

18.10. Supplier instructions for submitting tenders via Excel

As a supplier, you may be invited to participate in a tender managed using mSupply. The client may send you a tender template Excel document in xlsx format, which you are expected to complete and submit for evaluation.

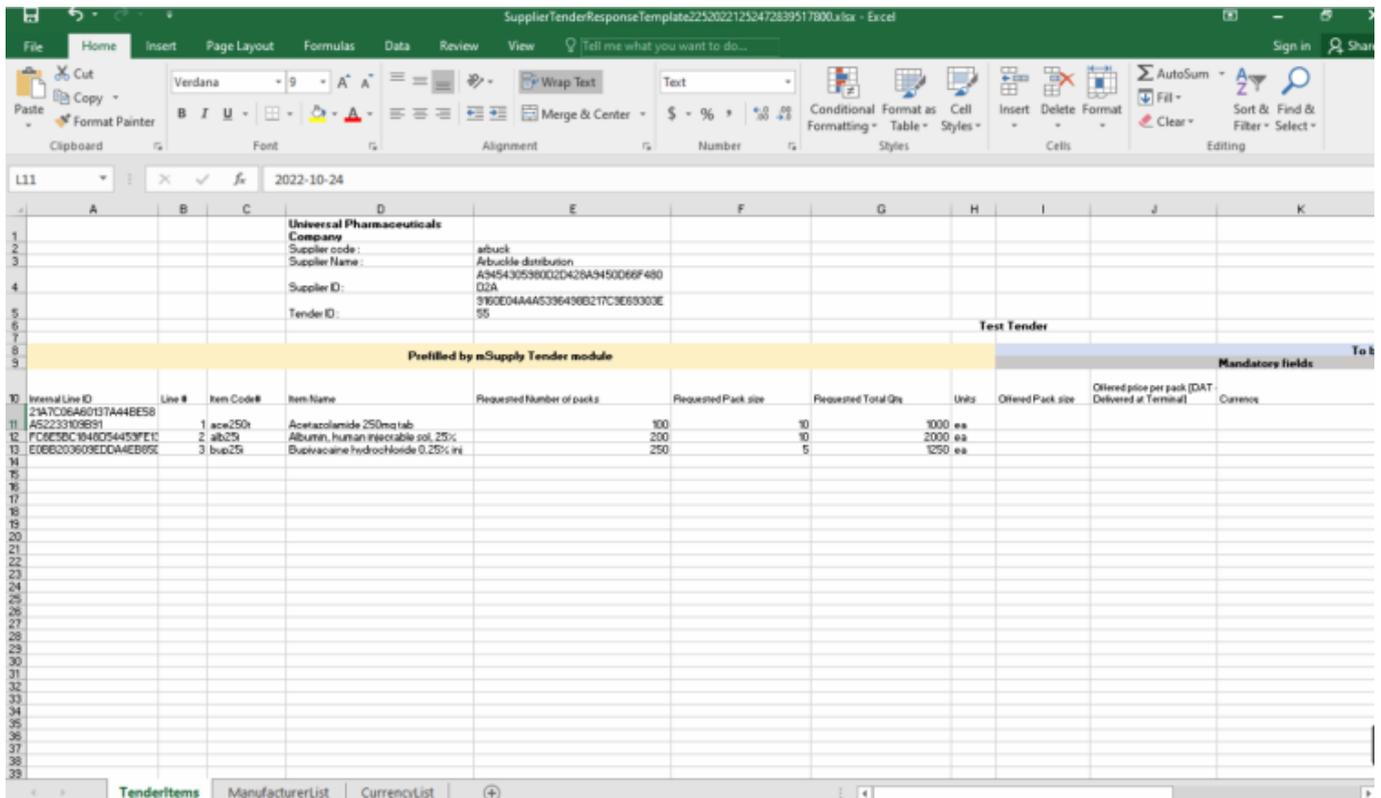
 You must use Microsoft Excel to view and edit the tender template. Microsoft Excel 2016 or newer has been tested to work with the tender template xlsx file. Theoretically Microsoft Excel 2007 should be fine, but this has not been tested.

The tender template will look something like this. You can also download a reference template from [here](#):

supplier_tender_reference_template.xlsx

The **yellow** section contains the item that you may bid for. **Do not modify any contents of the yellow section.**

The **blue** section is where you can enter the price for the items you wish to bid on.



The screenshot shows an Excel spreadsheet with the following structure:

- Company Information:** Universal Pharmaceuticals, Supplier code: atbuck, Supplier Name: Abuckle distribution, Supplier ID: A345430538002D428A9450D66F480 DGA, Tender ID: 386E044A45396436B217C3E63303E S5
- Section Headers:** 'Test Tender' (blue header), 'Prefilled by mSupply Tender module' (yellow header), and 'Mandatory fields' (blue header).
- Table:**

Internal Line ID	Line #	Item Code #	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered pack size	Offered price per pack (DAT Delivered at Terminal)	Currency
A52233109B91	1	ace250t	Acetazolamide 250mg tab	100	10	1000	ea			
FC6C3DC10400544531E1C	2	alb25i	Albumin, human inactivated sol, 25%;	200	10	2000	ea			
ED6B203693EDDA4EB95E	3	bup25i	Bupivacaine hydrochloride 0.25% inj	250	5	1250	ea			



 The currency and the manufacturer column should appear as a dropdown list. [View currency pop down list](#) If this doesn't work, please make sure you are using Microsoft Excel and that the version supports xlsx file format. Contact the client if you suspect that the xlsx file is wrong.

 Do not change the cell format. If the cell is set to text or number, then it must be left as it is. Changing the cell to a different format will cause issues later with information potentially being lost.

 The Excel file has the header row frozen, allowing you to scroll down the list and enter data while still being able to view the corresponding header.

The three worksheets

The Excel template contains three worksheets. **Do not modify the name of the worksheets.**

- **TenderItems:** Main worksheet containing the tender items.
- **ManufacturerList:** Contains the manufacturers that populate the [manufacturer dropdown list](#) in the main worksheet. Do not add to the list of manufacturers manually as this list needs to come from your client.
- **CurrencyList:** Contains the available currencies that populate the [currency dropdown list](#) in the main worksheet. Do not add to the list of currencies manually as this list needs to come from your client.

Supplier Tender Response file format

A more detailed information regarding the tender template columns and cells is described below.

Serial number	Column	Field	Description
1	1(D)	Organization name	Pre-filled. Displays the mSupply store's organization, cannot be changed.
2	2(D)	Supplier code	Pre-filled. Cannot be changed.
3	3(D)	Supplier Name	Pre-filled. Cannot be changed.
4	4(D)	Supplier ID	Pre-filled. Cannot be changed.
5	5(D)	Tender ID	Pre-filled. Cannot be changed.

Serial number	Column	Field	Description
6	10(A)	Internal Line ID	Pre-filled. Cannot be changed.
7	10(B)	Line #	Pre-filled. Cannot be changed.
8	10(C)	Item Code#	Pre-filled. Fixed by the tender, cannot be changed.
9	10(D)	Item Name	Pre-filled. Fixed by the tender, cannot be changed.
10	10(E)	Requested Number of Packs	Pre-filled. Cannot be changed. 30 alphanumeric characters.
11	10(F)	Requested Pack size	Pre-filled. Cannot be changed.
12	10(G)	Requested Total Qty	Pre-filled Cannot be changed.
13	10(H)	Units	Pre-filled. The unit the quantity is measured in e.g. tablet, mL, g, bottle, vial, ampoule
14	10(I)	Offered Pack Size	Mandatory. Number greater than zero (default = 1). The pack size (number of units in one pack) you are offering.
15	10(J)	Offered Price per Pack [DAT - Deliver at Terminal]	Mandatory. The price you are offering for each pack.
16	10(K)	Currency	Mandatory. The currency of the quoted price. Choose the required currency from the dropdown list. If the currency does not exist, enter the new currency here manually.
17	10(L)	Expiry Date	Mandatory. Expiry date of the quoted product, which can be a specific date or an expiry from delivery (e.g. 12 months). This field can be plain text.
18	10(M)	Delivery Time	Mandatory. Estimated time between the goods leaving the supplier's premises and delivery to the customer (.e.g. 5 months).
19	10(N)	Supplier Item Code	Optional. Your supplier item code, if any.
20	10(O)	Manufacture Name	Optional. Choose the required manufacturer from the dropdown list. If the currency does not exist, enter the new manufacturer here manually.
21	10(P)	Comments	Optional. Enter any comments that should be considered in the evaluation process (e.g. brand provided, quote only applicable if all needle sizes are awarded etc.).

Currency

This sets the default currency for your quote. Use the available currencies from the dropdown list.



If the currency drop down list shows, the it is a good sign that your Microsoft Excel is OK.

To be completed	
Mandatory fields	
Currency	Expiry Date
NPR	
USD	
AUS	
INR	

If the currency of your choice is missing, it means that the client has never handled this currency before. You may enter the new currency in this column using the appropriate three letter abbreviation from this link :[Currency Abbreviation](#).

To be completed by supplier				
Mandatory fields		Non mandatory		
Currency	Expiry Date	Delivery time	Supplier item code	Manufacturer
CAD				

New Currency

 You are using a new currency, Are you sure you want to continue ?

Continue?

Yes No Cancel Help

The image above shows that Canadian dollars (CAD) is being used for the quote. The excel will present you with an alert and you may continue with the new currency.



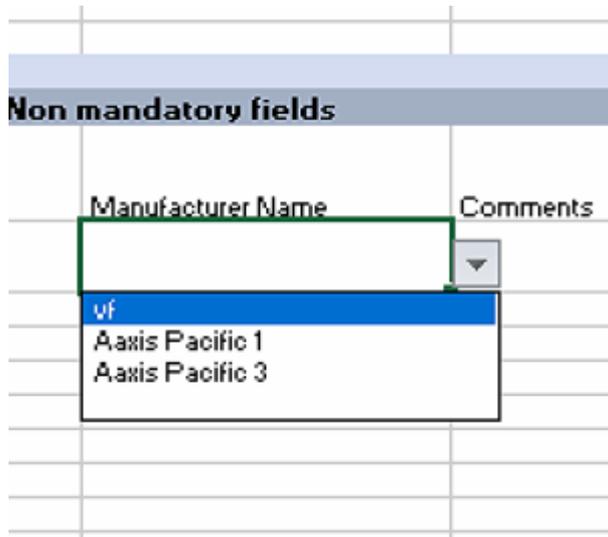
Chances are on your next tender with the same client, you currency of choice will be present on the excel.

Manufacturer

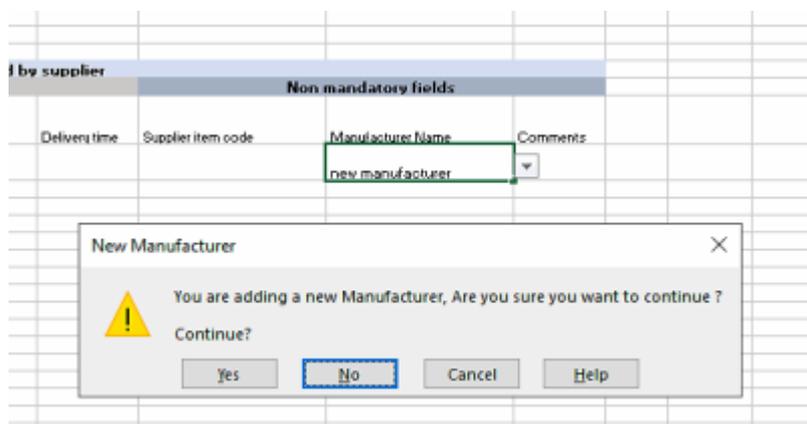
The name of the manufacturer can be chosen from the drop-down list. Typing the first few characters of the manufacturer's name will show a list of matching manufacturers. Click to select one.



If the manufacturer drop down list shows, the it is a good sign that your Microsoft Excel is OK.



If the manufacturer does not exist, this means that the client has never processed drugs from the manufacturer that you wish to bid with. Similar to the currency column enter the new manufacturer name and the excel will confirm if you want to continue.



 Chances are on your next tender with the same client, you manufacturer of choice will be present on the excel.

Entry rules

- Leave the row empty / unfilled if you choose not to bid for the item.

Prefilled by mSupply Tender module					To be completed by supplier							
Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack (DAT - Delivered at Terminal)	Currency	Expiry Date	Deliver time	Supplier item code	Manufacturer	
Apetazolamide 250mg tab	100	10	1000	ea	7	3 USD	20 Mar, 2022	3 month	TS1234	new manufa		
Albumin, human injectable sol, 25%	200	10	2000	ea								
Bupivacaine hydrochloride 0.25% inj	250	5	1250	ea	5	4 USD	05-06-2022	15 days	BESR	Axis Pacific		

- Multiple bids for the same item is allowed by copying and pasting the entire row. The "Internal Line ID" must be part of the copy as it is very important.

Prefilled by mSupply Tender module								Test tender		Ma
Internal Line ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack [DAT - Delivered at Terminal]	Cur
21A7C06A60137A44BE58										
A52233103B31	1	ace250t	Acetazolamide 250mg tab	100	10	1000	ea			
FC6E5BC1848D54453FE1	2	alb25i	Albumin, human injectable sol, 25%	200	10	2000	ea			
E0BB203809EDDA44EB85C	5	bup25i	Bupivacaine hydrochloride 0.25% inj	250	5	1250	ea			
E0BB203809EDDA44EB85C	4	bup25i	Bupivacaine hydrochloride 0.25% inj	250	5	1250	ea			
E0BB203809EDDA44EB85C	3	bup25i	Bupivacaine hydrochloride 0.25% inj	250	5	1250	ea			

- Line number is not important and doesn't need to be in any order.

Prefilled by		
Line #	Item Code#	Item Name
	1	ace250t
3	2	alb25i
0	5	bup25i
0	4	bup25i
0	3	bup25i

Tender Submission

Enter your bid, save it and email the xlsx file to the client as guided.

From: <https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link: https://docs.msupply.org.nz/tender_management:supplier_responding_to_tender_via_excel?rev=1647317084

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