

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.

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	mSupply	STINC IN PROCEEDS
Customer Invoices	Supplier Invoices	Current Stock
Customer Requisitions	Supplier Requisitions	Stocktakes
U LOG OUT		

2.2. Start a new customer invoice

Click New Invoice

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CUSTOMER	٥	INVOICE 0	STATUS ¢	ENTERED DATE	- COMMENT	DELETE
Patients		187	Finalised	Tue Apr 11 2017		0
Patients		188	Finalised	Tue Apr 11 2017		0
Patients		182	Finalised	Fri Apr 07 2017		0
Patients		183	Finalised	Fri Apr 07 2017		0
Patients		184	Finalised	Fri Apr 07 2017		0
Patients		185	Finalised	Fri Apr 07 2017		0
Patients		186	Finalised	Fri Apr 07 2017		0
Patients		179	Finalised	Fri Mar 31 2017		0
Patients		180	Finalised	Fri Mar 31 2017		0
Patients		181	Finalised	Fri Mar 31 2017		0
Patients		177	Finalised	Tue Mar 28 2017		0
Patients		178	Finalised	Tue Mar 28 2017		0

Add the customer you are ordering for

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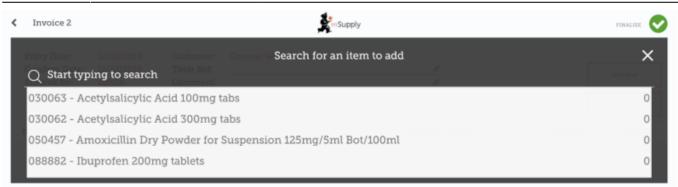
2.3. Add items to the customer invoice

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

<	Invoice 3			3	Supply		FINALISE 📀
	Entry Date: 12/12/2019 Confirm Date: 12/12/2019 Entered By: admin			General Warehouse			New Been Add Master List Berns
	ITEM CODE	٥	ITEM NAME		•	AVAILABLE STOCK \$	QUANTITY \$ REMOVE

Start typing to search for the item.

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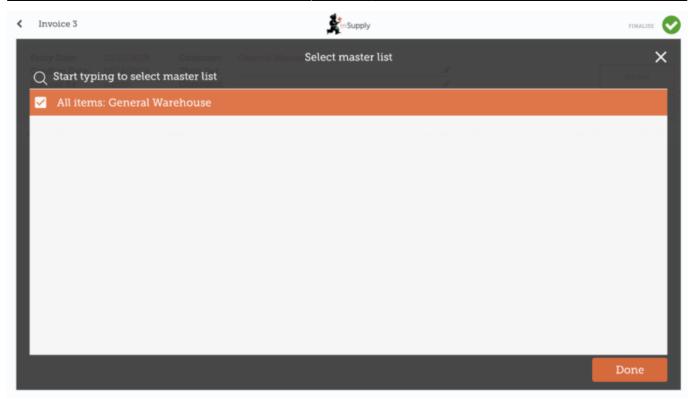
If you have a lot of items to add to the invoice, it can be slow to add them one by one.

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

Invoice 3			, Š	nSupply		FINALISE 🤡
Entry Date: Confirm Date: Entered By:	12/12/2019 12/12/2019 admin	Customer: Their Ref: Comment:	General Warehouse			New Deen 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.

Invoice 3			Supply			FINALISE
Entry Date: Confirm Date: Entered By:	12/12/20 12/12/20 admin		'arehouse		Ad	New Dem d Master List Berra
ITEM CODE	¢	ITEM NAME	<u>۸</u>	AVAILABLE STOCK \$	QUANTITY \$	REMOVE
030063		Acetylsalicylic Acid 100mg tabs		0	0	0
030062		Acetylsalicylic Acid 300mg tabs		0	0	0
050457		Amoxicillin Dry Powder for Suspension	n 125mg/5ml Bot/100ml	0	0	0
037020		Paracetamol 500mg tabs		0	0	0
038423		Salbutamol scored 2mg tabs		0	0	0

2.4. When you have finished

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



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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Last update: 2020/01/24 04:17

