



User Guide - mSupply Mobile

Customer Invoices

An example: a medical centre, called Ami CHC, sends an order to your facility. They are doing an outreach tour to households in a nearby village and would like to collect some items to take.

The **customer** is Ami CHC

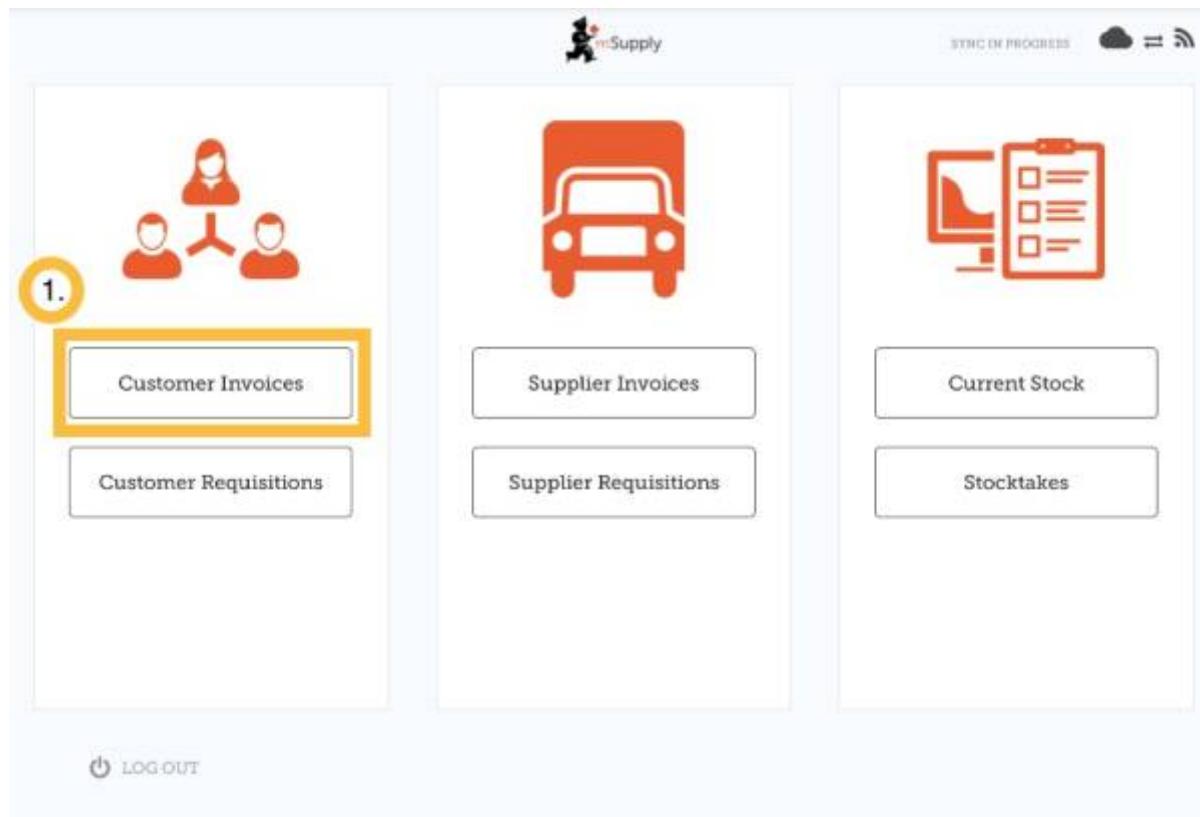
They have ordered:

- Amoxicillin 500mg tabs x 11
- Paracetamol 500mg tabs x 100
- Diazepam Injection 5mg/ml Amp/2ml x 50

Let's create a customer invoice...

Click on Customer Invoices

The **Customer Invoice** button will bring up a list of invoices. If you haven't finished working on an invoice and you have not confirmed it, you can click on it now to bring it up and keep working on it.

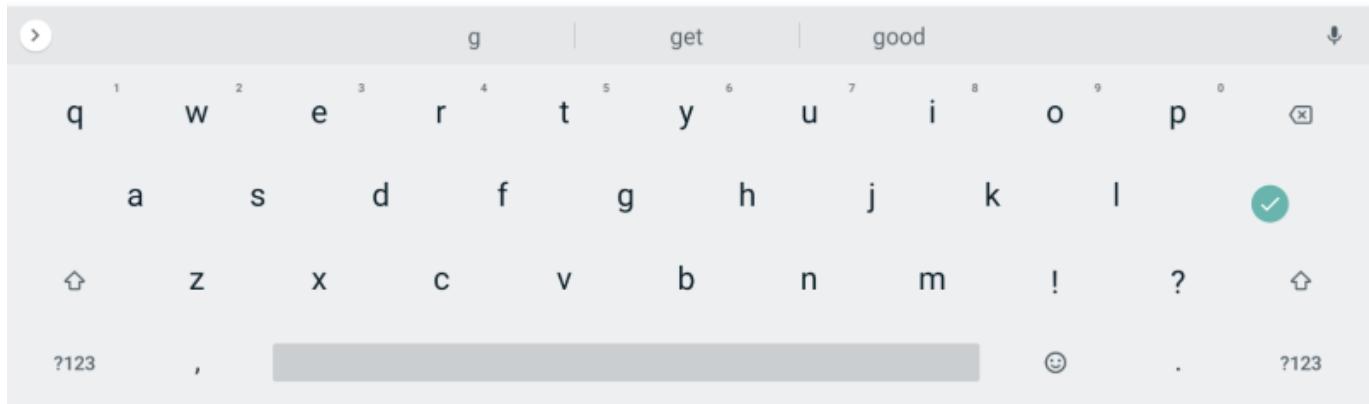
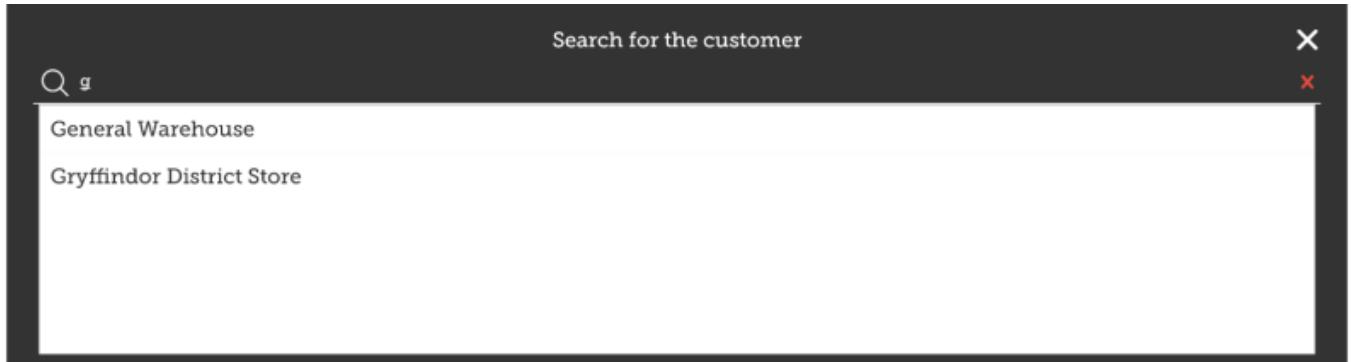


Start a new customer invoice

Click **New Invoice**

Customer Invoices		msupply				SYNC ENABLED	
		Customer Invoices		Supplier Invoices		Current Stock	
		Current	Past	Customer	Supplier	Stock	Stocktake
56	Test	16 Jul 2021		Customer invoice			○
8	Baltimore	29 Jun 2021		Customer invoice			○

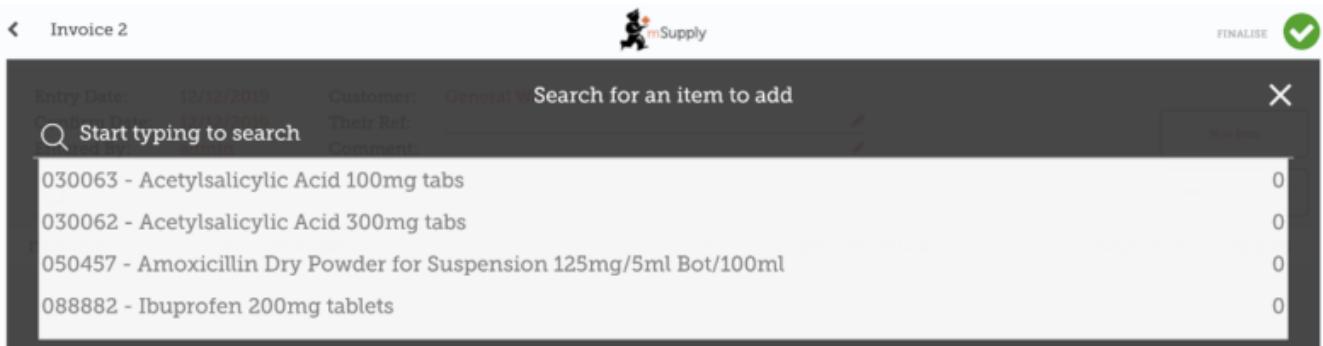
Add the customer you are wanting to send stock to



Add items to the customer invoice

You can add items to the customer invoice one by one - to do this, tap on **New Item**.

Start typing to search for the item.



Invoice 2

Entry Date: 12/12/2019 Customer: General Warehouse

Search for an item to add

Start typing to search

030063 - Acetylsalicylic Acid 100mg tabs 0

030062 - Acetylsalicylic Acid 300mg tabs 0

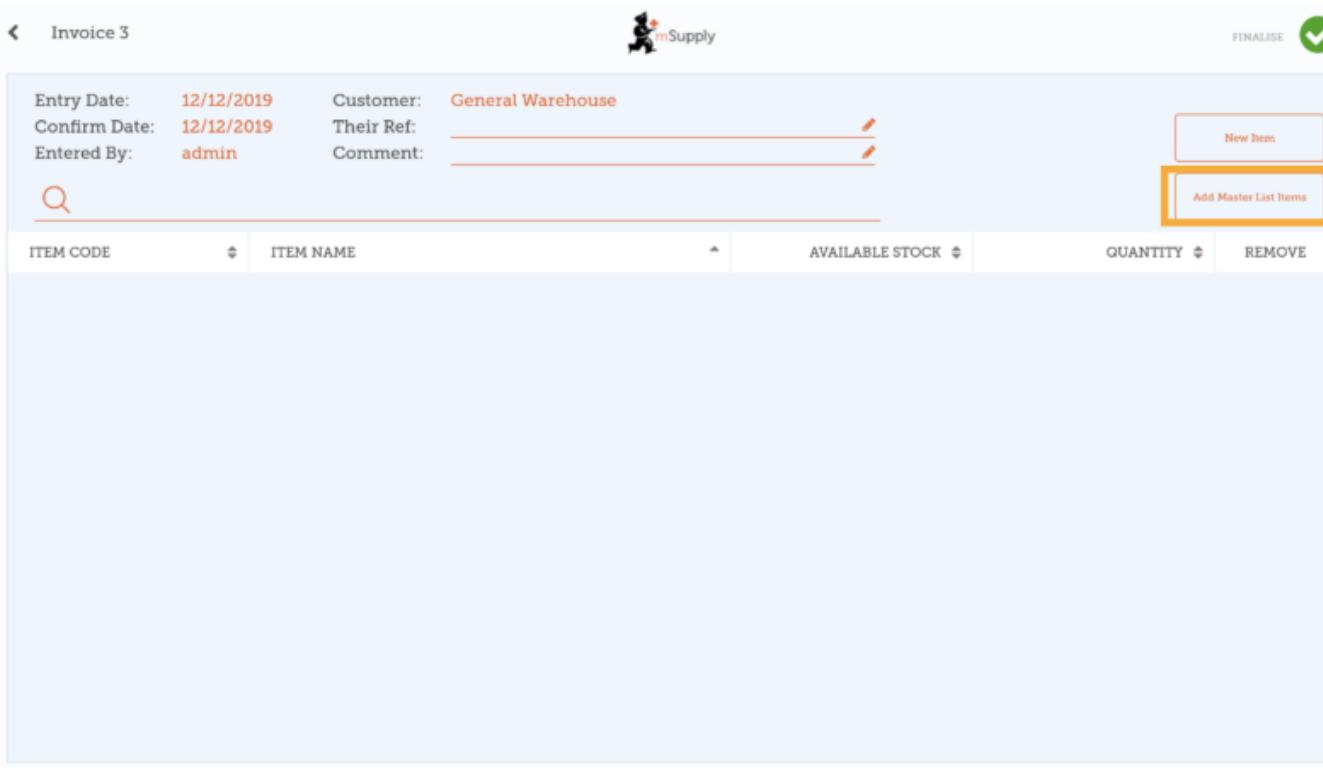
050457 - Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml 0

088882 - Ibuprofen 200mg tablets 0

Finalise 

If you have a lot of items to add to the invoice, it can be slow to add them one by one.

To add a lot of items at once, click **Add Master List Items**.



Invoice 3

Entry Date: 12/12/2019 Customer: General Warehouse

Confirm Date: 12/12/2019

Entered By: admin

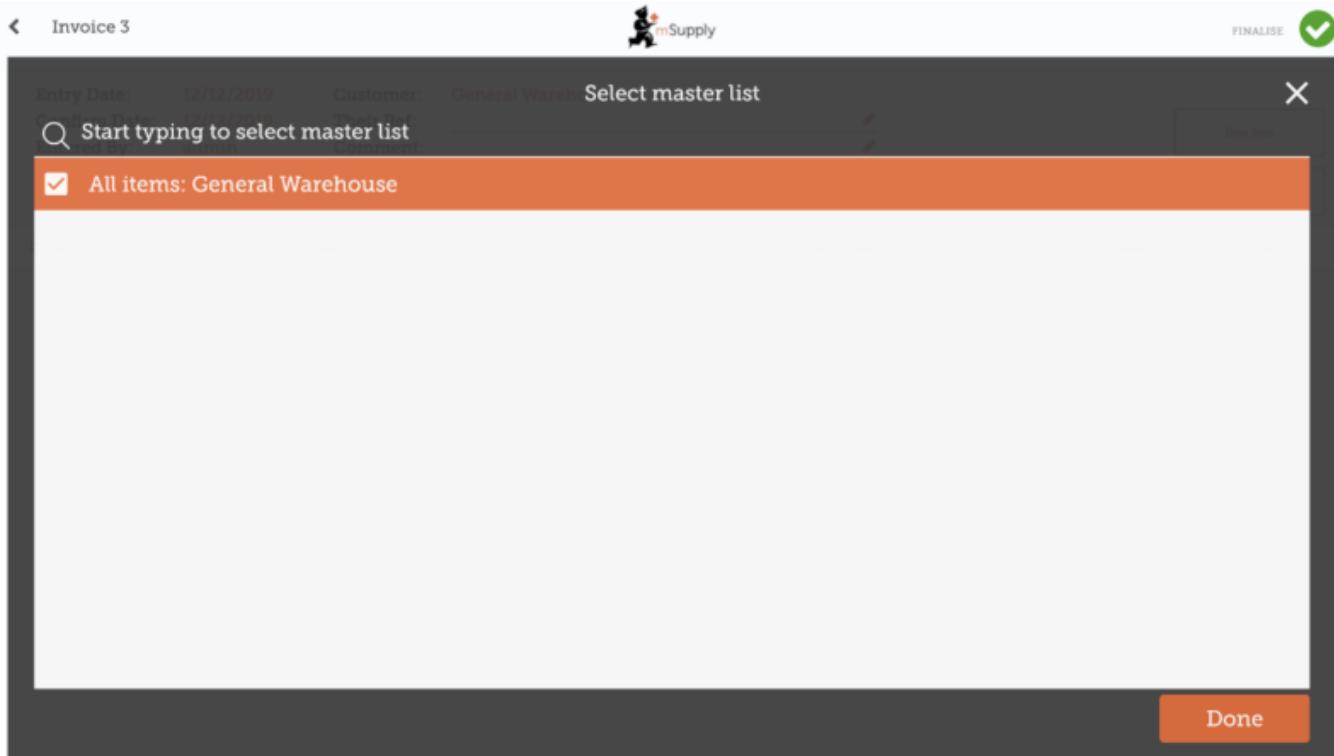
Their Ref: Comment:

New Item 

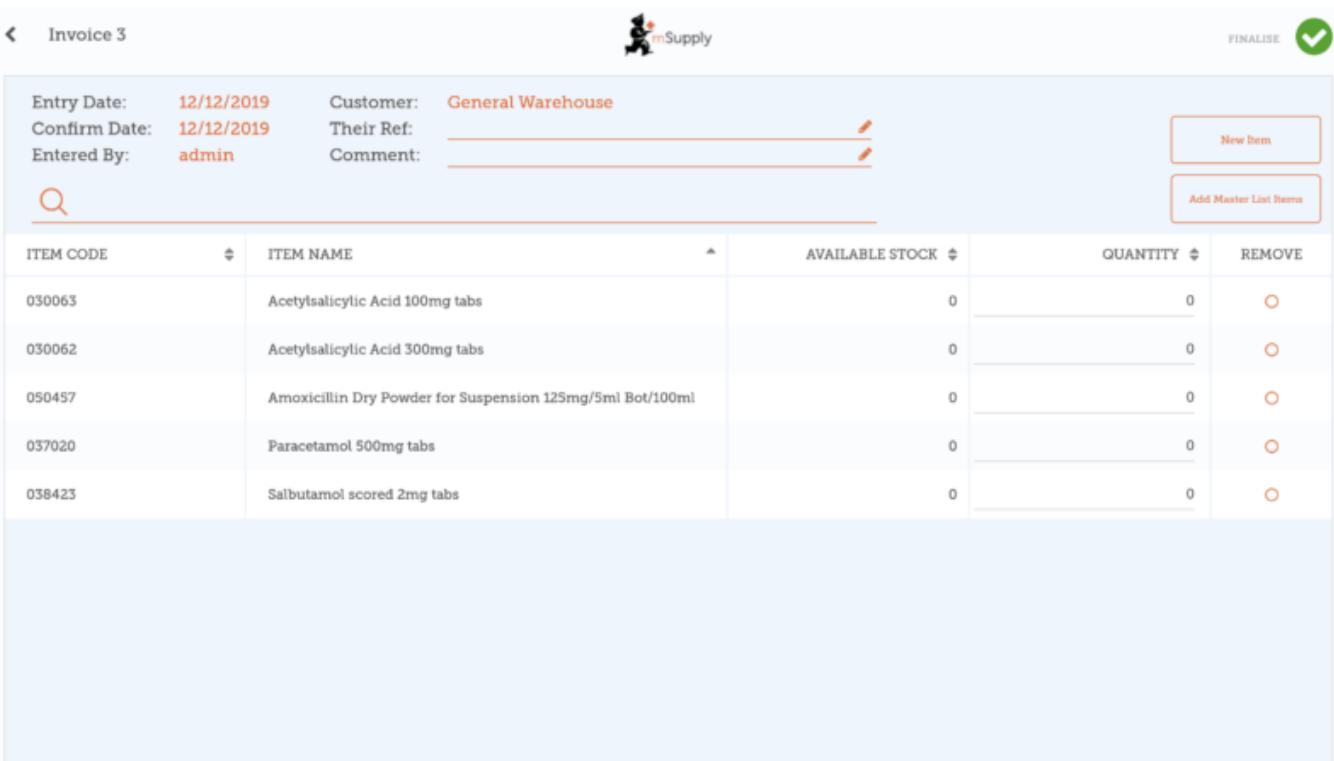
Add Master List Items 

ITEM CODE	ITEM NAME	AVAILABLE STOCK	QUANTITY	REMOVE

Select one or more master lists from the list. Only master lists visible to the customer are shown.



The items on the selected master list(s) will then automatically appear in the customer invoice.



When you have finished

Click the **Finalise** button at the top, and then **Confirm**.

What is a Master List?



The **Master List** is a list of all the items available to you at your facility. The list is set by your supplier and/or the Ministry of Health.

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