

You can add multiple suppliers by holding down the control key (command key on Mac) and clicking on those suppliers you wish to add. Once you have selected a supplier or suppliers, click the *Use* button to add them to the list. To create a new supplier, click the *New* button.

Once suppliers are added, they will appear in the list:



Double clicking a supplier will open a window for adding and editing quotations - see below.

If there are any suppliers listed that do not have a tick in the RTM Link column and you intend to [publish the tender to the web](#), you will need to contact mSupply Support: [support@msupply.org.nz](mailto:support@msupply.org.nz)

### **Deleting a supplier**

Highlight the supplier you wish to remove from the tender, then click the *Delete supplier* button. This will remove the supplier from the tender - it will *not* delete the supplier from mSupply. Note: you cannot remove a supplier from a finalised tender, or if the supplier has quoted on one or more tender items. If you want to remove a supplier for which quotations have been entered, delete the quotations first, then you can delete the supplier.

## **Inviting quotations from suppliers**

### **Print Invitation letter**

Clicking this button prints an 'Invitation to tender' letter ready for despatch to the highlighted supplier; the letter includes all the items, quantities, etc. as specified in the tender. The default date for a response is one month after the date of the letter, but this can be amended to a date of your choosing.

If the default format of the Invitation letter does not meet your requirements, please let us know and we will customise the print format to meet your individual requirements.

### **Email Selected button**

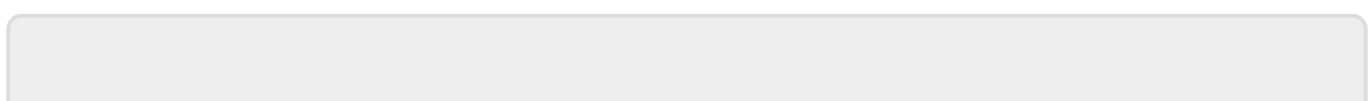
Clicking this button produces email documents for each of the highlighted suppliers. A PDF document (the same as the printed document) is produced, attached to an email and stored in the email queue. This option will work only if you have entered email addresses for the chosen suppliers.

Whichever method you choose, you will be given the option for the 'Date sent' field to be filled automatically with today's date.

### **To Spreadsheet**

Clicking this button opens your spreadsheet application, with all the items and quantities required on the tender document already entered in appropriate rows and columns. This may be saved and sent to the supplier along with the tender letter. Appropriate columns are already in place for suppliers to enter their responses.

*Previous:* [Standard conditions](#) *Next:* [Reference Documents](#)



Last update: 2017/08/31 15:55 tender\_management:choosing\_and\_inviting\_suppliers [https://docs.msupply.org.nz/tender\\_management:choosing\\_and\\_inviting\\_suppliers?rev=1504194920](https://docs.msupply.org.nz/tender_management:choosing_and_inviting_suppliers?rev=1504194920)

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