

# Supplier Requisitions (General Orders)

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

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	Customer Invoices	Supplier Invoices Supplier Requisitions
	Current Stock Stocktake	Dispensary Dashboard
O LOG OUT		

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

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	Search by requisition number or supplier           Startinon         SUPPLIER         ITEMS *         ENTERED DATE *         STATUS         REMOVE	Supplier Requisiti	-						
IISTITION - SUPPLIER	ISITION + SUPPLIER + ITEMS + ENTERED DATE + STATUS REMOVE	Current	Past						
IER • SUPPLIER • IIEMS • ENIERED DRIE • STRIUS REMOVE	ER V SUPPLIER V ITEMS V ENTERED DATE V STRIUS REMOVE	Search by requ	uisition nu						New Requisits
General Warehouse     1     28 Jan 2021     In Progress	Geneeal Warehousse     1     28 Jan 2021     In Progress       In Progress     In Progress     In Progress     In Progress	UISITION MBER	*	SUPPLIER	۰	ITEMS \$	ENTERED DATE	STATUS	REMOVE
				General Warehouse		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.

Q Search by requ	isition number or supplier					New Requisition
REQUISITION	+ SUPPLIER	٥	items \$	ENTERED DATE \$	STATUS	REMOVE
13	General Warehouse		1	29 Jan 2021	Finalised	0
11	General Warehouse		1	28 Jan 2021	Finalised	0
3	General Warehouse		1	25 Jan 2021	Finalised	0
1	General Warehouse		6	18 Dec 2019	Finalised	0
1	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**.

Current	Past						
		umber or supplier					New Requisition
EQUISITION		SUPPLIER	¢	ITEMS \$	ENTERED DATE	STATUS	REMOVE
2		Genesal 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.

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ntry Date: ntered By:	2/2/2021	Max M	Plax Plos.					Use Suggested Guarrities		New D	em
Q Search 1								Create Automatie Order	h	dd Master I ems	liet
EM CODE 💠	ITEM NAME	÷	CURREN	T STOCK \$	MONTHLY USE \$		SUCCESTER	; ÷	QUANTIT	₽D FY \$	REMOV

Start typing to search for the item.

0							Sea	irch fo	or an it	tem to	add							>
Q Start ty 030063 -	yping to s - Acetyl:		ic Aci	d 100r	ng tal	bs												517
030063 -	- Acetyla	salicyl	ic Aci	d 100r	ng tal	bs [coj	py]											0
030062	- Acetyl	salicyl	ic Aci	d 300r	ng ta	bs												5050
050457 -	- Amoxi	cillin I	Dry Po	owder	for Su	ispens	ion 12	25mg/	5ml B	ot/100	ml							280
088882	- Ibupro	ofen 20	0mg	tablets	;													180
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	6			51	,		¢			φ.	)		Ē					
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-	w	2	e x	3		۰ f		5	y b	6		, j			0	° 1		° © ~

In this case, we need to purchase **Ibuprofen 200mg tablets** so we select this item.

Entry Date: Entered By:	2/2/2021		Supp Max I Com		eneral War	ehouse		Une So Quant	apported ties	New	Ben
Q Search t								Circulte Order	Automatic	e Add Master List Dema	
ITEM CODE 💠	ITEM NAME		÷	CURRENT ST	TOCK \$	MONTHLY USE ‡		SUGGESTED +	REQUE	STED +	REMOVE
088882	Ibuprofen 200mg	tablets			80	453		827		850	0
		+	,				1	2	3		×
	- *	+ /	,				1 4	2 5	3		× ×
		+ / )							-		8

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.

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Requisition		💃 m Supply									
try Date: tered By:	2/2/2021	Suppl Max M Comr	MOS:	General War 2	ehouse	1	ļ	Use Suggested Quantities	-	Here	r Bean
Q Search b								Create Automa Order	~	Add Mash Items	er Liet
EM CODE 💠	ITEM NAME	*	CURREN	NT STOCK \$	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	×
<u>a</u>	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	liem
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.

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## **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.

	2/2/2021	Max B	lier: General War MOS: 2 ment:	rehouse /	Use Support Chainstitles	Mew	Fiern.
Q Search					Greate Auto Order	neutic Add Maste Doma	r Lini
TEM CODE 💠	ITEM NAME	•	CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED +	REQUESTED +	REMOVI
30063	Acetylsalicylic Acid 100mg tabs		28	414	801	801	0
30062	Acetylsalicylic Acid 300mg tabs		970	1949	2928	2928	0
88882	Ibuprofen 200mg tablets		80	458	837	837	0
37020	Paracetamol 500mg tabs		400	7353	14307	14307	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.



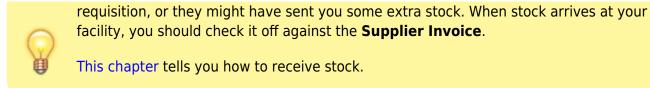
Even if you don't have a current internet connection, it's ok! The order will send automatically once your device is able to connect to the internet.



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



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