

# Oracle: Generate a Copy of Your Quote

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Tech Arch Application Training



## Document Revision History

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Date	Version	Description
09/08/2017	0.1	Draft
09/11/2017	1.0	Publish
03/31/2020	2.0	Updated screenshots



# Generate a Copy of Your Quote

A quote submitted in Oracle can be exported to pdf if desired. To do this,  
 1. Click on the response number of the quote you'd like to export.

**Negotiations**

Search Open Negotiations:  Title

Welcome, KEVIN J.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
6259	Resubmission Required			Lead Abatement - MI	RFQ	8 days 21 hours	<input type="checkbox"/>	0
6251	Active			Lead Abatement Svcs - IL Loc	RFQ	0 seconds	<input type="checkbox"/>	0
5244	Active	02		Lead Abatement Svcs - TN Loc	RFQ	0 seconds	<input type="checkbox"/>	0
3243	Active	02		Lead Abatement - IL	RFQ	0 seconds	<input type="checkbox"/>	0

Negotiation has been amended and requires your action to be considered for award.

**Your Company's Open Invitations**

Supplier Site	Negotiation Number	Title	Type	Time Left
		Lead Abatement - MI	RFQ	8 days 21 hours

Quick Links

**FYI!** If the **Negotiation Number** is selected, the steps outlined below will generate a copy of the RFx, not your submitted proposal.

2. In the Actions field, select **Printable View**.

Actions

- Online Discussions
- View Quote History
- Printable View

3. Save the output to a local drive when prompted with the file download message.

TIP All prices are in USD.

Quote Total (USD) 11,850.00

Show All Details | Hide All Details

Details Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Need-By Date	Promised Date	Line Active Total Quotes
Show 1.1 M1		No Bids								3,000.00 0
Show 1.1.1 Lead Abatement	999999999	No Bids			100 Square Yard	30		30 02-Oct-2017 14:29:12 to 31-Dec-2017 00:00:00	31-Dec-2017 00:00:00	3,000.00 0
Show 2.1 M2		No Bids								4,050.00 0
Show 2.1.1										

Do you want to open or save 14405\_1\_6259\_RESPONSE\_US.pdf from erp24.it.att.com?

4. Once saved, open it. The quote will be presented in the format specified.

