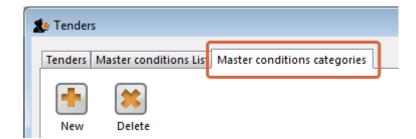
2025/06/28 08:14

mSupply allows you to set up a list of standard tender conditions called master conditions. These are all the conditions you will apply to tenders from year to year. Each time you create a tender you can copy the master conditions you want to your tender as required - these form the standard conditions list for that one tender. These instructions cover managing master conditions and applying them to individual tenders as standard conditions.

When you print your tender invitation letter, you can choose to have the list of standard conditions print (not all the master conditions!), followed by the list of items for which you are requesting prices.

Setting up conditions and their categories

Choose Suppliers > Show tenders, and open the Master Conditions categories tab



Here you may define categories for your master conditions. Examples shown above are *Annual*, *Supplementary* and *Emergency*. Subsequently you can restrict the display to a single category by selecting that category from the *Show* drop down list.

Choose Suppliers > Show tenders, and open the Master Conditions List tab:

Last update: 2019/10/15 tender_management:standard_conditions https://docs.msupply.org.nz/tender_management:standard_conditions?rev=1571114873 04:47

(New (Master of	Delete Condition Print Conditions		Shov	v: [All	•
Active	Point	Heading	Body	Flag	Category	*
V	01	Introduction	Tenders are invited for the sup	changeable	Annual	
	01.b	Closing Date and Sumbission Instructions	Tenders are to be delivered ele		Annual	
1	01.c	Supply Resulting to comply with specifications	Any supply of goods resulting			
Accessed in the local division of the local	01.d	Notication of successful bids	Successful Tenderers, herein a			
1	02	Bid Form	The Tenderer shall complete th			
	02.a	Language of bid and communications	The Bid and all communication			E
1	03.a	Pricing- Quotes to be CIF	If possible, tenderers should a			
	03.b	Prices to be fixed for one year	Prices are to be fixed for one y		Annual	
	03.c	Terms of Payment	The Tenderer must include the			
	04	Bid Currency	We prefer bids in Australian d			
	05	Delivery Period	Delivery Time is the estimated			
1	06	Quantities and Split deliveries	The quantities given in the Ite			
	07	Delivery schedule	Deliveries will be in four lots o			
	08	Product Quality	All items should be based on I			
1	08.a	Certificates of pharmaceutical products	If you have previously submitt			
Accessed in the local division of the local	08.b	Minimum Expiry Date: 2 years for products with a 3 y	Minimum remaining shelf-life			
	08.c	Label samples not required	Samples of labels are not com			
	08.d	Product Packaging	Description of primary packag			
1	08.e	Country of Origin to be Stated.	Country of Origin, if different			Ŧ
4						•

You can print a master condition selected in the list by clicking on the *Print conditions* button. To add a new master condition, click on the *New Condition* button. This window opens:

1 -		New mas	ter condition		- 5	×
Point		Active		Print Heading and Bo	dy	*
Heading						
Body						
Category	none	•				
Flags			Cancel	ОК	OK &	Next

Point: The conditions will sort by their point entry when printed. We suggest you label your points 1.1, 1.2, 1.3, 2.1, 2.2 etc.

Note that if you have more than 9 points in one of the levels, you should add a leading zero so that they sort properly (01.1, 01.2, etc)

Heading: Enter the Heading.

Body: The body can be as long as you like for each entry.

Category: If you have defined categories, they will be displayed in the drop down list, and you may select the appropriate one.

Flag: Say you have some entries that need changing after copying to an individual tender (e.g. a closing date). You can enter a value in the flag field to identify such entries.

Print heading and body: Use this drop-down list to choose what will print. Normally you'll want to print both heading and body, but near the top of a tender form you may want several headings together.

Click **OK & Next** to add further conditions.

Editing and deleting conditions

Double-click an entry to edit it.

To delete a condition click on it to highlight it, then click the *Delete condition* button.

Last update: 2019/10/15 tender_management:standard_conditions https://docs.msupply.org.nz/tender_management:standard_conditions?rev=1571114873 04:47

Copying master conditions to a tender

When you enter a new tender, go to the *Standard conditions* tab.

🗶 New Tender		3 - X-
Description:		
Creation Date:	23/01/12 Issue Date: 23/01/12 Response By Date: 23/02/12 Status: 59 💌 🗌 Locked	
Our ref:		
Comments:		
Items and Compare P	Prices Notes Choose Suppliers and Enter responses Standard conditions Furchase order Reference documents Tender preferences Synchronize	
-		
Add new	Copy from master Delete	

Click the Copy from master button to copy conditions from the master list

Once you have copied conditions, you can add, edit and delete them in the normal way.

when deleting rows you can highlight multiple rows by holding down the control key (command key on Mac) as you click rows, or press control + A to highlight all rows.

Printing the standard conditions with the invitation letter

To have the standard conditions printed at the end of the suppliers' tender invitation letters, go to the tender's *Tender Preferences* tab:

•		Edit Tender		
Description: Tender 2 (28/08/2	017 16:47:19 Months stock required 12)			
Creation Date: 28/08/17	Issue Date: 28/08/17 Response By Da	te/Time: 28/09/17 00:00 GMT	Status: sg ᅌ	Locked
Serial Number: 2	Our ref: AUTO2			
Comments: Auto generated ter	nder created on 28/08/2017 at 16:47:19 by Sus	sol with 144 items.		
	Tender prefer	ences 🗢		
Purchase orders		Branch much supplier		
PO calculation method Distribut	te Tender quantity evenly	Bench mark supplier Bench mark supplier None		
Distribu	e render quantity eveniy	Selicit mark supplier None		
Invitation letter				
Print item description instead of	d 2000 00000	Acceptance letter		
Print item description instead of	or item name	Print tender conditions		
Create split deliveries				
Create split deliveries	For creating split deliveries. You have to create blank purchase			
	orders and select fill quantities.			
				Cancel OK

In the Acceptance letter section, check the **Print tender conditions** checkbox. That's it, all done!

Previous: 6.1. Introduction to tender management || Next: 6.3. Adding suppliers to a tender, inviting responses

