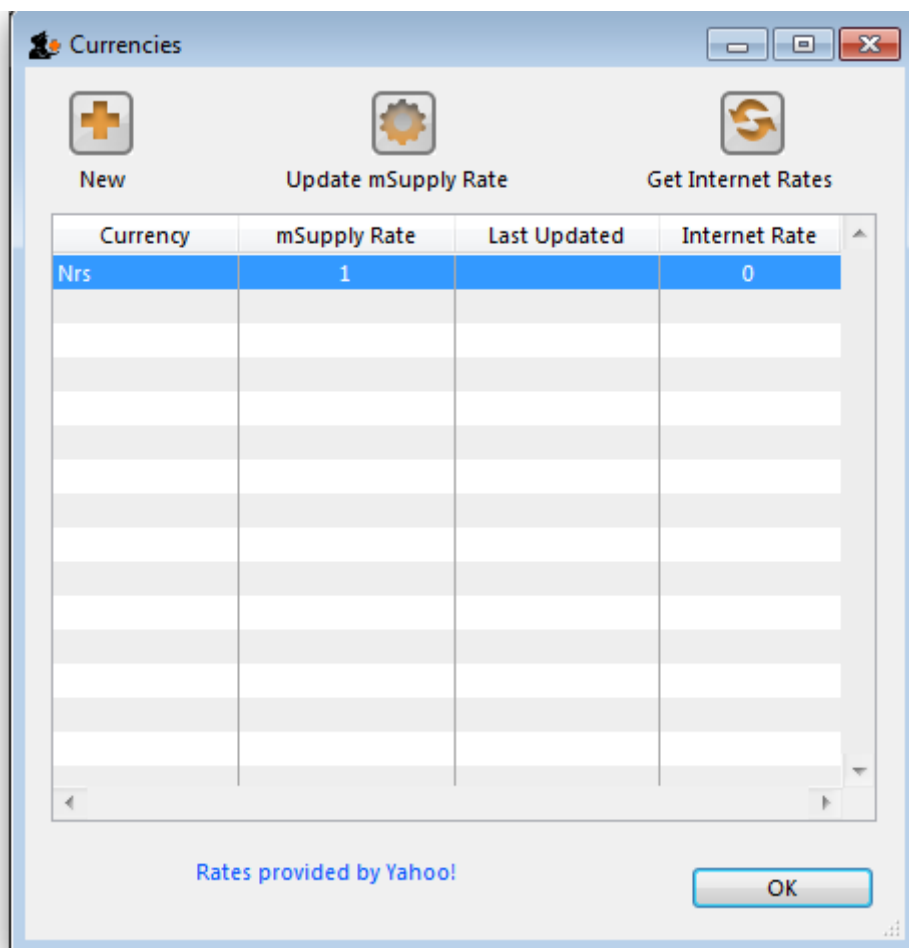
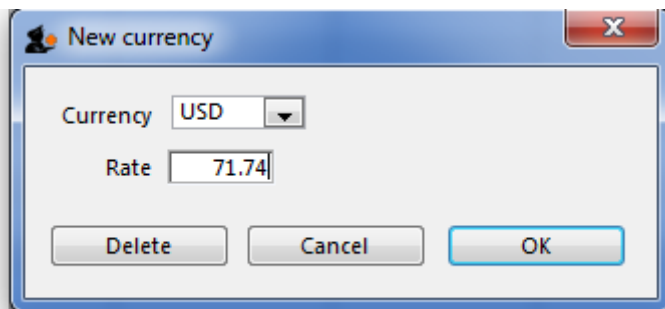


3.10. Entering quotations

mSupply allows you to keep a record of prices that suppliers have quoted to you. 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, so before entering the details of the quotations, it is necessary that both of these currencies are recognised. To achieve this, choose the menu item **Special > Currencies**, and 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 of compiling this tutorial, the rate was 71.74 N.Rs. to US \$1, so "71.74" is entered in the **Rate** field. Click on the **OK** button, and

</HTML>

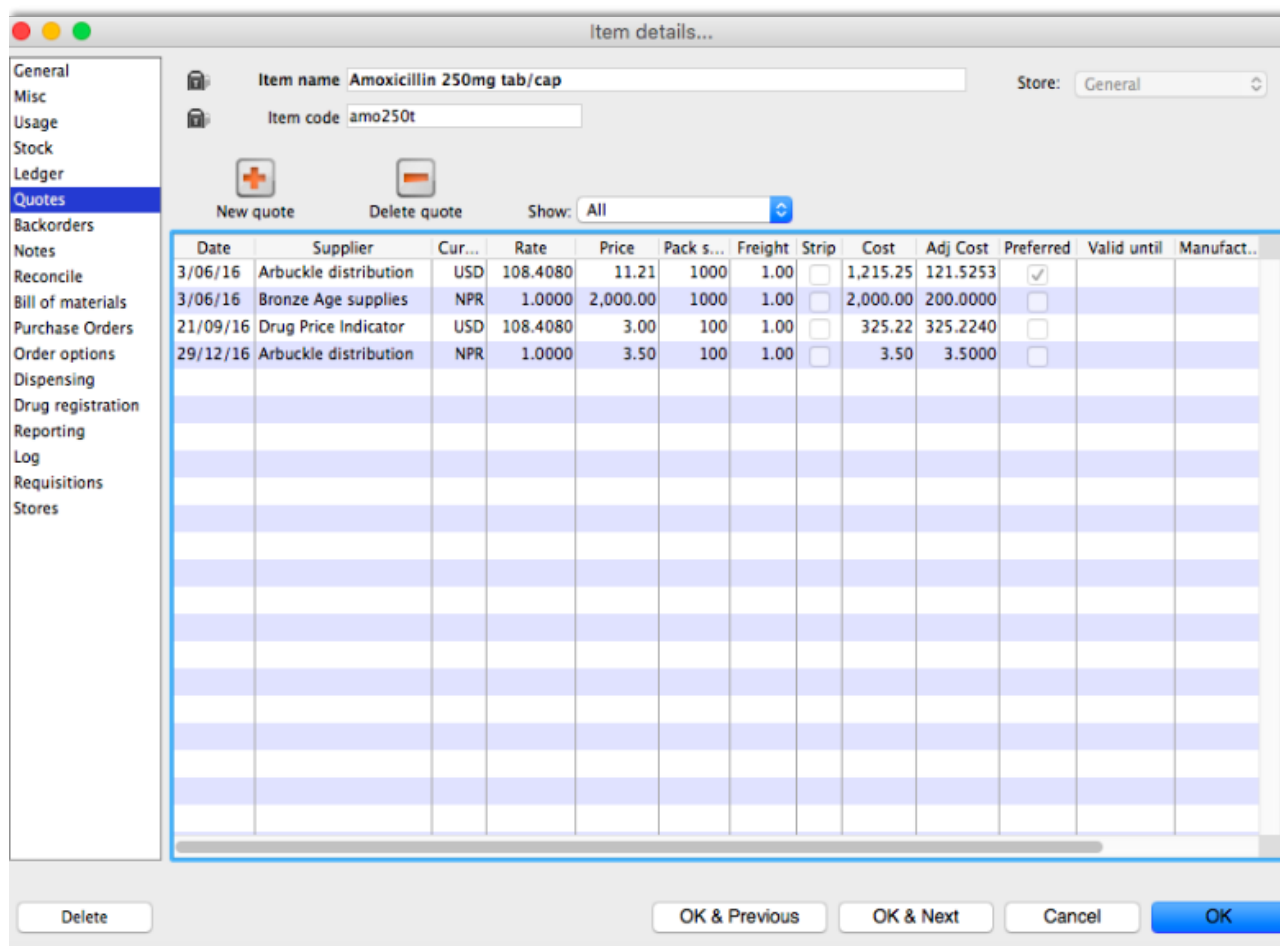
| | |
|-----------------|------------------------------|
| Supplier | Gold Medical Supplies |
| Currency | Sterling [GBP] |
| Price | 20.00 |
| Pack size | 1000 |

<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.

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

Previous: **[3.09. Entering outgoing goods \(customer invoices\)](#)** | | Next: **[3.11. Working with lists](#)**

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