓ 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.	✓ Force Majeure :	Neither party shall be liable to the other if, and to the extent, that the performance or delay in performance or dany of its obligations under this Agreement is prevented, extended, extended and exte
14.	Ø Arbitration :	All disputes or difference whatsever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach threef shall be setted by advitation in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the ward made in pursuance thereof shall be binding on the parties. The provaling Party in such arbitration shall be eritled, in addition to the free and expenses of arbitration to the reasonable attorney's fees, as determined by the arbitrations 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 erited by any Count haning unsidention thereof.
15.	Jurisdiction :	The place of jurisdiction shall be Mumbai, Maharashtra, India and the laws of India shall apply.
16.	LD	In case of Late delivery
Thar You Ven	iking you, and assuring you of our best services 's faithfully, xetesh Iver	ahrays.
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 % elase the system will not move further when you save the quotation. This is as shown in the figure below

ditio	ns - Windows Internet Explorer	THE R. LOW CO., LANSING, MICH. MICH. LANSING, MICH.			
http	//www.connect1.godrej.com/StdQuotation/T	ermsAndCondition.aspx	- + ×	🔁 Bing	
nditi	web Slice Gallery ▼				age 🕶 Safety
		Proce quieted are for the standard range of finahes. Should there be any change in government levies between acceptance of the contract and delivery, the changed levies (duces & taxes) applicable at time of delivery shall be binding on the chert.	<u>.</u>		
£.,	Blunk space can be used to quote 4.47 or 4 to 6 weeks	Interdenzy is alse will be interdent within 1-7 minores from the asis of technicity will contract cary cary particular publicate down within those and an advance in a section of product or auxish ray minores the commendate delivery im Partial delivery im the material delivery may be involved separately. The delivery of Furniture / Workatalon(s) shall be made for too is assemble at set. The Company will not nour any obligation or lability for failure to deliver by specified date unless it has committed to an agreed ex-factory data indicates of any delivery in making payments as per spread mitestonew, warehouseing charges / inventory holding cost al 2% of the contract vir Thase charges will be recovered on a monthly basis in the bill by the company and will be payable by customer in advance for getting deliver thases charges will be recovered on a monthly basis in the bill by the company and will be payable by customer in advance for getting deliver the second of the payable by customer in advance for getting deliver the second of the payable by customer in advance for getting deliver the second of the payable by customer in advance for getting deliver the second of the payable by customer in advance for getting deliver the second of the payable by customer in advance for getting deliver the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the payable by customer in advance for getting deliver to the second of the payable by customer in advance for getting deliver to the payable	e, m our warehouse ate in a separately ilue per month will ry of material and	s in unassembled / ai signed document ex be charged on pro-r- completion of the co	rom our ssembled form ecuted by its sta basis. stract.
3.	Payment Terms : how the payment mesones with value grater than 0% will be printed in the quotation	25 % of payment advance with Purchase order 26 % of payment before delivery 27 % of payment before delivery 28 % of payment advance with Purchase order 29 % of payment advance with Such advance with Purchase order 29 % of payment advance with Such advance with Purchase order with Purchase order 29 % of payment advance with Such advance with Purchase order 20 % of payment advance with Such advance with Such advance or payments about the made either by 'Alc' name of 'Oddre's Boyce M'g Co Ltr', payment advance with Revenue or payment before the such advance or payment be	Payee" cheques o payments by Cred It be delayed beyo intract, or to call f	r Pay Orders / Demar It cards / Debit cards nd 2 weeks, or shou pr full balance payme	d Drafts in the / Cash at d there be nt in advance.
4.	<u>Validity :</u>	Prices & delivery period quoted are valid for acceptance till 27/04/2012 In case the finalization or order a deferred by the cleft beyond the validity period, reconfirmation of price & delivery period will be required execution of the advances contract caused due to non compliance on pair of the cleft with the agreed terms. A conditions.	The company sha	Il not be liable for any	delay in
100					

 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.

Terms And Conditions - Windows Internet Explorer	and the second s	
Inttp://www.connectl.godrej.com/StdQuotation/Te	nsAndCondition.aspx	▼ ↔ × 🖻 Bing
😭 Favorites 🔹 🙆 🖉 Web Slice Gallery 🕶		
C Terms And Conditions		😭 🕶 🔯 👻 🖾 ngn 💌 Page 🕶 Safet
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	Terms And Conditions	
 Prices; Definery; Definery; an its used to quelle "46" or "4 to 6" write; 	In provide data or fold celebation in hold in Indea Rupes (R). I includes Dates Day statistics in a cartification of the state of the	The second secon

- 4. As soon as you click on OK, the quotation is generated.
- 5. 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.

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Master	Transaction	Query	Logout					
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	A CONTRACTOR							
	Quotation Date		From			To		
	Quotation id		From			To		
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	Au CONT			IVE31		Di annoni	CALLO CHIGHIGH	
	Product Line			Select		Organization	Select	
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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.

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						Quotation D	etails					
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	Quotation Date		From				То					
	Zone			WE	ST		Branch		Pune Branch			
	Product Line			Se	elect		 Organization 		Select		-	
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Quotation	d Product	Model No	Model Description	Model	Total Price	Customer Name	Organization	Zone	Branch	Quotation Creater	d Quotation	Quotation Expiry
	Category	=									Expired	Date
W/Pun/12749	FURNITURE	E PL PVC	VSDU 2 PL PVC TOP	2	21081.90	sauer dantos Itd	sauer dantos Itd	WEST	Pune Branch	05/07/2011 himansh	u EXPIRED	05/07/2011
	AND STORAGE	TOP										
W/Duo/28914	DESKING	Brown	Provo Vicitor Chair, Curbinged Seat	1	4127.60			WEST	Pupe Brooch	21/01/2012 monop	EVPIPED	01/02/2012
W/Fuh/20314	HOME	Visitor	& Back - Fixed Armrest	1	4127.00	OIL INDIA LIMITED	OIL INDIA LIMITED	VIEST	Pune branch	31/01/2012 manan	EXPIRED	01/03/2012
W/Pun/5402	103 SEATING /	E-Sense	Pneumatic seat height adjustment -	1	8548.67	Vishal Kaduskar	Sparsh Interiors	WEST	Pune Branch	05/07/2011 vvsdas	EXPIRED	05/07/2011
	HOME	with Adj ArmresT	Permanent contact tilt mechanism • Upright locking • Tilt tension									
			adjustment · Soft top adjustable									
			Pronged metal pedestal									
W/Pun/5402	103 SEATING / HOME	Gallop Mid Back	Pneumatic seat height adjustment Tilt tension adjustment Back height	1	9087.83	Vishal Kaduskar	Sparsh Interiors	WEST	Pune Branch	05/07/2011 vvsdas	EXPIRED	05/07/2011
	URBAN		adjustment • 5 position tilt limiter Moulded PU foam cushioned seat &									
			back - Height, width, pivot, to-fro									
			pedestal • Gallop Mesh- Knee tilt									
			support and the second se									
			locking Moulded PU foam cushioned									
W/Pup/8400	102 SEATING /	Swing	looking Moulded PU foam cushioned seat Mesh back	1	8488 82	Viebal Kaduelor	Soorth Interior	WEGT	Pupe Bronch	05/07/2011 verdet	EVPIPED	05/07/2011
W/Pun/5402	103 SEATING / HOME	Swing High	locking Moulded PU foam cushioned seat Mesh back • Pneumatic seat height adjustment • Soft lumber support • Z Synchronous	1	5456.53	Vishal Kaduskar	Sparsh Interiors	WEST	Pune Branch	05/07/2011 vvsdas	EXPIRED	05/07/2011