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:

約 Currencies				x			
-		S					
New	Update mSupply	Rate	Get Internet Rates				
Currency	mSupply Rate	Last Updated	Internet Rate	*			
Nrs	1		0				
				Ŧ			
•			Þ				
Rates provided by Yahoo! OK							

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

Le 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										
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							
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							
General Misc Usage Stock Ledger	Item name Amoxicillin 250mg ta Item code amo250t			g tab/cap								General	0	
Quotes	New quote Delete quote Show:		Show:	All		0								
Notes Reconcile Bill of materials Purchase Orders Order options Dispensing Drug registration Reporting Log Requisitions Stores	Date 3/06/16 3/06/16 21/09/16 29/12/16	Sup Arbuckle di Bronze Age Drug Price I Arbuckle di	plier stribution supplies Indicator stribution	Cur USD NPR USD NPR	Rate 108.4080 1.0000 108.4080 1.0000	Price 11.21 2,000.00 3.00 3.50	Pack s 1000 1000 100	Freight 1.00 1.00 1.00	Strip	Cost 1,215.25 2,000.00 325.22 3.50	Adj Cost 121.5253 200.0000 325.2240 3.5000	Preferred	Valid until	Manufact
Delete						(OK & I	Previous		OK &	Next	Can	cel	ОК

Notice how the adjusted price takes into account differences in pack size and currency, so you can easily compare suppliers.

Thanks for working through the tutorial. We hope you learnt something useful, and now feel confident to start using mSupply!

Previous: 3.09. Entering outgoing goods (customer invoices) || Next: 3.11. Working with lists

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