



## Tender Management: Entering and using standard conditions

### Standard conditions explained

mSupply allows you to set up a list of standard tender conditions.

Usually you will have the same set of conditions that applies from year to year.

Each time you create a tender you can copy the standard conditions list to make a set of conditions just for the current tender. You can then edit any specific conditions if you need to without affecting the master list.

When you print your tender letter, the conditions list will print, followed by the list of items you are requesting prices for.

### Set up conditions

Choose **Suppliers > Show tenders**

Click on the **Master conditions List** tab.

The master list is shown.

Active	Point	Heading	Body	Flag
<input checked="" type="checkbox"/>	01	Introduction	Tenders are invited for the supply of m changeable	
<input checked="" type="checkbox"/>	01.b	Closing Date and Submission Instructions	Tenders are to be delivered electronically	
<input checked="" type="checkbox"/>	01.c	Supply Resulting to comply with specifications	Any supply of goods resulting from an	
<input checked="" type="checkbox"/>	01.d	Notification of successful bids	Successful Tenderers, herein after refer	
<input checked="" type="checkbox"/>	02	Bid Form	The Tenderer shall complete the Bid Fo	
<input checked="" type="checkbox"/>	02.a	Language of bid and communications	The Bid and all communications must b	
<input checked="" type="checkbox"/>	03.a	Pricing- Quotes to be CIF	If possible, tenderers should quote the	
<input checked="" type="checkbox"/>	03.b	Prices to be fixed for one year	Prices are to be fixed for one year from	
<input checked="" type="checkbox"/>	03.c	Terms of Payment	The Tenderer must include the terms o	
<input checked="" type="checkbox"/>	04	Bid Currency	We prefer bids in Australian dollars (AU	
<input checked="" type="checkbox"/>	05	Delivery Period	Delivery Time is the estimated period i	
<input checked="" type="checkbox"/>	06	Quantities and Split deliveries	The quantities given in the Items for Te	
<input checked="" type="checkbox"/>	07	Delivery schedule	Deliveries will be in four lots over the y	
<input checked="" type="checkbox"/>	08.a	Product Quality	All items should be based on BP, USP, E	
<input checked="" type="checkbox"/>	08.a	Certificates of pharmaceutical products	If you have previously submitted a cert	
<input checked="" type="checkbox"/>	08.b	Minimum Expiry Date: 2 years for products with a 3 year shelf life	Minimum remaining shelf-life upon arr	
<input checked="" type="checkbox"/>	08.c	Label samples not required	Samples of labels are not compulsory. I	

### Adding Master conditions

Click the **New Condition** button to add a new condition.

**Point:** The conditions will sort by their point entry when printed. We suggest you label your points 1.1, 1.2, 1.3, 2.1, 2.2 etc.

Note that if you will have more than 9 points in one of the levels, add a leading zero so they sort properly (01.1, 01.2, etc)

**Heading:** Enter the Heading.

**Body:** The body can be as long as you like for each entry.

Point: 02  Active Print Heading and Body

Heading: Bid Form

Body: The Tenderer shall complete the Bid Form (the attached Spreadsheet), which shall be accompanied by the requested documentation.

Flag:

Cancel OK OK & Next



**Flag:** Say you have some entries that need changing after copying to an individual tender (e.g. a closing date). You can enter a value in the flag field to identify such entries.

**Print heading and body:** Use this drop-down list to choose what will print. Normally you'll want to print both heading and body, but near the top of a tender form you may want several headings together.

Click **OK & Next** to add further conditions.

## Editing and Deleting conditions

Double-click an entry to edit it.

To delete a condition click on it to highlight it, then click the **Delete condition** button.

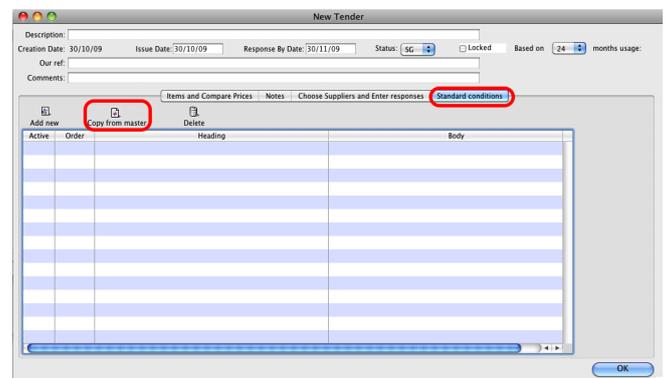
## Copying master conditions to a tender

When you enter a new tender, go to the **Standard conditions** tab.

Click the **Copy from master** button to copy conditions from the master list

Once you have copied conditions, you can Add, edit and delete them in the normal way.

Note that when deleting rows you can highlight multiple rows by holding down the control key as you click rows, or press **control + A** to highlight all rows.





## Printing invitations to bid

Once you have set up items and chosen quantities, the invitation letter can be printed.

The bid conditions will be printed near the start of the letter, followed by the item list.

### 01.c Supply Resulting to comply with specifications

Any supply of goods resulting from an acceptance of a bid in respect of this Instructions laid down within this invitation.  
Submission of a bid implies your acceptance of the the terms of this tender.  
If there are any terms you will not be able to comply with, you must include

### 01.d Notication of successful bids

Successful Tenderers, herein after referred to as "Suppliers", will be annour  
Notification will be by email.  
To accept the Tender contract, you will be required to sign the Contract For

### 02 Bid Form

The Tenderer shall complete the Bid Form (the attached Spreadsheet), wh  
documentation.

### 02.a Language of bid and communications

The Bid and all communications must be made in English.

### 03.a Pricing- Quotes to be CIF