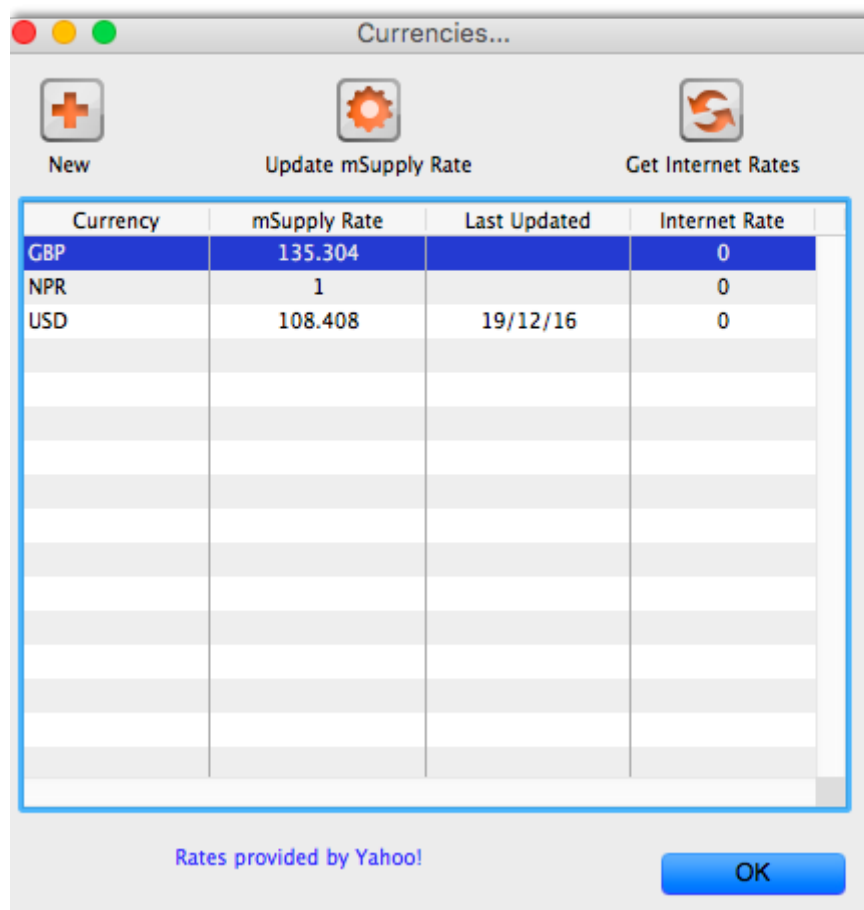


repeat the exercise for British pounds, the rate presently being 116.36.

Once you have performed 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 from 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:

Item details...

General Misc Usage Stock Ledger **Quotes** Backorders Notes Reconcile Bill of materials Purchase Orders Order options Dispensing Drug registration Reporting Log Requisitions Stores

Item name: Amoxicillin 250mg tab/cap Store: General

Item code: amo250t

New quote Delete quote Show: All

| 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"/> | | |

Delete OK & Previous OK & Next Cancel OK

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

Thanks for working through the tutorial. We hope you learnt something useful, and now feel confident to start using mSupply!

Previous: [3.1. Logging in](#) | | Next: [3.3. Working with lists](#)

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