

## 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	<b>Mandatory</b> , Text. The code of the item this tender line is for.
2 (B)	Item name	<b>Optional</b> , Text. The name of the item. Ignored during import but useful for you when reading the file.
3 (C)	Unit/Pack	<b>Optional</b> , Text. The unit of the item. Ignored during import but useful for you when reading the file.
4 (D)	Pack size	<b>Mandatory</b> , Integer. The number of units in a pack.
5 (E)	Total quantity	<b>Mandatory</b> , Integer. The total number of units for this tender line.
6 (F)	Conditions	<b>Optional</b> , Text. The supply conditions relevant for Tender Item (visible to supplier).
7 (G)	Comments	<b>Optional</b> , 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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