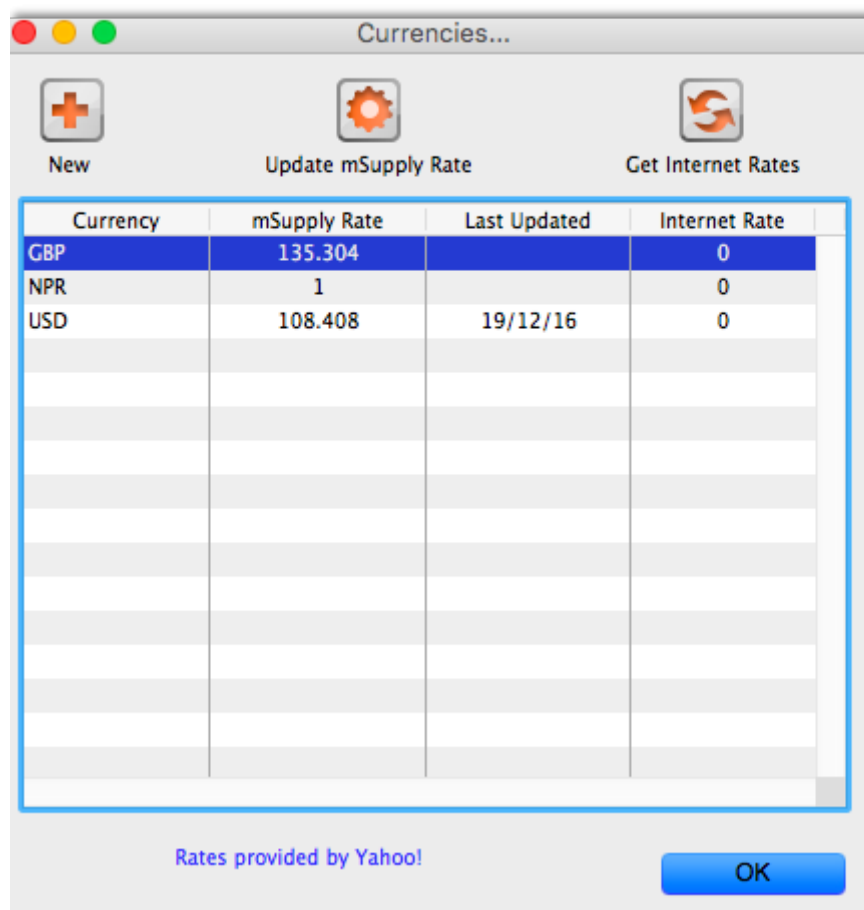


Nepali Rupees - equivalent to 1 US dollar. At the time this tutorial was created, the rate was 71.74 N.Rs. to US \$1. Enter 71.74 in the *Rate* field.

- 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 *Amoxycillin 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:

<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...

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	☐	1,215.25	121.5253	☒		
3/06/16	Bronze Age supplies	NPR	1.0000	2,000.00	1000	1.00	☐	2,000.00	200.0000	☐		
21/09/16	Drug Price Indicator	USD	108.4080	3.00	100	1.00	☐	325.22	325.2240	☐		
29/12/16	Arbuckle distribution	NPR	1.0000	3.50	100	1.00	☐	3.50	3.5000	☐		

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.

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

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Last update: **2020/08/30 23:47**

