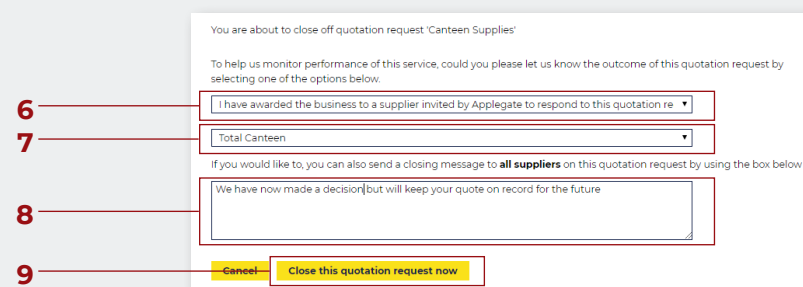
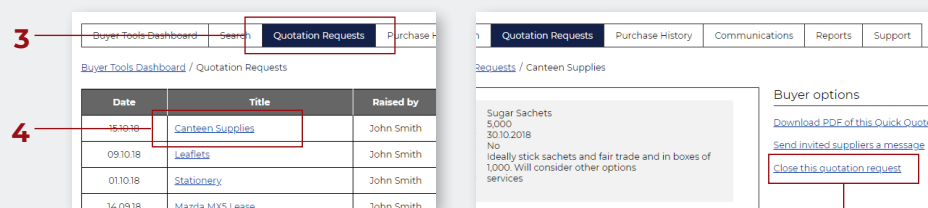
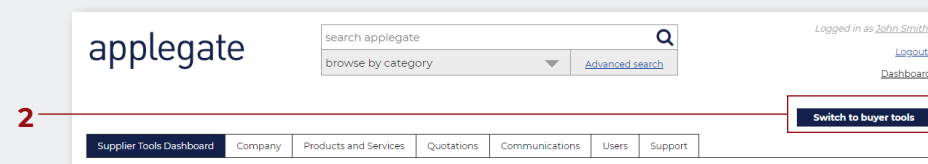


Applegate allows you to close your quotation requests to let suppliers know you no longer require their assistance and have what you needed. This will stop suppliers from submitting further quotations.

1. [Log-in](#) to your Applegate Account using your registered email address and password.
2. Ensure you are on the Buyer tools dashboard. If not, click 'Switch to buyer tools' in the top right section of the page under the 'Logout' and 'Dashboard' buttons to go to the Buyers Tools Dashboard.  
*TOP TIP - You can tell which dashboard you're on by checking the first tab in the horizontal bar*
3. Click the 'Quotation Requests' tab on the horizontal menu.
4. Click on the title of the quote request you wish to close.
5. On the right-hand side of your quotation request page, click 'Close this quotation request' under the 'Buyer options' heading.
6. On the first drop down, select *why* you would like to close your request.
7. If you select 'I have awarded the business to a supplier invited by Applegate to respond to this quotation request', another drop-down listing the Applegate suppliers that were added to your request will appear. Please select the company you have awarded the business to from this list.
8. If you would like to send a message that will go to **ALL SUPPLIERS** then please enter this in the box provided.
9. Click the yellow 'Close this quotation request now'.



Should you have any questions regarding this process, please do not hesitate to contact us by email on [supplier-support@applegate.co.uk](mailto:supplier-support@applegate.co.uk) or phone +44 (0) 345 600 7177.