18.04. Adding supplier responses to a tender

Suppliers respond to your invitation to respond to a tender with quotations. To process a quotation from a supplier, open a tender (choose **Suppler > Show Tenders...** from the menus and double-click on the tender in the list) and go to the *Choose suppliers and edit responses* tab:

Creation date 18/10/2024	Issue date 18/10/2024	Response by	Date/Time 00/00/00	00:00	Status: cn	Locke	d
Serial Number: 1	Our reference						
Items and Compare Prices Notes 0	Choose Suppliers and Enter	responses Standar	d conditions Purcha	se orders Reference	documents Tender pre	ferences Synchron	ise Log Currencies
•					Subject For Email:		
Add Suppliers Delete Supplier	Print Invitation	To Spreadsheet			Prices adjusted to	local currency: USD	1
Supplier Name	Supplier's code	Date Sent	Date Responded	Supplier ref	Total bid	Tender value	Total on PO
A. De Backer & Co	1900001227		1		11,760.00	0.00	0.00
ipecial supplier	Special supplier				11,740.00	0.00	0.00
Wonder supplier	WS				26,400.00	0.00	0.00
							-
							_
				Total PO for a	I Suppliers 0.00		

Double-click the supplier name you want to enter a response for. The *Edit Quote* window will appear:

From supplier:A	CME Pharma		Date resp	ite sent: 00/0 ponded: 00/0 Valid till 00/0	0/00		er m.3 er kg	
New line(s) Dele	te line Show All	6			currency: USD		default: USD	Import tende
Code	item name	Pack Size	Currency	Price	Freight	Comment	Price in PO	

What you do from here depends on whether you want to enter the supplier responses manually or import them from a spreadsheet.

Entering responses manually

The **Date sent** field may be edited if necessary. You should enter the date the supplier responded, and in the **Valid till** field, the expiry date of the quotation. Also, enter the reference that the supplier is using for their own records (to be quoted in future correspondence) in the **Their reference** field, and, importantly, the currency in which the supplier has responded (on the *Edit Quote* tab). If you have previously set a default currency for this supplier, this drop-down list will already be set to that currency. Otherwise, your own default currency will appear.

The freight charge per cubic metre [m³] should be entered; if the volume of each item's pack is known, this can also be entered (at a later stage), allowing a more accurate total cost of each item to be evaluated.

Multiple currency tender quotations

A quotation may be received from a supplier which has used one currency for some items, and another currency for others; or has submitted more than one quotation for the same item, each one in a different currency (e.g. Euros and US dollars). Should this occur, it is strongly recommended that you process the quotation as two or more separate quotations, each one restricted to a single currency. That is, enter the supplier twice in the list of suppliers, then add a comment to the quotations to distinguish which quotation is in which currency. We have designed mSupply like this so that when Purchase Orders are created, a single Purchase Order only uses one currency. Mixing currencies on a Purchase Order is likely to cause confusion and errors.

Adding quotation lines

Now you can add the supplier's quotation line by line. On the *Edit Quote* tab, click on the **New line(s)** button. A window will open showing you a full list of all the items on the tender:

Item name	Quantity	Pack Size
Albendazole, 400mg, tabs, chewable	3829	100
Amox. 500mg + Clav. acid, 125mg, tabs	2282	15
Amox.125mg & Cla00ml, bottle (Curam)	42272	1
Amoxicillin, 250mg, tabs, dispersable	36578	100
Amoxicillin, 500 mg, caps	28527	21
Amoxicillin, powder/Sml, 100ml, bottle	238462	1
Apron, Protection, P(0.15mm thickness)	18895	1
Apron, protection, plastic, disp.	40	100
Ascorbic acid, 250mg, tabs (Vitamin C)	2252	1000
Atracurium,10mg/ml, 5ml ampoule	176	5
Atropine Sulfate inj 1mg/ml 1ml amp	791	10
Bag, Biohazard, Plastic, 36 x 36, Pcs	5122	20
Bag, urine collection, 2000ml	3443	10
Bags, Autoclave, yellow	193	200
Bandage, light suppcm x 4.5m (Premier)	56	1
Benzyl benzoate 25% lotion /BOT-1000ml	224	1
Benzylpenicillin Sodium for Injection 3.0g	24	50
Betamethasone vale%, cream, 20g , tube	2	1
Blade, no. 10, surgical, sterile, disp.	10	100
Blade, no. 22, surgical, sterile, disp.	46	100
Boot cover, pair	202	100
Day estatu E It for wood evene ladle	21000	1

Select from the list all the items you want to enter quotes for. You can use the usual Control+click (Cmd+click on Mac) to add/remove an item to your selection, Shift+click to add/remove a range of items from your selection or Control+A (Cmd+A on Mac) to select all items. Now click on the **Use** button and all the items you have selected are added to the quotation with zero cost. In this example we chose to add the first 5 items in the tender:

Their reference: Date sent: 00/00/00 0 per m3 Date responded: 00/00/00 Valid till 00/00/00 0 per kg Valid till 00/00/00 Valid till 00/00/00 0 0 per kg New line(s) Delete line Show: All S This quote currency: USD Supplier's default: USD S155370 Albendazole, 400mg, tabs, chewable Did USD 0.00 0 0.00 S1555550 Amox. 250mg 4 C acid, 125mg, tabs 15 USD 0.00 0 0.00 S1555550 Amox. 250mg 4 C acid, 125mg, tabs 15 USD 0.00 0 0.00 S1505551 Amox. 125mg 6 Coml, bottle (Curam) 1 USD 0.00 0 0.00 S1505504 Amox.125mg a tabs, dispersable 100 USD 0.00 0 0.00 S1505505 Amox.125mg a tabs, dispersable 100 USD 0.00 0 0.00 S1505505 Amox.125mg a tabs, dispersable 100 USD 0.00 0 0.00 S150550 Amox.125mg a tabs, dispersable 100	From sug	plier: ACME Pharma		Dates:				Freight			
Date responded: 00/00/00 0 per kg Valid till 00/00/00 0 0 Valid till 00/00/00 0 0 Edit Quote Reference documents Comments New line(s) Delete line Show: All 0 This quote currency: USD 0 Supplier's default: USD Code Item name Pack Size Currency Price Freight Comment 1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00 1555350 Amox. 500mg + C acid, 125mg, tabs 15 USD 0.00 0 0.00 1505051 Amox. 125mg & COm, bottle (Curam) 1 USD 0.00 0 0.00 1505054 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0.00				Di	te sent: 00/0	0/00		0	per m3		
Valid till 00/00/00 Edit Quote Reference documents Comments Delete line Show: All Comments Comments Supplier's default: USD Code Item name Pack Size Currency Price Freight Comment Price in PO 1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00 1505050 Amox, 250mg 4 C, acid, 125mg, tabs 15 USD 0.00 0 0.00 1505051 Amox, 125mg 4 C, 0ml, bottle (Curram) 1 USD 0.00 0 0.00 1505043 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00 0.00	their refer	ence:		Date resi	onded: 00/0	0/00		0	ner ko		
Edit Quote Reference documents Comments New line(s) Delete line Show: All Comments Comments Supplier's default: USD Code Item name Pack Size Currency Price Freight Comment Price in PO 1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00 1505050 Amox.125mg & COmi, botheli (Curum) 1 USD 0.00 0 0.00 1505043 Amox.icillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00									per ng		
Image: Show: All Image: Show: All Image: Show: Mail Mail Mail Mail<					00/0	0/00					
New line(s) Delete line Pack Size Currency Price Freight Comment Price in PO 1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00 1505050 Amox. 500mg + C acid, 125 mg, tabs 15 USD 0.00 0 0.00 1505051 Amox.125 mg & C0ml, bottle (Curam) 1 USD 0.00 0 0.00 1505043 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00			Edit	Quote Ref	erence docum	ents C	ommen	ts			
New line(s) Delete line Pack Size Currency Price Freight Comment Price in PO 1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00 1505050 Amox. 500mg + C acid, 125 mg, tabs 15 USD 0.00 0 0.00 1505051 Amox.125 mg & C0ml, bottle (Curam) 1 USD 0.00 0 0.00 1505043 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00											
Code Item name Pack Size Currency Price Freight Comment Price in PO 1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00			0		This quote cu	rrency:	USD	Suppl	ier's default:	USD	
1555370 Albendazole, 400mg, tabs, chewable 100 USD 0.00 0 0.00 1505050 Amox. 500mg + C acid, 125mg, tabs 15 USD 0.00 0 0.00 1505051 Amox.125mg & Cl0ml, bottle (Curam) 1 USD 0.00 0 0.00 1505043 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00	New line(s) Delete line									
IsoSoSo Amox. S00mg + C acid, 125mg, tabs IS USD 0.00 0 0.00 IsoSoSo Amox.125mg & Cl0ml, bottle (Curam) 1 USD 0.00 0 0.00 IsoSoSo4 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00	Code	Item name	Pack Size	Currency	Price	Freight	t	Comment		Price in PO	
1505051 Amox.125mg & Cl0ml, bottle (Curam) 1 USD 0.00 0 0.00 1505043 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00	1555370	Albendazole, 400mg, tabs, chewable	100	USD	0.00		0				0.00
1505043 Amoxicillin, 250mg, tabs, dispersable 100 USD 0.00 0 0.00	1505050	Amox. 500mg + C acid, 125mg, tabs	15	USD	0.00		0				0.00
	1505051	Amox.125mg & Cl0ml, bottle (Curam)	1	USD	0.00		0				0.00
020006 Amoxicillin, 500 mg, caps 21 USD 0.00 0 0.00 0 0.00 1 1 1 1 1 1 1 1 1 0.00 0 0.00 0.00 1	1505043	Amoxicillin, 250mg, tabs, dispersable	100	USD	0.00		0				0.00
Image: state stat	020006	Amoxicillin, 500 mg, caps	21	USD	0.00		0				0.00
Image: sector											
Image: sector											
Image: sector											

To add the same item twice to a quotation from a supplier, click the **Add lines(s)** button and choose the item a second time. You will be shown a warning that the item is already on the quotation, and be asked if you want to add it again. You might need to do this if the supplier has supplied two prices for the same item based on differences in packaging or other specifications. Note that if you entered an item twice in a single tender to account for such differences, it will appear twice in the list and you won't need to carry out two selections.

In the event that the currency of the quote from the supplier is not the same for each line, mSupply allows each line's currency to be edited, and the appropriate one selected.

Entering prices for each quotation line

When you have added all the items you want to the quotation, it's time to add the prices and other details of the supplier's quotation. To do this, double-click on the first quote line to open the *Edit Tender Response Item* window:

0			Edit Tender Response Ite	m	
Relating 1	to Tender: Annual tender	r 2022, 12 months of stor	Quote line details Custom dat	a	
General			Price break		
Date	05/04/2023		Price break quantity	0 Discount 0.00	
ltem		abs, chewable alb400tc	Price break notes		
		ACME	Frice break notes		
Supplier	ACME Pharma	ACME			
Manufacturer					
Price	0.00	Valid until 00/00/00	Freight		
Pack	100	Currency USD	Volume per pack (cm	(3)	
Supplier number of	0	Rate	1 Freight fact		
packs		Rate to use	1 Freight for preferred part		
Freight factor	1	Rate to use	I Preight for preferred par		
Net cost	0.00				
Total Cost	0.00		Supplier		
Cost Local/Pack	0.00		Supplier's code	Exp date	
Preferred	Disqualified		Supplier bar code	Delivery time	
			Method of Delivery		
Evaluator commen	nt		Supplier comment		
				OK Cancel	OK & N

You will note that this form is very similar to the form for ad-hoc quotes; the related tender is shown at the top, and the item and supplier fields are filled in automatically. Enter the price and other details the supplier has provided - enter as much as you can because you'll use this information when comparing quotes from different suppliers.

Manufacturer: Type the first few characters of the manufacturer's name and press the Tab key on the keyboard to see a list of matching manufacturers. Select the one you want.

Price: Very important, the price you enter is the price for **ONE PACK** of the packsize shown in the **Pack** field.

Valid until: The date this quote will expire.

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Pack: The pack size (number of single items in one pack) this quote is for.

Currency: The currency the **Price** is in.

Rate: The rate used to convert the **Currency** of this quote line to the currency you are using in your datafile.

Rate to use: You can use a different rate to convert the **Currency** of this quote line to the currency you are using in your datafile if you like - just enter it here.

Disqualified: Check this if the quote line is disqualified for any reason (excluded manufacturer, for example).

Preferred: Check this if this is the quote you want to accept as the best - see later sections on comparing quotes from different suppliers for more on this.

Cost Local/Pack: The quoted cost per pack in your local datafile currency when converted from the

quote line currency using the rate entered in the **Rate to use** field.

Comment: Enter anything you need to remember or need others to know when comparing this quote with those from other suppliers.

Price breaks: You can also add price break information that the supplier has provided you in the *Price break* section. A price break is a reduction in price when you order over a certain quantity. The **Price Break quantity** is the number of items at which the reduction occurs and **Discount** is the percentage reduction that will apply to the price entered in the **Price** field once the **Price break quantity** is reached.

Freight: If you are calculating freight based on volumes or weight, or using a freight factor, enter that information in this section.

Supplier: Enter any extra details about the supplier in this section.

When you have finished entering details for the quote for this item, click on the **OK & Next** button to move to the next item or **OK** to save the current quotation line, close the window and go back to the *Edit Quote* window.

When you have finished adding all suppliers' quotes to the tender we recommend that you set the tender's status to confirmed (on the *Edit tender* window at the top).



If you're finding that entering all the supplier's quotes is too much work then there's help for you! The remote tender module is what you need, where the suppliers all enter their own quotations and, when the tender closing date has passed you can simply download them to mSupply. See Uploading and downloading web tenders for details and give Sustainable Solutions a call if you're interested.

Deleting an item from a supplier's quotation

If you wish to delete an item from the quotation, click on the line to highlight it, then click the **Delete line** button. Note that this action deletes the selected item from the quotation only, not from the tender!

Reference documents tab

This is used for saving documents which refer to the Supplier's quote, not the whole tender - use the Reference documents tab on the *Edit tender* window to do that (see Reference documents for more details). You might want to use this to save a scanned version of a paper copy of the supplier's quotation, for example.

12 23:56	7/1	1		18.04	Adding supplier res
• •			Edit Quote		
From supplier: A	CME Pharma				
Their reference:					
		Edit Quote Refe	rence documents Comment	ts	
•					
Upload document	t Delete document	Download document			Show: Show All
oproad document	. Dente oocament	common occament			
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no
	File Name	Created by	Created on	Saved on	Version no

Upload document button: Click on this to store a document with the quote. You will be shown a window allowing you to browse to the required document. Double-click on the document or click on it and click the **Open** button to add it to the quote (called "uploading" it). Once it has been successfully uploaded it will appear in the list of documents below the buttons.

Delete document button: Click on a document in the list to select it and click on this button to delete the file and remove it from the quote. You will be asked to confirm the deletion.

Download document button: This will allow you to save one of the files in the list to your computer (called "downloading" it) so that you can view or edit it. Click on the file you want to view or edit to select it in the list then click on the **Download document** button. You will be shown two options: click on Download to just save the file on your computer or Download and open to save the file on your computer and open it for viewing or editing. A window will open for you to select the location to save the file on your computer. Browse to the folder you want to save it in then either double-click on the folder or click on it to select it then click on the **Open** button. The file will be saved in the location you chose. If you selected the Download and open option the file will also be opened for you to view or edit.

If you want any edits you make to the document to be saved to the quote, when you have finished editing, you must upload the edited version to the quote using the **Upload document** button. Don't forget or your edits will only exist on your computer, not on the quote! It is not necessary to change the document's name so that you don't overwrite the original, as mSupply will recognise that changes have been made, and will save it as a new version (and keep the old version too). The file's version number will appear in the Version no column. The Show drop down list above that column allows all versions to be displayed, or only the latest one.

Comments tab

This is used for adding comments from you or the supplier, things that need to be remembered or considered later.

• • •	Edit Quote	
From supplier: ACME Pharma		
Their reference:		
	Edit Quote Reference documents	Comments
My Comment		
Supplier comment		
		OK & Next OK

Simply type the comments you want to save in the appropriate box. When you click the **OK** or **OK & Next** button the comments (and all other changes to the tender) will be saved.

To view comments saved on the quote, simply view this tab.

Importing responses from a spreadsheet

You can import a supplier's responses to a tender using a spreadsheet. The spreadsheet has a special format and the best way to create it is to export it from the tender. After entering all the items and quantities that the suppliers are to bid on and set the **Incoterm** for the tender (on the *Items and compare Prices* tab - see the 18.01. Introduction to tender management page for details), go to the *Choose Suppliers and Enter responses* tab of the tender:

2025/08/12 23	3:56
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Description Test tender								
Creation date 18/10/2024	Issue date 18/10/2024	Response by	Date/Time 00/00/00	00:00	Status: cn	Locked		
	Our reference	incaponiae by	balle) think (bb) bb) de	00.00		0.000		
Comment								
Items and Compare Prices Notes C	hoose Suppliers and Enter	responses Standard	conditions Purcha	se orders Reference d	locuments Tender pre	ferences Synchroni	se Log Currenci	es
•	—				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	
. De Backer & Co	1900001227				11,760.00	0.00	0.00	
pecial supplier	Special supplier				11,740.00	0.00	0.00	
londer supplier	WS				26,400.00	0.00	0.00	
				Total PO for al	Suppliers 0.00		_	
				100011010101	antitudes area	Cancel	ОК	

Click on the **To Spreadsheet** button and select the *Supplier response template* option. The spreadsheet will be created and opened for you. It has 3 sheets:

- **sheet 1** contains the tender, supplier and quote information. When you first open the spreadsheet, this sheet contains the details of the items and quantities to bid on only: do not alter them!
- **sheet 2** contains details of all the manufacturers used on sheet 1. Do not alter any of these details.
- **sheet 3** contains details of all the currencies used on sheet 1. Do not alter any of these details.

Sheet 1 looks like this:

1 .																
				Supplier code :	ACME											
				Supplier Name :	ACME Pharma											
				Supplier ID :	209CA668D4EC48498E955BC66419EC E6											
				Tender ID :	8FB18538144D4CAC82FE5B3E248512 CF											
								Te	est tender							
4																
	Prefiled by mSupply Tender module									To be	completed by	supplier				
				Fleineu	by moupping render moudle						Mandatory fields			No	n mandatory fields	
										Offered price per pack						
Internal Line	ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	[EXW - Ex Works]	Currency	Expiry Date	Delivery time	Supplier item code	Manufacturer Name	Comments

Enter the details of the supplier's bid for each item in each row of sheet 1, starting at column I:

Column	Mandatory?	Title	Description
I	Mandatory	Offered pack size	The pack size offered by the supplier for this item
J	Mandatory	Offered price per pack	The price for a pack for this item
К	Mandatory	Currency	The three letter currency code of the price
L	Mandatory	Expiry Date	The expiry date of the stock being offered
м	Mandatory		The number of days between the closing date of the tender and delivery
Ν	Optional	Supplier item code	The code of the item in the supplier's item catalogue
0	Optional	Manufacturer name	The name of the manufacturer

Column	Mandatory?	Title	Description
Р	Optional	Comments	Any remarks that the supplier wants to make about this line

If you add new manufacturers or currencies on sheet 1 they will be created for you during the import. You do not need to add them to sheets 2 and 3.

When complete, save the spreadsheet and **close it** (if you don't close it, mSupply will not be able to open and read it). then double-click on the supplier's name in the list to see the supplier's quotes window:

From supplier:#		Dates: Date sent: 00/00/00 Date responded: 00/00/00 Valid till 00/00/00			Freight 0 0	per m3 per kg			
New line(s) Del	the line All	Ed			currency: USD		er's default:	USD	Import tende
Code	item name	Pack Size	Currency	Price	Freight	Comment		Price in PO	

Click on the **Import tender** button, select the spreadsheet file and click on the **Open** button. mSupply will carry out the import and you will see the results in the table in the supplier's quotes window.

After the import, you can still manually edit any of the supplier's quotes by double-clicking on the individual lines, as described in the section above.

Previous: 18.03. Adding suppliers to a tender and inviting responses || Next: 18.05. Tender reference documents

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Last update: 2023/01/24 15:48

