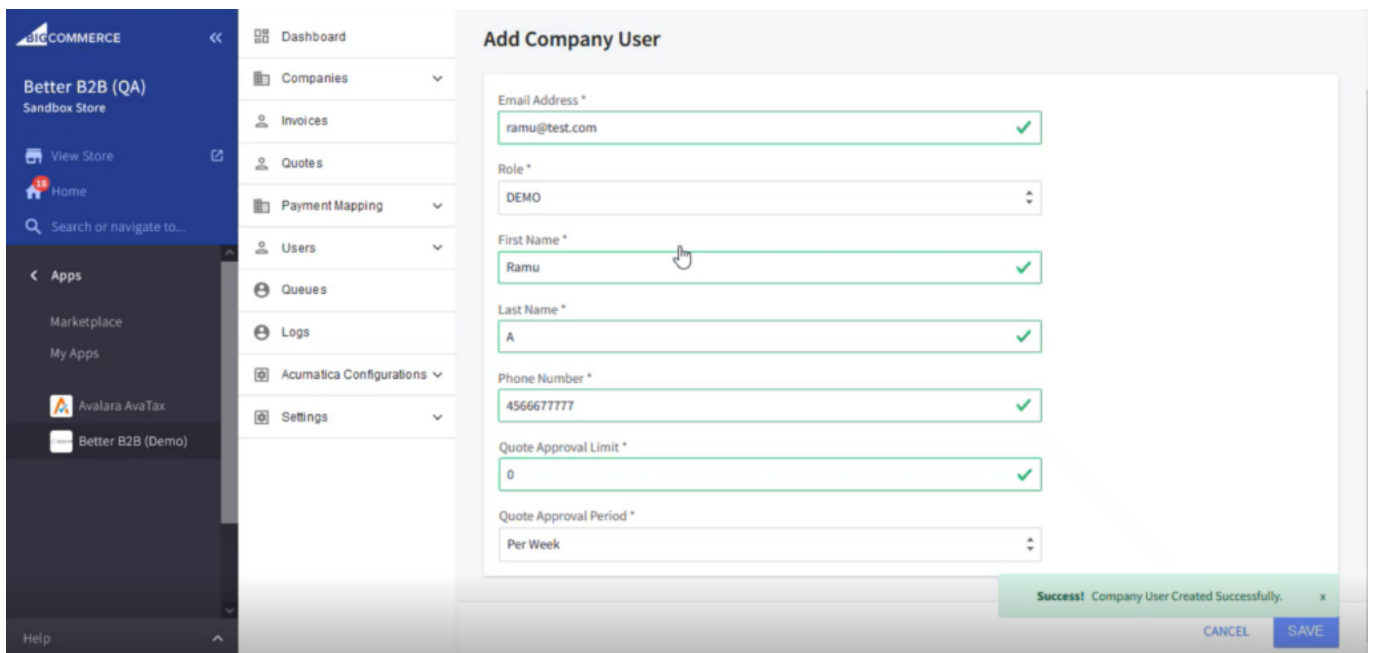# Syncing the Quotes in Acumatica

To sync the Quotes in Acumatica, you need to follow the steps

Step 1: Go to the B2B and select the Company.

Step 2: Within the company create a user role. If you already have User Roles, then you can use that. For explanation, we are creating another issue.

Adding Company User

Step 3: Under User Management the **[User]** should be displayed.

![Kensium BigCommerce B2B Connector logo]

User displayed under User Management

Step 4: Login with the newly created user. Select a Product and click on add to **[Quote].**

Select the Product and click on Add to **Quote**
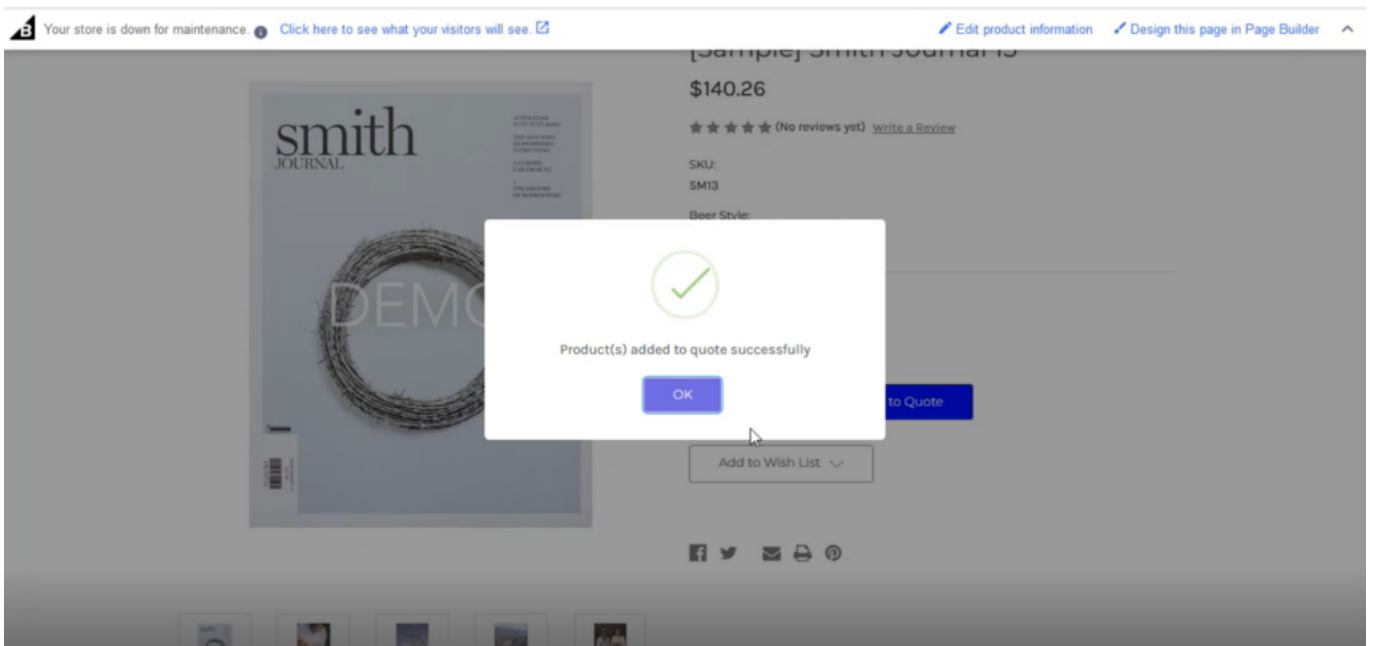
Confirmation Message

Step 5: Go to My Accounts and click on My Quotes. In the My Quote section, you can add and create a quote.

Quote creation Form

If you have already added the quotes, then you can see the details under the line items.

Line Items Details

Step 6: Once you complete all the details click on [Submit Quote].

Click on submit a quote
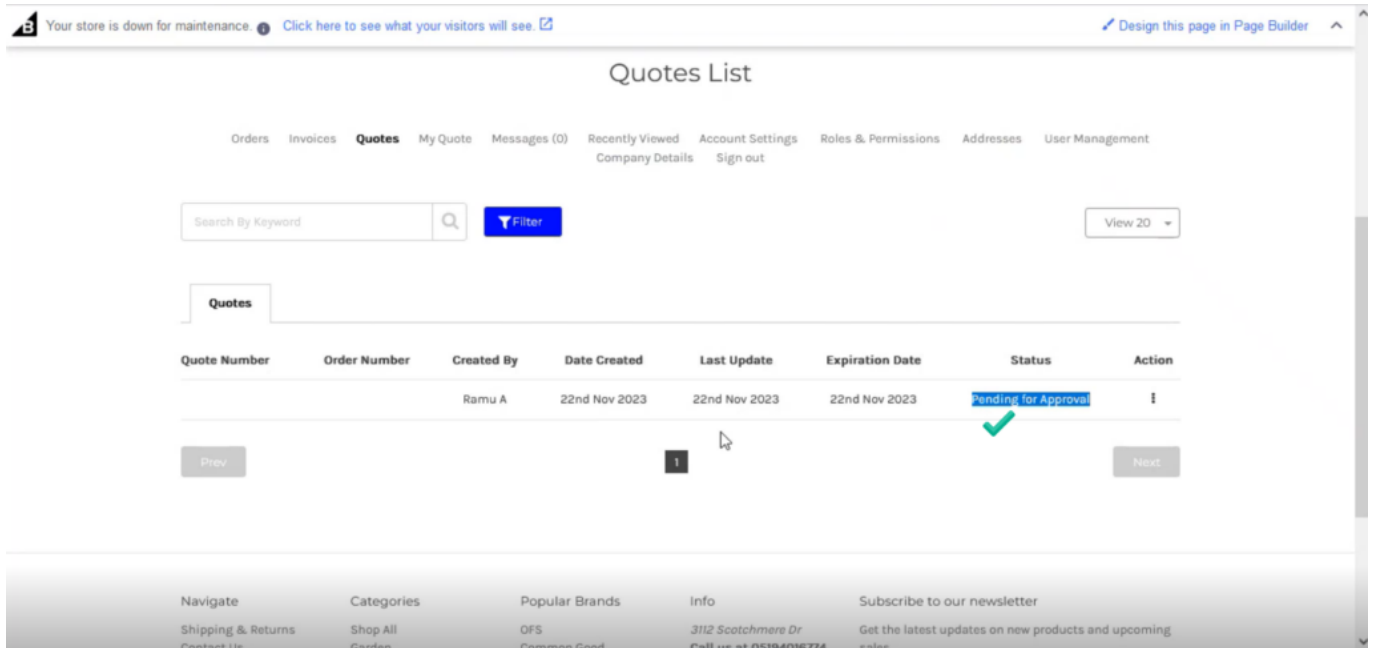
Successful Quote Creation

Step 7: On the Quote List you will be able to view the quote.

Quote displayed in the Quote List

Note, that this user doesn't have the quote approval. So, the Quote Number and the Order Number appear blank.

Admin can approve the [Quote Approval Limit].

Upon approval, you will be able to view the following screen. On successful sync, the quote number will appear.
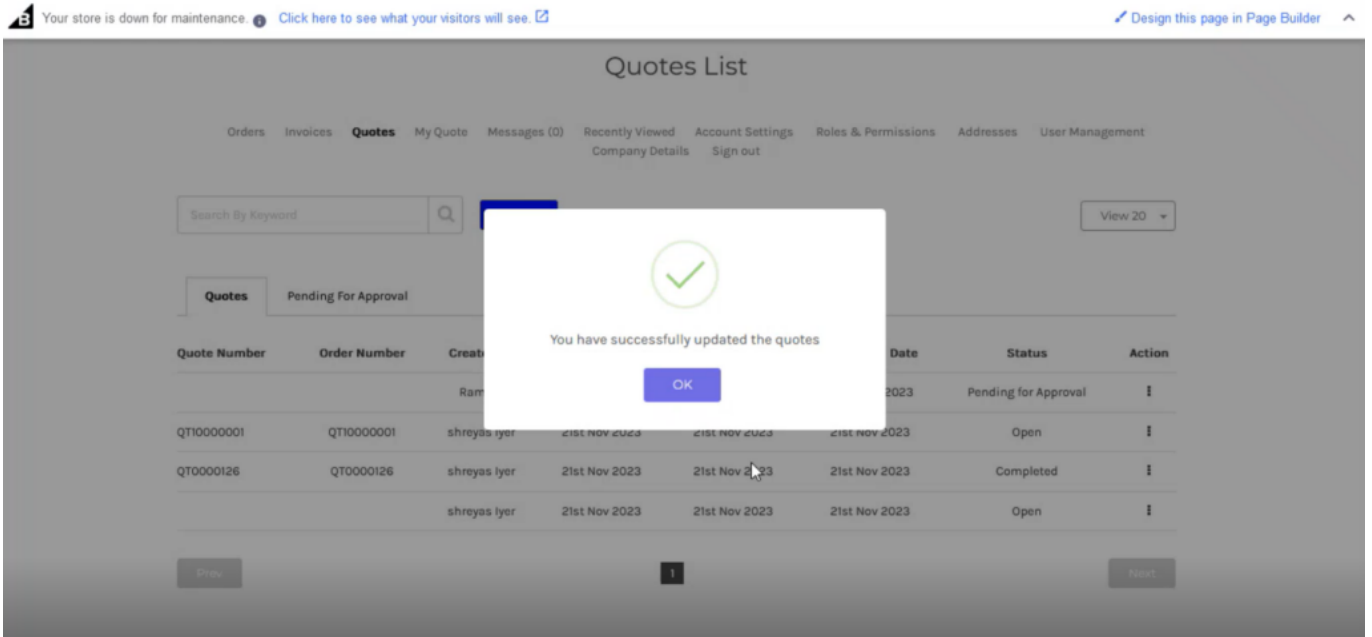
Step 8: Go to the Acumatica Sales Order Screen. The quote order will sync into the Acumatica Sales Order.
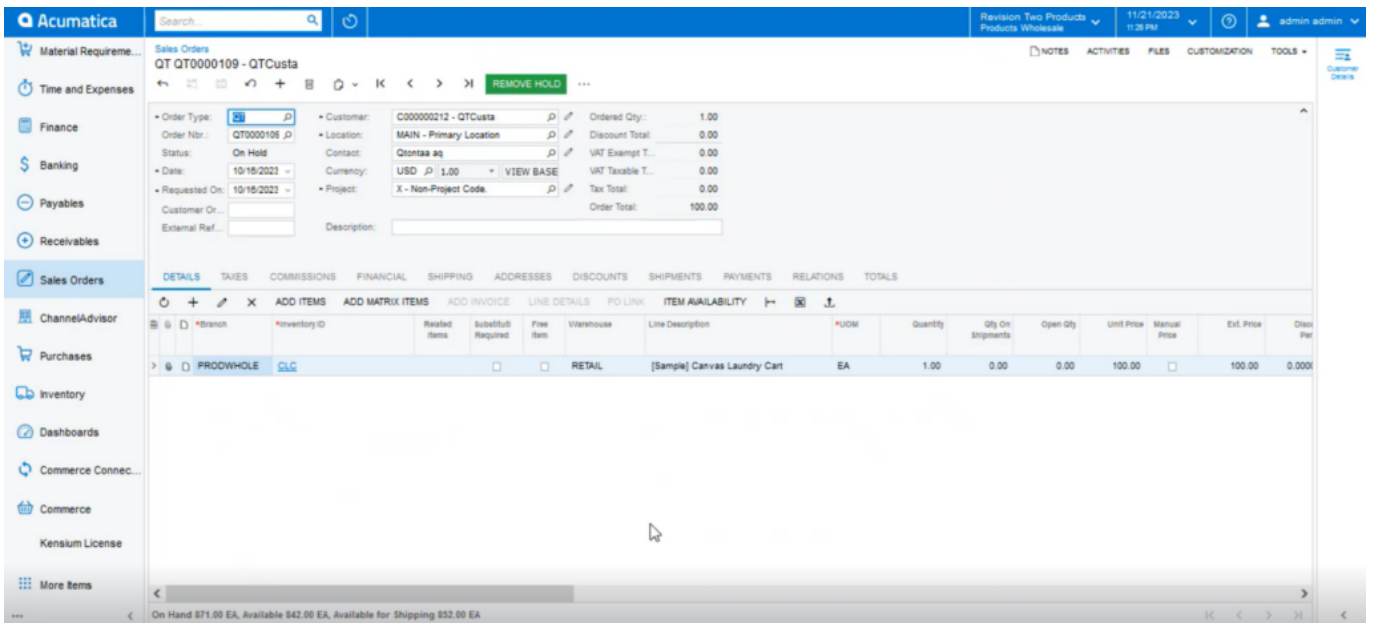
The quote will be synced to the Acumatica Sales Order

Step 9: Select the Quote and click on [Copy Order].

Click on Copy Order

Step 10: Upon clicking on the [Copy Order] you will get a pop-up on the screen. This process will convert the Quote to a Sales Order in Acumatica.
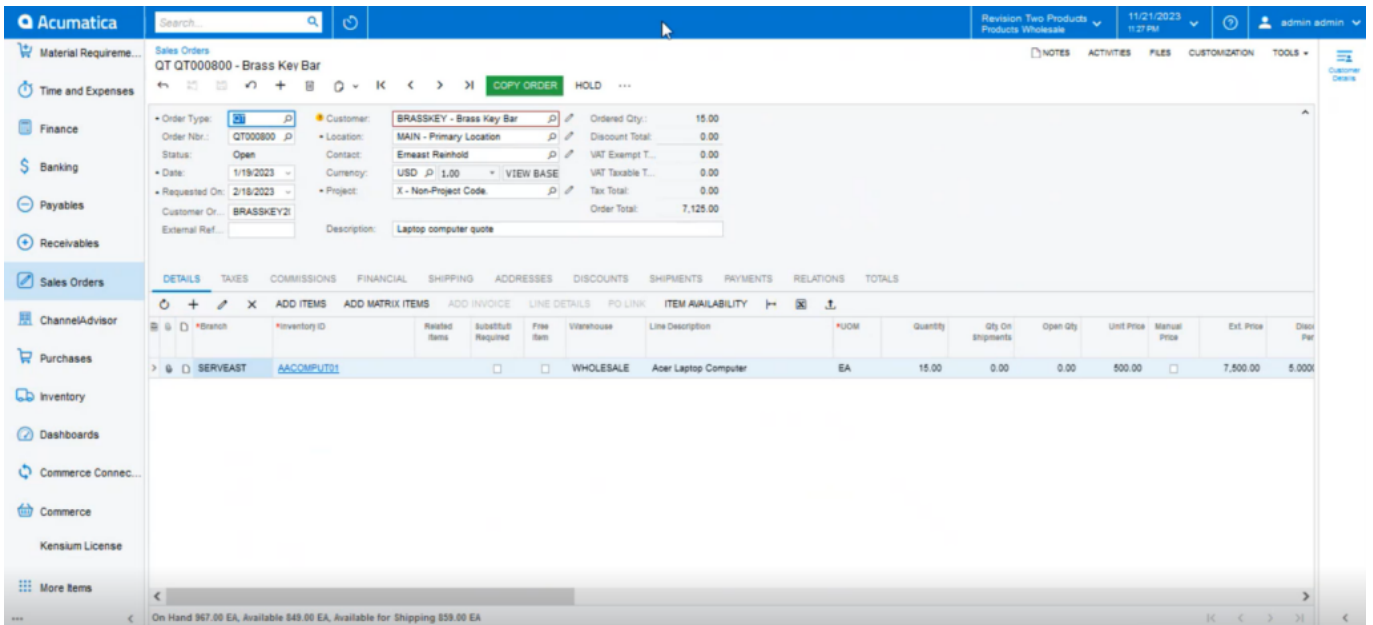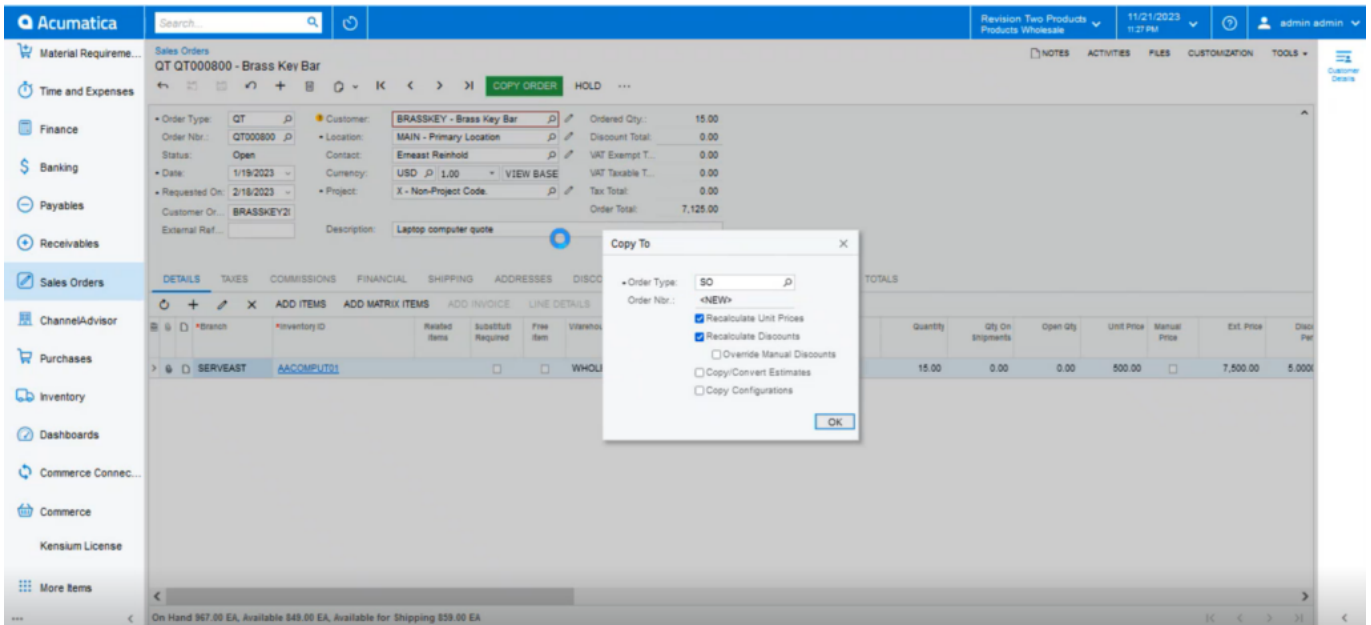
Copy to option

Step 11: After completing the process, the quote status will be in completed status. You can convert the quote to order from the B2B side also. By clicking on the Action button, you will get the option.
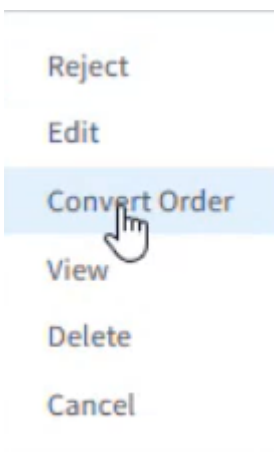
click on Convert Order

Step 12: Based on any of the quote's status in Acumatica it will be reflected in B2B.

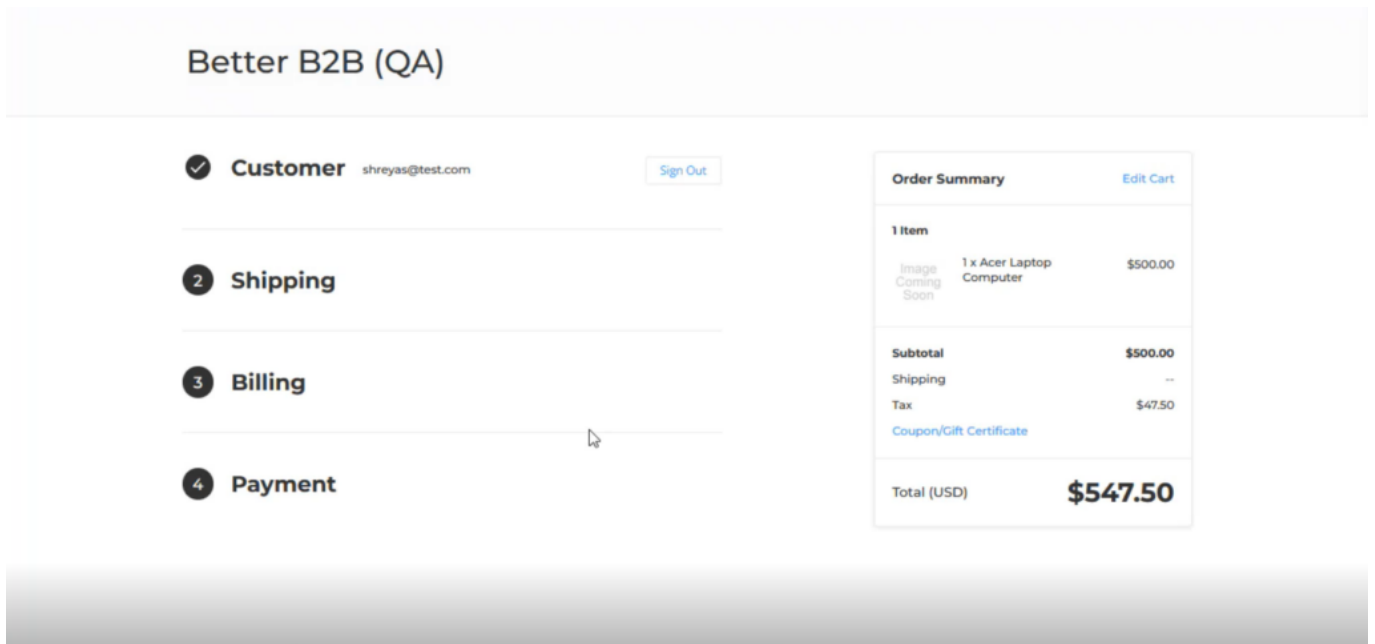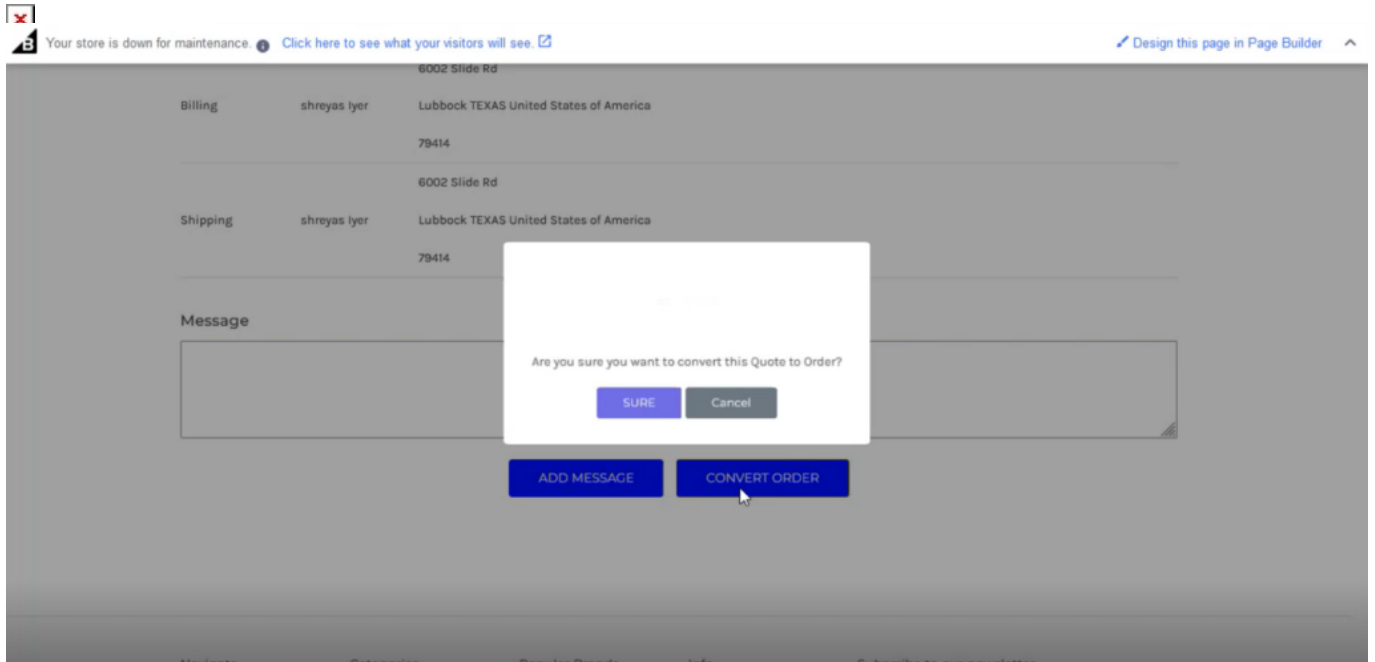Step 13: If you [Convert Order] after syncing with Acumatica, the following screen will appear on the front end of B2B.

Note, that it's a bi-directional sync. If you create the quote, it will be synced to B2B and vice versa.