18.04. Adding supplier responses to a tender

Suppliers respond to your invitation to respond to a tender with quotations. To process a quotation from a supplier, open a tender (choose **Suppler > Show Tenders...** from the menus and double-click on the tender in the list) and go to the *Choose suppliers and edit responses* tab:

Description Test tender Creation date 18/10/2024 Serial Number: 1	Issue date 18/10/2024 Our reference	Response by	Date/Time 00/00/00	00:00	Status: cn	Locke	d
Comment							
Items and Compare Prices Notes C	hoose Suppliers and Enter	responses Standar	d conditions Purcha	se orders Reference	Subject For Email:	ferences Synchron	ise Log Currencies
Add Suppliers Delete Supplier	Print Invitation	To Spreadsheet			Prices adjusted to	local currency: USD	
Supplier Name	Supplier's code	Date Sent	Date Responded	Supplier ref	Total bid	Tender value	Total on PO
A. De Backer & Co	1900001227		1		11,760.00	0.00	0.00
Special supplier	Special supplier				11,740.00	0.00	0.00
Wonder supplier	WS				26,400.00	0.00	0.00
				Total PO for a	II Suppliers 0.00	Cancel	ОК

What you do from here depends on whether you enter the supplier responses manually or import them from a spreadsheet.

Entering responses manually

Double-click the supplier name you want to enter a response for. The *Edit Quote* window will appear:

From supplier:ACME Pharma Their reference:		Data cast: 00/00/00				Freight 0 0	per m3 per kg		
New line(s) De	ete line All	6			nents Commer		ier's default:	USD	Import tende
Code	item name	Pack Size	Currency	Price	Freight	Comment		Price in PO	

The **Date sent** field may be edited if necessary. You should enter the date the supplier responded, and in the **Valid till** field, the expiry date of the quotation. Also, enter the reference that the supplier is using for their own records (to be quoted in future correspondence) in the **Their reference** field, and, importantly, the currency in which the supplier has responded (on the *Edit Quote* tab). If you have previously set a default currency for this supplier, this drop-down list will already be set to that currency. Otherwise, your own default currency will appear.

The freight charge per cubic metre [m³] should be entered; if the volume of each item's pack is known, this can also be entered (at a later stage), allowing a more accurate total cost of each item to be evaluated.

Multiple currency tender quotations

A quotation may be received from a supplier which has used one currency for some items, and another currency for others; or has submitted more than one quotation for the same item, each one in a different currency (e.g. Euros and US dollars). Should this occur, it is strongly recommended that you process the quotation as two or more separate quotations, each one restricted to a single currency. That is, enter the supplier twice in the list of suppliers, then add a comment to the quotations to distinguish which quotation is in which currency. We have designed mSupply like this so that when Purchase Orders are created, a single Purchase Order only uses one currency. Mixing currencies on a Purchase Order is likely to cause confusion and errors.

Adding quotation lines

Now you can add the supplier's quotation line by line. On the Edit Quote tab, click on the New line(s)

button. A window will open showing you a full list of all the items on the tender:

Item name	Quantity	Pack Size
Albendazole, 400mg, tabs, chewable	3829	100
Amox. 500mg + Clav. acid, 125mg, tabs	2282	15
Amox.125mg & Cla00ml, bottle (Curam)	42272	1
Amoxicillin, 250mg, tabs, dispersable	36578	100
Amoxicillin, 500 mg, caps	28527	21
Amoxicillin, powder/5ml, 100ml, bottle	238462	1
Apron, Protection, P(0.15mm thickness)	18895	1
Apron, protection, plastic, disp.	40	100
Ascorbic acid, 250mg, tabs (Vitamin C)	2252	1000
Atracurium,10mg/ml, 5ml ampoule	176	5
Atropine Sulfate inj 1mg/ml 1ml amp	791	10
Bag, Biohazard, Plastic, 36 x 36, Pcs	5122	20
Bag, urine collection, 2000ml	3443	10
Bags, Autoclave, yellow	193	200
Bandage, light suppcm x 4.5m (Premier)	56	1
Benzyl benzoate 25% lotion /BOT-1000ml	224	1
Benzylpenicillin Sodium for Injection 3.0g	24	50
Betamethasone vale%, cream, 20g , tube	2	1
Blade, no. 10, surgical, sterile, disp.	10	100
Blade, no. 22, surgical, sterile, disp.	46	100
Boot cover, pair	202	100
Boy estatu Elt for wood sweet adle	21860	1

Select from the list all the items you want to enter quotes for. You can use the usual Control+click (Cmd+click on Mac) to add/remove an item to your selection, Shift+click to add/remove a range of items from your selection or Control+A (Cmd+A on Mac) to select all items. Now click on the **Use** button and all the items you have selected are added to the quotation with zero cost. In this example we chose to add the first 5 items in the tender:

From sug	oplier: ACME Pharma		Dates:				Freight			
				ate sent 00/0	0/00	1	0	per m3		
Their refer	ence:		Date res	sponded: 00/0	0/00		0	per kg		
								per kg		
				Valid till 00/00	0/00					
		Edit	Quote Re	ference docum	ents C	ommen	ts			
•										
	Delete line Show: All	0	1	This quote cu	rrency:	USD	Suppl	lier's default:	USD	
AGAA HUDGER) Genete Inte									
Code	Item name	Pack Size	Currency	Price	Freigh	t	Comment		Price in PO	
1555370	Albendazole, 400mg, tabs, chewable	100	USD	0.00		0				0.00
1505050	Amox. 500mg + C acid, 125mg, tabs	15	USD	0.00		0				0.00
1505051	Amox.125mg & Cl0ml, bottle (Curam)	1	USD	0.00		0				0.00
1505043	Amoxicillin, 250mg, tabs, dispersable	100	USD	0.00		0				0.00
020006	Amoxicillin, 500 mg, caps	21	USD	0.00		0				0.00

To add the same item twice to a quotation from a supplier, click the **Add lines(s)** button and choose the item a second time. You will be shown a warning that the item is already on the quotation, and be asked if you want to add it again. You might need to do this if the supplier has supplied two prices for the same item based on differences in packaging or other specifications. Note that if you entered an item twice in a single tender to account for such differences, it will appear twice in the list and you won't need to carry out two selections.

In the event that the currency of the quote from the supplier is not the same for each line, mSupply allows each line's currency to be edited, and the appropriate one selected.

Entering prices for each quotation line

When you have added all the items you want to the quotation, it's time to add the prices and other details of the supplier's quotation. To do this, double-click on the first quote line to open the *Edit Tender Response Item* window:

				Quote line details Custom data	
_	to Tender: Annual tende	r 2022, 12 mo	onths of stock	Price break	
General					
Date	05/04/2023			Price break quantity 0	Discount 0.00
Item	Albendazole 400mg, t	abs, chewable	alb400tc	Price break notes	
Supplier	ACME Pharma		ACME		
Manufacturer					
Price	0.00	Valid until	00/00/00	Freight	
Pack	100	Currency		Volume per pack (cm3)	
Supplier number of	0	Rate	1	Freight factor	Freight notes
packs Freight factor	1	Rate to use	1	Freight for preferred pack	
		Rate to use	A	regit to pretened pack	
Net cost	0.00				
Total Cost	0.00			Supplier	
Cost Local/Pack	0.00			Supplier's code	Exp date
Preferred	Disqualified	1 🗆		Supplier bar code	Delivery time
				Method of Delivery	
Evaluator commen	it			Supplier comment	

You will note that this form is very similar to the form for ad-hoc quotes; the related tender is shown at the top, and the item and supplier fields are filled in automatically. Enter the price and other details the supplier has provided - enter as much as you can because you'll use this information when comparing quotes from different suppliers.

Manufacturer: Type the first few characters of the manufacturer's name and press the Tab key on the keyboard to see a list of matching manufacturers. Select the one you want.

Price: Very important, the price you enter is the price for **ONE PACK** of the packsize shown in the **Pack** field.

Valid until: The date this quote will expire.

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Pack: The pack size (number of single items in one pack) this quote is for.

Currency: The currency the **Price** is in.

Rate: The rate used to convert the **Currency** of this quote line to the currency you are using in your datafile.

Rate to use: You can use a different rate to convert the **Currency** of this quote line to the currency you are using in your datafile if you like - just enter it here.

Disqualified: Check this if the quote line is disqualified for any reason (excluded manufacturer, for example).

Preferred: Check this if this is the quote you want to accept as the best - see later sections on comparing quotes from different suppliers for more on this.

Cost Local/Pack: The quoted cost per pack in your local datafile currency when converted from the

quote line currency using the rate entered in the **Rate to use** field.

Comment: Enter anything you need to remember or need others to know when comparing this quote with those from other suppliers.

Price breaks: You can also add price break information that the supplier has provided you in the *Price break* section. A price break is a reduction in price when you order over a certain quantity. The **Price Break quantity** is the number of items at which the reduction occurs and **Discount** is the percentage reduction that will apply to the price entered in the **Price** field once the **Price break quantity** is reached.

Freight: If you are calculating freight based on volumes or weight, or using a freight factor, enter that information in this section.

Supplier: Enter any extra details about the supplier in this section.

When you have finished entering details for the quote for this item, click on the **OK & Next** button to move to the next item or **OK** to save the current quotation line, close the window and go back to the *Edit Quote* window.

When you have finished adding all suppliers' quotes to the tender we recommend that you set the tender's status to confirmed (on the *Edit tender* window at the top).



If you're finding that entering all the supplier's quotes is too much work then there's help for you! The remote tender module is what you need, where the suppliers all enter their own quotations and, when the tender closing date has passed you can simply download them to mSupply. See Uploading and downloading web tenders for details and give Sustainable Solutions a call if you're interested.

Deleting an item from a supplier's quotation

If you wish to delete an item from the quotation, click on the line to highlight it, then click the **Delete line** button. Note that this action deletes the selected item from the quotation only, not from the tender!

Reference documents tab

This is used for saving documents which refer to the Supplier's quote, not the whole tender - use the Reference documents tab on the *Edit tender* window to do that (see Reference documents for more details). You might want to use this to save a scanned version of a paper copy of the supplier's quotation, for example.

2025/07/13 0	9:27	7/9		18.04. Adding supplier re
	0 •		Edit Quote	
	From supplier: ACME Pharma			

		Edit Quote	eference documents Comment	s		
•						
Upload document	Delete document	Download document			Show: Show All	0
	File Name	Created by	Created on	Saved on	Version no	

Upload document button: Click on this to store a document with the quote. You will be shown a window allowing you to browse to the required document. Double-click on the document or click on it and click the **Open** button to add it to the quote (called "uploading" it). Once it has been successfully uploaded it will appear in the list of documents below the buttons.

Delete document button: Click on a document in the list to select it and click on this button to delete the file and remove it from the quote. You will be asked to confirm the deletion.

Download document button: This will allow you to save one of the files in the list to your computer (called "downloading" it) so that you can view or edit it. Click on the file you want to view or edit to select it in the list then click on the **Download document** button. You will be shown two options: click on Download to just save the file on your computer or Download and open to save the file on your computer and open it for viewing or editing. A window will open for you to select the location to save the file on your computer. Browse to the folder you want to save it in then either double-click on the folder or click on it to select it then click on the **Open** button. The file will be saved in the location you chose. If you selected the Download and open option the file will also be opened for you to view or edit.

If you want any edits you make to the document to be saved to the quote, when you have finished editing, you must upload the edited version to the quote using the **Upload document** button. Don't forget or your edits will only exist on your computer, not on the quote! It is not necessary to change the document's name so that you don't overwrite the original, as mSupply will recognise that changes have been made, and will save it as a new version (and keep the old version too). The file's version number will appear in the Version no column. The Show drop down list above that column allows all versions to be displayed, or only the latest one.

Comments tab

This is used for adding comments from you or the supplier, things that need to be remembered or considered later.

	Edit Quote	
From supplier:ACME Pharma		
Their reference:		
	Edit Quote Reference documents	Comments
My Comment		
Supplier comment		
		OK & Next OK

Simply type the comments you want to save in the appropriate box. When you click the **OK** or **OK & Next** button the comments (and all other changes to the tender) will be saved.

To view comments saved on the quote, simply view this tab.

Importing responses from a spreadsheet

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Description Test tender							
Creation date 18/10/2024	Issue date 18/10/2024	Response by	Date/Time 00/00/00	00:00	Status: cn	Locked	1
Serial Number: 1 0	ur reference						
Comment							
Items and Compare Prices Notes Chi	oose Suppliers and Enter	responses Standar	d conditions Purcha	se orders Reference d	ocuments Tender pre	ferences Synchroni	se Log Currencie
•					Subject For Email:		
Add Suppliers Delete Supplier	Print Invitation	To Spreadsheet			Prices adjusted to	local currency: USD	
Supplier Name	Supplier's code	Date Sent	Date Responded	Supplier ref	Total bid	Tender value	Total on PO
L De Backer & Co	1900001227				11,760.00	0.00	0.00
ipecial supplier	Special supplier				11,740.00	0.00	0.00
Wonder supplier	WS				26,400.00	0.00	0.00
							-
				Total PO for all	Suppliers 0.00		

Click on the To Spreadsheet button

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