



## Tender Management: Entering quotes received from suppliers

### Review

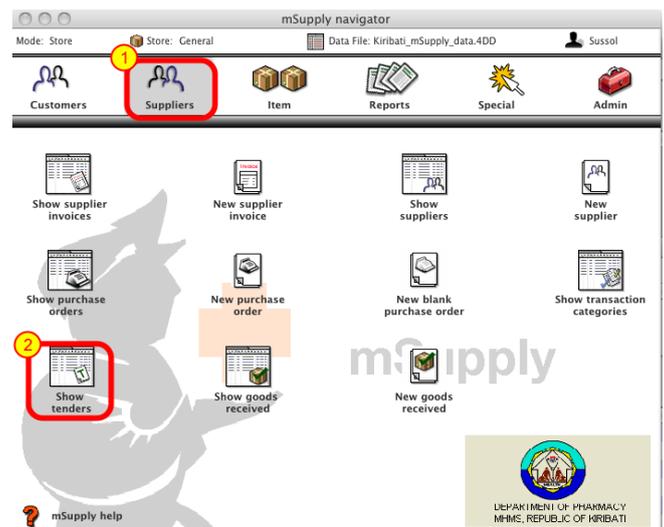
We're assuming that you've already done the following steps

1. Created a new tender
2. Quantified how much you need to order, and added these lines and quantities to the tender
3. Decided which suppliers to send the tender to, and added those suppliers to the tender
4. Sent out the tender

As suppliers return their responses, we need to enter them into mSupply. That's what this lesson covers.

### Open the tender

Choose Suppliers > Show tenders



Double-click the tender you are working with

Description	Our ref	Status	Creation Date	Issue Date	Deadline
drugs example		SG	6/4/09	6/4/09	6/5/09
2009 May tender items for quote	May tender 20	FN	13/5/09	13/5/09	13/6/09
Pharmacy Tender 09 Overall summary	summary of 0	SG	27/5/09	27/5/09	27/6/09
<b>Tender 2010 -- Tender 7/26/08/09 15:17:10</b>	<b>KiribatiPharm2</b>	<b>SG</b>	<b>26/8/09</b>	<b>1/9/09</b>	<b>15/10/09</b>





## Ready to enter prices

Firstly, enter the **response date** at the top (the date the supplier's quote was received)

Then set the **currency** to the currency of the bid. (Note that some suppliers may submit bids in multiple currencies. While you can enter them all on a single quote, it makes it hard when generating a purchase order later, so it is best to then enter two separate quotes from the manufacturer- one for each currency.)

Double-click the first line in the list to enter the price.

## Enter each price

- 1. Date:** The date should automatically have the supplier response date entered
- 2. Manufacturer:** If you are wanting to record the manufacturer, type the first few letters of the manufacturer name and press **tab**. A list of matching manufacturers will be shown, and you can double-click the one you want. The list has a **new** button at the bottom left to add a new manufacturer.
- 3. Price:** Enter the price for a single pack in the bid currency
- 4. Pack size:** Enter the pack size the manufacturer offered to supply
- 5. Currency:** The currency should already be displaying the bid currency. You can change it if not.

Click the **OK & Next** button to proceed to the next item and repeat the process.

Once you've Finished entering prices, click OK or cancel to close the window, and then OK to close the quotes list.

If you have a quote from another supplier, click that supplier's name on the "Choose Suppliers and Enter Quotes" tab.