Sir Ganga Ram Hospital

➔ **Pharmacy Tender Software**

DATA SUBMISSION MANUAL

Pharmacy Tender Software
(Data Submission Manual)

All vendors are required to submit their Price Bid **only through** Tender Software provided by Sir Ganga Ram Hospital. After quoting all items in the software vendors are required to submit following:

1. **Printed copy of Price Bid through Pharmacy Tender Software**

   - **Either** Print Price Bid through Tender Software
   - **Or** Export and Print Price Bid through Tender Software

2. **Make a CD with copy of Database saved on vendor's computer. Do not copy HTML file in the CD.**

NOTE: Price bid created in any other program like word, excel etc. will not be accepted. Use the Tender Software given by Sir Ganga Ram Hospital for Quoting and Submitting Price Bid.
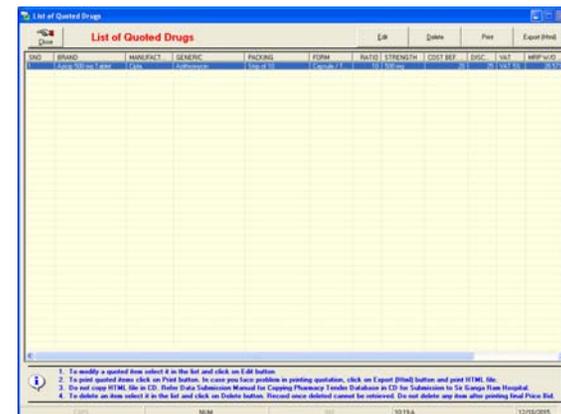
Pharmacy Tender Software
(Data Submission Manual)

Printing Price Bid through Pharmacy Tender Software

Step 1: Click on 'View/Edit/Print/Export Quoted Items' button on the Main Menu

Step 2: This window lists all the drugs you have quoted for. Click on Print button, another window will be displayed on your screen
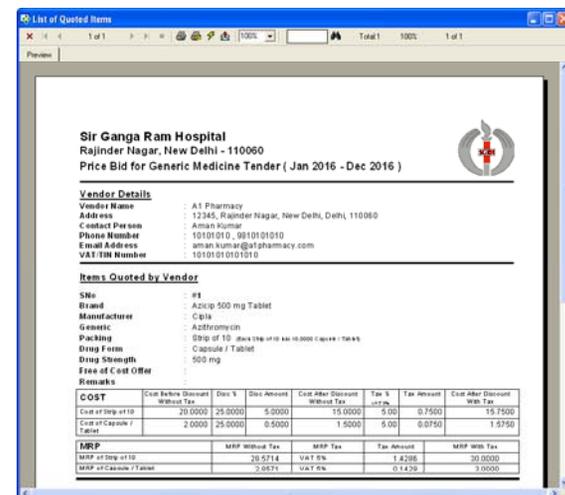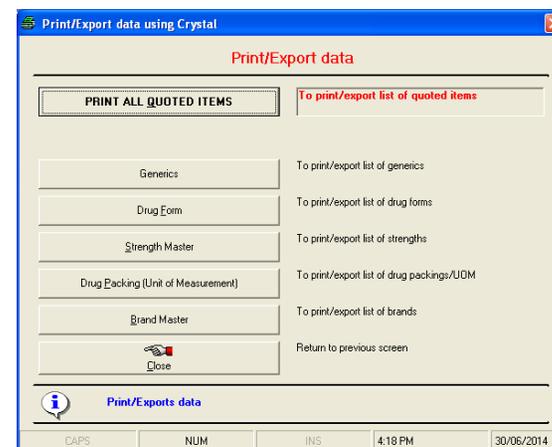
Pharmacy Tender Software
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Step 3: To preview the Price Bid click on 'Print all Quoted Items' button

Step 4: Preview of price bid will be displayed on your screen. Click printer icon to print the Price Bid

Note: In case you are not able to print price bid using this option, export the Price Bid as HTML and print it using Internet Explorer. See the next page for instructions. Do not copy this HTML file in the CD. Use it only for printing purpose.
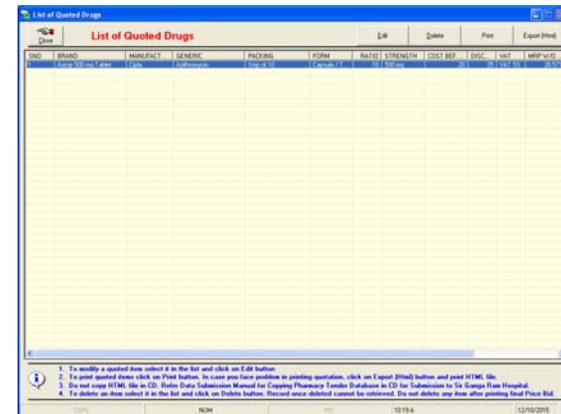
Pharmacy Tender Software
(Data Submission Manual)

Exporting and Printing Price Bid through Pharmacy Tender Software

Note: **Use Export (HTML) ONLY if you are not able to print using Print button.**
Do not copy this HTML file in the CD.

Step 1: Click on Export (HTML) button another window will be displayed

Step 2: Click on 'Export all Quoted Items' to start export

Exporting and Printing Price Bid through Pharmacy Tender Software

Step 3: Specify the location where you want to save HTML page

Step 4: Using windows explorer locate the saved HTML page, open it in the Internet Explorer. Click the printer icon to print the Price Bid. Do not copy this HTML file in the CD.
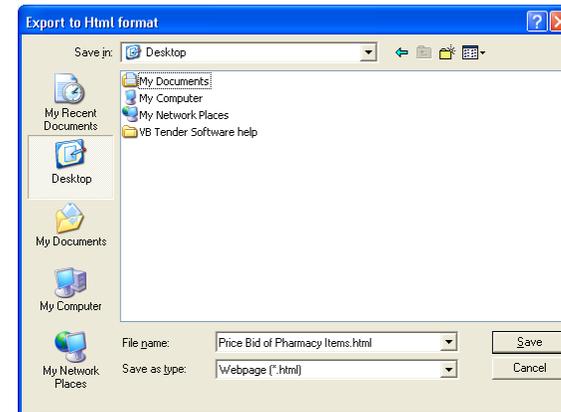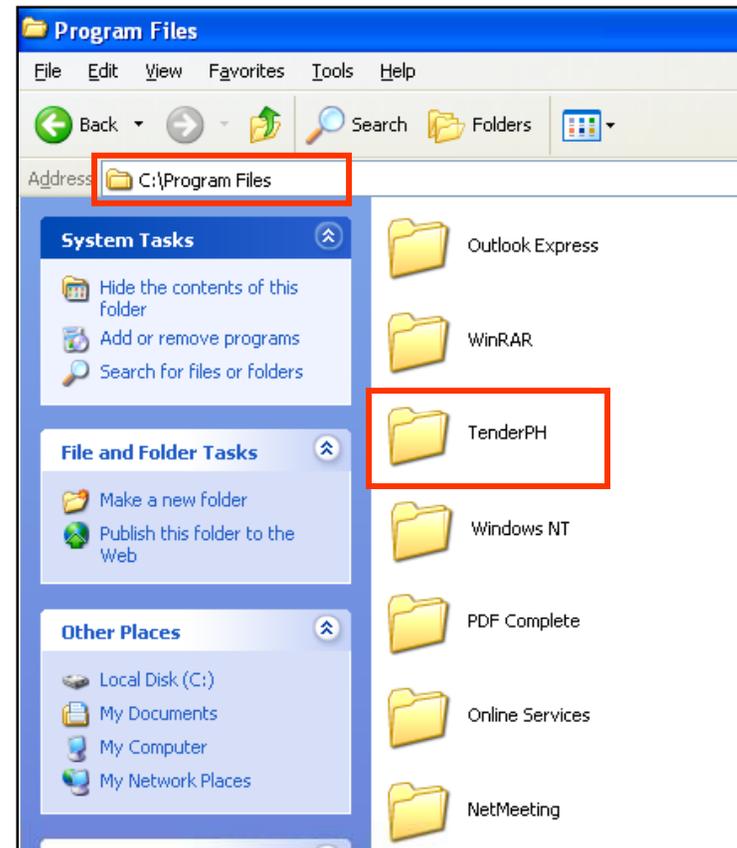
Pharmacy Tender Software
(Data Submission Manual)

Copying Pharmacy Tender Database in the CD for Submission

On Windows XP System

- **Open Windows Explorer**
- **Open C:\Program Files folder**
- **Copy/Write entire TenderPH folder to CD**
- **Submit the CD to SGRH along with a printed copy of price bid duly signed**

Pharmacy Tender Software
(Data Submission Manual)

Copying Pharmacy Tender Database in the CD for Submission

On Windows 7 System   **OR**   **On Windows 10 System**

Open Windows Explorer
 Open C:\Users\"<u>Your Login Name</u>"\AppData\Local\VritualStore\ProgramFiles\TenderPH\ folder
 Copy/Write Tender.sgrh file to CD
 Submit the CD to SGRH along with a printed copy of corrected quotation duly signed