

# QRG QT.3 - APPROVALS & PROPOSALS



## Approvals

1. Open the Quote needing approval.
2. Click **Preview Approval**.
  - Any approvals needed will be listed on this page.
3. Click **Submit for Approval**.
  - If your quote needs approval from a GM, they will appear in the Approvals Portlet in the Quote.

*Does your quote exceed \$10,000? Then the GM will have to manually approve it.*

## Proposals

4. Once approved, choose **Generate Quote Proposal**.
5. Wait for **Conga Sign** to gather the information and generate the document and agreements.
6. Once done, scroll down to the Files portlet to check the document before proceeding to Customer signing.