

Show suppliers

Normal

Fuzzy

Name filter

Name

contains

and

Category 1

is

and

Customer group

is

Don't Care

Search...

All names

Selection

Customers

Suppliers

Manufacturers

Donors

☒ Exclude patients

☐ Only stores

☒ Exclude hidden names

Complex Find

Cancel

Find

Set any of the filters you want to use and then click on the **Find** button to display a list of suppliers that match your filter settings (just click on the **Find** button without editing anything if you just want a list of all suppliers in your store):

Choose name...

Type here to search

Name	Code	Is on hold
CHEMONICS	S12	<input type="checkbox"/>
CRS	S9	<input type="checkbox"/>
Evident Corporation	M246	<input type="checkbox"/>
Global Fund	S1	<input type="checkbox"/>
GOL	S6	<input type="checkbox"/>
IRC	S15	<input type="checkbox"/>
Last Mile Health	S10	<input type="checkbox"/>
Life for African Mothers	S7	<input type="checkbox"/>
LOMAPHARM,GERMANY	M254	<input type="checkbox"/>
Medela AG	M253	<input type="checkbox"/>
NCPC International Corp., China	M251	<input type="checkbox"/>
NLTCP	S13	<input type="checkbox"/>
PLAN INTERNATIONAL	S14	<input type="checkbox"/>
SIGHT SAVERS	S8	<input type="checkbox"/>

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.

Note: You cannot add suppliers more than once to a tender; you will 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:

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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