17.14. Importing tenders

This function allows you to import a tender into the store you are currently logged into. To access it, log in to choose *Supplier* > *Import tender* from the menus. A window will open for you to select the import file (details given below). Browse to the file and double-click on it or click on it to select is then click on the **Open** button to carry out the import.

mSupply will then read the import file and create a suggested status (sg) tender with a default, generated name and add the lines in the spreadsheet to the tender. The tender will then be opened for you to continue editing.

Import file format

- The import file must be an ".xlsx" (Excel) type file.
- The first row must contain the column headers shown in the **Column heading** column in the table below.
- The table below details the fields you must have in each row of the file:

Column	Column heading	Description
1 (A)	Item code	**Mandatory**, Text. The code of the item this tender line is for.
2 (B)	Item name	**Optional**, Text. The code of the store.
3 (C)	Unit/Pack	**Optional**, Text, one of "store" or "dispensary". The mode of the store.
4 (D)	Pack size	**Mandatory**, Integer. The number of units in a pack.
5 (E)	Total quantity	**Mandatory**, Integer. The total number of units for this tender line.
6 (F)	Conditions	**Optional**, Text. .
7 (G)	Comment	**Optional**, Text. The comment for this tender line, anything that needs to be communicated to the supplier about it.

Here is a blank spreadsheet you can download with the right columns:

tenderimporttemplate.xlsx

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