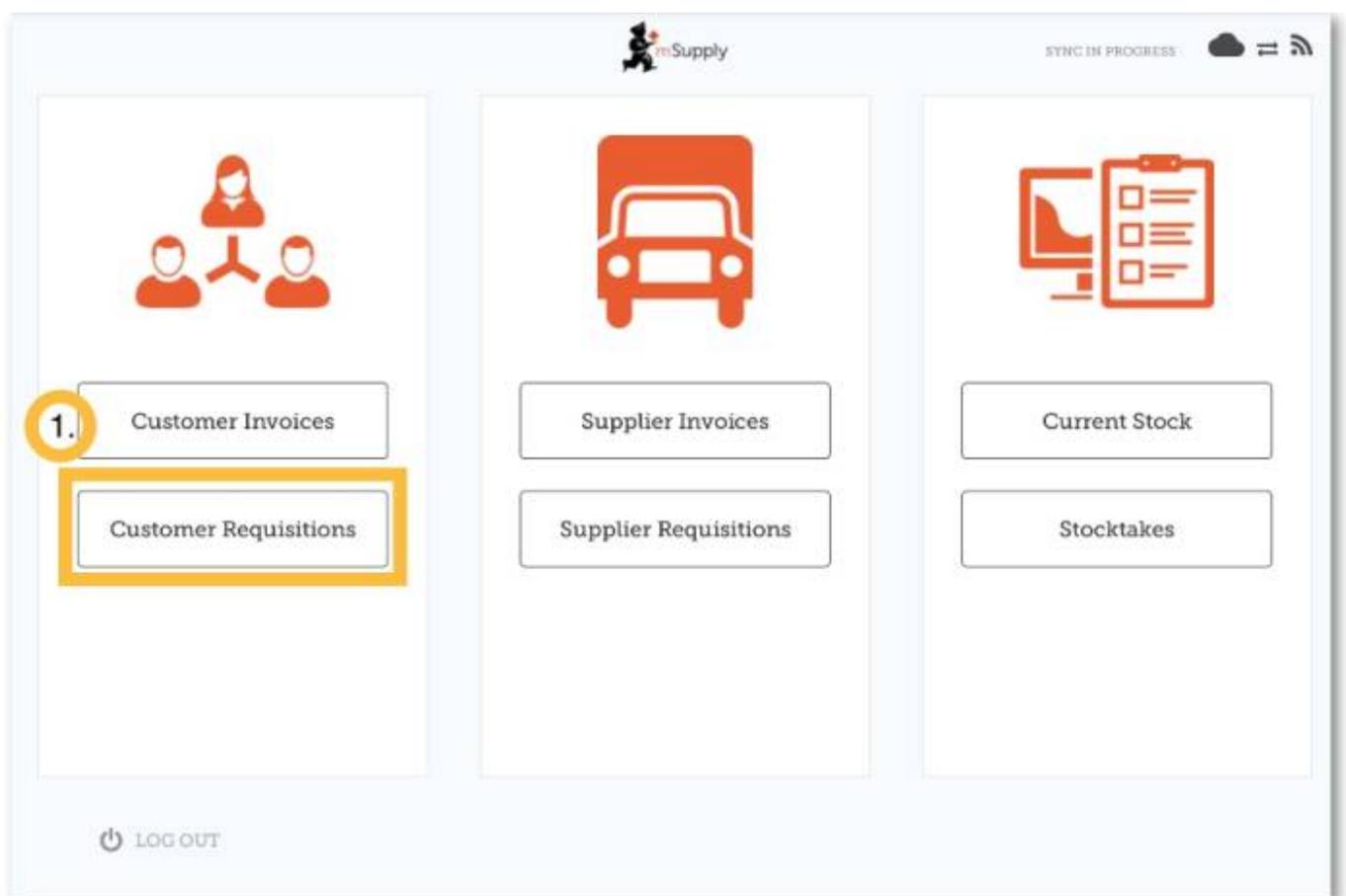User Guide - mSupply Mobile

3. Customer Requisitions

When a customer orders stock from you, they create a **Supplier Requisition** in THEIR system. This will appear as a **Customer Requisition** in YOUR system.

3.1. Click on Customer Requisitions

3.2. Click on a Customer Requisition to open it

REQUISITION NUMBER	CUSTOMER	ENTERED DATE	ITEMS
23	Balibar PS	Fri Aug 18 2017	1
25	Balibar PS	Mon Aug 21 2017	1

3.3. Check the details

If necessary, change the quantities of items to be supplied.

| Months Stock: 1 | | | Customer: Balibar PS | | | | | |
| Entry Date: 18/8/2017 | | | Comment: From request requisition 39 (test1) | | | | | |

CODE	ITEM NAME	OUR STOCK	THEIR STOCK	MONTHLY USE	SUGGESTED QUANTITY	REQUESTED QUANTITY	SUPPLY THIS INVOICE
03_0200	Albendazole scored 400mg tabs	136	0	1	1	1	1
06_1058	Benzoic & Salicylic Acid Ointment Whit...	8	0	2	3	2	2
03_2297	Clotrimazole Vaginal Pessary 500mg	0	0	29	30	30	0
13_0300	FP – Microgynon/COC 0.03mg/0.15mg S...	0	0	68	68	68	0

3.4. Once you are satisfied with the details...

Click the **Finalise** button on the top right.

mSupply will then generate a **Customer Invoice** in your system, which will be sent to the customer as a **Supplier Invoice**.

Previous: ***Customer Invoices*** *|| Next:* ***Supplier Requisitions (General Orders)***