

The mSupply Tender Web Interface module - instructions for suppliers

About the web interface

How it works - a summary

1. Client prepares tender document and distributes by email to supplier.
2. Supplier receives by email details, including a username and password, for accessing the secure website where the tender is to be found.
3. The password provided is valid only for the first time the website is accessed, so the supplier's first action must be to change it.
4. During the period between receiving the tender document and the tender's deadline, the supplier decides on the quotations to be submitted, and completes the online form. This may be done over multiple sessions.
5. Shortly before the deadline, the supplier finalises the quotation; this action is not reversible and prevents any further changes being made. The status is changed from SG (suggested) to FN (finalised).
6. Once the deadline is passed, the client may access all quotations which have been finalised, evaluate them, and notify successful suppliers.

How it benefits suppliers

- Accuracy. you can be confident that the information entered by you will be accurately transferred. Manual systems are prone to transcription errors in the price, pack size, currency, etc.
- Speed. While the tender process may be slightly slower for the supplier, the time between tender closing and bid evaluation is dropped from weeks to one or two days. This means tender closing dates can be moved closer to the date on which suppliers are notified of winning bids, benefitting all involved.

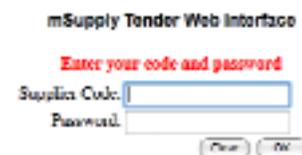
Security

- Only https (secure); observe the closed padlock icon in the corner.
- Automatic disconnection: should there be no activity after a short time, you are required to confirm that you are still working on the website. In the absence of such confirmation the login screen reappears.
- One-time password: the password provided for the first time you access the website is valid only for that first occasion. You must change it to password of your own choosing for continued access to the website.

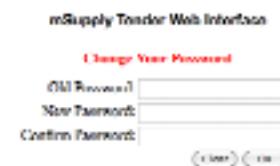
- Locally managed server
- The server running the Tender Management System is managed by Sustainable Solutions, an impartial party attaching the highest priority to keeping your data secure and accessible only to authorised parties.

First logon

This is the window which appears when you log on; you should enter your user name and password, both of which were sent to you by email.

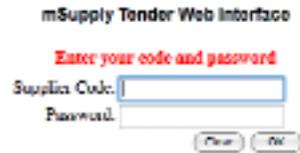


the very first time you log on, you will immediately be shown the window for changing your password:



In the *Old Password* field you should enter the password sent to you by email. You must then enter a password of your own in the *New Password* field, re-entering it in the *Confirm Password* field; when you have done this, and clicked on *OK*, the standard log on window appears again, and you should enter your user name and the password which you have just created. You will now be logged on to the system, and these are the details you will use for logging on in future..

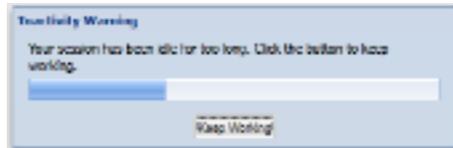
Logging on



The logon screen is shown above.

Staying logged on

If no user activity is detected for a few minutes, as a precautionary measure to restrict unauthorised access, this window appears:



You need to click on the *Keep Working* button, otherwise you will be logged out. Once you have logged on, you will be shown a list of tenders for which you have been invited to submit quotations.

Customer	Close Date	Description	Tender Status	Quote Status	Message from Client
South Sea	17/11/2011 10:00:00 AM	2011 Tender	Open	Open	2011 Tender
Coral Isle	17/11/2011 10:00:00 AM	2011 Tender	Open	Open	2011 Tender

The example shows that 2 tender documents from clients, South Sea and Coral Isle, have been uploaded and await the supplier's attention.

The "My Information" button

Clicking on the *My Information* button displays this window:

This is where the supplier's details held on the server are entered and stored, and this is also where they can be edited.

Those details include name, address, contact details, and the default currency for this supplier.

Default currency

The default currency is that currency in which the supplier normally deals - in the example shown, it is Singapore dollars, and this will normally remain unchanged for a particular supplier; suppliers located in another country are likely to use their own country's currency as their default one..

In the case where a supplier submits a quotation with one or more lines quoted in another currency - e.g. Euros or US dollars - the particular currency used is entered on the appropriate line of the quotation document, where the default currency of SGD in our example can be edited and changed to Euros (or US dollars)

Viewing the tender list

The window which appears when you log on is the Current Tender List, and it shows all of the tenders for which the supplier has been invited to submit a quotation; it also shows the status of the tender, which is set to SG (= suggested), and should remain at this status until all work has been completed, and the quotation is ready to be finalised.

Access to a particular tender document is achieved by double clicking on the line. In our example, we're accessing the Coral Isle document.

The screenshot shows the 'Tender Item List' window. It is divided into three main sections: 'Quote Information', 'Dates', and 'Comments'. Below these is a table of 'Tender Items'.

Quote Information: Status: SG, Currency: SBD, Customer: Coral Isle.

Dates: Date Finalized: 00/00/00, Closing Date: Fri, 31 Dec 10 18:15:00 GMT.

Comments: Customer: , Supplier: .

Tender Items Table:

Item Code	Item Name	Quantity	Pack Size	Price Per Pack	Currency	Expiry Date	Delivery Time	Manufacturer
539	ALBENDAZOLE TABS 200MG	5,000.00	500.00	0.00	SGD			
45	ASPIRIN TABS 300MG	12,000.00	1,000.00	0.00	SGD			
1193	CEFTRIAZONE INJ 1G DP	200.00	200.00	0.00	SGD			
2912	DICLOFENAC SODIUM TABS 25MG	7,500.00	500.00	0.00	SGD			
205	FERROUS SULPHATE 200MG & FOLIC	30,000.00	1,000.00	0.00	SGD			
540	METRONIDAZOLE TABS 200MG/250M	8,000.00	500.00	0.00	SGD			
655	PREDNISOLONE TABS 5MG	6,000.00	1,000.00	0.00	SGD			

Entering prices

To enter the details for a line, double click on the line.

The screenshot shows a dialog box for entering price details. It has a table with columns: Quantity, Pack Size, Price Per Pack, Currency, Expiry Date, Delivery Time, and Manufacturer. The 'Quantity' field is set to 5000, 'Pack Size' to 500, and 'Price Per Pack' to 0. The 'Currency' is set to SGD. There are 'Save' and 'Cancel' buttons at the bottom.

Quantity	Pack Size	Price Per Pack	Currency	Expiry Date	Delivery Time	Manufacturer
5000	500	0	SGD			
12,000.00	1,000.00					
200.00	200.00					
7,500.00	500.00	0.00	SGD			

Details should be entered in each of the columns -

Pack size

The pack size requested by the customer is already on the form; if appropriate, it should be changed.

Price per pack

The unit price of the pack you are offering to supply

Expiry date

When completing this field, it is suggested that a series of abbreviations be used:

- min = minimum
- w = week
- m = month
- y = year
- desp = date of despatch from supplier premises
- del = date of delivery to customer

The tender document is likely to specify minimum expiry dates, but it is important that there should be no misunderstandings.

Currency

Should the quotation for a line, or lines, be in a currency other than the default currency, the relevant currency should be selected from the drop down list.

Delivery time

The estimated period of time between the consignment leaving the supplier's premises and delivery to the customer should be entered.

Manufacturer

The name of the manufacturer should be entered.

There is a further column for entering any comment or note you may wish.

Once you have made all the entries, click on **Save** to update the tender document with the details you have entered. It is quite possible that you will not have all the necessary information to complete a tender document at a single session; this is not a problem - just close the document at the stage you have reached, and later, once you have the further information you require, reopen the document and continue with the process.

Finalising a tender - Caution! cannot be undone!

Only when you are satisfied that you have completed the details on all the lines for which you are quoting should you open the Current Tender list window and click on the tender you have completed to highlight it, then click on the *Finalise* button.

Clicking on Finalise does two things:

1. It locks the tender document, changing its status to FN (finalised) and the supplier can make no changes to it.
2. It makes the finalised tender submission accessible to the customer, who, up till this point, has had no access to it.

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Finalising the tender submission, therefore, is normally performed close to the closing date as specified by the customer.