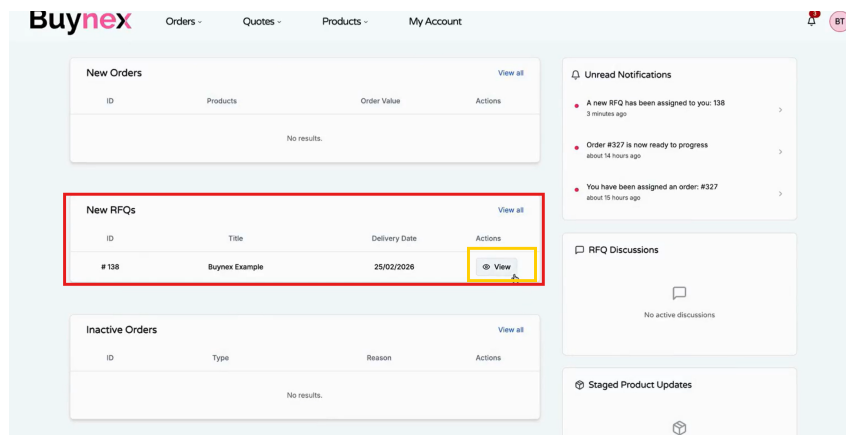


Training Guide SUS012: Create a Custom Request Quote

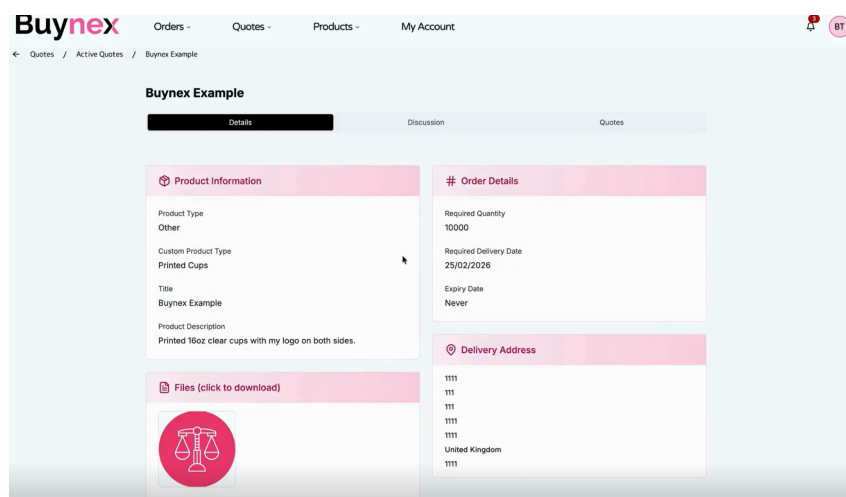
Learn how to review a custom request and submit a quote with pricing and delivery details.

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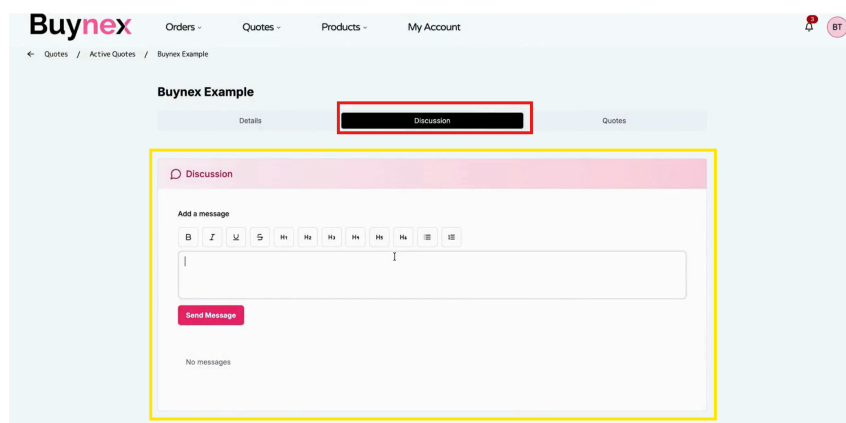
Step 1: When a custom request is submitted, you'll receive an email notification and can view it from the homepage



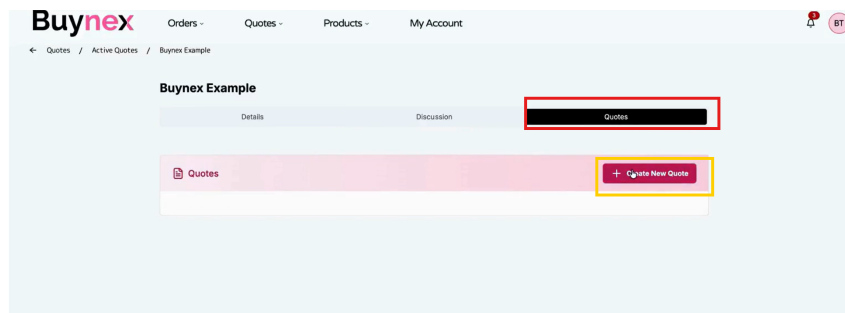
Step 2: Click View to open the request and review



Step 3: Use the Discussions tab to ask questions or request clarification



Step 4: Go to the Quotes tab and click Create New Quote



Step 5: Enter your pricing, quantity, cost and other details

Step 6: Click Save

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