## **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 Amoxycillin 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:

🖢 Currencies				×			
-		S					
New	Update mSupply	Rate	Get Internet Rates				
Currency	mSupply Rate	Last Updated	i Internet Rate 🔺				
Nrs	1		0				
				-			
•			•				
Rate	es provided by Yahoo!		ОК				

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

🔬 New currency 🗾	
Currency USD - Rate 71.74	
Delete Cancel OK	)

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

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

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

Currencies										
+		S								
New	Update mSupply	Get Internet Rates								
Currency	mSupply Rate	Last Updated	Internet Rate							
GBP	135.304		0							
NPR	1		0							
USD	108.408	19/12/16	0							
	es provided by Yahoo!									
Rat	ОК									

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 de	tails							
eneral lisc		Item name	Amoxicilli	noxicillin 250mg tab/cap						Store:	General	0		
sage		Item code	amo250t											
tock	-		_	1										
edger uotes	-		_	j –										
uotes ickorders	New	quote	Delete q	uote	Show:	All		۵						
otes	Date	Sup	plier	Cur	Rate	Price	Pack s	Freight	Strip	Cost	Adj Cost	Preferred	Valid until	Manufact
concile	3/06/16	Arbuckle di		USD	108.4080		1000				121.5253	<b>V</b>		
ll of materials	3/06/16	Bronze Age	supplies	NPR	1.0000	2,000.00	1000	1.00		2,000.00	200.0000			
urchase Orders	21/09/16	Drug Price I	ndicator	USD	108.4080	3.00	100	1.00		325.22	325.2240			
rder options	29/12/16	Arbuckle di	stribution	NPR	1.0000	3.50	100	1.00		3.50	3.5000			
spensing														
rug registration														
porting														
g														
equisitions														
ores														
Delete							OK &	Previous		OK &	Next	Can	cel	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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