## **Standard conditions**

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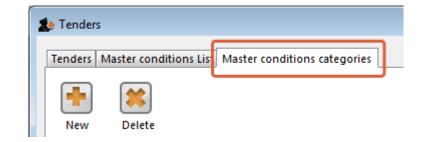
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mSupply allows you to set up a list of standard tender conditions called master conditions. These are all the conditions you will apply to tenders from year to year. Each time you create a tender you can copy the master conditions you want to your tender as required - these form the standard conditions list for that one tender. These instructions cover managing master conditions and applying them to individual tenders as standard conditions.

When you print your tender letter, the list of standard conditions will print (not all the master conditions!), followed by the list of items for which you are requesting prices.

## Setting up conditions and their categories

Choose Suppliers > Show tenders, and open the Master Conditions categories tab



Here you may define categories for your master conditions. Examples shown above are *Annual*, *Supplementary* and *Emergency*. Subsequently you can restrict the display to a single category by selecting that category from the *Show* drop down list.

Choose Suppliers > Show tenders, and open the Master Conditions List tab:

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Tender: Master conditions List Master conditions categories  New Condition Delete Condition Print Conditions Show: All								
Active	Point	Heading	Body	Flag	Category	*		
<b>V</b>	01	Introduction	Tenders are invited for the sup	changeable	Annual			
<b>V</b>	01.b	Closing Date and Sumbission Instructions	Tenders are to be delivered ele		Annual			
1	01.c	Supply Resulting to comply with specifications	Any supply of goods resulting					
Accessed in the local division of the local	01.d	Notication of successful bids	Successful Tenderers, herein a					
1	02	Bid Form	The Tenderer shall complete th					
	02.a	Language of bid and communications	The Bid and all communication			E		
	03.a	Pricing- Quotes to be CIF	If possible, tenderers should c					
Accessed in the local division of the local	03.b	Prices to be fixed for one year	Prices are to be fixed for one y		Annual			
	03.c	Terms of Payment	The Tenderer must include the					
	04	Bid Currency	We prefer bids in Australian d					
	05	Delivery Period	Delivery Time is the estimated					
1	06	Quantities and Split deliveries	The quantities given in the Ite					
	07	Delivery schedule	Deliveries will be in four lots o					
	08	Product Quality	All items should be based on I					
-	08.a	Certificates of pharmaceutical products	If you have previously submitt					
Read and	08.b	Minimum Expiry Date: 2 years for products with a 3 y	Minimum remaining shelf-life					
	08.c	Label samples not required	Samples of labels are not com					
	08.d	Product Packaging	Description of primary packag					
1	08.e	Country of Origin to be Stated.	Country of Origin, if different			-		
4						P		

You can print a master condition selected in the list by clicking on the *Print conditions* button. To add a new master condition, click on the *New Condition* button. This window opens:

<b>1</b> •		New mas	ter condition		- 1	×
Point		Active		Print Heading and Bo	dy	-
Heading						
Body						
Category	none	•				
Flags			Cancel	OK	OK &	Next

**Point:** The conditions will sort by their point entry when printed. We suggest you label your points 1.1, 1.2, 1.3, 2.1, 2.2 etc.

Note that if you have more than 9 points in one of the levels, you should add a leading zero so that they sort properly (01.1, 01.2, etc)

Heading: Enter the Heading.

**Body:** The body can be as long as you like for each entry.

**Category:** If you have defined categories, they will be displayed in the drop down list, and you may select the appropriate one.

**Flag:** Say you have some entries that need changing after copying to an individual tender (e.g. a closing date). You can enter a value in the flag field to identify such entries.

**Print heading and body:** Use this drop-down list to choose what will print. Normally you'll want to print both heading and body, but near the top of a tender form you may want several headings together.

Click **OK & Next** to add further conditions.

## **Editing and deleting conditions**

Double-click an entry to edit it.

To delete a condition click on it to highlight it, then click the *Delete condition* button.

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## Copying master conditions to a tender

When you enter a new tender, go to the *Standard conditions* tab.

1 New Tender			- • •
Description:			
Creation Date: Our ref:	23/01/12 Issue	e Date: 23/01/12 Response By Date: 23/02/12 Status: sg Clocked	
Comments:			
Items and Compare Pr	rices Notes Choose Su	Suppliers and Enter responses Standard conditions Furchase order Reference documents Tender preferences Synchron	nize
•	<b>*</b>	×	
Add new (	Copy from master	Delete	

Click the Copy from master button to copy conditions from the master list

Once you have copied conditions, you can add, edit and delete them in the normal way.

<note>when deleting rows you can highlight multiple rows by holding down the control key (command key on Mac) as you click rows, or press control + A to highlight all rows.</note>

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