# 18.04. Adding supplier responses to a tender

Suppliers respond to your invitation to respond to a tender with quotations. To process a quotation from a supplier, open a tender (choose **Suppler > Show Tenders...** from the menus and double-click on the tender in the list) and go to the *Choose suppliers and edit responses* tab:

Description Test tender Creation date 18/10/2024	Issue date 18/10/2024	Response by	Date/Time 00/00/00	00:00	Status: cn	Locke	d
Serial Number: 1	Our reference						
Items and Compare Prices Notes 0	Choose Suppliers and Enter	responses Standar	d conditions   Purcha	se orders Reference	documents   Tender pre	ferences Synchron	ise Log Currencies
•					Subject For Email:		
Add Suppliers Delete Supplier	Print Invitation	To Spreadsheet			Prices adjusted to	local currency: USD	1
Supplier Name	Supplier's code	Date Sent	Date Responded	Supplier ref	Total bid	Tender value	Total on PO
A. De Backer & Co	1900001227		1		11,760.00	0.00	0.00
ipecial supplier	Special supplier				11,740.00	0.00	0.00
Wonder supplier	WS				26,400.00	0.00	0.00
							_
							_
							_
				Total PO for a	Il Suppliers 0.00		

Double-click the supplier name you want to enter a response for. The *Edit Quote* window will appear:

From supplier: ACME Pharma Their reference:			Date res	ate sent: 00/0 ponded: 00/0 Valid till 00/0	0/00	Freight 0 per m3 0 per kg			
New line(s) Dele	te line Show All	Ed			urrency: USD		olier's default:	USD	Import tende
Code	item name	Pack Size	Currency	Price	Freight	Comment		Price in PO	

What you do from here depends on whether you want to enter the supplier responses manually or import them from a spreadsheet.

# **Entering responses manually**

The **Date sent** field may be edited if necessary. You should enter the date the supplier responded, and in the **Valid till** field, the expiry date of the quotation. Also, enter the reference that the supplier is using for their own records (to be quoted in future correspondence) in the **Their reference** field, and, importantly, the currency in which the supplier has responded (on the *Edit Quote* tab). If you have previously set a default currency for this supplier, this drop-down list will already be set to that currency. Otherwise, your own default currency will appear.

The freight charge per cubic metre [m<sup>3</sup>] should be entered; if the volume of each item's pack is known, this can also be entered (at a later stage), allowing a more accurate total cost of each item to be evaluated.

### Multiple currency tender quotations

A quotation may be received from a supplier which has used one currency for some items, and another currency for others; or has submitted more than one quotation for the same item, each one in a different currency (e.g. Euros and US dollars). Should this occur, it is strongly recommended that you process the quotation as two or more separate quotations, each one restricted to a single currency. That is, enter the supplier twice in the list of suppliers, then add a comment to the quotations to distinguish which quotation is in which currency. We have designed mSupply like this so that when Purchase Orders are created, a single Purchase Order only uses one currency. Mixing currencies on a Purchase Order is likely to cause confusion and errors.

# Adding quotation lines

Now you can add the supplier's quotation line by line. On the *Edit Quote* tab, click on the **New line(s)** button. A window will open showing you a full list of all the items on the tender:

Item name	Quantity	Pack Size
Albendazole, 400mg, tabs, chewable	3829	100
Amox. 500mg + Clav. acid, 125mg, tabs	2282	15
Amox.125mg & Cla00ml, bottle (Curam)	42272	1
Amoxicillin, 250mg, tabs, dispersable	36578	100
Amoxicillin, 500 mg, caps	28527	21
Amoxicillin, powder/5ml, 100ml, bottle	238462	1
Apron, Protection, P(0.15mm thickness)	18895	1
Apron, protection, plastic, disp.	40	100
Ascorbic acid, 250mg, tabs (Vitamin C)	2252	1000
Atracurium,10mg/ml, 5ml ampoule	176	5
Atropine Sulfate inj 1mg/ml 1ml amp	791	10
Bag, Biohazard, Plastic, 36 x 36, Pcs	5122	20
Bag, urine collection, 2000ml	3443	10
Bags, Autoclave, yellow	193	200
Bandage, light suppcm x 4.5m (Premier)	56	1
Benzyl benzoate 25% lotion /BOT-1000ml	224	1
Benzylpenicillin Sodium for Injection 3.0g	24	50
Betamethasone vale%, cream, 20g , tube	2	1
Blade, no. 10, surgical, sterile, disp.	10	100
Blade, no. 22, surgical, sterile, disp.	46	100
Boot cover, pair	202	100
Day estatu E It for wood surge ladle	31860	

Select from the list all the items you want to enter quotes for. You can use the usual Control+click (Cmd+click on Mac) to add/remove an item to your selection, Shift+click to add/remove a range of items from your selection or Control+A (Cmd+A on Mac) to select all items. Now click on the **Use** button and all the items you have selected are added to the quotation with zero cost. In this example we chose to add the first 5 items in the tender:

From sup	pplier: ACME Pharma		Dates:				Freight			
			(	Date sent: 00/00	0/00		0	per m3		
Their refer	ence:		Date re	sponded: 00/00	0/00		0	per kg		
				Valid till 00/00			0	per kg		
				valid till 00/00	0/00					
		Edit	Quote Re	ference docum	ents C	omments				
•										
	Show: All	0		This quote cu	rrency:	USD	Suppli	er's default:	USD	
New line(s	0 Delete line									
Code	Item name	Pack Size	Currency	Price	Freight		Comment		Price in PO	_
	Albendazole, 400mg, tabs, chewable		USD	0.00		0				0.00
1505050	Amox, 500mg + C, acid, 125mg, tabs	15	USD	0.00		0				0.00
1505051	Amox.125mg & Cl0ml, bottle (Curam)	1	USD	0.00		0				0.00
1505043	Amoxicillin, 250mg, tabs, dispersable	100	USD	0.00		0				0.00
020006	Amoxicillin, 500 mg, caps	21	USD	0.00		0				0.00

To add the same item twice to a quotation from a supplier, click the **Add lines(s)** button and choose the item a second time. You will be shown a warning that the item is already on the quotation, and be asked if you want to add it again. You might need to do this if the supplier has supplied two prices for the same item based on differences in packaging or other specifications. Note that if you entered an item twice in a single tender to account for such differences, it will appear twice in the list and you won't need to carry out two selections.

In the event that the currency of the quote from the supplier is not the same for each line, mSupply allows each line's currency to be edited, and the appropriate one selected.

### Entering prices for each quotation line

When you have added all the items you want to the quotation, it's time to add the prices and other details of the supplier's quotation. To do this, double-click on the first quote line to open the *Edit Tender Response Item* window:

2025/06/07 11:11	5/13	18.04. Adding supplier responses to a
	E	Edit Tender Response Item
		Quote line details Custom data
Relating	to Tender: Annual tender 2022, 12 months of stock	
General		Price break
Date	05/04/2023	Price break quantity 0 Discount 0.00
Item	Albendazole 400mg, tabs, chewable alb400tc	Price break notes
Supplier	ACME Pharma ACME	
Manufacturer		
Price	0.00 Valid until 00/00/00	Freight
Pack	100 Currency USD 😑	Volume per pack (cm3)
Supplier number of packs	0 Rate 1	Freight factor 1 Freight notes
Freight factor	1 Rate to use 1	Freight for preferred pack 0
Net cost	0.00	
Total Cost	0.00	Supplier
Cost Local/Pack	0.00	Supplier's code Exp date
Preferred	Disgualified	Supplier bar code Delivery time
		Method of Delivery
Evaluator commer	nt	Supplier comment
		OK Cancel OK & Nex

The tender details are shown at the top.

In the fields below, enter the price and other details the supplier has provided. Enter as much as you can because you'll use this information when comparing quotes from different suppliers.

#### General

The Date, Item and Supplier fields are filled in automatically

#### Manufacturer

Type the first few characters of the manufacturer's name and press the Tab key on the keyboard to see a list of matching manufacturers. Select the one you want.

#### Price

The price you enter is the price for **ONE PACK** of the pack size shown in the **Pack** field.

#### Valid until

The date this quote will expire.

#### Pack

The pack size (number of single items in one pack) this quote is for. This value should be the preferred pack size

#### Currency

The currency the **Price** is in.

#### Rate

The rate used to convert the **Currency** of this quote line to the currency you are using in your datafile.

#### Rate to use

You can use a different rate to convert the **Currency** of this quote line to the currency you are using in your datafile if you like - just enter it here.

#### Disqualified

Check this if the quote line is disqualified for any reason (excluded manufacturer, for example).

#### Preferred

Check this if this is the quote you want to accept as the best - see later sections on comparing quotes from different suppliers for more on this.

#### Cost Local/Pack

The quoted cost per pack in your local datafile currency when converted from the quote line currency using the rate entered in the **Rate to use** field. This number is calculated; you can't enter it.

#### **Evaluator comment**

Enter anything you need to remember or need others to know when evaluating the quote and comparing this quote with those from other suppliers.

#### **Price break**

You can add price break information that the supplier has provided you in this *Price break* section. A price break is a reduction in price when you order over a certain quantity.

#### **Price Break quantity**

This is the number of items at which the reduction occurs and the **Discount** will apply.

#### Discount

This is the percentage reduction that will apply to the price entered in the **Price** field once the **Price break quantity** is reached.

#### Freight

If you are calculating freight based on volumes or weight, or using a freight factor, enter that information in this section.

#### Volume per pack

This is the volume, in cm3, for the preferred pack size.

#### Freight factor

#### Freight for preferred pack

This is the cost of freight for the preferred pack size. This will be added to the Price per preferred pack size.

#### Freight notes

Any notes.

#### Supplier

Enter any extra details about the supplier in this section.

#### Supplier's code

The Supplier's code for the item. This will appear on the Purchase Order.

#### Supplier bar code

The Supplier's bar code for the item. If this is entered correctly, then the correct item can be picked up by a barcode scanner when receiving the goods.

#### Exp date

The expiry date for the stock of the item.

#### **Delivery time**

How long it will take for the supplier to deliver the stock.

#### Method of delivery

A free-text field to record the method of delivery (e.g. air, sea, sea and land etc.). This field will be filled in automatically from a tender downloaded from the Health Supply Hub.

#### Supplier comment

Any comments the supplier has made about this line or the stock they will supply.

When you have finished entering details for the quote for this item, click on the **OK & Next** button to move to the next item or **OK** to save the current quotation line, close the window and go back to the *Edit Quote* window.

When you have finished adding all suppliers' quotes to the tender we recommend that you set the tender's status to confirmed (on the *Edit tender* window at the top).



If you're finding that entering all the supplier's quotes is too much work then there's help for you! The Remote tender module is what you need. All the suppliers enter their own quotations to the remote tender module and, when the ten the ten you

tender closing date has passed, you can simply download them to mSupply. See Uploading and downloading web tenders for details and contact support@msupply.org.nz if you're interested.

# Deleting an item from a supplier's quotation

If you wish to delete an item from the quotation, click on the line to highlight it, then click the **Delete line** button. Note that this action deletes the selected item from the quotation only, not from the tender!

# **Reference documents tab**

This is used for saving documents which refer to the Supplier's quote, not the whole tender - use the Reference documents tab on the *Edit tender* window to do that (see Reference documents for more details). You might want to use this to save a scanned version of a paper copy of the supplier's quotation, for example.

• • •		Edit Quote			
From supplier: ACME Pharma					
Their reference:					
	Edit Quote Re	ference documents Comments			
	Cont Quote 100	comments Comments			
• –	<b></b>			them (them bit	
Upload document Delete document	Download document			Show: Show All	•
File Name	Created by	Created on	Saved on	Version no	1
L					1
			OK	& Next OK	

**Upload document** button: Click on this to store a document with the quote. You will be shown a window allowing you to browse to the required document. Double-click on the document or click on it and click the **Open** button to add it to the quote (called "uploading" it). Once it has been successfully uploaded it will appear in the list of documents below the buttons.

Delete document button: Click on a document in the list to select it and click on this button to

delete the file and remove it from the quote. You will be asked to confirm the deletion.

**Download document** button: This will allow you to save one of the files in the list to your computer (called "downloading" it) so that you can view or edit it. Click on the file you want to view or edit to select it in the list then click on the **Download document** button. You will be shown two options: click on *Download* to just save the file on your computer or *Download and open* to save the file on your computer and open it for viewing or editing. A window will open for you to select the location to save the file on your computer. Browse to the folder you want to save it in then either double-click on the folder or click on it to select it then click on the **Open** button. The file will be saved in the location you chose. If you selected the *Download and open* option the file will also be opened for you to view or edit.

If you want any edits you make to the document to be saved to the quote, when you have finished editing, you must upload the edited version to the quote using the **Upload document** button. Don't forget or your edits will only exist on your computer, not on the quote! It is not necessary to change the document's name so that you don't overwrite the original, as mSupply will recognise that changes have been made, and will save it as a new version (and keep the old version too). The file's version number will appear in the *Version no* column. The **Show** drop down list above that column allows all versions to be displayed, or only the latest one.

# **Comments tab**

This is used for adding comments from you or the supplier, things that need to be remembered or considered later.

• •	Edît Quote	
From supplier: ACME Pharma		
Their reference:		
	Edit Quote Reference documents Comments	
My Comment		
Supplier comment		
	OK & Next OK	

Simply type the comments you want to save in the appropriate box. When you click the OK or OK &

**Next** button the comments (and all other changes to the tender) will be saved.

To view comments saved on the quote, simply view this tab.

# Importing responses from a spreadsheet

You can import a supplier's responses to a tender using a spreadsheet. The spreadsheet has a special format and the best way to create it is to export it from the tender. After entering all the items and quantities that the suppliers are to bid on and set the **Incoterm** for the tender (on the *Items and compare Prices* tab - see the 18.01. Introduction to tender management page for details), go to the *Choose Suppliers and Enter responses* tab of the tender:

Description Test tender	est tender							
Creation date 18/10/2024	Issue date 18/10/2024	Response by	Date/Time 00/00/00	00:00	Status: cn	Locke	d	
Serial Number: 1 0	1 Our reference							
Comment								
Items and Compare Prices Notes Ch	oose Suppliers and Enter r	esponses Standard	d conditions   Purcha	se orders Reference	documents   Tender pre	ferences Synchron	ise Log Currencies	
•					Subject For Email:			
Add Suppliers Delete Supplier	Print Invitation	To Spreadsheet			Prices adjusted to	local currency: USD		
Supplier Name	Supplier's code	Date Sent	Date Responded	Supplier ref	Total bid	Tender value	Total on PO	
L De Backer & Co	1900001227				11,760.00	0.00	0.00	
ipecial supplier	Special supplier				11,740.00	0.00	0.00	
Nonder supplier	WS				26,400.00	0.00	0.00	
							_	

Click on the **To Spreadsheet** button and select the *Supplier response template* option. The spreadsheet will be created and opened for you. It has 3 sheets:

- **sheet 1** contains the tender, supplier and quote information. When you first open the spreadsheet, this sheet contains the details of the items and quantities to bid on only: do not alter them!
- **sheet 2** contains details of all the manufacturers used on sheet 1. Do not alter any of these details.
- **sheet 3** contains details of all the currencies used on sheet 1. Do not alter any of these details.

Sheet 1 looks like this:

A .	в														
1															
2			Supplier code :	ACME											
3			Supplier Name :	ACME Pharma											
4			Supplier ID :	209CA668D4EC48498E955BC66419EC E6											
5			Tender ID :	8FB18538144D4CAC82FE5B3E248512 CF											
6							Т	est tender							
7															
8			Prefilled by	r mSupply Tender module							completed by	supplier			
9			Trenned by	mouppi, render moudle						Mandatory fields			N	on mandatory fields	
10 Internal Line ID	Line #	Item Code#	Item Name	Requested Number of packs	Requested Pack size	Requested Total Qty	Units		Offered price per pack (EXW - Ex Works)	Currency	Expiry Date	Delivery time	Supplier item code	Manufacturer Name	Comments
18												1			

Enter the details of the supplier's bid for each item in each row of sheet 1, starting at column I:

Column	Mandatory?	Title	Description
I	Mandatory	Offered pack size	The pack size offered by the supplier for this item
J	Mandatory	Offered price per pack	The price for a pack for this item
К	Mandatory	Currency	The three letter currency code of the price
L	Mandatory	Expiry Date	The expiry date of the stock being offered
М	Mandatory		The number of days between the closing date of the tender and delivery
N	Optional	Supplier item code	The code of the item in the supplier's item catalogue
0	Optional	Manufacturer name	The name of the manufacturer
Р	Optional	Comments	Any remarks that the supplier wants to make about this line

If you add new manufacturers or currencies on sheet 1 they will be created for you during the import. You do not need to add them to sheets 2 and 3.

When complete, save the spreadsheet and **close it** (if you don't close it, mSupply will not be able to open and read it). then double-click on the supplier's name in the list to see the supplier's quotes window:

• • •				Edit Quo	te		
From supplier: A	CME Pharma		Date res	ate sent: 00/0 ponded: 00/0 Valid till 00/0	0/00	Freight 0 per m3 0 per kg	
	Show All	8		This quote o	urrency: USD	<ul> <li>Supplier's default</li> </ul>	Import tender
Code	ltem name	Pack Size	Currency	Price	Freight	Comment	Price in PO
						OK & Ne	xt OK

Click on the **Import tender** button, select the spreadsheet file and click on the **Open** button. mSupply will carry out the import and you will see the results in the table in the supplier's quotes window.

After the import, you can still manually edit any of the supplier's quotes by double-clicking on the individual lines, as described in the Entering responses manually section above.

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