

# Uploading and downloading web tenders

A web tender is one that is uploaded to our remote tender server and is made accessible to suppliers to enter their responses. This greatly reduces the load on you to input all the responses from all suppliers and means there will be far less data entry errors.

## Setup

To use web tenders, there are several setup steps that only need to be done once:

1. Contact Sustainable Solutions to arrange a user account. We'll send you your account details.
2. In **File > Preferences...**, on the Tender tab, enter the account details Sustainable Solutions sent you. See [General preferences, Tenders section](#) for details.
3. Link each of your suppliers with the Supplier's master record on the tender web site. For further information see [Adding and editing names, Master ID and Master name fields](#).
4. Tell Sustainable Solutions about any of your suppliers that are not in the tender web site list. We will then add them, and you can link the remaining suppliers.

## Summary

The following steps summarise the process:

1. In mSupply, create a new tender.
2. Set up tender name, reference number, opening and closing date.
3. Add items to the tender.
  - Add quantity and pack size for each item.
4. [Add suppliers to the tender](#).
5. Upload the tender to the web site.
6. Inform suppliers by sending physical or electronic tender documents (both can come from mSupply).
7. After the tender has closed, download tender.
8. Compare prices, print appropriate reports for tender committee.
9. Award each item to a supplier.
10. Create purchase orders.

## Using the upload and download actions

You simply go to the *Synchronise* tab when viewing a particular tender in mSupply, and click the appropriate button.

Note that:

- To Upload
  - Each supplier must be linked. You will be warned if they aren't.
  - Your internet connection must be working.

- You must have entered the user name and password correctly in the mSupply preferences (see above).
- To Download:
  - Your internet connection must be working.
  - The tender closing date must have passed.

You will be given an error message if the upload or download is not successful. If you get stuck, contact Sustainable Solutions for further assistance.

## After uploading

- mSupply records when a tender has been uploaded, and no longer allows editing or deletion of tender lines.

Previous: [Supplier instructions for using the tender submission web interface](#) Next: [Ordering Items From Suppliers](#)

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