



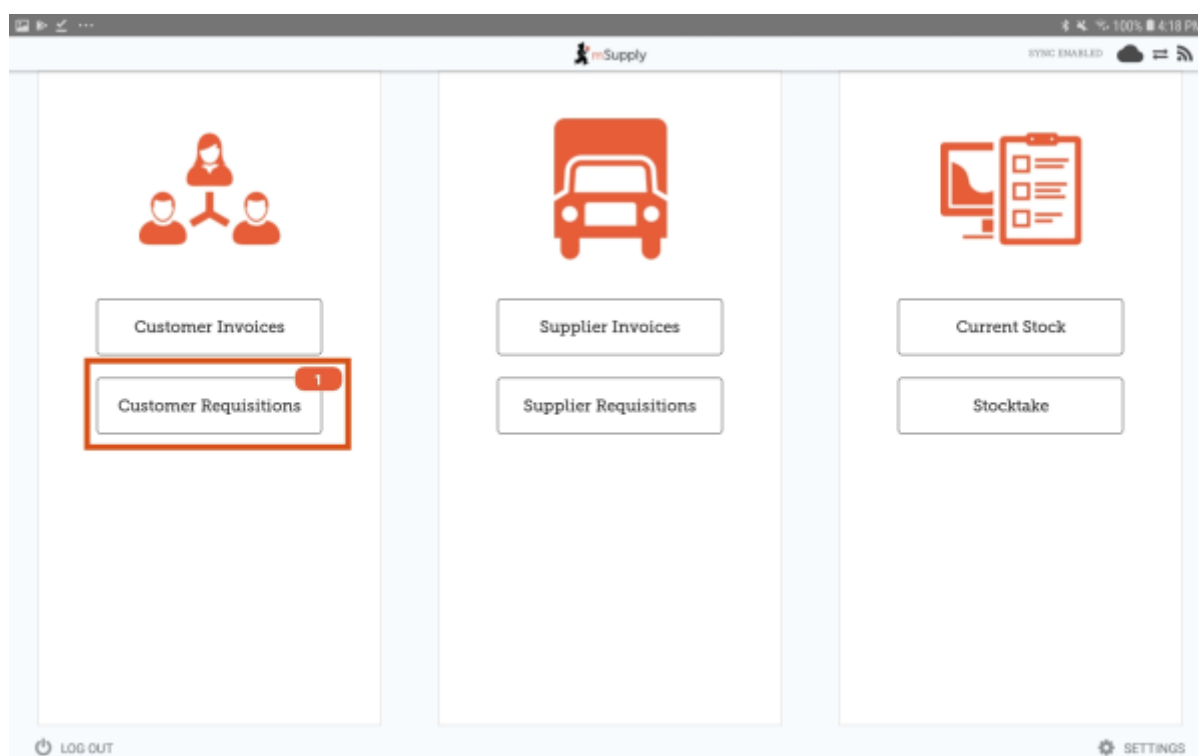
User Guide - mSupply Mobile

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.

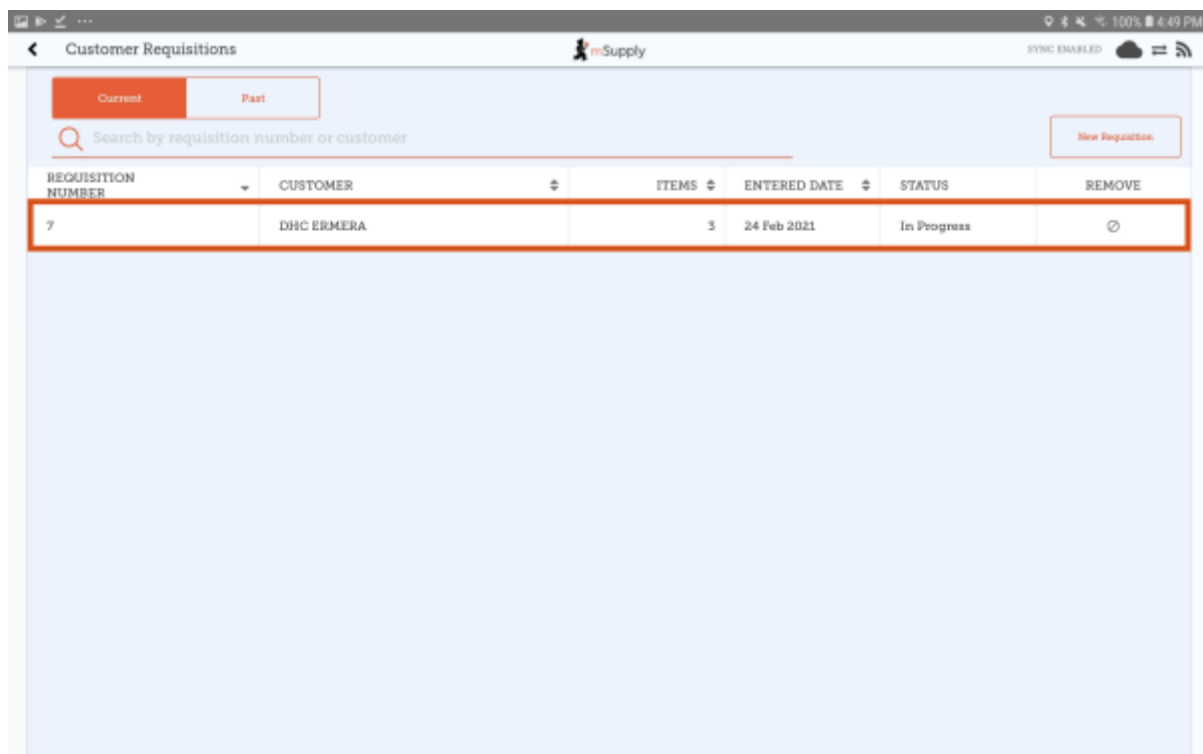
On the home screen, an orange badge on the Customer Requisitions button indicates how many pending Customer Requisitions you have, if any (in this example, there is one pending Customer Requisition).

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



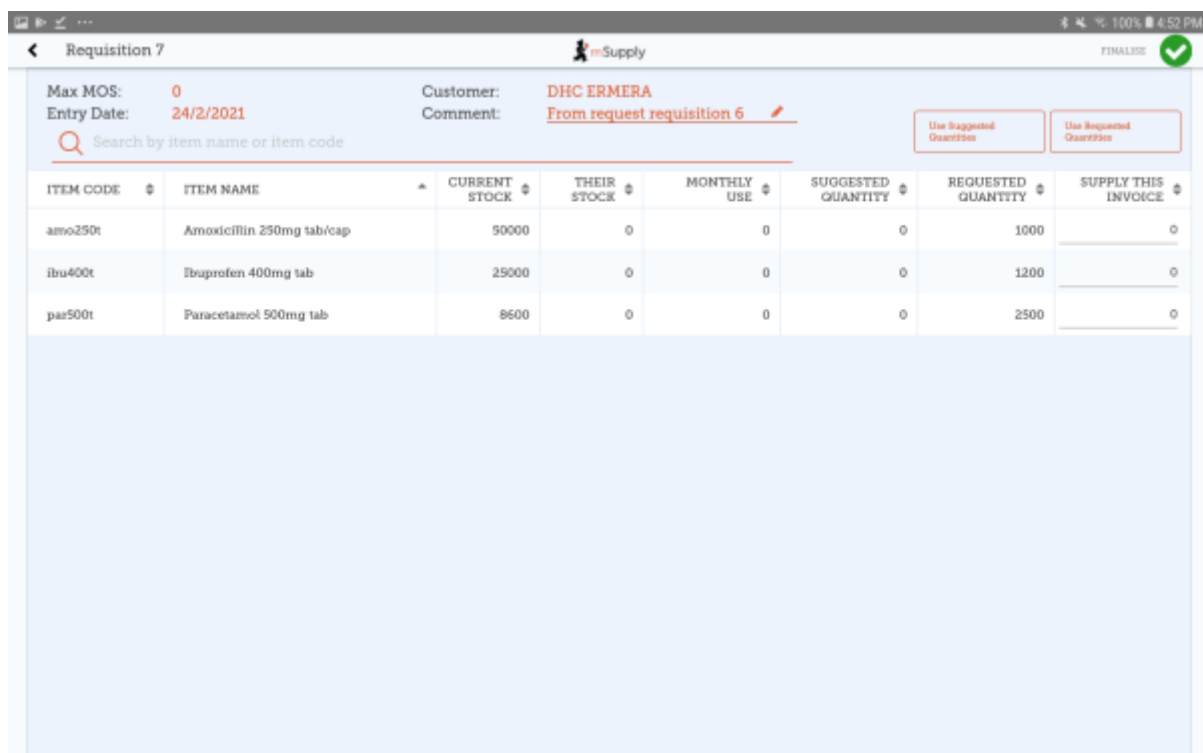
Current Customer Requisitions are displayed by default. You can review finalised requisitions by tapping on **Past**.

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



REQUISITION NUMBER	CUSTOMER	ITEMS	ENTERED DATE	STATUS	REMOVE
7	DHC ERMERA	3	24 Feb 2021	In Progress	

You can now review the Customer Requisition before finalising it.



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	0
ibu400t	Ibuprofen 400mg tab	25000	0	0	0	1200	0
par500t	Paracetamol 500mg tab	8600	0	0	0	2500	0

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 $\text{average monthly consumption} = (\text{outgoing stock} \times \text{average number of days a month}) / (\text{days in period} - \text{days out of stock})$.

Suggested Quantity: calculated as $\text{suggested quantity} = (\text{monthly consumption} \times \text{months to supply}) - \text{stock on hand}$.

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](#).

Requisition 7

Max MOS: 0
Entry Date: 24/2/2021

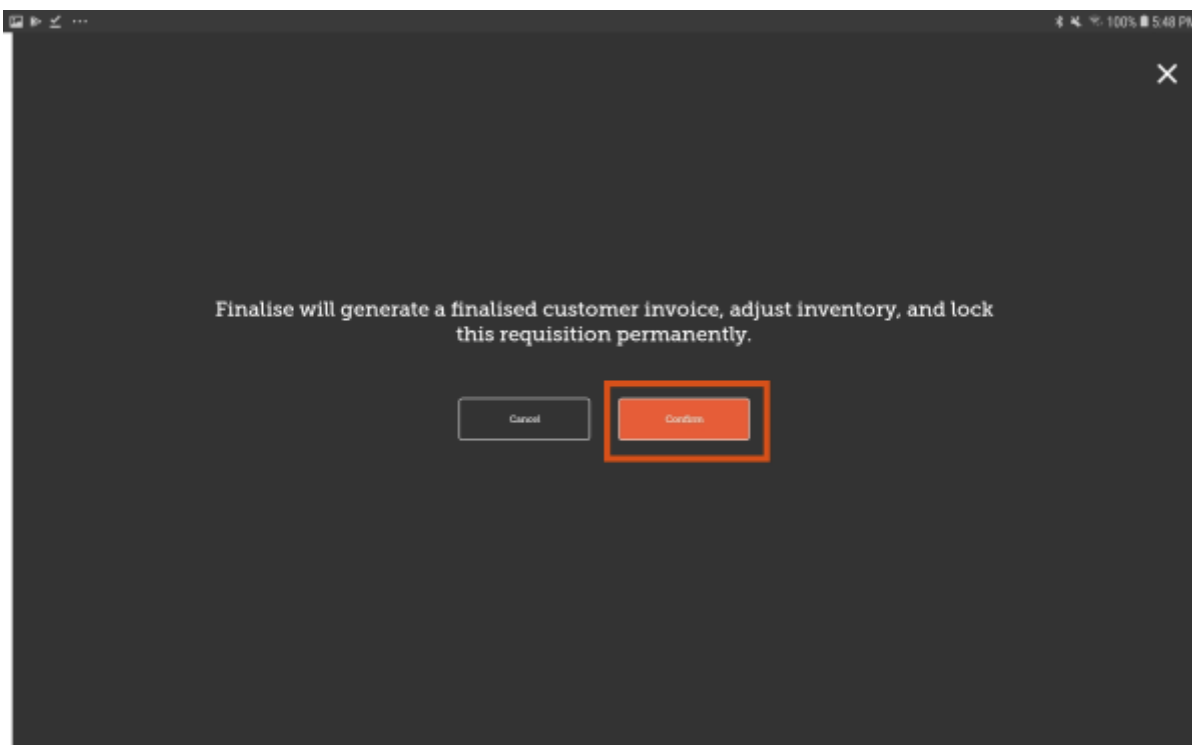
Customer: DHC ERMERA
Comment: From request requisition 6

Search by item name or item code

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

Use Suggested Quantities Use Requested Quantities

FINALISE ✓



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

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