

# Supplier Requisitions (General Orders)

If you would like to order some stock from your supplier, tap on **Supplier Requisitions**.

	👷 mSupply	SYNCERARLED 🌰 💳 🔊
	Customer Invoices	Supplier Invoices Supplier Requisitions
	Current Stock Stocktake	Dispensary Dashboard
O LOG OUT		

The Supplier Requisition window will display **Current** requisitions by default.

	Search by requisition number or supplier SUPPLIER	EMS & ENTERED DATE & STATUS REP	REMOVE
SQUISITION - SUPPLIER + ITEMS + ENTERED DATE + STATUS REMOVE	ISITION - SUPPLIER + ITEMS + ENTERED DATE + STATUS REMOVE	EMS & ENTERED DATE & STATUS REP	REMOVE
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Genesal Warehouse 1 28 Jan 2021 In Progress O	General Warehouse 1 28 Jan 2021 In Progress O	1 28 Jan 2021 In Progress	0

These are the requisitions that are **In Progress** (in the **Status** column). You can tap on any unfinalised requisition to open and continue work.

The orange badge above **Supplier Requisitions** on the home page tells you if there are any unfinalised supplier requisitions - in the screenshots above, you can see that there is one unfinalised supplier requisition.

To view completed supplier requisitions, tap the **Past** tab.

REQUISITION					
NUMBER		ITEMS \$	ENTERED DATE \$	STATUS	REMOVE
23	General Warehouse	1	29 Jan 2021	Finalised	0
21	General Warehouse	1	28 Jan 2021	Finalised	0
13	General Warehouse	1	25 Jan 2021	Finalised	0
11	General Warehouse	6	18 Dec 2019	Finalised	0
0	General Warehouse	5	18 Dec 2019	Finalised	0

The list of past requisitions will all have a **Status** of **Finalised**. You can tap on any row to view a finalised requisition. However, no further changes can be made to finalised requisitions.

## **New Supplier Requisition**

If you wish to create a new requisition, tap on **New Requisition**.

	Past						
Q Search by re	quisition n	umber or supplier					New Requisition
EQUISITION		SUPPLIER	÷	ITEMS \$	ENTERED DATE	STATUS	REMOVE
2		General Warehouse		1	28 Jan 2021	In Progress	0

## Adding items to a Supplier Requisition

#### Small Orders

If you only have a few items, tap New Item. This is the best option for small orders.

Requisition	24			Supp)	y .					TINALISE
ntry Date: ntered By:	2/2/2021	Suppli Max M Comm	IOS: 2	General Ware	ehouse	-	[	Use Suggested Guarrities		New Item
Q Search b								Create Automatic Order	e Add M Items	aster List
EM CODE 💠	ITEM NAME	÷	CURRENT	STOCK \$	MONTHLY USE \$		SUCCESTED	÷	REQUESTED QUANTITY	* REMOV

Start typing to search for the item.

Q Start ty	yping to se	arch					Sea	irch fo	r an it	tem to	add							>
030063 -			e Acid	i 100n	ng tab	os												517
030063 -	- Acetyls	alicyli	c Acid	l 100n	ng tab	os [cop	oy]											0
030062	- Acetyls	alicyli	c Acid	i 300n	ng tal	bs												5050
050457 -	Amoxio	cillin D	ry Po	wderf	or Su	spens	ion 12	25mg/!	5ml B	ot/100	ml							280
088882	- Ibupro	fen 200	mg t	ablets														180
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In this case, we need to purchase Ibuprofen 200mg tablets so we select this item.

Entry Date: Entered By:	2/2/2021			lier: Gei MOS: 2 ment:	meral War	ehouse		Une B Gkaan	appented ities	New	Bem
Q Search b								Create Order	Automatic	Add Marrie Dorma	e Liel
ITEM CODE 💠	ITEM NAME		÷	CURRENT ST	TOCK \$	MONTHLY USE ‡		SUGGESTED +	REQU	JESTED +	REMOVE
088882	Ibuprofen 200n	ng tablets			80	453		827		850	0
	-	+	,				1	2	3		×
	-	+ /	,				1 4	2 5	3		© ~
		+ / )						_	-		⊻

When you select an item, it will be added to the requisition. The following information is provided about the item:

- Item Code and Item Name: as per your mSupply item list details
- Current Stock: how much stock currently available in your facility
- **Monthly Use**: how much stock your facility uses each month on average (based on the last three months).
- **Suggested Quantity**: how much stock mSupply Mobile suggests that you order based on your monthly use and the maximum months of supply you wish to order for your facility.



mSupply Mobile has a tool that helps you determine the quantity of stock to order. Select the number of months of supply that you wish to order using the MaxMOS dropdown box in the header. If you select a larger MaxMOS, the suggested quantity of stock to order will be larger. Suggested quantity is calculated as (Monthly Use x MaxMOS) - Current Stock. So for the above example for Ibuprofen 200mg tablets, (453\*2)-80=827

• **Requested Quantity**: this is set to zero by default. You can either change manually by tapping in the cell and changing the number.

#### Larger Orders

If you have a lot of items to order (for example, when you are placing your main order), it can be slow to add them one by one.

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

Requisition											
try Date: tered By:	2/2/2021	Supp Max i Com		General War 2	ehouse	1	(	Use Suggested Quantities	-	New	Bem
Q Search b								Create Automa Order	**	Add Maste Dema	er Läst
EM CODE 💠	ITEM NAME	*	CURRE	NTSTOCK \$	MONTHLY USE \$		SUGGESTED	÷	REQU	ESTED +	REMOVE

Select one or more master lists by tapping on the check box next to the master list (the row will turn orange once selected). Only master lists visible to your store are shown. In this example, there is only one master list available. Once you have made your selection, tap Done.

	Select master list	×
Q	Start typing to select master list	
	Health Centre	
		Done

The items on the selected master list(s) will then automatically appear in the supplier requisition.

Entry Date: Entered By:		Supplier: Max MOS: Comment:	General War 2	ehouse /	Use Sug Quantita	posted es	Ben
Q Search b					Greate A Order	utomatic Add Maste	r Lint
TEM CODE 0	ITEM NAME	* CURR	ENT STOCK 0	MONTHLY 0	SUGGESTED 0	REQUESTED 0	REMOVE
030063	Acetylsalicylic Acid 100mg tabs		28	414	395	0	0
030062	Acetylaalicylic Acid 300mg taba		970	1949	1017	0	0
050457	Amoxicillin Dry Powder for Suspension 125 Sml Bot/100ml	img/	280	0	0	0	0
288882	Ibuprofen 200mg tablets		80	460	390	0	0
337020	Paracetamol 500mg tabs		400	7353	7095	0	0
138423	Salbutamol scored 2mg tabs		150	2239	2133	0	0

The columns are the same as above for adding **New Item**.

### **Use Suggested Quantities**

If you tap Use Suggested Quantities on the requisition header, mSupply Mobile will automatically copy the values in the **Suggested Quantity** column into the **Requested Quantity** column.

Entry Date: Entered By:	P.	upplier: 4ax MOS: Comment:	General War 2	ehouse /	Use Support Guartition	ad Slow	bern
Q Search t					Create Autor Order	natic Add Maste Homa	r Liet
TEM CODE \$	ITEM NAME	* CURRE	NT STOCK \$	MONTHLY USE \$	SUGGESTED GUANTITY \$	REQUESTED QUANTITY \$	REMOV
030063	Acetylsalicylic Acid 100mg tabs		28	414	801	801	0
030062	Acetylsalicylic Acid 300eng tabs		970	1949	2928	2928	0
050457	Amaxicillin Dry Powder for Suspension 125n Sml Bot/100ml	ng/	280	0	0	0	0
088882	Ibuprofen 200mg tablets		80	458	837	837	0
037020	Paracetamol 500mg tabs		400	7353	14307	14307	0
038423	Salbutamol scored 2mg tabs		150	2239	4329	4329	0
39463	saiousamoi sooreo zing tabi		120	2039	1329	4323	

Please note, when you tap Use Suggested Quantities, this will overwrite any value that had previously been entered in the **Requested Quantity** column. However, you can still check the amount of stock requested for each item and change if required afterward.

### **Create Automatic Order**

If you tap Create Automatic Order on the requisition header, mSupply Mobile will automatically create a supplier requisition with all items stocked at your facility (from all Master Lists) that require stock. That is, any item at your facility that has a suggested quantity greater than zero will be listed. The **Requested Quantity** column will also be filled with the suggested quantity value.

ISB0063         Acetylsalicylic Acid 100mg tabs         28         414         001         801         0<	Entry Date: Entered By:	2/2/2021		lier: General W MOS: 2 ment:	arehouse	Une Gas	Supported New New	Tiern
30063         Acetylsalicylic Acid 100mg tabs         28         414         801         901 <th< th=""><th>Q Search t</th><th>by item name or item code</th><th></th><th></th><th></th><th></th><th></th><th>e Lint</th></th<>	Q Search t	by item name or item code						e Lint
130062         Acetylsalicylic Acid 300mg tabs         970         1949         2928         2928         0           188882         Ibuprofen 200mg tableta         80         458         837         837         0           137020         Paracetamol 500mg tabs         400         7353         14307         14307         0	TEM CODE \$	ITEM NAME	*	CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED QUANTITY *	REQUESTED QUANTITY \$	REMOVE
188882         Ibuproferi 200mg tableta         80         458         837         037         0           137020         Paracetamol 500mg tabs         400         7363         14307         14307         0	130063	Acetylsalicylic Acid 100mg tabs		28	414	801	801	0
137020 Patacetamol 500mg tabs 400 7353 14307 14307 0	130062	Acetylsalicylic Acid 300mg tabs		970	1949	2928	2928	0
	088882	Ibuprofen 200mg tablets		80	458	837	837	0
38423         Salbutamol scored 2mg tabs         150         2239         4329         4329         0	137020	Paracetamol 500mg tabs		400	7353	14307	14307	0
	138423	Salbutamol scored 2mg tabs		150	2239	4329	4329	0
	38423	Salbutamol scored 2mg tabs		150	2239	4329	4329	0

Once again, you can still check the amount of stock requested for each item and change if required.

## **Finalising a Supplier Requisition**

Tap the Finalise button, then Confirm and your order will go to the supply store.



Even if you don't have a current internet connection, it's ok! The order will send automatically once your device is able to connect to the internet.



A **Supplier Requisition** is an order that you have placed with your supplier.

A **Supplier Invoice** is a record of what your supplier has actually sent you.

These are not always the same, as your supplier might not have enough stock to fill your



requisition, or they might have sent you some extra stock. When stock arrives at your facility, you should check it off against the **Supplier Invoice**.

This chapter tells you how to receive stock.

Previous: Ordering and Receiving stock from suppliers || Next: Supplier Requisitions (Program Orders)

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