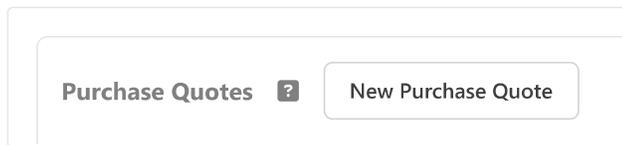


Purchase Quotes

The **Purchase Quotes** tab in Manager.io allows you to request and keep track of quotes from various suppliers before deciding to make a purchase. This feature keeps all your purchase quotes organized in one place, making your procurement management more efficient and effective.

Creating a New Purchase Quote

To create a new purchase quote, click the **New Purchase Quote** button.



Purchase Quotes Tab Columns

The **Purchase Quotes** tab features several columns to help you manage your quotes:

- **Date:** The date on the purchase quote.
- **Reference:** The reference number for the purchase quote.
- **Supplier:** The name of the supplier who provided the purchase quote.
- **Description:** A description of the purchase quote.
- **Amount:** The total sum of the purchase quote.
- **Status:** The current status of the purchase quote.

Status Details

The status of a purchase quote can be set to:

- **Active:** If the purchase quote is linked with at least one purchase order or purchase invoice.
- **Accepted:** When the purchase quote has been accepted.
- **Cancelled:** When the purchase quote has been cancelled.

Use these columns to monitor and manage your purchase quotes effectively, ensuring a streamlined procurement process.