17.14. Importing tenders

This function allows you to import a tender into the store you are currently logged into. To access it, 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 it 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, system-generated description (which you should change later) and add the lines in the spreadsheet to the tender. The tender will then be automatically 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 name of the item. Ignored during import but useful for you when reading the file.
3 (C)	Unit/Pack	**Optional**, Text. The unit of the item. Ignored during import but useful for you when reading the file.
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. The supply conditions relevant for Tender Item (visible to supplier).
7 (G)	Comments	**Optional**, Text. Any helpful information about the Item for Tender Processes, such as Evaluation (not visible to supplier).

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

tenderimporttemplate.xlsx

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