



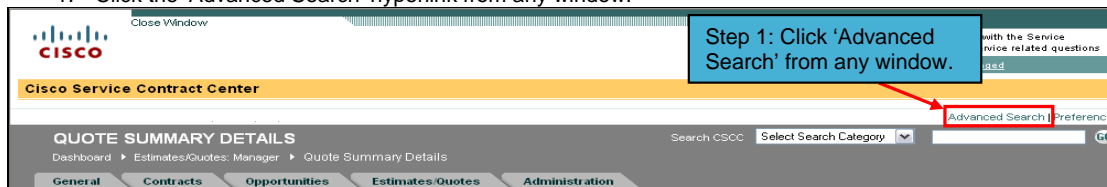
Ordering Multiple Quotes

Objective: This tip sheet will show you how to order multiple quotes in a batch instead of ordering each quote individually. This will help when you need to order multiple quotes under a single Purchase Order and Sales Order number.

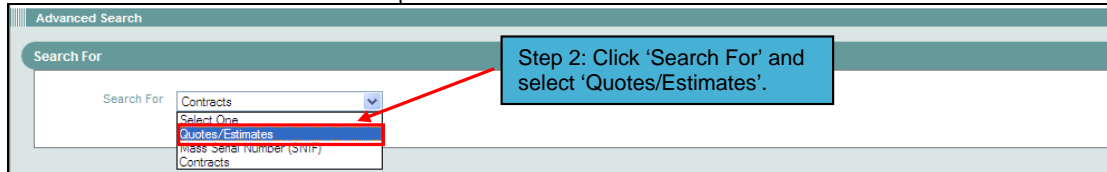
Steps to Order Multiple Quotes in a batch in CSCC:

This example uses Advanced Search to filter for specific 'Valid' quotes for ordering. This can also be done using the Quote Manager filters, selecting the quotes that display and selecting 'Proceed to Order' from the Action drop down.

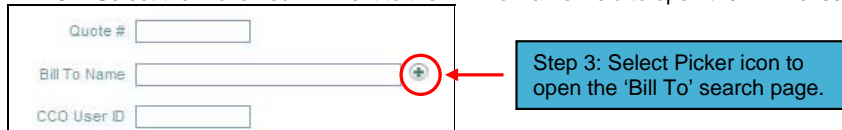
1. Click the 'Advanced Search' hyperlink from any window.



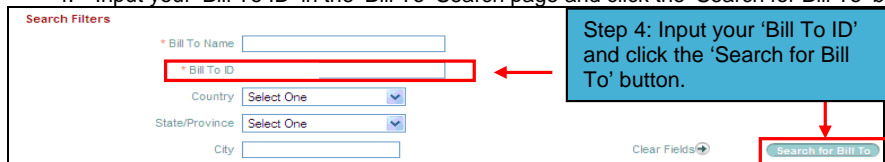
2. The 'Advanced Search' pop-up window will appear. Click the 'Search For' drop down and select 'Quotes/Estimates' from the drop down.



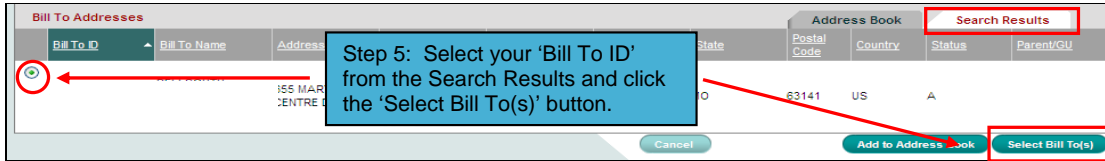
3. Select the Picker icon '+' next to the 'Bill To Name' field to open the 'Bill To' search page.



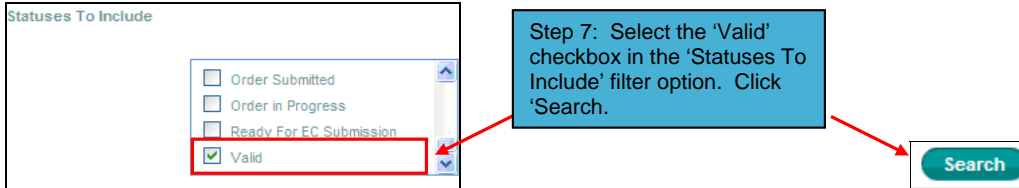
4. Input your 'Bill To ID' in the 'Bill To' Search page and click the 'Search for Bill To' button.



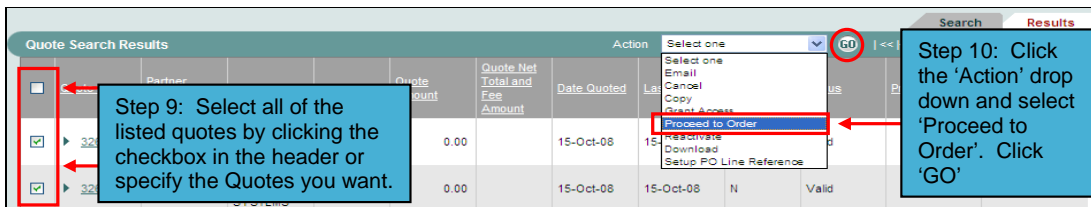
5. Select your 'Bill To ID' from the Search Results and click the 'Select Bill To(s)' button.



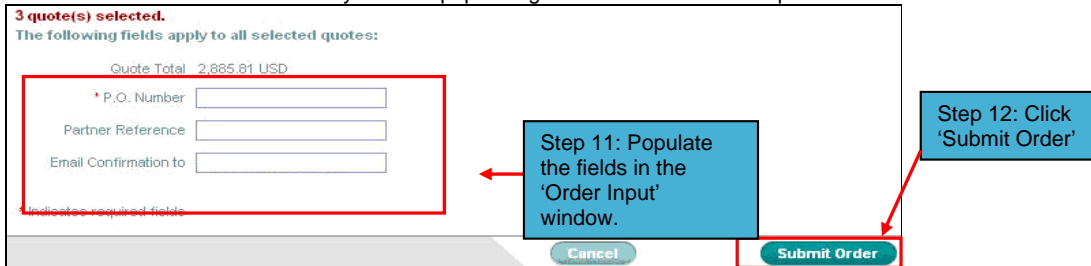
6. Verify that the 'Bill To Name' field in the Advanced Search window is populated with the name of your company.
7. Select the 'Valid' checkbox in the 'Statuses To Include' filter option to search only for all 'Valid' quotes. Quotes must be in a 'Valid' status to proceed to ordering. Click 'Search'.



8. The results appear in the Results tab of the 'Advanced Search' pop-up window.
9. Select all of the listed quotes by clicking the checkbox in the header or specify the Quotes you want.
10. Click the 'Action' drop down and select 'Proceed to Order'. Click 'GO'.
11. The 'Order Input' pop-up window will appear. Populate the fields in the pop-up window.
 - a. Quote Total: This amount is derived by the system based on your quote selections.
 - b. P.O. Number: The purchase order number is mandatory. Only the following special characters are acceptable entries: ~ ` ! # () - _ = + : , . > ? for the PO number field.
 - c. Partner Reference: Your own reference number that will be printed on the Invoice.
 - d. Email Confirmation To: This field will default to the email address on your CCO profile and can be changed.



12. Click 'Submit Order' once you finish populating the fields in the Order Input window.



13. After clicking 'Submit Order', you will receive an on-screen Order Confirmation message and an email confirmation message will be sent to the email address associated with your CCO User ID.

Related Links:
 CSCC Training Website: [Click Here](#)
 Ordering a Single Quote Tip Sheet: [Click Here](#)

Field Code Changed