

# **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.

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	M Supply	STING IN PROGREES
Customer Invoices	Supplier Invoices	Current Stock
Customer Requisitions	Supplier Requisitions	Stocktakes
O LOG OUT		

## Start a new customer invoice

### Click New Invoice

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CUSTOMER	٥	INVOICE ¢	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 wanting to send stock to

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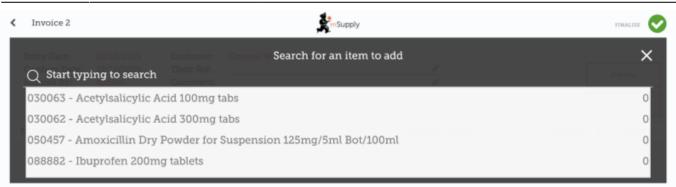
## Add items to the customer invoice

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

<	Invoice 3			ز	Supply		FINALISE 📀
	Entry Date: Confirm Date: Entered By: Q	12/12/20 12/12/20 admin		General Warehouse			New Item
	ITEM CODE	٥	ITEM NAME		*	AVAILABLE STOCK \$	quantity \$ remove

Start typing to search for the item.

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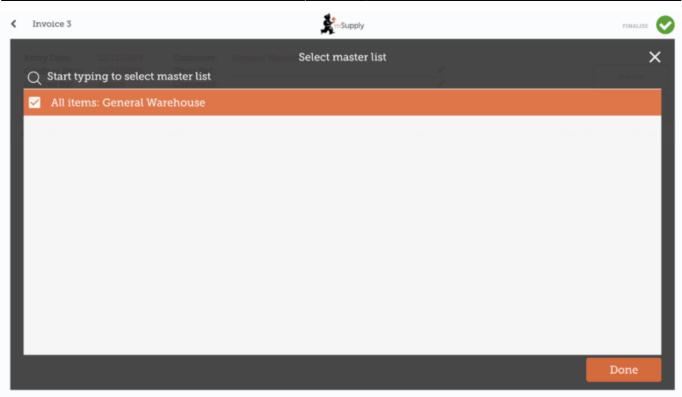


If you have a lot of items to add to the invoice, it can be slow to add them one by one.

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

< Invoice 3			Ę	Supply		FINALISE 🤡
Entry Date: Confirm Date: Entered By:	12/12/2019 12/12/2019 admin	Customer: Their Ref: Comment:	General Warehouse			New Item
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		mSupply			INALISE
Entry Date: Confirm Date: Entered By: Q	12/12/20 12/12/20 admin				ew Dem ster List Berns
TEM CODE	¢	ITEM NAME	AVAILABLE STOCK \$	QUANTITY \$	REMOVE
30063		Acetylsalicylic Acid 100mg tabs	0	0	0
30062		Acetylsalicylic Acid 300mg tabs	0	0	0
50457		Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	0	0	0
37020		Paracetamol 500mg tabs	0	0	0
38423		Salbutamol scored 2mg tabs	0	0	0

# When you have finished

Click the  $\ensuremath{\textit{Finalise}}$  button at the top, and then  $\ensuremath{\textit{Confirm}}.$ 



## 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.

Previous: Getting Started | | Next: Customer Requisitions

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