# 18.03. Adding suppliers to a tender and inviting responses

To add suppliers to the tender, click the *Choose suppliers and enter responses* tab to open this window, where the suppliers to whom your tender will be sent may be added, or subsequently deleted:

Description Test tender									
Creation date 18/10/2024	te 18/10/2024 Issue date 18/10/2024 Response by Date/Time 00/00/00 00:00 Status: cn Locked								
Serial Number: 1 Or	ir reference								
Comment									
Items and Compare Prices Notes Cho	ose Suppliers and Enter	responses Standar	d conditions   Purcha	se orders Reference d	locuments Tender pre	ferences Synchron	ise Log Currencie		
•	<b></b>				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		
A. De Backer & Co	1900001227				11,760.00	0.00	0.00		
pecial supplier	Special supplier				11,740.00	0.00	0.00		
				Total PO for al	Suppliers 0.00	Cancel	ок		

Note: The *RTM Link* column in the table shows whether the selected supplier has been linked with the Remote Tender Module (checked if it has). See the 18.10. Using web tenders page for details on the remote tender module.

To add suppliers to the list, click the **Add Suppliers** button.

A list of all suppliers is shown:

New Name Arbuckle distribution Bronze Age supplies Diamond traders Gold medical supplies Leaf Surgical supplies Pearl drug supplies Pulo World Medicine Supplie	NS		Code arbuck bronze Diam gold leaf pearl			
Arbuckle distribution Bronze Age supplies Diamond traders Gold medical supplies Leaf Surgical supplies Pearl drug supplies	HS		arbuck bronze Diam gold leaf pearl	^		
Bronze Age supplies Diamond traders Gold medical supplies Leaf Surgical supplies Pearl drug supplies	MS		bronze Diam gold leaf pearl	^		
Diamond traders Gold medical supplies Leaf Surgical supplies Pearl drug supplies	MS		Diam gold leaf pearl			
Gold medical supplies Leaf Surgical supplies Pearl drug supplies	HS		gold leaf pearl			
Leaf Surgical supplies Pearl drug supplies	as		leaf pearl			
Pearl drug supplies	ars		pearl	-		
	MS.					
Pulo World Medicine Supplie	ers					
	Pulo World Medicine Suppliers		pulo			
				~		
<				>		
Double-click a name to choose it						
		Cancel	U	se		

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:

2				
Description				
Creation Date	: 26/03/15	Issue Date: 26/03/15		
Our ref	t			
Comments				
Items and Compare	Prices Notes Cho	ose Suppliers and Enter re		
+	_	<b></b>		
Add Suppliers	Delete Supplier	Print Invitation		
Supp	Supplier Name			
Arbuckle distribut	arbuck			
Bronze Age suppli	bronze			
Gold medical supp	olies	gold		

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

It 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

#### **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 dispatch 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.

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