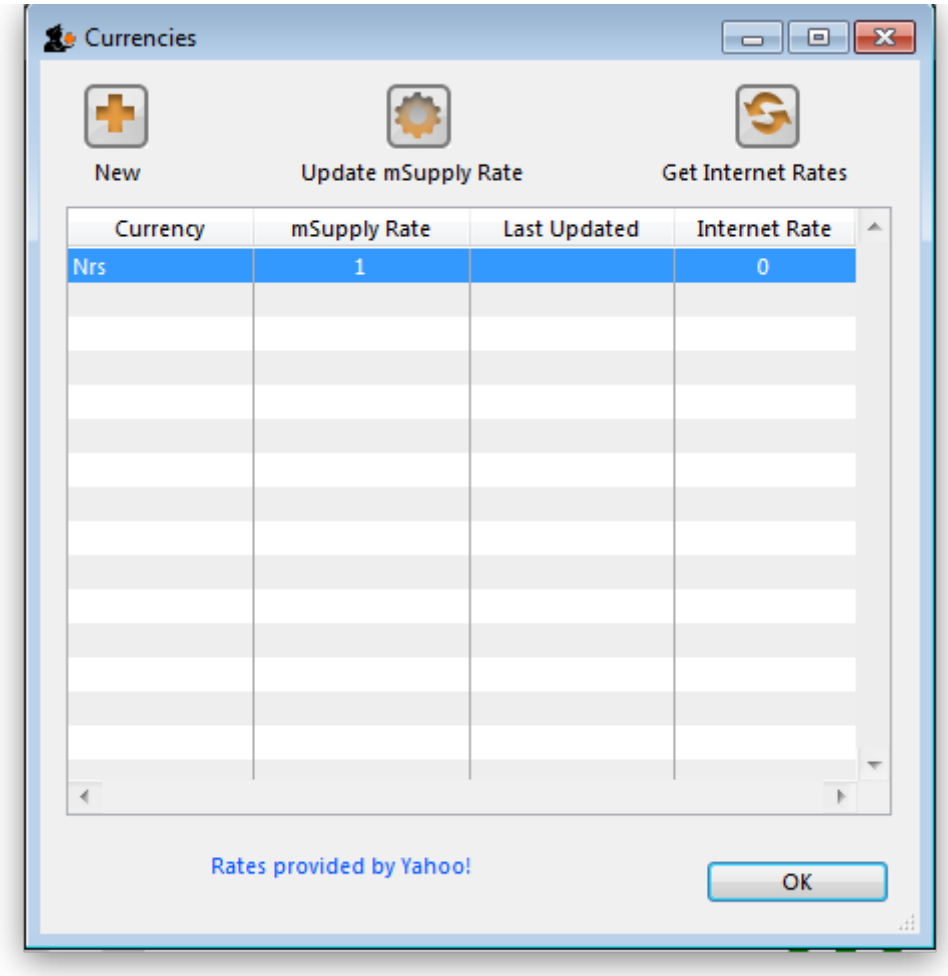
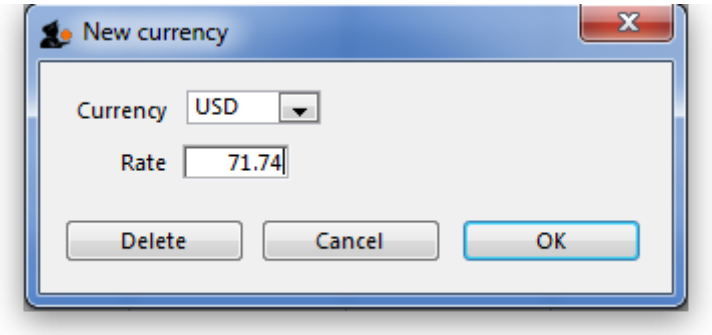
3.10. Entering quotations

mSupply allows you to keep a record of prices that suppliers have quoted to you for each item. Let's assume that you have just received 2 quotations for Amoxycillin 250mg capsules. One of the companies has used US dollars for their quotation, and the other has used British pounds. Before entering the details of the quotations, it is necessary that both of these currencies are recognised in mSupply. To achieve this, choose the menu item *Special>Currencies*. This window appears:



Click on the *New* button, and a window appears which allows you to enter another currency:

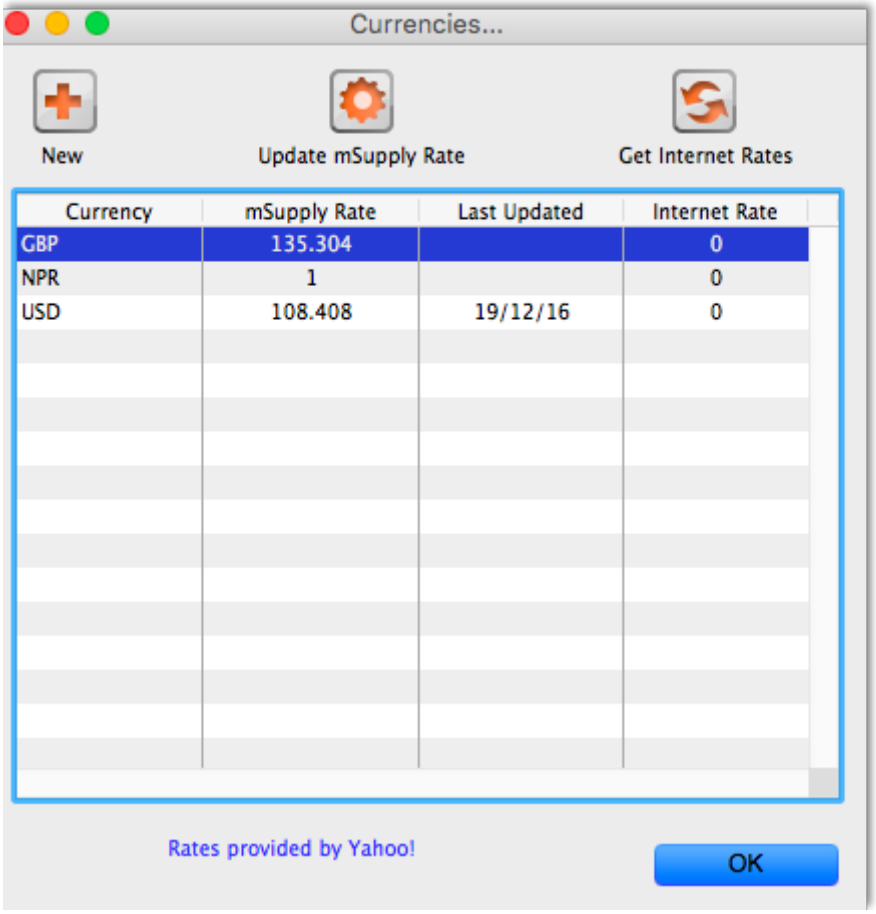


- Enter USD in the *Currency* field.
- In the *Rate* field you should enter the number of units of the default currency - in this case

Nepali Rupees - equivalent to 1 US dollar. At the time this tutorial was created, the rate was 71.74 N.Rs. to US $1. Enter `71.74` in the *Rate* field.
- Click on the *OK* button.

Repeat the above for British pounds - assume that the rate is 116.36.

Once you have completed this, the Currencies window should look like this:



We're now ready to proceed.

To enter a quotation:

1. Choose *Items>Show items*
2. Type `Amox` then press *Enter*
3. Double-click the *Amoxycillin 250mg caps* entry on the list
4. The item view window, on the left, has vertical content list (General, Usage, Quotes). Click the *Quotes* line.
5. Click the *New Quote* button.
6. Note that the item is entered for us. We need to choose a supplier and enter their price details.
7. Enter `Arb` in the supplier field and press *Tab*. Arbuckle distribution is automatically chosen. They have quoted in US dollars, so choose *USD* from the currency menu.
8. Their price is US $3.50 per 100 capsules, so enter `3.5` in the price field and `100` in the pack size field.
9. Click *OK* to save the entry

10. Now click *new quote* again and enter the following details:

<HTML>

</HTML>

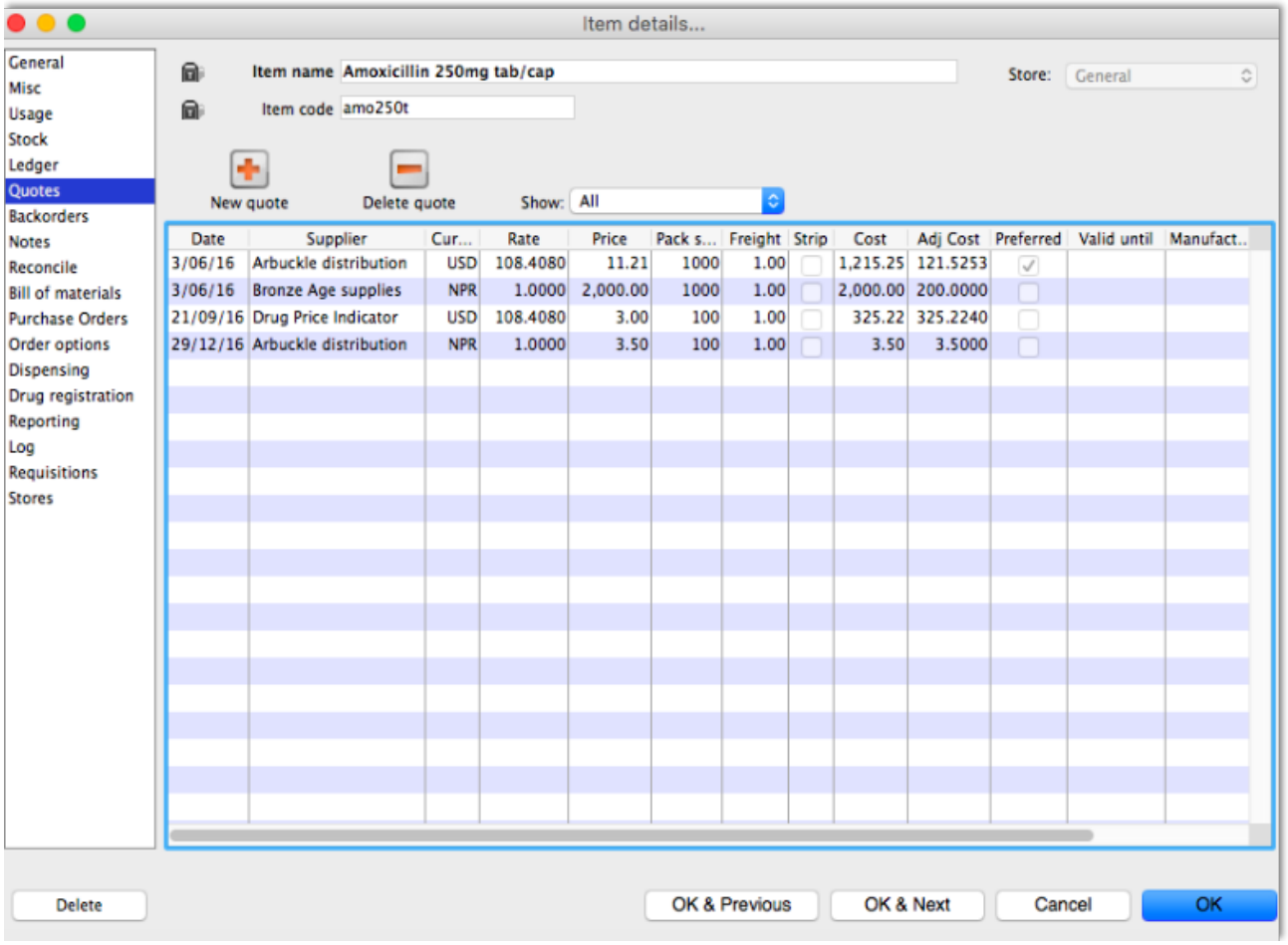
Supplier	**Gold Medical Supplies**
Currency	Sterling [GBP]
Price	20.00
Pack size	1000

<HTML>

</HTML>

Click *OK* when you are done.

Now we can see the list of quotes, which should look like this:



Notice how the adjusted price takes into account differences in pack size and currency, so you can easily compare suppliers.

// Previous: **3.09. Enter outgoing goods (customer invoices)** | Next: **3.11. Working with lists** //

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Last update: **2020/08/30 23:47**