



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

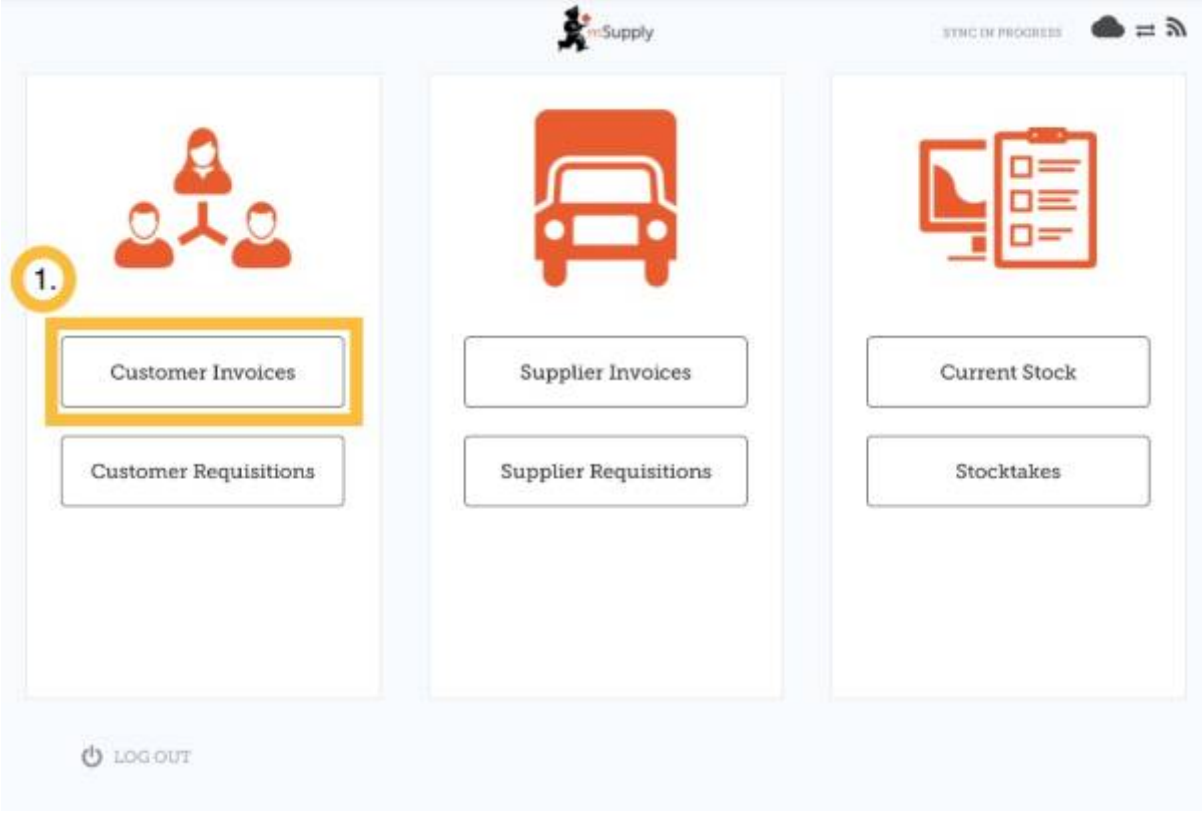
They have ordered:

- 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**

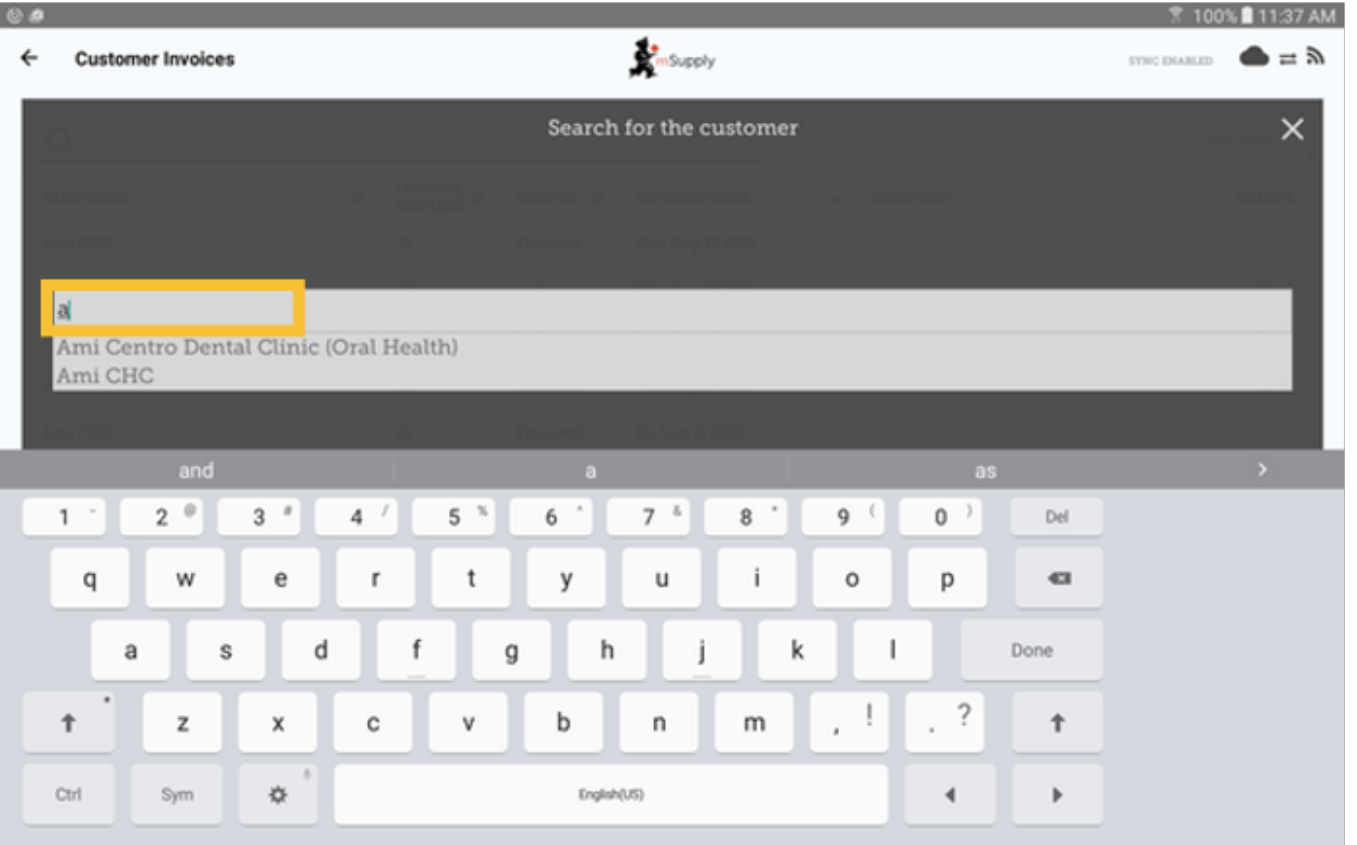
Customer Invoices

2.

New Invoice

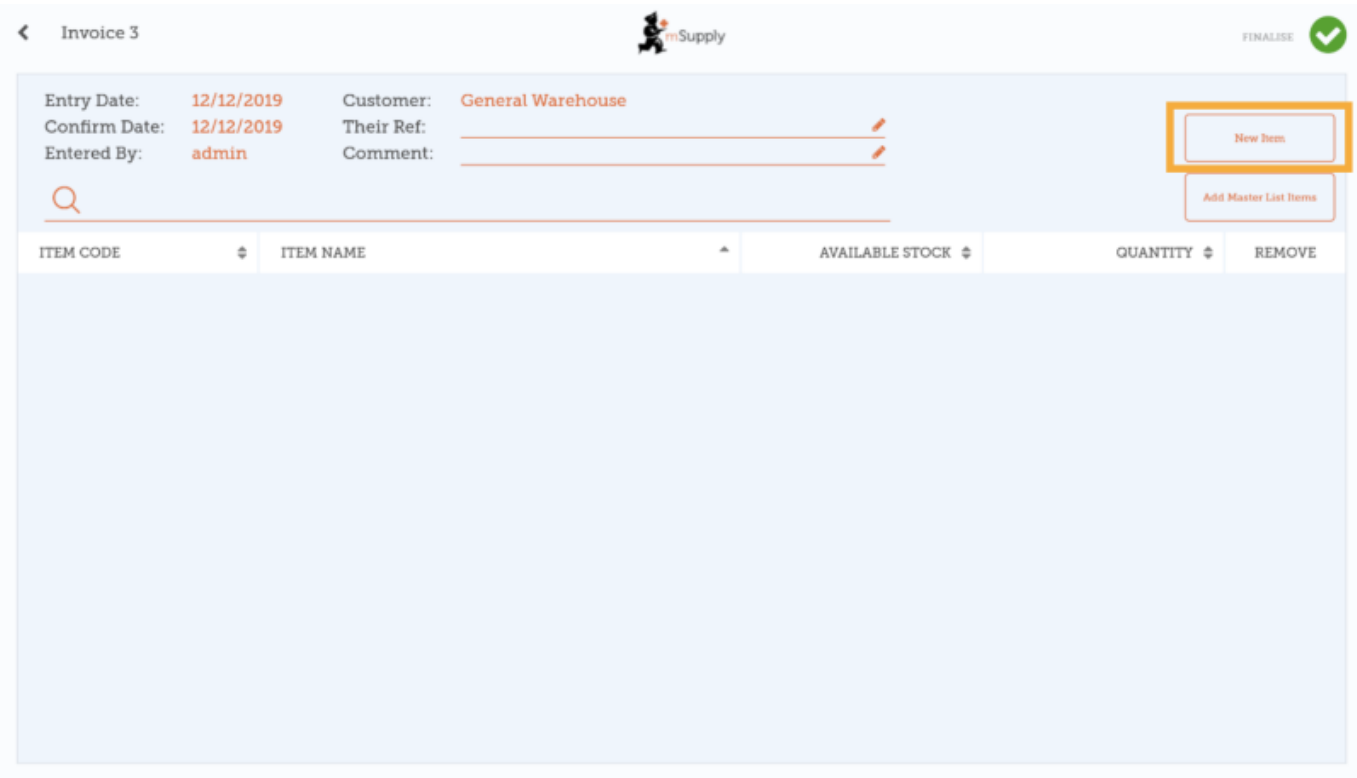
CUSTOMER	INVOICE NUMBER	STATUS	ENTERED DATE	COMMENT	DELETE
Patients	187	Finalised	Tue Apr 11 2017		
Patients	188	Finalised	Tue Apr 11 2017		
Patients	182	Finalised	Fri Apr 07 2017		
Patients	183	Finalised	Fri Apr 07 2017		
Patients	184	Finalised	Fri Apr 07 2017		
Patients	185	Finalised	Fri Apr 07 2017		
Patients	186	Finalised	Fri Apr 07 2017		
Patients	179	Finalised	Fri Mar 31 2017		
Patients	180	Finalised	Fri Mar 31 2017		
Patients	181	Finalised	Fri Mar 31 2017		
Patients	177	Finalised	Tue Mar 28 2017		
Patients	178	Finalised	Tue Mar 28 2017		
Patients	174	Finalised	Thu Mar 23 2017		

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



FINALISE



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

Search for an item to add

Q

Start typing to search

030063 - Acetylsalicylic Acid 100mg tabs0

030062 - Acetylsalicylic Acid 300mg tabs0


050457 - Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml0

088882 - Ibuprofen 200mg tablets0


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



FINALISE



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

Confirm Date: 12/12/2019Their Ref:

Entered By: adminComment:

Q


New Item

Add Master List Items


ITEM CODE	ITEM NAME	AVAILABLE STOCK	QUANTITY	REMOVE
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Select one or more master lists from the list. Only master lists visible to the customer are shown.

Invoice 3



FINALISE



Entry Date: 12/12/2019

Customer: General Warehouse

Select master list

Start typing to select master list

New Item


☒

All items: General Warehouse


Done

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

Invoice 3



FINALISE



Entry Date: 12/12/2019

Confirm Date: 12/12/2019

Entered By: admin

Customer: General Warehouse

Their Ref:

Comment:

New Item

Add Master List Items

ITEM CODE	ITEM NAME	AVAILABLE STOCK	QUANTITY	REMOVE
030063	Acetylsalicytic Acid 100mg tabs	0	0	<div></div>
030062	Acetylsalicytic Acid 300mg tabs	0	0	<div></div>
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	0	0	<div></div>
037020	Paracetamol 500mg tabs	0	0	<div></div>
038423	Salbutamol scored 2mg tabs	0	0	<div></div>

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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