

18.10. Supplier instructions for submitting tenders via Excel

As a supplier, you may be invited to participate in a tender managed using mSupply. The client may send you a tender template Excel document in xlsx format, which you are expected to complete and submit for evaluation.



You must use Microsoft Excel to view and edit the tender template. Microsoft Excel 2016 or newer has been tested to work with the tender template xlsx file. Theoretically Microsoft Excel 2007 should be fine, but this has not been tested.

The tender template will look something like this. You can also download a reference template from [here](#):

[supplier_tender_reference_template.xlsx](#)

The **yellow** section contains the item that you may bid for. **Do not modify any contents of the yellow section.**

The **blue** section is where you can enter the price for the items you wish to bid on.



The screenshot shows an Excel spreadsheet titled "SupplierTenderResponseTemplate22520221252472839517800.xlsx". The spreadsheet has a green header bar with standard Excel ribbon tabs. The main content area is divided into sections:

- Section 1 (Yellow):** Contains company details for "Universal Pharmaceuticals Company" including Supplier code, Name, ID, and Tender ID.
- Section 2 (Yellow):** A header row labeled "Prefilled by mSupply Tender module". It includes a "Test Tender" button and a "Mandatory fields" section.
- Section 3 (Blue):** A table for "TenderItems" with columns: Internal Line ID, Line #, Item Code#, Item Name, Requested Number of packs, Requested Pack size, Requested Total Qty, Units, Offered Pack size, Offered price per pack [DAT], Delivered at Terminal, and Currency.

The "TenderItems" table contains the following data:

Internal Line ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack [DAT]	Delivered at Terminal	Currency
21A7C06A60137A44BE58	1	ace250t	Acetazolamide 250mg tab	100	10	1000	ea				
A52233108891	2	ab25	Albumin, Human Inositol, 25%	200	10	2000	ea				
FC0825C1940554423F1C	3	buc25	Bupivacaine Hydrochloride 0.25% int	250	5	1250	ea				



The currency and the manufacturer column should appear as a dropdown list. [View currency pop down list](#) If this doesn't work, please make sure you are using Microsoft Excel and that the version supports xlsx file format. Contact the client if you suspect that the xlsx file is wrong.



Do not change the cell format. If the cell is set to text or number, then it must be left as it is. Changing the cell to a different format will cause issues later with information potentially being lost.



The Excel file has the header row frozen, allowing you to scroll down the list and enter data while still being able to view the corresponding header.

The three worksheets

The Excel template contains three worksheets. **Do not modify the name of the worksheets.**

- **TenderItems:** Main worksheet containing the tender items.
- **ManufacturerList:** Contains the manufacturers that populate the [manufacturer dropdown list](#) in the main worksheet. Do not add to the list of manufacturers manually as this list needs to come from your client.
- **CurrencyList:** Contains the available currencies that populate the [currency dropdown list](#) in the main worksheet. Do not add to the list of currencies manually as this list needs to come from your client.

Supplier Tender Response file format

A more detailed information regarding the tender template columns and cells is described below.

Serial number	Column	Field	Description
1	1(D)	Organization name	Pre-filled. Displays the mSupply store's organization, cannot be changed.
2	2(D)	Supplier code	Pre-filled. Cannot be changed.
3	3(D)	Supplier Name	Pre-filled. Cannot be changed.
4	4(D)	Supplier ID	Pre-filled. Cannot be changed.
5	5(D)	Tender ID	Pre-filled. Cannot be changed.

Serial number	Column	Field	Description
6	10(A)	Internal Line ID	Pre-filled. Cannot be changed.
7	10(B)	Line #	Pre-filled. Cannot be changed.
8	10(C)	Item Code#	Pre-filled. Fixed by the tender, cannot be changed.
9	10(D)	Item Name	Pre-filled. Fixed by the tender, cannot be changed.
10	10(E)	Requested Number of Packs	Pre-filled. Cannot be changed. 30 alphanumeric characters.
11	10(F)	Requested Pack size	Pre-filled. Cannot be changed.
12	10(G)	Requested Total Qty	Pre-filled Cannot be changed.
13	10(H)	Units	Pre-filled. The unit the quantity is measured in e.g. tablet, mL, g, bottle, vial, ampoule
14	10(I)	Offered Pack Size	Mandatory. Number greater than zero (default = 1). The pack size (number of units in one pack) you are offering.
15	10(J)	Offered Price per Pack [DAT - Deliver at Terminal]	Mandatory. The price you are offering for each pack.
16	10(K)	Currency	Mandatory. The currency of the quoted price. Choose the required currency from the dropdown list. If the currency does not exist, enter the new currency here manually.
17	10(L)	Expiry Date	Mandatory. Expiry date of the quoted product, which can be a specific date or an expiry from delivery (e.g. 12 months). This field can be plain text.
18	10(M)	Delivery Time	Mandatory. Estimated time between the goods leaving the supplier's premises and delivery to the customer (e.g. 5 months).
19	10(N)	Supplier Item Code	Optional. Your supplier item code, if any.
20	10(O)	Manufacture Name	Optional. Choose the required manufacturer from the dropdown list. If the currency does not exist, enter the new manufacturer here manually.
21	10(P)	Comments	Optional. Enter any comments that should be considered in the evaluation process (e.g. brand provided, quote only applicable if all needle sizes are awarded etc.).

Currency

This specifies the currency for your quote, which is set for each item. Select an available currency from the dropdown list.

To be completed	
Mandatory fields	
ck [DAT all]	Currency Expiry Date
<input type="button" value="▼"/>	
NPR USD AUS INR	

If the required currency is missing, it means the client has never handled this currency in mSupply before. You may enter the new currency in this column using the appropriate three letter abbreviation from this link:[Currency Abbreviation](#).

To be completed by supplier				
Mandatory fields		Non mandatory		
ck [DAT all]	Currency Expiry Date Delivery time	Supplier item code	Manufacturer	Comments
<input type="button" value="▼"/>				
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: auto;"><p>New Currency</p><p>⚠ You are using a new currency, Are you sure you want to continue ?</p><p>Continue?</p><p><input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>				

The example above shows Canadian Dollars (CAD) is being quoted for this item. Excel will alert you that this is a new currency. Click OK to continue with the new currency.



On your next tender with the same client, your currency of choice should already be present on the spreadsheet.

Manufacturer

This specifies the manufacturer for your quoted item. Select an available manufacturer from the dropdown list. Typing the first few letters will show a list of matching manufacturers.

Non mandatory fields	
Manufacturer Name	Comments
vf Aaxis Pacific 1 Aaxis Pacific 3	

If the required manufacturer is missing, it means the client has never recorded goods from this manufacturer in mSupply before. You may enter the new manufacturer in this column. Excel will alert you that this is a new manufacturer. Click OK to continue with the new manufacturer.

I by supplier		Non mandatory fields	
Deliver time	Supplier item code	Manufacturer Name	Comments
		new manufacturer	
New Manufacturer			
 You are adding a new Manufacturer, Are you sure you want to continue ? Continue? <input type="button" value="Yes"/> <input style="border: 2px solid blue;" type="button" value="No"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			



On your next tender with the same client, the newly added manufacturer should already be present on the spreadsheet.

Entry rules

- Leave the row empty / unfilled if you choose not to bid for the item.

Prefilled by mSupply Tender module						Mandatory fields					To be completed by supplier			Non mandatory fields	
Item Name	Requested Number of pack(s)	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack [DAT Delivered at Terminal]	Currency	Expires Date	Deliver time	Supplier item code	Manufacturer				
Acetazolamide 250mg tab	100	10	1000 ea		7	3 USD		20-May-2022	3 month	TS1234	new manufacturer				
Albumin, human injectable sol, 25%	200	10	2000 ea												
Bupivacaine hydrochloride 0.25% inj	250	5	1250 ea		5	4 USD		05-06-2022	15 days	BB5R	Aaxis Pacific				

- Multiple bids for the same item is allowed by copying and pasting the entire row. The “Internal Line ID” must be part of the copy as it is very important.

Prefilled by mSupply Tender module								Test Tender		Main	
Internal Line ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units	Offered Pack size	Offered price per pack [DAT Delivered at Terminal]	Cur	
2147C06A60137A44BE58											
AS2233103631	1	ace250t	Acetazolamide 250mg tab	100	10	1000	ea				
FC6E59C1848054459FE13	2	alb25i	Albumin, human injectable sol, 25%	200	10	2000	ea				
E0B8203609EDDA4EB85C	5	bup25i	Bupivacaine hydrochloride 0.25% ini	250	5	1250	ea				
E0B8203609EDDA4EB85C	4	bup25i	Bupivacaine hydrochloride 0.25% ini	250	5	1250	ea				
E0B8203609EDDA4EB85C	3	bup25i	Bupivacaine hydrochloride 0.25% ini	250	5	1250	ea				

- Line number is not important and doesn't need to be in any order.

Prefilled by		
Line #	Item Code#	Item Name
1	ace250t	Acetazolamide 250mg tab
3	2 alb25i	Albumin, human injectable sol, 25%
1	5 bup25i	Bupivacaine hydrochloride 0.25% ini
1	4 bup25i	Bupivacaine hydrochloride 0.25% ini
1	3 bup25i	Bupivacaine hydrochloride 0.25% ini

Tender Submission

Enter your bid, save it and email the xlsx file to the client as guided.

From:
<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:
https://docs.msupply.org.nz/tender_management:supplier_responding_to_tender_via_excel?rev=1647317704

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