Compare the same purchase

Bring each offer onto the same item, revision, unit, quantity, currency and delivery scope. Keep a missing term blank and resolve it before selection. This preparation sheet does not calculate an AI score.

Worked example

Illustrative requirement: 100 pieces. Offer A: 100 x Rs 50 plus Rs 500 freight = Rs 5,500 before tax. Offer B: 100 x Rs 54 with freight included = Rs 5,400 before tax. B is Rs 100 lower on this defined basis. Tax, due date, inspection requirements, terms and approval still need review.

Use this with your own records

Requirement / item / drawing revision	_____
Quantity / unit / currency / required date	_____
Offer A: rate, quantity and quotation reference	_____
Offer B: rate, quantity and quotation reference	_____
Freight included? Delivery location and scope	_____
Tax and discount basis; avoid double counting	_____
Promised date, validity and payment terms	_____
History: completed receipts and accepted units	_____
Missing term and person obtaining clarification	_____
Chosen offer, reason, approver and resulting PO	_____

Keep unclear quantities, terms or evidence visible. A prepared plan is not completed work.

Method context: ERPNext Supplier Quotation - docs.frappe.io/erpnext/supplier-quotation