# 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	18/10/2024 Issue date 18/10/2024 Response by Date/Time 00/00/00 00:00 Status: cn Locked						d
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:

le Cho	oose name 🗕 🗖 🗙					
New						
Name	Code					
Arbuckle distribution	arbuck ^					
Bronze Age supplies	bronze					
Diamond traders	Diam					
Gold medical supplies	gold					
Leaf Surgical supplies	leaf					
Pearl drug supplies	pearl					
Pulo World Medicine Supplie	ers pulo					
	~					
<	>					
Double-click a name to choose it						
	Cancel Use					

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	f:	
Comments		
Items and Compare	Prices Notes Choo	ose Suppliers and Enter ro
+		
Add Suppliers	Delete Supplier	Print Invitation
Sup	Supplier's code	
Arbuckle distribut	arbuck	
Bronze Age suppl	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 button

Clicking this button gives you two options:

- 1. Supplier response template
- 2. Tender lines with supplier response

Both open a spreadsheet in you spreadsheet application. The first is used to import a supplier's quotes into the tender (see the 18.04. Adding supplier responses to a tender page for details). The second has all the items and quantities required on the tender document and any supplier responses already entered. It is useful for sending to the supplier along with the tender letter or as a record of their responses entered into the system.

# Previous: 18.02. Standard tender conditions | | Next: 18.04. Adding supplier responses to a tender

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