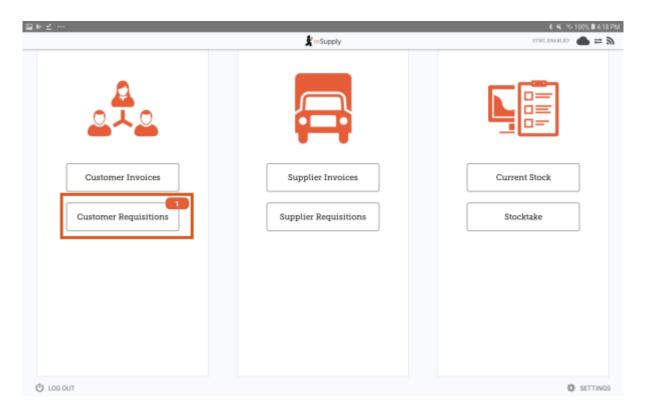


## **Customer Requisitions**

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).

Last update: 2022/10/19 en:mobile:user\_guide:customer\_requisitions https://wiki.msupply.foundation/en:mobile:user\_guide:customer\_requisitions?rev=1666148726 03:05

Customer Requisi	itions	¥	Supply			SYNC ENABLED
Ourrent	Past					
Q Search by requ	uisition number or customer					New Regulation
REQUISITION	+ CUSTOMER	¢	items \$	ENTERED DATE \$	STATUS	REMOVE
7	DHC ERMERA		3	24 Feb 2021	In Progress	Ø

You can now review the Customer Requisition before finalising it.

Max MOS:       0       Customer:       DHC ERMERA         Entry Date:       24/2/2021       Comment:       From request requisition 6       Itse Bageassed         Q Search by item name or item code       ITEM NAME       CUBRENT ©       THEIR ©       Itse Bageassed         ITEM CODE ©       ITEM NAME       CUBRENT ©       THEIR ©       MONTHLY ©       SUGGESTED ©       Itse Bageassed         amo250t       Amoxicillin 250mg tab/cap       50000       0       0       0       1000         ibu400t       Ibuprofen 400mg tab       25000       0       0       0       1200	⊻ …								⊀ 🔍 🥆 100% 🖩 4:5
Entry Date:     24/2/2021     Comment:     From request requisition 6       Q Search by item name or item code     Item Suggested     Item Suggested       TEM CODE     ITEM NAME     CUBRENT & STOCK     MONTHLY STOCK     SUGGESTED & REQUESTED & REQUESTED & SUPPLY THIS INVOICE       amo250t     Amoxicillin 250mg tab/cap     50000     0     0     0     1000       bu400t     Ibuprofen 400mg tab     25000     0     0     0     1200	Requisition 7				🙎 mSupply				TINALISE
TEM CODE     ITEM NAME     CURSENT     THEIR     MONTHLY     SUGGESTED     REQUESTED     REQUESTED     SUPPLY THIS       Imo250t     Amoxiciliin 250mg tab/cap     50000     0     0     0     1000       bu400t     Ibuprofen 400mg tab     25000     0     0     0     1200	Entry Date:	24/2/2021						Use Suggested	Use Requested
Immo250t         AmmoxiciTilin 250mg tab/cap         50000         0         0         0         1000           ibu400t         Ibugrefen 400mg tab         25000         0         0         0         1200	Q Search by	item name or item code						Graantroom	Guintosa
bu400t Dbuprofen 400mg tab 25000 0 0 0 1200	TEM CODE 0	ITEM NAME	^	CURRENT 0	THEIR 0	MONTHLY USE 0	SUGGESTED 0	REQUESTED 0	SUPPLY THIS INVOICE
	umo250t	Amoxicillin 250mg tab/cap		50000	0	0	0	1000	
base500t         Paracetamol 500mg tab         8600         0         0         0         2500	bu400t	Ibuprofen 400mg tab		25000	0	0	0	1200	
	ar500t	Paracetamol 500mg tab		8600	0	0	0	2500	

- Max MOS: The number of months worth of stock to supply
- **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**.



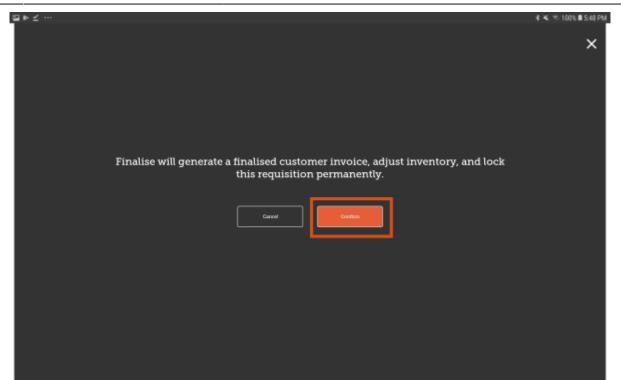
Selecting either of the auto-fill buttons will overwrite all values in the supply this invoice column.

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.

18	▶ ∠ …								* ** ** **** *** ***
	<ul> <li>Requisition 7</li> </ul>				👷 m.Supply	/			finalise 📀
			Custo Comn		DHC ERMER	OHC ERMERA		Use Suggested Quartities	Use Requested. Quartities
	ITEM CODE 0	ITEM NAME 0	cu	STOCK 0	THEIR A	MONTHLY USE 0	SUGGESTED 0	REQUESTED 0	SUPPLY THIS O
	amo290t	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

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Previous: Customer Invoices | | Next: Customer Requisitions (Program Orders)

