



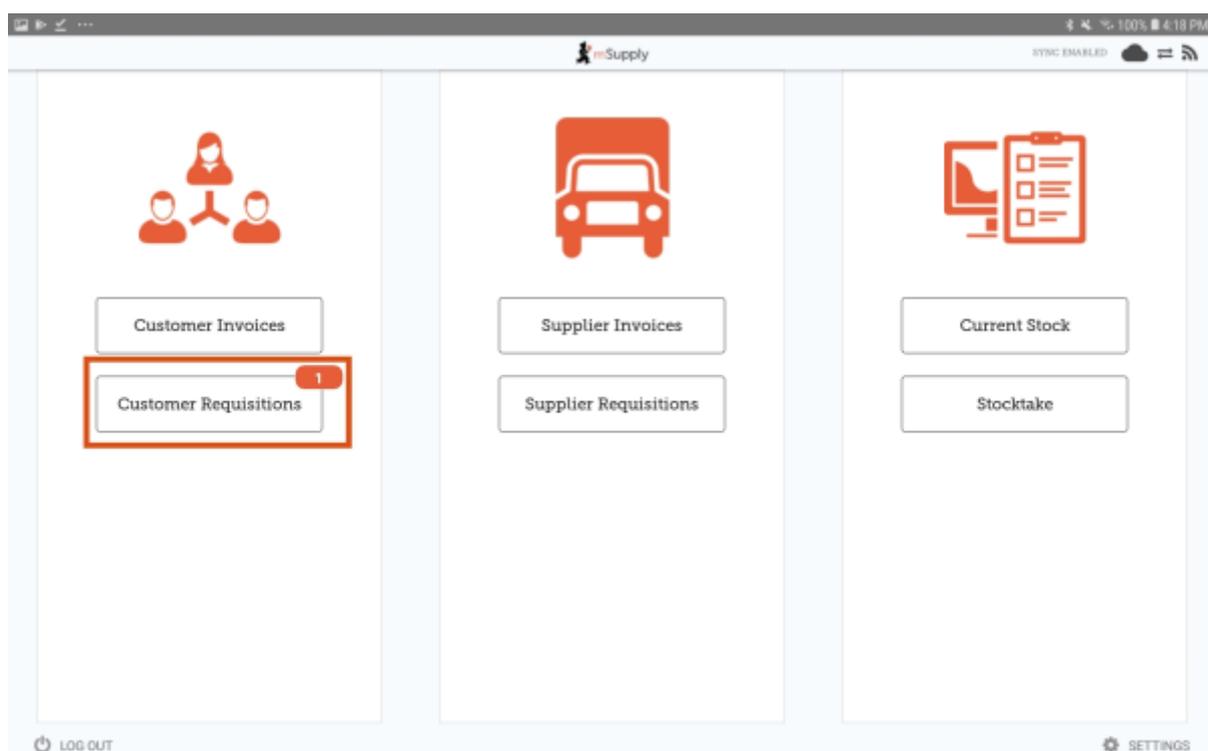
# User Guide - mSupply Mobile

## Customer Requisitions

When a customer order stocks from you, they create a Supplier Requisition in their system. This will appear as a Customer Requisition in your system.

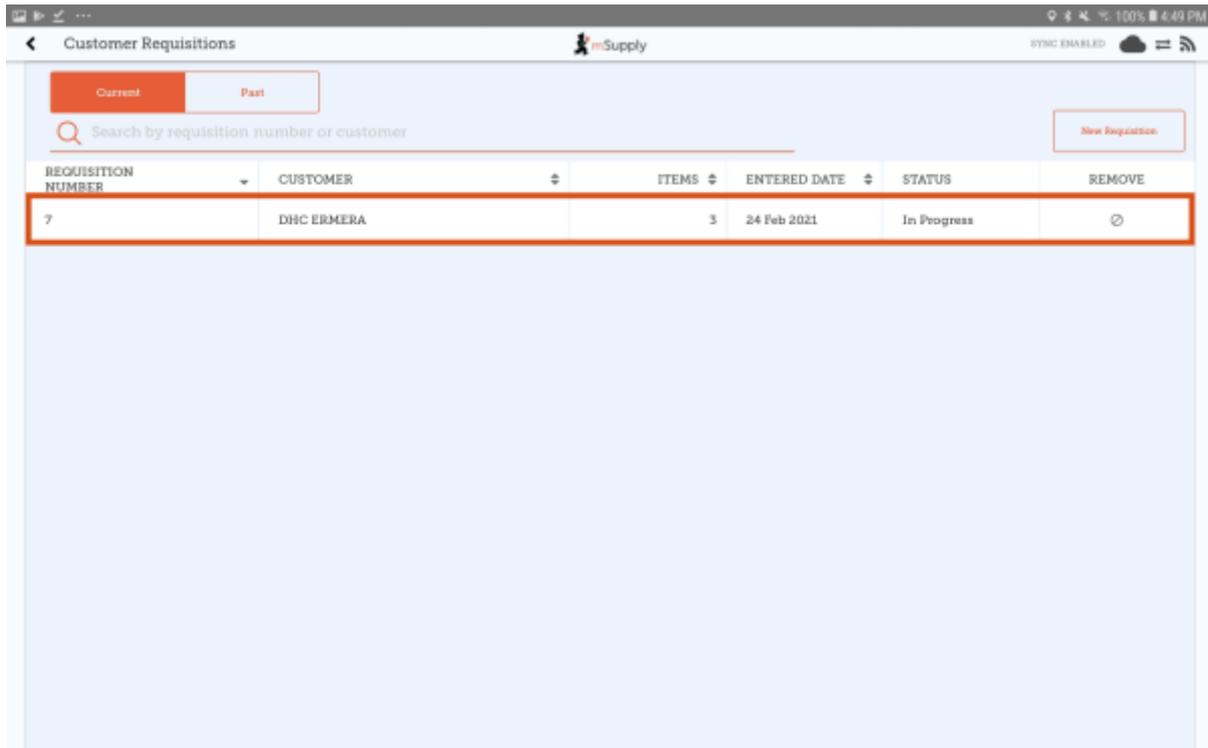
On the home screen, an orange badge on the Customer Requisitions button indicates how many pending Customer Requisitions you have, if any (in this example, there is one pending Customer Requisition).

Tap on the **Customer Requisitions** button to review the Customer Requisitions.

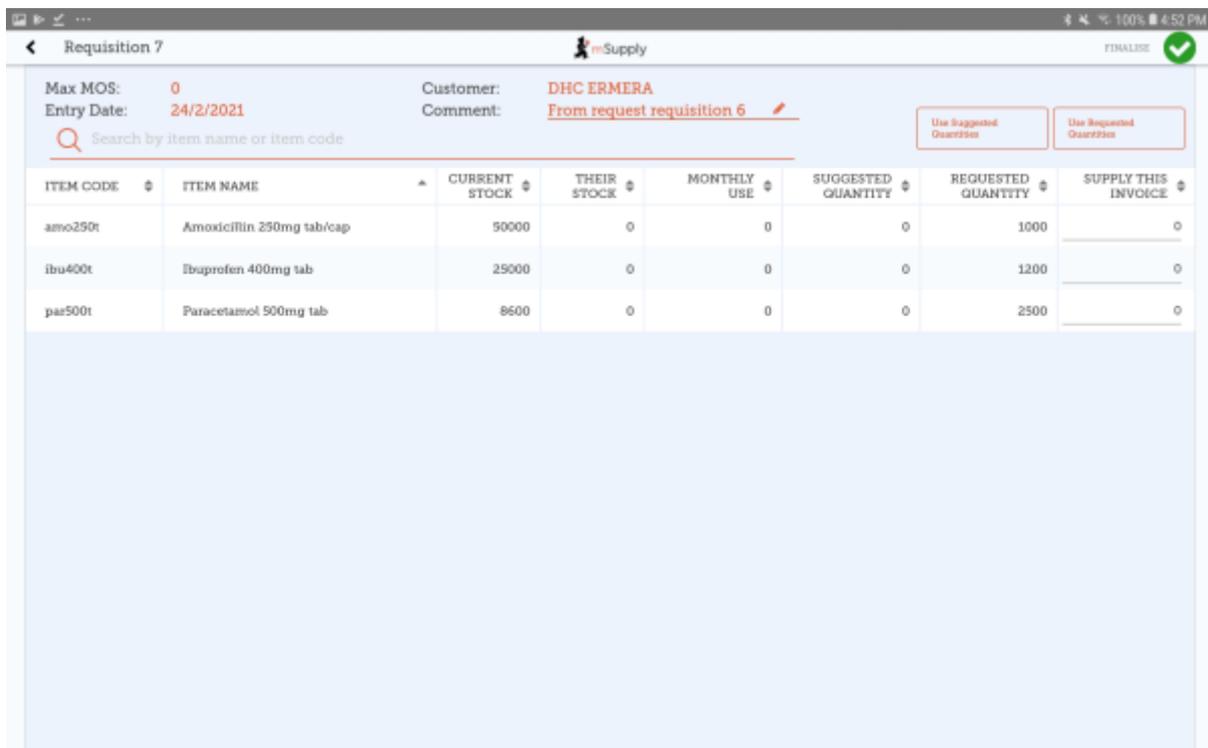


**Current** Customer Requisitions are displayed by default. You can review finalised requisitions by tapping on **Past**.

Tap on the Customer Requisition you want to review (in this example, we are going to tap on the Requisition ID 7).



You can now review the Customer Requisition before finalising it.



- Current Stock:** this will be auto-filled with your current quantity of stock for this item.
- Their Stock:** this will be auto-filled your customer current quantity of stock for this item.
- Monthly Use:** calculated as  $average\ monthly\ consumption = (outgoing\ stock * average\ number\ of\ days\ a\ month) / (days\ in\ period - days\ out\ of\ stock)$ .
- Suggested Quantity:** calculated as  $suggested\ quantity = (monthly\ consumption * months\ to\ supply) - stock\ on\ hand$ .

**Requested Quantity:** this will be auto-filled by the quantity requested by the customer.

**Supply this Invoice:** editable cell for the current time period. You can also use the auto-fill buttons in the header:

- **Use Requested Quantities:** auto-fills the supply this invoice column for all items with the value from the requested quantity column.
- **Use Suggested Quantities:** auto-fills the supply this invoice column for all items with the value from the suggested quantity column.

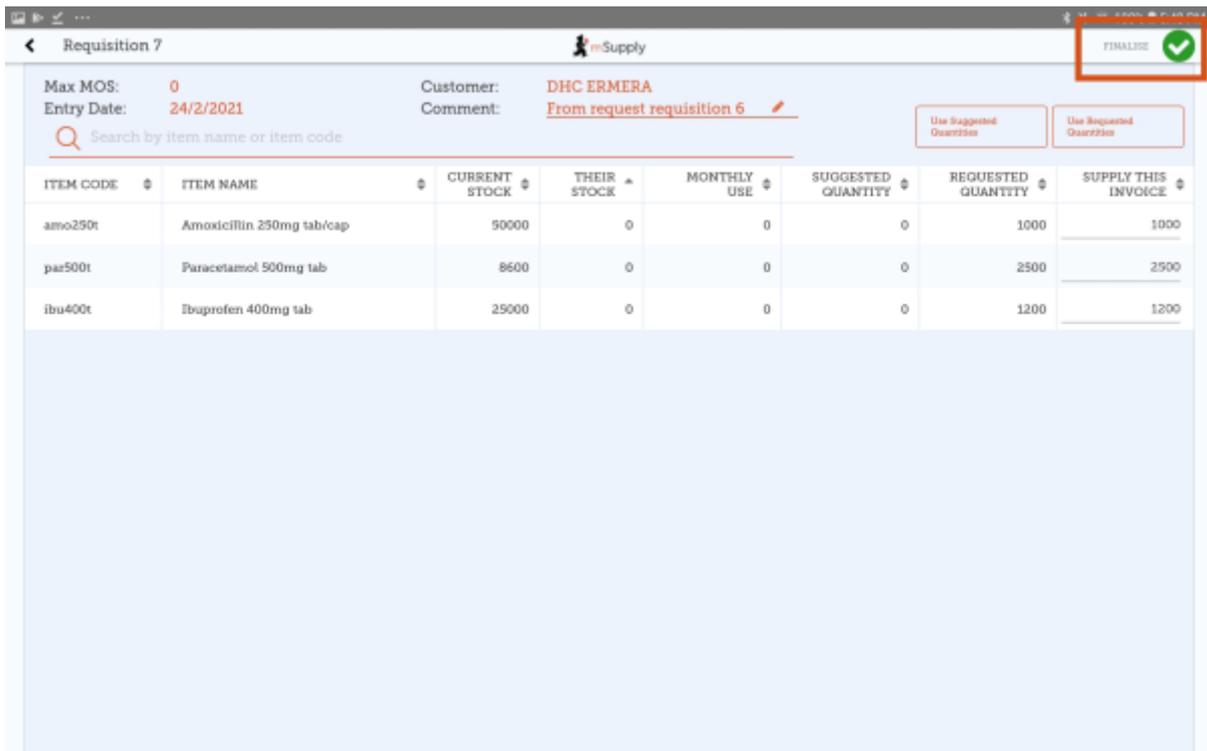
You can use either of the above options or you can manually enter a quantity in the column **Supply this invoice**.



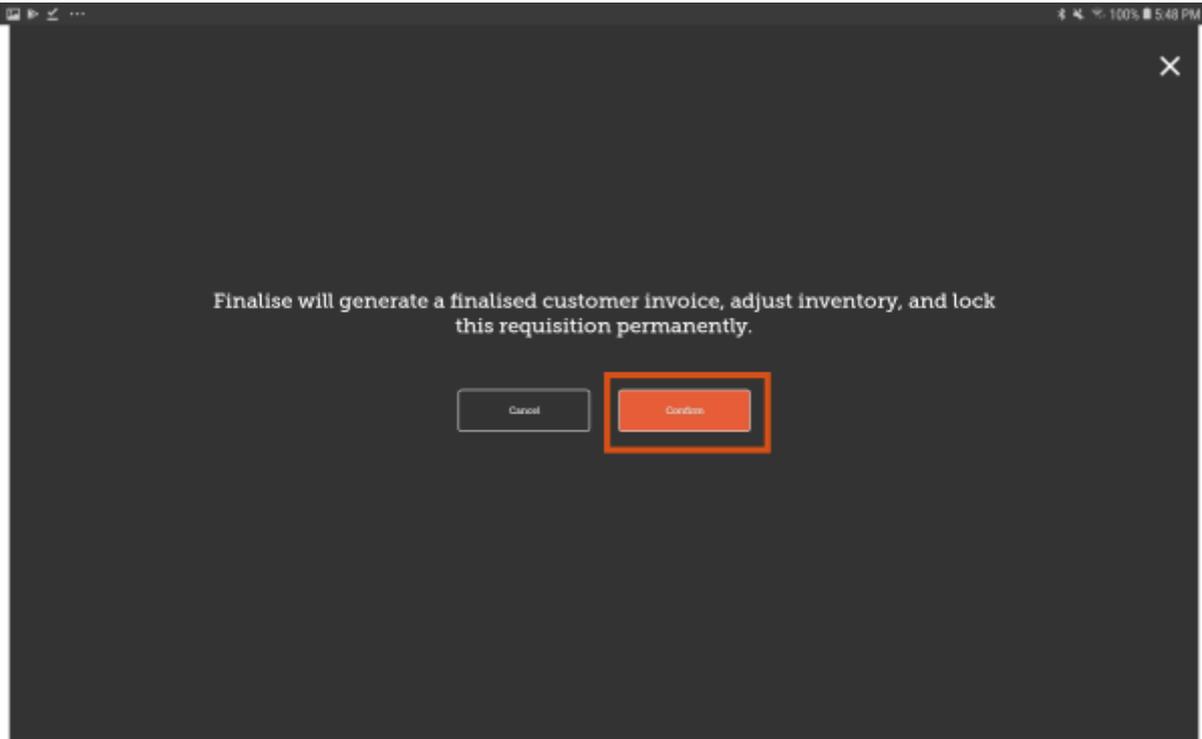
Selecting either of the auto-fill buttons will overwrite all values in the supply this invoice column.

When you are completely sure that everything is correct, tap the **Finalise** button, then **Confirm**.

Finalising the requisition will also generate a finalised [customer invoice](#).



ITEM CODE	ITEM NAME	CURRENT STOCK	THEIR STOCK	MONTHLY USE	SUGGESTED QUANTITY	REQUESTED QUANTITY	SUPPLY THIS INVOICE
amo250t	Amoxicillin 250mg tab/cap	50000	0	0	0	1000	1000
par500t	Paracetamol 500mg tab	8600	0	0	0	2500	2500
ibu400t	Ibuprofen 400mg tab	25000	0	0	0	1200	1200



Previous: [Customer Invoices](#) | | Next: [Supplier Requisitions \(General Orders\)](#)

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