User Guide - mSupply Mobile

2. Customer Invoices

An example: Aspen Medical Centre 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.

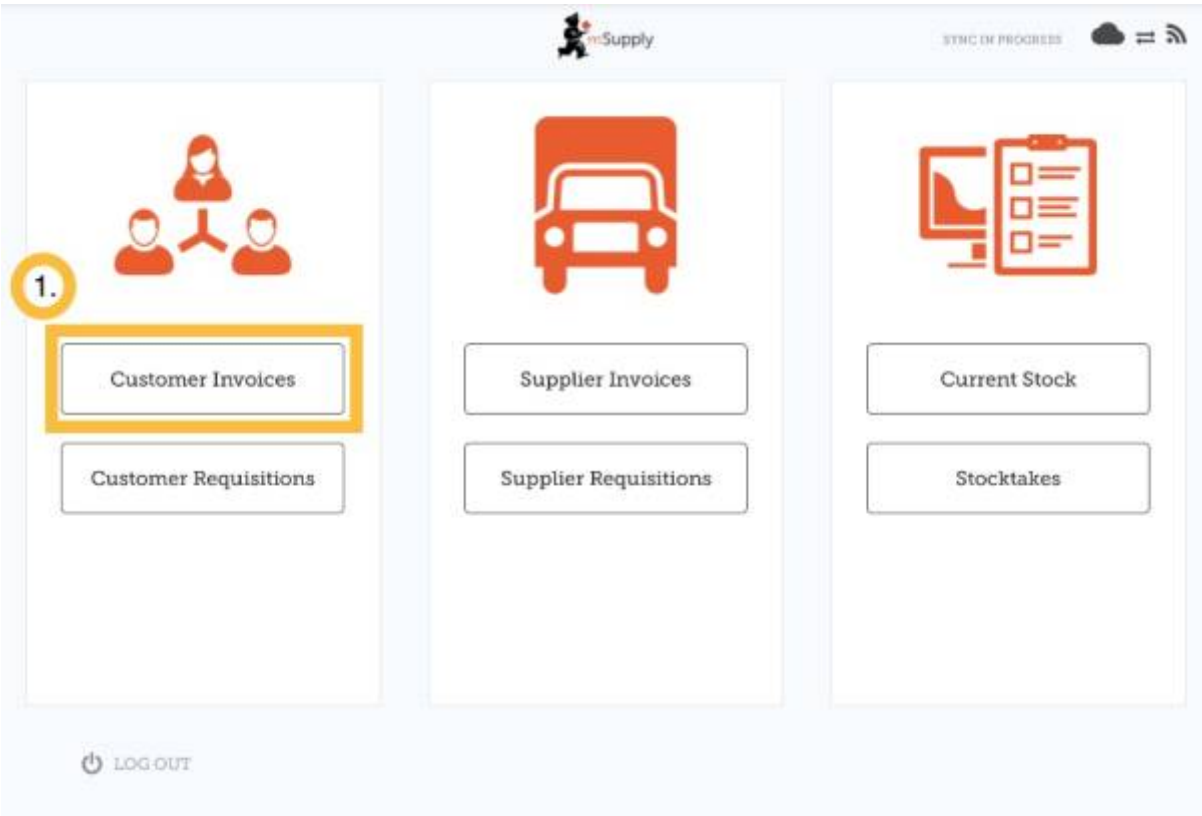The **customer** is Ami CHC

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...

2.1. 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.

2.2. Start a new customer invoice
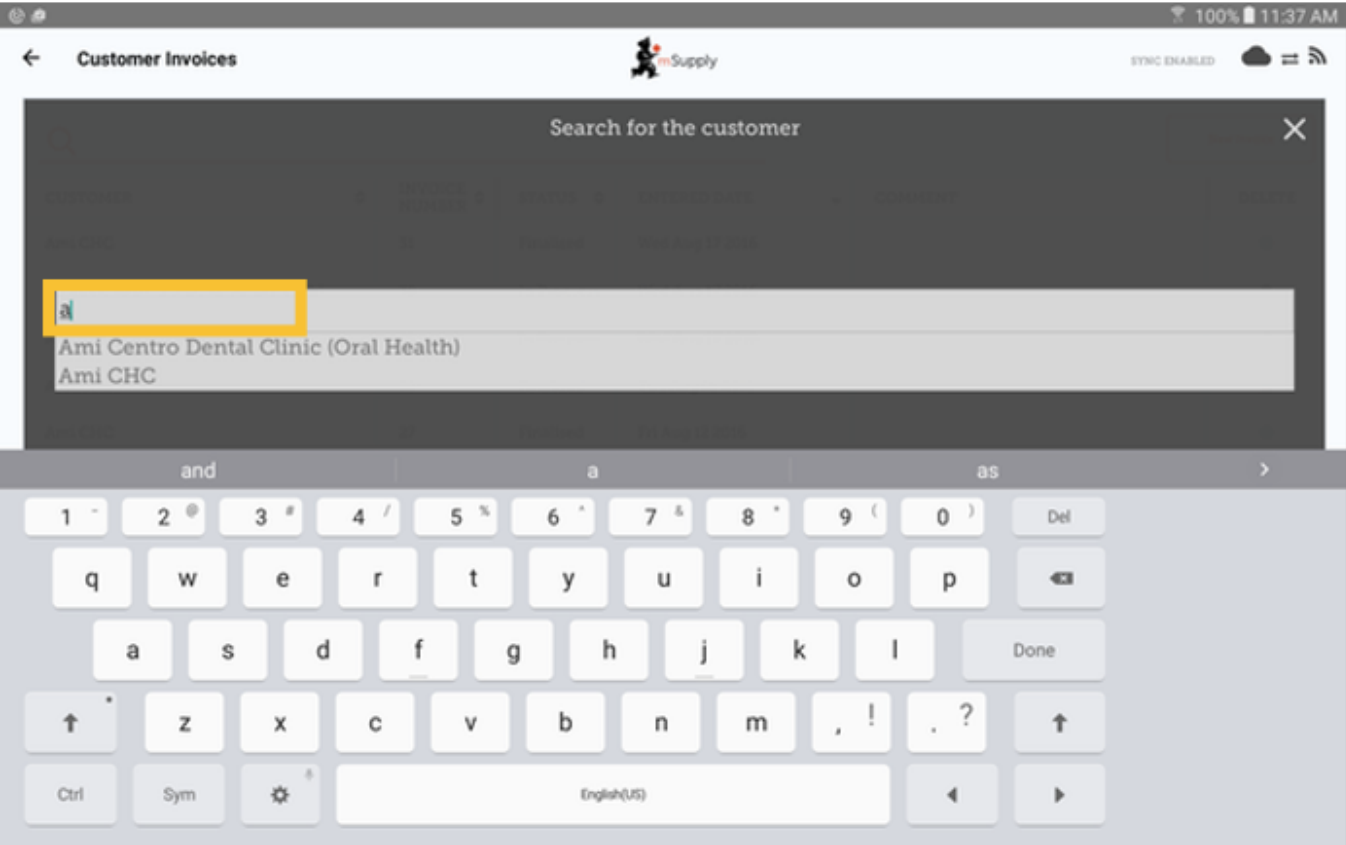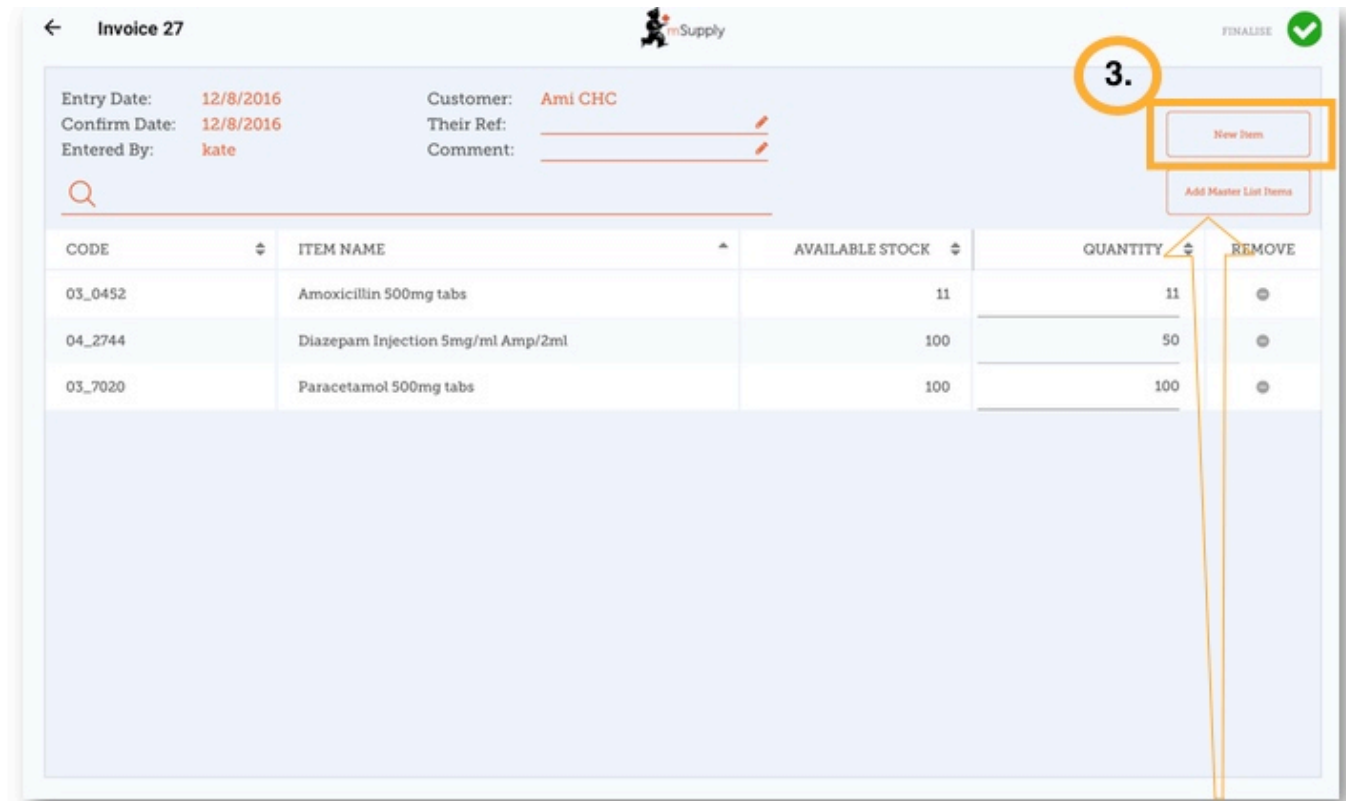
Click **New Invoice**

Add the customer you are ordering for

2.3. Add items to the customer invoice

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

[Start typing to search for the item.](#)

‹ Invoice 2	mSupply	FINALISE ✓

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

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**.

Here you can see we have completed this invoice by adding the 3 items we need.

2.4. 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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