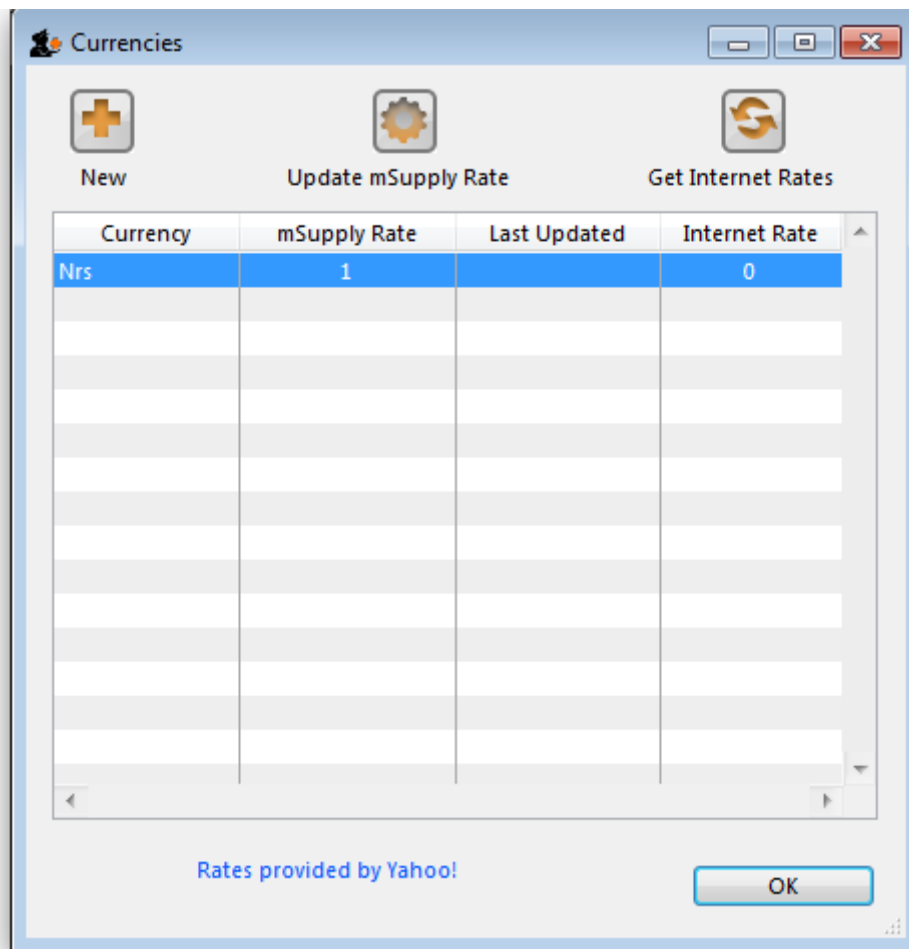
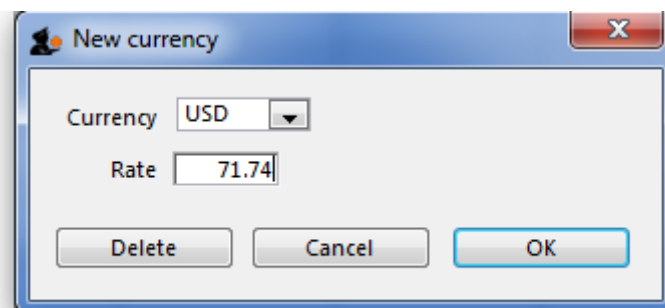


3.10. Entering quotations

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 Amoxicillin 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:



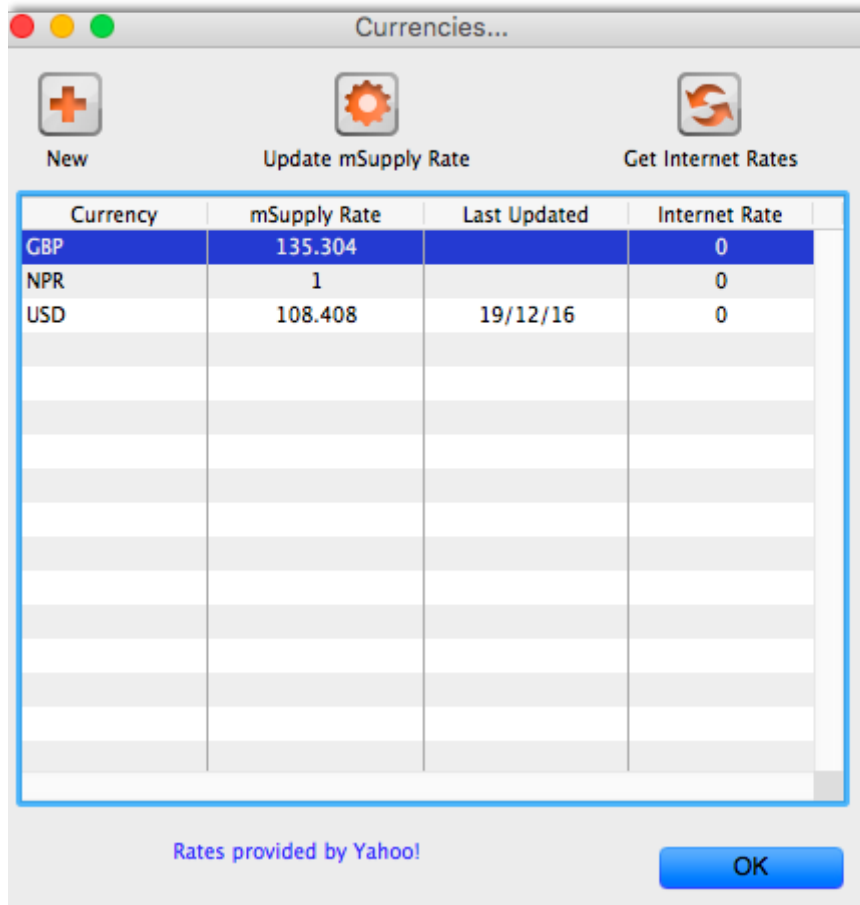
- Enter USD in the *Currency* field.
- In the *Rate* field you should enter the number of units of the default currency - in this case Nepali Rupees - equivalent to 1 US dollar. At the time this tutorial was created, the rate was

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 *Amoxicillin 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:

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

Click OK when you are done.

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

The screenshot shows a software window titled "Item details...". On the left is a sidebar menu with options like "General", "Misc", "Usage", "Stock", "Ledger", "Quotes" (highlighted), "Backorders", "Notes", "Reconcile", "Bill of materials", "Purchase Orders", "Order options", "Dispensing", "Drug registration", "Reporting", "Log", "Requisitions", and "Stores". The main area contains form fields for "Item name" (Amoxicillin 250mg tab/cap) and "Item code" (amo250t), with a "Store" dropdown set to "General". Below these are "New quote" and "Delete quote" buttons, and a "Show:" dropdown set to "All". A table displays the following data:

Date	Supplier	Cur...	Rate	Price	Pack s...	Freight	Strip	Cost	Adj Cost	Preferred	Valid until	Manufact..
3/06/16	Arbuckle distribution	USD	108.4080	11.21	1000	1.00	<input type="checkbox"/>	1,215.25	121.5253	<input checked="" type="checkbox"/>		
3/06/16	Bronze Age supplies	NPR	1.0000	2,000.00	1000	1.00	<input type="checkbox"/>	2,000.00	200.0000	<input type="checkbox"/>		
21/09/16	Drug Price Indicator	USD	108.4080	3.00	100	1.00	<input type="checkbox"/>	325.22	325.2240	<input type="checkbox"/>		
29/12/16	Arbuckle distribution	NPR	1.0000	3.50	100	1.00	<input type="checkbox"/>	3.50	3.5000	<input type="checkbox"/>		

At the bottom of the window are buttons for "Delete", "OK & Previous", "OK & Next", "Cancel", and "OK".

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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