

# 18.07. Analysing supplier responses and creating purchase orders

## Review

At this stage you should already have performed the following:

1. Created a new tender
2. Quantified how much you need to order and added these lines and quantities to the tender
3. Decided which suppliers should be invited to tender, and added them to the tender
4. Sent out the tender and invitation to take part to the suppliers you selected
5. Entered responses to your tender (quotations) from suppliers

Having performed these steps, your tender should be set to confirmed status and you are ready to compare the prices quoted, and decide upon a preferred supplier for each item.

## Benchmark supplier

Before analysing the various responses to your tender, you may wish to set one of the suppliers to be a benchmark (or maybe you had specifically added a dummy benchmark supplier to the tender and added benchmark prices in their quote). If you do this, mSupply will indicate how much higher or lower than the benchmark supplier's quote, all the other suppliers' quotes are. It can be a handy indicator to help the analysis process.

To set a benchmark supplier, open the tender (choose **Supplier > Show Tenders...** from the menus and double-click on the tender in the list) and on the *Tender preferences* tab, in the *Benchmark supplier* section select the desired benchmark supplier in the Benchmark supplier drop down list:



For more details on using benchmark price see [Using benchmark prices](#).


## Analysing the responses

Once you have the tender open (choose **Supplier > Show Tenders...** from the menus and double-click on the tender in the list), select the **Items and compare prices** tab:

Items and Compare Prices

| Li... | Code     | Item name                              | Pack  | Pack Size | Total quan... | Currency | Original  | PO local  | Unit  | Preferred Supplier   | Item Con... |
|-------|----------|--|-------|-----------|---------------|----------|-----------|-----------|-------|----------------------|-------------|
| 1     | Acetaz   | Acetazolamide 250mg tab                | 30    | 100       | 3000          | EUR      | 59.24     | 36.94     | each  | International Disper |             |
| 2     | Acyeo    | Acidovir 3% eye oint                   | 5     | 1         | 5             | EUR      | 4.84      | 18.13     | each  | International Disper |             |
| 3     | Aciraw   | Acriflavin powder BP powder (g)        | 2     | 5000      | 10000         |          | 0.00      | 0.00      | grams | Not chosen           |             |
| 4     | All1     | Allopurinol 100mg tab                  | 130   | 100       | 13000         | AUD      | 288.47    | 0.00      | each  | BOUCHER & MUIR P     |             |
| 5     | Amosyr   | Amoxicillin 125mg/5ml susp (100mL)     | 67000 | 1         | 67000         | AUD      | 38,190.00 | 33,060.00 | each  | BOUCHER & MUIR P     |             |
| 6     | Amo250   | Amoxicillin 250mg cap                  | 1534  | 1000      | 1534000       | AUD      | 24,988.86 | 31,276.80 | each  | BOUCHER & MUIR P     |             |
| 7     | Amo500   | Amoxicillin 500mg cap                  | 1270  | 1000      | 1270000       | EUR      | 38,045.07 | 33,090.40 | each  | International Disper |             |
| 8     | Amclav   | Amoxicillin + Clavulanate 500mg +125m  | 160   | 100       | 16000         | EUR      | 2,774.70  | 883.99    | each  | International Disper |             |
| 9     | Amp5     | Ampicillin 500mg vial                  | 85700 | 1         | 85700         | AUD      | 10,284.00 | 12,372.72 | each  | BOUCHER & MUIR P     |             |
| 10    | Haemoint | Antihemorrhoid 30g oint                | 1200  | 1         | 1200          | AUD      | 36.00     | 2,997.00  | each  | Anspec Pty Ltd       |             |
| 11    | Asp3     | Aspirin 300mg tab                      | 652   | 1000      | 652000        | EUR      | 2,060.86  | 1,797.47  | each  | International Disper |             |
| 12    | nAut19m  | Autoclaving tape 18mmx50m              | 50    | 1         | 50            | EUR      | 207.16    | 255.76    | each  | International Disper |             |
| 13    |          | Bandage Adhesive Elastic 10cm x (1m -  | 100   | 1         | 100           |          | 0.00      | 0.00      | each  | Not chosen           |             |
| 14    | nBcrp84  | Bandage crepe 8cm x 4m                 | 200   | 1         | 200           |          | 0.00      | 156.84    | each  | Not chosen           |             |
| 15    | nBcrp755 | Bandage crepe elastic 7.5cm x (1m - 5m | 3000  | 1         | 3000          | AUD      | 1,475.00  | 1,180.00  | each  | Anspec Pty Ltd       |             |
| 16    | nBcrp105 | Bandage crepe elastic 10cm x (1m - 5m) | 5000  | 1         | 5000          |          | 0.00      | 0.00      | each  | Not chosen           |             |
| 17    | nBgz755  | Bandage gauze 7.5cm x (1m - 5m)        | 300   | 1         | 300           |          | 0.00      | 0.00      | each  | Not chosen           |             |

Total for Tender quantities .00  
Total for Purchase Order 521,051.91

 Note that mSupply will remember any changes you make to the widths of the columns on this tab. This can be very useful if you want to minimise columns you are not interested in to make room for other, more important columns over several sessions to select the winning bids.

Then double-click the first item in the list, which in our example is Acetazolamide 250mg tablets, to bring up the *Edit tender item window*, which opens at the *Compare supplier responses* tab:

Set tender item criteria: Compare supplier responses

| Supplier                            | Manufacturer | Price  | Currency | Pack Size | Number of packs | Total quantity | Volume | Tot. re... | Price wit... | Net cost | Total Cost | Adj Cost | +/- % | Expiry date | Delivery time | Delivery method | Ref | Disq | Supplier comment |
|-------------------------------------|--------------|--------|----------|-----------|-----------------|----------------|--------|------------|--------------|----------|------------|----------|-------|-------------|---------------|-----------------|-----|------|------------------|
| International Dis...ary Association |              | 13.87  | EUR      | 1000      | 3               | 3000           | 0      | 0.00       | 13.87        | 15.9132  | 45.6397    | 0.0159   | 0     |             |               |                 |     |      |                  |
| Anspec Pty Ltd.                     |              | 12.00  | AUD      | 1000      | 30              | 3000           | 0      | 0.00       | 12.00        | 7.8398   | 235.3952   | 0.0783   | 0     |             |               |                 |     |      |                  |
| Mullerchem Exports Ltd              |              | 38.28  | NZD      | 1000      | 30              | 3000           | 0      | 0.00       | 16.26        | 9.8806   | 290.4246   | 0.0968   | 0     |             |               |                 |     |      |                  |
| Boucher & Muir Pty Ltd              |              | 21.55  | AUD      | 112       | 30              | 3360           | 0      | 0.00       | 21.55        | 14.8790  | 422.3713   | 0.1257   | 0     |             |               |                 |     |      |                  |
| Boucher & Muir Pty Ltd              |              | 220.00 | AUD      | 1000      | 3               | 3000           | 0      | 0.00       | 220.00       | 143.7304 | 431.1912   | 0.1437   | 0     |             |               |                 |     |      |                  |

Note: [Empty text box]

Bench mark  
Bench mark supplier: Not chosen  
Adjusted cost: 0.0000  
Min price: 0.0000  
Max price: 0.0000

In our example, 5 suppliers have been invited to tender, and 4 have submitted tenders, one supplier having submitted prices for two different pack sizes. One supplier has not submitted a quotation, so all the entries for that supplier are zero.

The important column is the *Adj Cost* column, this allows you to compare prices which have been evened out to cater for differences in pack sizes, currencies and freight costs. mSupply makes it easy to identify the lowest price quoted because it appears in blue type. Clicking the *Adj Cost* column header will sort the entries so that the cheapest one appears at the top of the list.

If a benchmark supplier had been selected then the +/-% column would display what percentage above or below the benchmark supplier's quote that particular quote was. A negative value indicates that the quote is below the benchmark quote, a positive value that it is above. e.g. a figure of -2.78% would mean that the quote was 2.78% less than the benchmark quote.

If you want to highlight any particular line for any reason, you can change its colour by clicking on it in the list to select it then selecting the desired colour from the **colour** drop down list (currently showing "Black" in the screenshot) in the top right hand corner.

Note that if you want historical data of all previous stored quotes for an item, including those from previous tenders, this is available by choosing **Items > Show items...** from the menus, locating the item, then viewing the *Quotes* tab.

Before marking the supplier of the cheapest item as the preferred supplier, there are other factors to be considered, including:

1. Has the supplier met all the tender conditions?
2. Is the proposed delivery schedule acceptable?
3. Is the product being supplied by a reputable manufacturer?

The **Disqualified** column allows you to disqualify the quotation from a particular supplier if required by checking the box in the relevant row.



If you want to see more information about a particular quote line, double-click its row to open the *Edit quote line* window to view all the details of the quotation (and edit it too - useful if you discover a data entry error, for example). You may want to fill out the Quote Comment to record any decisions you made e.g. reason for disqualification.

When you have decided on a supplier for an item, check the box in the **Preferred** column in the row for that supplier. Proceed to the next item by clicking the **OK & next** button and repeat the process. When you have finished, click the **OK** button to return to the *Edit Tender* window.

It is, of course, not necessary to complete the selection of preferred suppliers at one session on the computer; it can be done in stages. Actually, you don't have to select preferred suppliers for all items before you complete the tender; you may want to wait for more favourable market conditions before purchasing some items, for example.

Please also note that all changes to tender lines are **logged** by mSupply.

Here is an example of a tender that has been partially processed, looking at the *Items and Compare prices* tab:

**Edit Tender...**

Description:

Creation Date:  Issue Date:  Response By Date:  Status:   Locked

Our ref:

Comments:

Items and Compare Prices | Notes | Choose Suppliers and Enter responses | Standard conditions | Purchase order | Reference documents | Tender preferences | Synchronize

| Li... | Code       | Item name                               | # of Packs | Pack Size | Total quan... | Currency | Original | Original... | PO local  | Unit  | Preferred Supplier | It |
|-------|------------|---|------------|-----------|---------------|----------|----------|-------------|-----------|-------|--------------------|----|
| 3     | acytab     | Acyclovir tab 200mg                     | 10         | 100       | 1000          |          | 0.00     | 0.00        | 0.00      | tab   | Not chosen         |    |
| 17    | Atring     | Atracurium Besylate 25mg/2.5mls amp     | 550        | 1         | 550           |          | 0.00     | 0.00        | 1,114.00  | each  | Not chosen         |    |
| 18    | Atr6       | Atropine 600mcg/ml amp                  | 40         | 50        | 2000          |          | 0.00     | 0.00        | 176.42    | each  | Not chosen         |    |
| 30    | Benz       | Benzhexol 2mg tab                       | 35000      | 1         | 35000         |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 52    | CAFear     | Chloramphenicol 5% ear drops            | 7850       | 1         | 7850          |          | 0.00     | 0.00        | 1,862.17  | each  | Not chosen         |    |
| 56    | nSchT20481 | Chromic T20 48mm 1                      | 6          | 1         | 6             |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 57    | Cip250     | Ciprofloxacin 250mg tab                 | 30         | 1000      | 30000         |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 88    | form       | Formalin Sol 10% (mls)                  | 4000       | 1         | 4000          |          | 0.00     | 0.00        | 0.00      | mL    | Not chosen         |    |
| 136   | Insiso     | Insulin Isophane (Protaphane) 100u/ml   | 50         | 1         | 50            |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 137   | Insmix     | Insulin mixed 70/30 (Mixtard) 100u/ml i | 400        | 1         | 400           |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 138   | Inssol     | Insulin soluble (Actrapid) 100u/ml inj  | 300        | 1         | 300           |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 142   | nInt22G    | Introcan Safety IV needle 22G           | 18000      | 1         | 18000         |          | 0.00     | 0.00        | 16,560.00 | each  | Not chosen         |    |
| 146   | nlabl      | Label                                   | 100        | 1000      | 100000        |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         | R  |
| 159   | lubsachet  | Lubricating jelly sachets (5g)          | 300        | 1         | 300           |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 175   | imbhde     | Monopolar autoclavable handle with s    | 811        | 1         | 811           |          | 0.00     | 0.00        | 0.00      |       | Not chosen         |    |
| 193   | nO2tb2mtrs | Oxygen tube 2mtrs                       | 50         | 1         | 50            |          | 0.00     | 0.00        | 0.00      | each  | Not chosen         |    |
| 200   | Pararaw    | Paracetamol powder BP (g)               | 25000      | 1         | 25000         |          | 0.00     | 0.00        | 0.00      | grams | Not chosen         |    |

Save Sort Order Total for Tender quantities .00  
Total for Purchase Order 960,252.41

**Edit Tender**

Description:

Creation date:  Issue date:  Response by Date/Time:  GMT Status:   Locked

Serial Number:  Our reference:

Comment:

Items and Compare Prices | Notes | Choose Suppliers and Enter responses | Standard conditions | Purchase orders | Reference documents | Tender preferences | Synchronise | Log

| Li... | Code         | Item name                         | # of Packs | Pack Size | Total quan... | Currency | Original | Original... | PO local | Unit   | Preferred Supplier | Item Con.. |
|-------|--------------|-----------------------------------|------------|-----------|---------------|----------|----------|-------------|----------|--------|--------------------|------------|
| 1     | alb400tc     | Albendazole 400mg, tabs, chewable | 500        | 100       | 50000         | USD      | 1,570.00 | 1,570.00    | 0.00     | Tablet | ACME Pharma        |            |
| 2     | GHSC...0101  | Amoxicillin 500mg                 | 600        | 1000      | 600000        |          | 0.00     | 0.00        | 0.00     | C...le | No bids            |            |
| 3     | GHSC...0104  | Ciprofloxacin 500mg               | 1000       | 100       | 100000        |          | 0.00     | 0.00        | 0.00     | Tablet | Not selected       |            |
| 4     | GHSC...0355  | Darunavir 600mg                   | 5000       | 10        | 50000         |          | 0.00     | 0.00        | 0.00     | Tablet | No bids            |            |
| 5     | GHSC...80103 | Ethambutol 100mg tablet           | 500        | 100       | 50000         |          | 0.00     | 0.00        | 0.00     | Tablet | Not selected       |            |

Save Sort order  Finalise Total for Tender quantities 1,570.00  
Total for Purchase Order 0.00

Two of the lines have been changed to a green colour. The *Preferred supplier* column can contain the following values:

- **No bids:** no bids from any supplier have been entered for this item.
- **Not selected:** bids have been entered for the item but none has been selected as preferred

yet.

- **A supplier name:** bids have been entered for the item an one, from the displayed supplier, has been selected as preferred.

The **Show** drop down list just above the list of items is currently showing all lines but it has these options: **All:** show all tender lines, no filtering. **Filled:** show only those lines that have had bids entered for them, whether a preferred one has been selected or not (helpful for showing what still needs to be processed). **No bids:** show only those lines that have had no bids entered for them. **Lowest cost not chosen:** show only those lines where a bid has been selected as preferred and it did not have the lowest cost. **0 number of packs:** show only those lines that have zero packs entered for them. This is not possible for manually created tenders but could, in certain circumstances, be possible with auto-generated tenders or tenders downloaded from the [Health Supply Hub](#).

## Back to the Items and compare prices tab

Once you have finished editing, click **OK** (or **Cancel** if you want to close the window without saving changes to the current tender line).

The column **Preferred Supplier** will now display either the name of the supplier you have chosen or **Not chosen** where you have not yet processed the item.

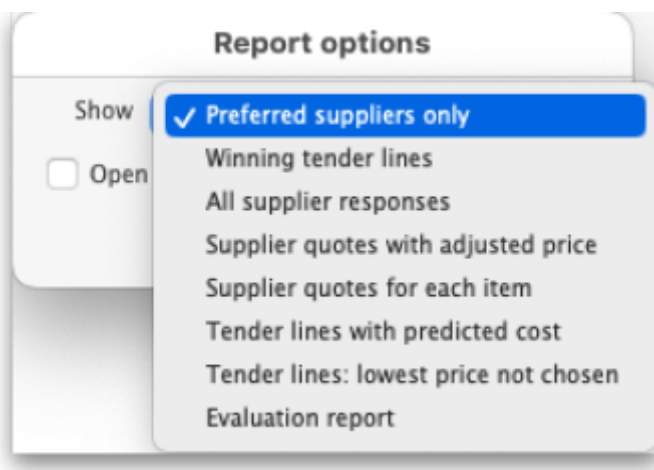
The **Original** column will display the cost of that line if you purchase the tender quantity of that item from the preferred supplier in the currency quoted (The **Original Local** column displays the cost in the local (default or home)currency you are using in mSupply). Note that you might end up editing the quantity on the purchase order to a different value, and then the **PO local** column will have a different value.

## Back to the Choose suppliers and enter responses tab

Just before you create purchase orders for the winning suppliers you might like to see the value that each supplier has won. To do this, click on the *Choose Suppliers and Enter responses* tab and the total value that each supplier has won (i.e. the total value of all the lines where they were selected as the preferred supplier) will be shown in the *Tender value* column. The total amount that each supplier bid will be displayed in the *Total bid* column.

## Reports

You might need to provide reports to a tender board, or for internal records. The tender module has several reports built in, accessed by clicking on the **Print internal report** button on the *Items and compare prices* tab of the tender details window. Clicking on the button displays this window with a drop down list of reports to choose from:



**Winning tender lines:** Shows all the items in the tender which have been allocated a preferred supplier and the costs of those lines. This is an example:

Winning item prices for tender id :14 - last interim order for 2013

| Tendered item                 | Num of Packs | Packsizes Name           | Quoted packsize | Supplier currency | Quoted price | Total fc | Total local currency |
|-------------------------------|--------------|--------------------------|-----------------|-------------------|--------------|----------|----------------------|
| ALLOPURINOL 100MG TAB         | 40           | 100 Multichem Export NZ  | 100             | NZD               | 2.89         | 115.8    | 9321.9               |
| AMIODARONE 50mg/1ml INJ       | 2            | 5 Multichem Export NZ    | 5               | NZD               | 41.55        | 83.1     | 6689.55              |
| FRUSEMIDE 40mg TABLET         | 80           | 1000 Multichem Export NZ | 1000            | NZD               | 18.68        | 1494.4   | 120299.2             |
| GLYCERYL TRINITRATE 5mg PATCH | 15           | 20 Multichem Export NZ   | 20              | NZD               | 20.11        | 301.65   | 24282.83             |
| SCALPEL BLADE 20              | 20           | 100 Multichem Export NZ  | 100             | USD               | 5.00         | 100      | 10114                |
| SCALPEL BLADE 22              | 12           | 100 Multichem Export NZ  | 100             | AUD               | 5.00         | 60       | 5502                 |
| TUBE ENDOTRACHEAL 3.5mm       | 60           | 1 Multichem Export NZ    | 1               | USD               | 1.63         | 97.8     | 9891.49              |
| TUBE ENDOTRACHEAL 4.0mm       | 60           | 1 Multichem Export NZ    | 1               | USD               | 1.63         | 97.8     | 9891.49              |
| TUBE ENDOTRACHEAL 7.0mm       | 100          | 1 Multichem Export NZ    | 1               | USD               | 1.63         | 163      | 16485.82             |
| TUBE ENDOTRACHEAL 7.5mm       | 200          | 1 Multichem Export NZ    | 1               | USD               | 1.63         | 326      | 32971.64             |
| X-RAYS GAUZE ROLL             | 7000         | 1 Multichem Export NZ    | 1               | USD               | 0.57         | 3990     | 403548.6             |
| Total Local                   |              |                          |                 |                   |              |          | 648998.52            |

**Supplier quotes for each item:** Shows quotes from all suppliers for all items, grouped by item. Handy for a summary of all received quotes.

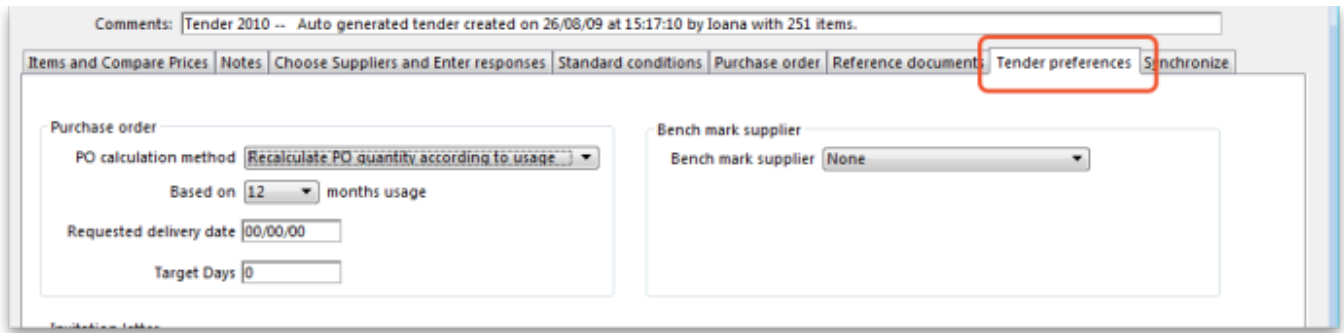
**Tender lines with predicted cost:** Can be used to give an approximate cost of the tender before choosing preferred suppliers for all items has been completed. Where items have not been allocated a preferred supplier, mSupply will use previous purchase costs as an estimate of what the cost will be in this tender.

**Tender lines: lowest price not chosen:** Shows all tender lines which have been chosen as the winning bod when their price was not the lowest. Summary detail shows how much more you will pay than choosing the cheapest lines.

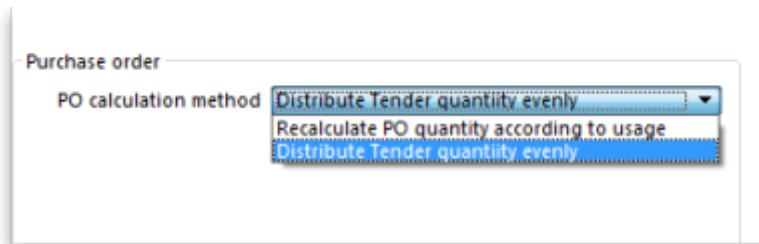
## Setting up purchase order (PO) preferences

Once the choice of preferred supplier has been made for all the items you want to purchase in the tender, the next stage is to generate the Purchase Orders.

Click on the **Tender Preferences** tab on the **Edit Tender** window:



mSupply offers two options for creating Purchase Orders:



1. *Recalculate PO quantity according to usage* should be chosen if you wish mSupply to take into account the usage during the period since the tender was generated; this may be significant depending on the length of that period of time.
2. *Distribute Tender quantity evenly* should be chosen if you wish to make no changes to the quantities calculated at the time the tender was generated.

For our example, we are choosing *Distribute Tender Quantity evenly* because we are content with the quantities which mSupply has calculated and we do not want to make any adjustments. In this case, the **Based on** field should be ignored.

### Split deliveries

If you want to receive split deliveries, then mSupply will create multiple purchase orders for you, each with a different requested delivery date.

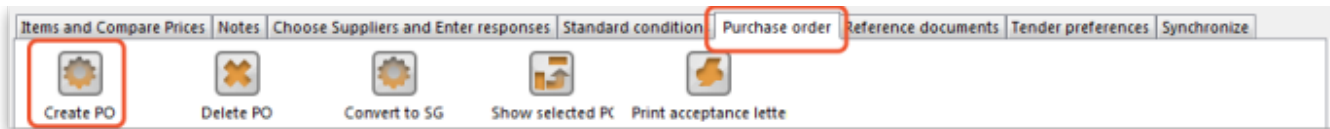


mSupply will behave differently when creating Purchase Orders depending on whether this option is checked or not.

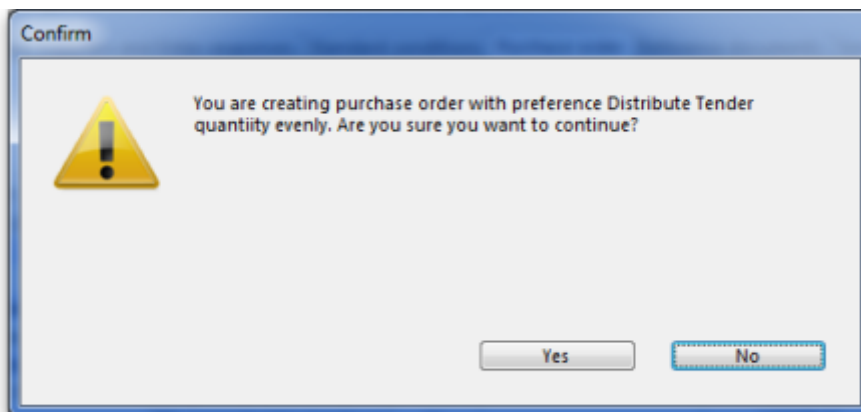
Note that the creation of purchase orders from tenders will be [logged](#) by mSupply.

### Creating purchase orders with split deliveries

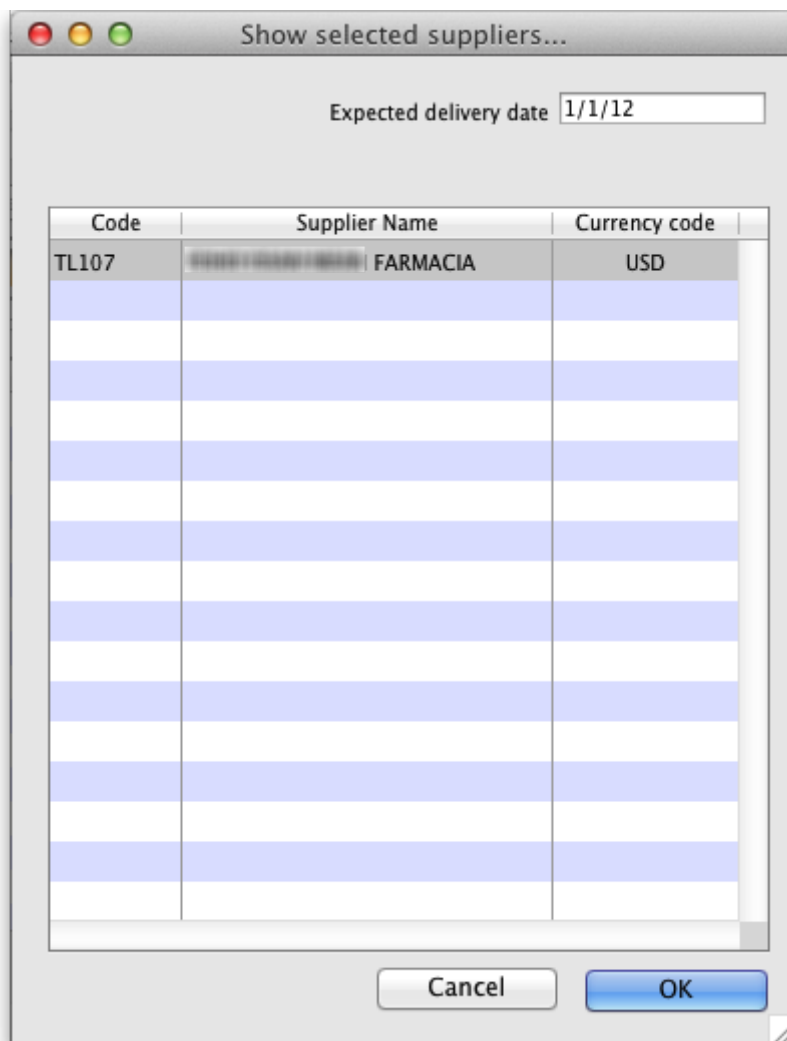
1. Go to the **Purchase Orders** tab
2. If you have checked the "Split deliveries" checkbox in the preferences for this tender, the first button on the toolbar will be **Create blank POs**.



You will need to confirm that this is what you want to do by clicking the **Yes** button on the confirmation window which appears:

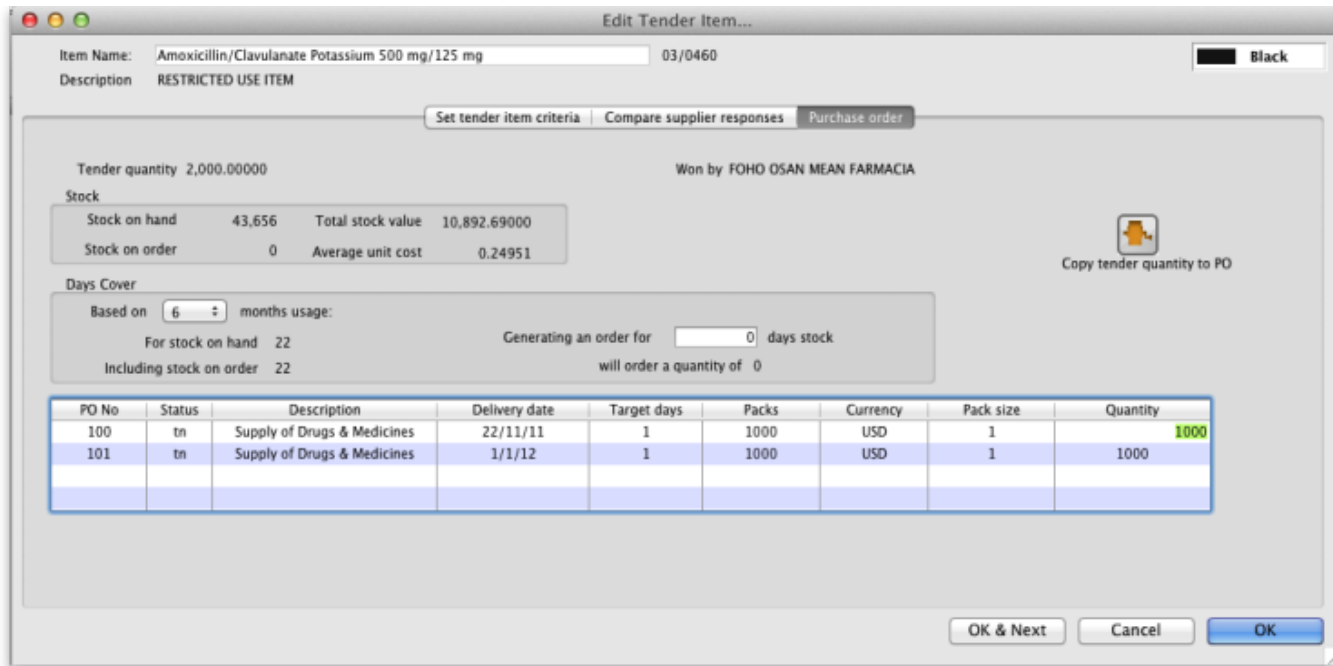


You are then shown a list of suppliers:









### Converting to a "normal" purchase order


While a purchase order is being created and edited inside the tender module, it has the status of "tn" and isn't visible in the same way that purchase orders created outside the tender module are. Purchase orders that are visible in the main mSupply system have a status of "sg" (or "cn" or "fn"). Once you are satisfied with your purchase order in the tender module do this:

1. Go to the purchase orders tab
2. Click on a purchase order to convert (only one at a time at the moment, sorry)
3. Click **Convert to SG**
4. Confirm the warning window, and the purchase order will now:
  1. no longer be editable in the tender module
  2. be available using **Suppliers > Show Purchase orders** from the mSupply menu or navigator.
5. Repeat the process with other purchase orders that are ready to send to a supplier.

You can now view the purchase order, confirm it, and send to a supplier - see [Purchasing: Ordering from Suppliers: Viewing a purchase order](#).

### Finalising a tender

This should be done when all processing of the tender is complete and the purchase orders have been created and sent to the suppliers. The tender will not be editable after this so PLEASE make sure you are sure that all processing is complete!



When you finalise a tender you will be warned if there are no Purchase orders associated with it because you won't be able to create them later!

Previous: **[18.06. Benchmark prices for tenders](#)** | | Next: **[18.09. Supplier instructions for using tender submission web interface](#)**

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Permanent link: [https://docs.msupply.org.nz/tender\\_management:creating\\_purchase\\_orders?rev=1680781667](https://docs.msupply.org.nz/tender_management:creating_purchase_orders?rev=1680781667)

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