

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	Ctatur	Creation Date	Izrua Data	Daadline
frugs example	ourrei	SC	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 09	SG	27/5/09	27/5/09	27/6/09
Tender 2010 Tender 7(26/08/09 15:17:10)	KiribatiPharm2	SG	26/8/09	1/9/09	15/10/09



Go to the "Choose Suppliers and Enter Quotes" tab

00		cuit render				
escription: Tender 2010 Tender 7(26/08/09 15:17:10	9					
ation Date: 26/08/09 Issue Date: 01/09/09	Response By Date:	15/10/09 St	atus: SG 💠	✓ Locked Base	d on 24 🗘	months usag
Our ref: KiribatiPharm2010						
Comments: Tender 2010 Auto generated tender create	d on 26/08/09 at 15:17:1	10 by Ioana with 251 i	tems.			
Itams and Compa	re Prizes Notes Ch	nose Suppliers and En	ler reconnese St	and and conditions		
			in responses 50	and a containions		
td Suppliers Delete Supplier Drive to Gardine towards		de) La dela base d				
Supplier Name	Supplier code	Date Sant	Date Responded	Total on PO		
Anspec Pty Ltd	Ansp	3/9/09	Date nesponded		0.00	
International Dispensary Association	ida	3/9/09			0.00	
Makans Drug & Pharmaceutical	Mak	3/9/09			0.00	
EBOS Group Ltd	EBOS	3/9/09			0.00	
Multichem Exports Ltd	Mult	3/9/09			0.00	
Mission Pharma	MP	3/9/09			0.00	
Leon Trading	Leon	3/9/09			0.00	
Boucher & Muir	bouchm	3/9/09			0.00	

Double-click on the Supplier whose response you are going to enter

Click the **new line(s)** button



Select the lines to add

The easiest way is to press **control + A** (Windows) or **command + A** (Mac) to highlight all the lines available.

Then click the **Use** button to add all the lines in the tender to the quote

tem name	Quantity	Pack Size	
Acetazolamide 250mg tab			
Aciclovir 3% eye oint			
Acriflavin powder BP powder (g)			
Amoxycillin 125mg/5ml susp (100mL)			
Amoxycillin 250mg cap			
Amoxycillin 500mg cap			
Amoxycillin+Clavulanate 500mg+125mg t			
Ampicillin 500mg vial	85700		
Antihaemorrhoid 30g oint			
Aspirin 300mg tab			
Autoclaving tape 18mmx50m			
3andage Adhesive Elastic 10cm x (1m – 5m			





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

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.
 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.

From supplier: EBOS Group Ltd Their reference:			Dates Date sent: 03/09/09 Date responded: 15/10/09			Freight 0 per m3 0 per kg		
	<i>(</i> 0,		Edit	Quote Setur	PO			
New line(s	i) Delete line		This quote o	urrency: AU	D 💼 Si	upplier's default: AUD		
Code	Item name	Pack Size	Currency	Price	Freight	Comment	Price in PO	
Acetaz	Acetazolamide 250mg tab	100	AUD	0.00	0		0.00	
Acyeo	Aciclovir 3% eye oint	1	AUD	0.00	0		0.00	
Acriraw	Acriflavin powder BP powder (g)	5000	AUD	0.00	0		0.00	
All1	Allopurinol 100mg tab	100	AUD	0.00	0		0.00	
Amosyr	Amoxycillin 125mg/5ml susp (100mL)	1	AUD	0.00	0		0.00	
Amo250	Amoxycillin 250mg cap	1000	AUD	0.00	0		0.00	
Amo500	Amoxycillin 500mg cap	1000	AUD	0.00	0		0.00	
Amclav	Amoxycillin+Clavulanate 500mg+125m	100	AUD	0.00	0		0.00	
Amp5	Ampicillin 500mg vial	1	AUD	0.00	0		0.00	
Haemoint	Antihaemorrhoid 30g oint	1	AUD	0.00	0		0.00	
Asp3	Aspirin 300mg tab	1000	AUD	0.00	0		0.00	
nAut19m	Autoclaving tape 18mmx50m	1	AUD	0.00	0		0.00	
nBadela104	Bandage Adhesive Elastic 10cm x (1m -	1	AUD	0.00	0		0.00	
nBcrp84	Bandage crepe 8cm x 4m	1	AUD	0.00	0		0.00	
nBcrp755	Bandage crepe elastic 7.5cm x (1m - 5n	1	AUD	0.00	0		0.00	
nRecolOF	Pandana erono alactic 10cm v /1m Emi	,	AUD	0.00			0.00	

 Edit Tender Response tem

 Relating to Tender 7/26/08/09 15:17:10/0

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 13/10/09

 tem tender 2010 -- Tender 7/26/08/09 15:17:10/0

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 Cance:
 OK & Next: