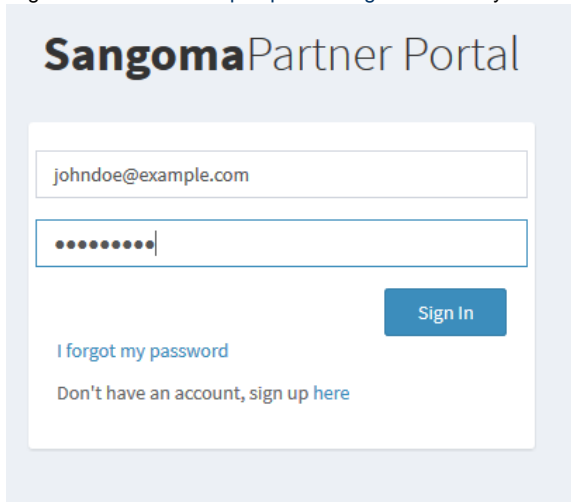
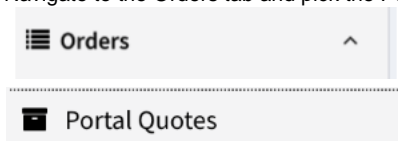


# How to Convert a Quote to a Order

















1. Log into the Portal at <https://portal.sangoma.com>. If you do not have an account, please see [How to Create a Portal Account](#).



2. Navigate to the Orders tab and pick the Portal Quote option





3. From here you will see a list of all the Quotes attached to your account.


Order	Quote Name	Date	By	Organization	Type	Status	Estimated Total	Options
1195720	Tony Lewis Test	2018-04-30	Mike V	Sangoma	Quote	Quote	\$114.85	 
1195721		2017-10-10	Todd	Sangoma	Quote	Quote	\$522.19	 
1195722		2017-10-10	Todd	Sangoma	Quote	Quote	\$415.63	 
1195723		2017-09-29	Todd	Sangoma	Quote	Quote	\$682.50	 
945724		2017-03-03	Tony I	Sangoma	Quote	Quote	\$2,841.33	 
5195725		2015-10-28	Tony I	Sangoma	Quote	Quote	\$2,337.05	 
4195726		2015-10-02	Tony I	Sangoma	Quote	Quote	\$3,500.00	 
3195727		2015-01-05	Mike V	Sangoma	Quote	Quote	\$10,430.21	 

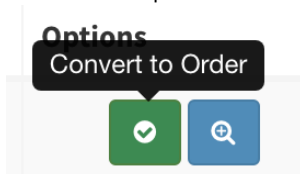
Showing 1 to 8 of 8 entries

Previous Next

4. Click on the Order number on the left hand side if you would like to view the details quote.

Order	Quote Name	Date	By	Organization	Type	Status	Estimated Total	Options
1195720	Tony Lewis Test	2018-04-30	Mike V	Sangoma	Quote	Quote	\$114.85	 

5. To convert the quote to a order and place the order click on the Green Convert to Order button 



6. Provide your payment details and click Pay Order button at the bottom of the page


Accept Quote ×


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### Accepting Quote: **Tony Lewis Test \$114.85**

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Payment Method

Credit Card 

Wire Transfer 

Check 

Terms

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Terms and Conditions

\* By checking this box: 1) I understand that products and services provided by Sangoma Technologies (Sangoma) are non refundable except as specified in [our Refund Policy](#). Any refunds or credits issued for reasons other than those specified will be at the sole discretion of Sangoma. 2) I understand and agree to be billed by Sangoma, and understand that my credit card statements will list Sangoma for all transactions related to the above charges. 3) I agree and authorize this payment and other charges that result in the use of this service whether enabled through this store, any module in FreePBX (such as but not limited to SIPStation) or other places I can enable services. 4) I agree to abide by the [Terms and Conditions](#) in my use of these products and services.

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7. Please see Order Flow process here on how orders flow depending on your payment method you picked [Order Flow Overview](#)