



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.

Note: You cannot add suppliers more than once to a tender; you will be told that a supplier is already part of the tender if you try to add it again.

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

Description:

Creation Date: 26/03/15 Issue Date: 26/03/15

Our ref:

Comments:

Items and Compare Prices Notes Choose Suppliers and Enter responses

Add Suppliers Delete Supplier Print Invitation

Supplier Name	Supplier's code
Arbuckle distribution	arbuck
Bronze Age supplies	bronze
Gold medical supplies	gold

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

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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