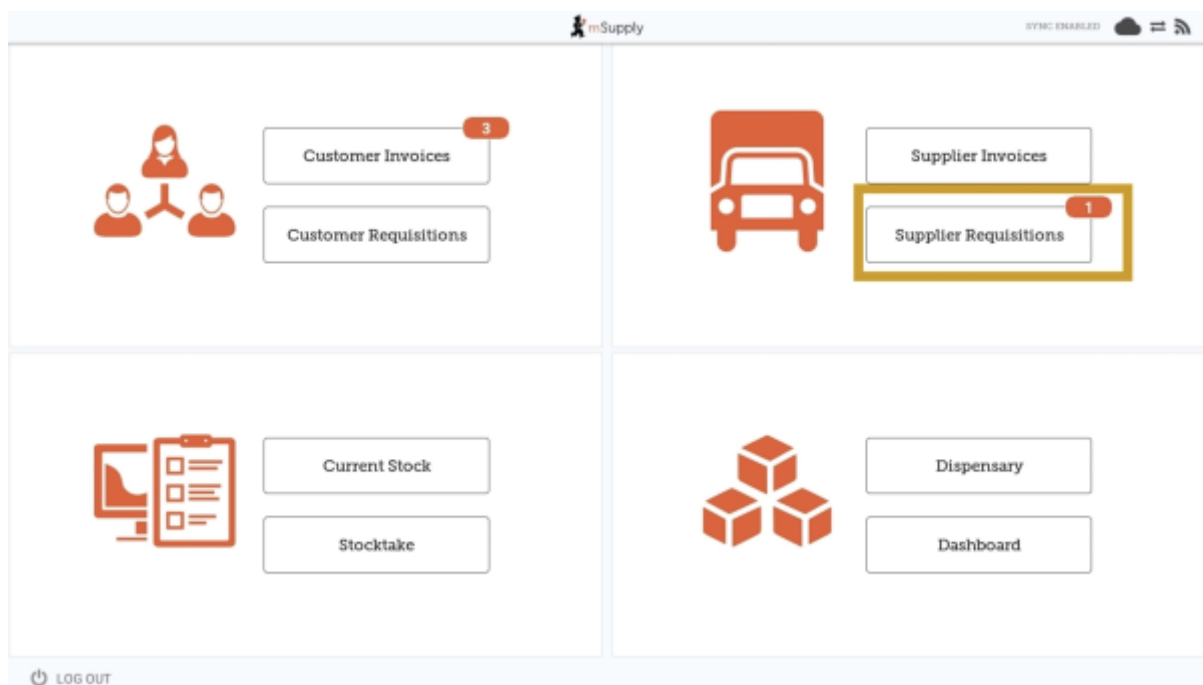




User Guide - mSupply Mobile

Supplier Requisitions (General Orders)

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



The Supplier Requisition window will start by displaying **Current** requisitions.

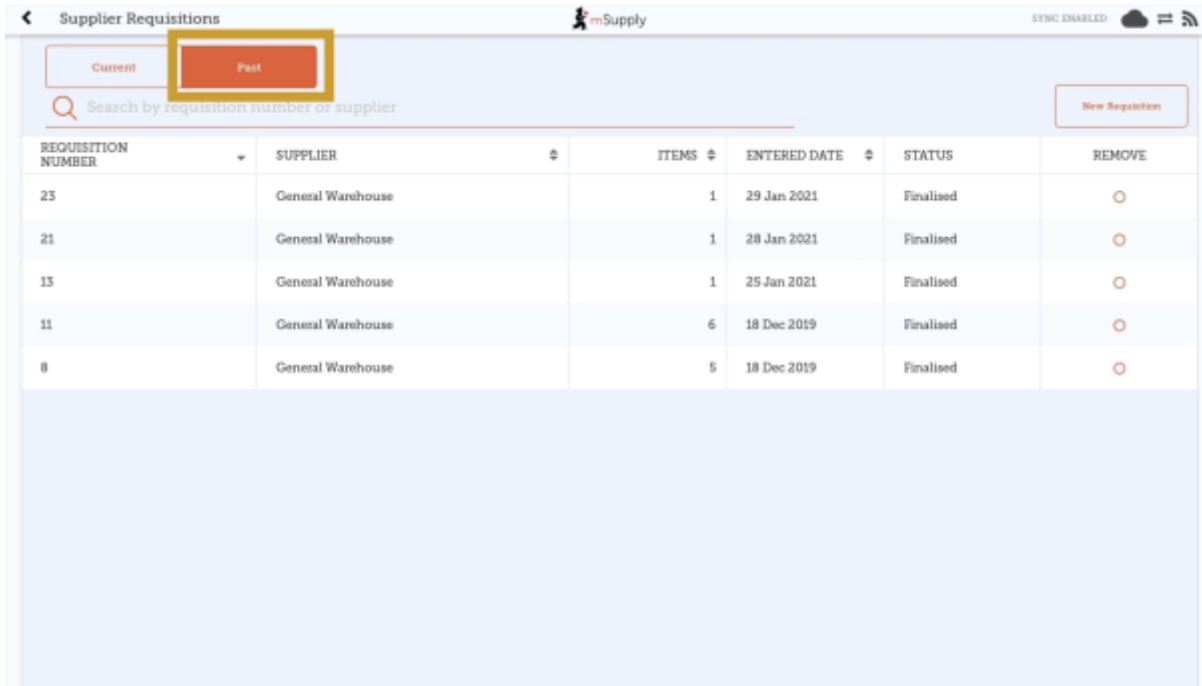
REQUISITION NUMBER	SUPPLIER	ITEMS	ENTERED DATE	STATUS	REMOVE
22	General Warehouse	1	28 Jan 2021	In Progress	

These are the requisitions that are **In Progress** (see the **Status** column). These are supplier requisitions that you have not yet sent off to your supplying store. You can tap on any **In Progress** requisitions 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.

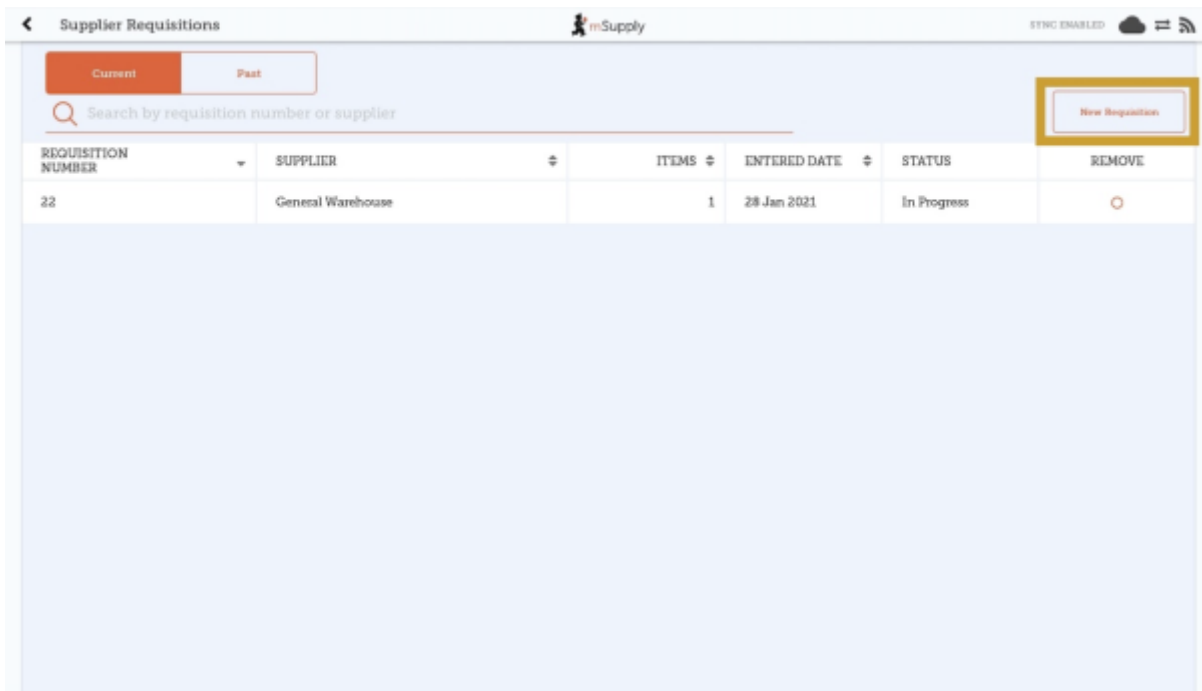
To view completed supplier requisitions, tap the **Past** tab.



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

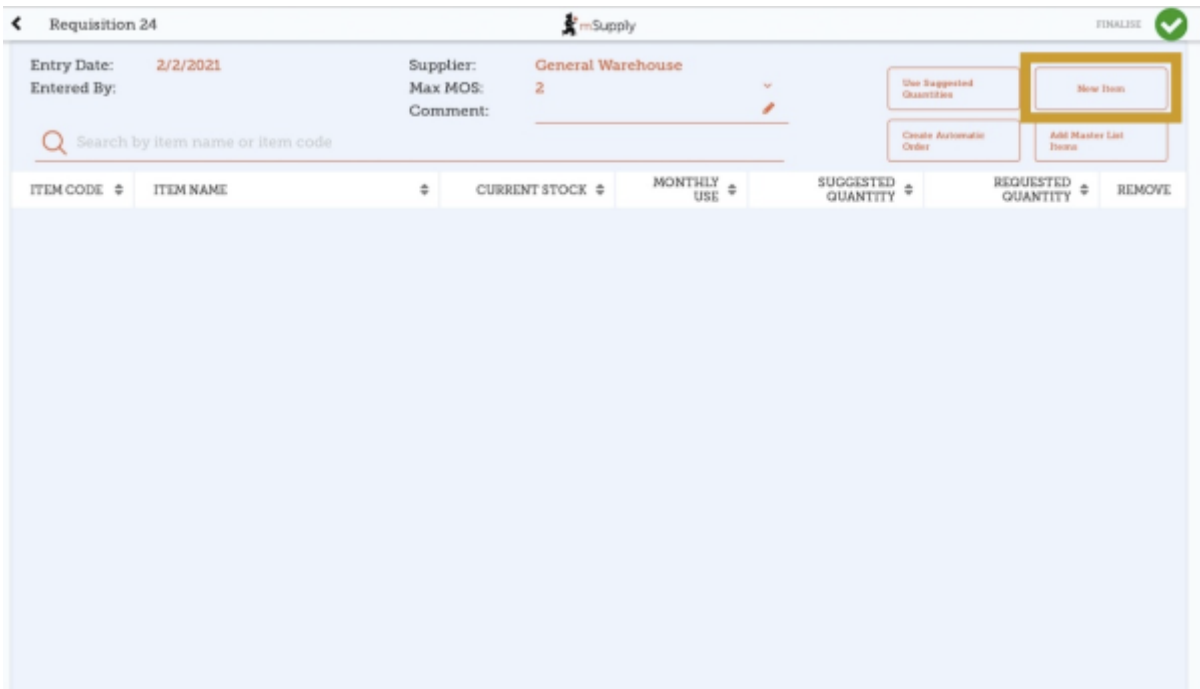
If you wish to create a new requisition, tap on **New Requisition**.



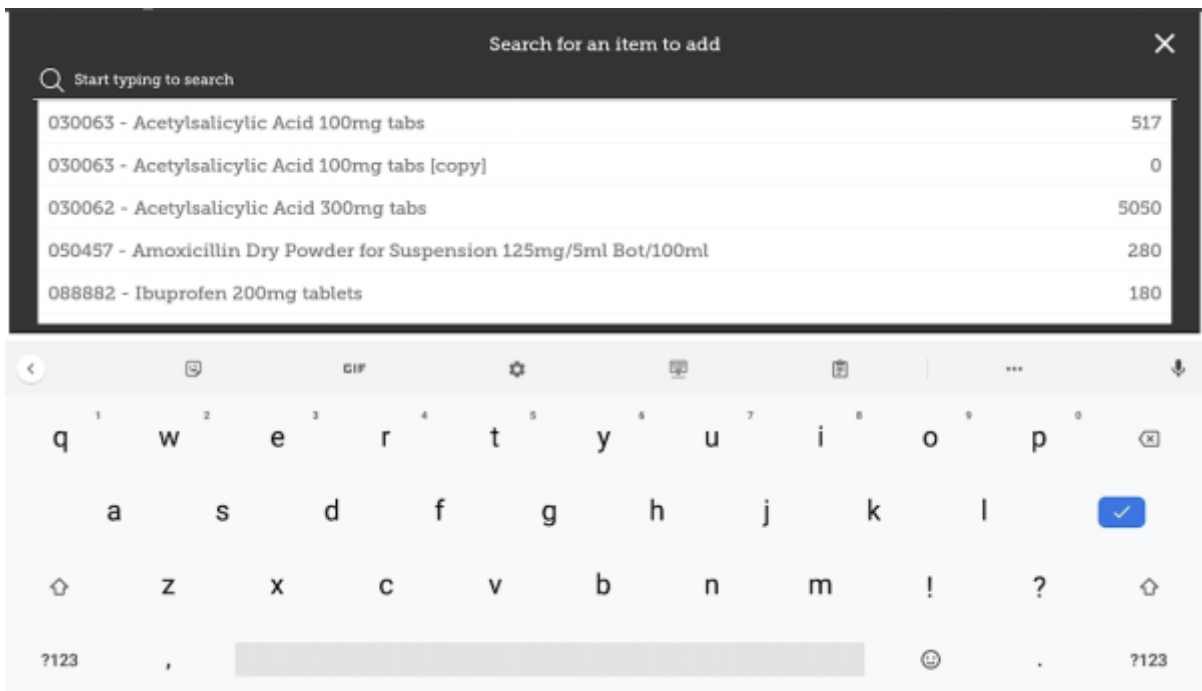
Adding items to a Supplier Requisition

Small Orders

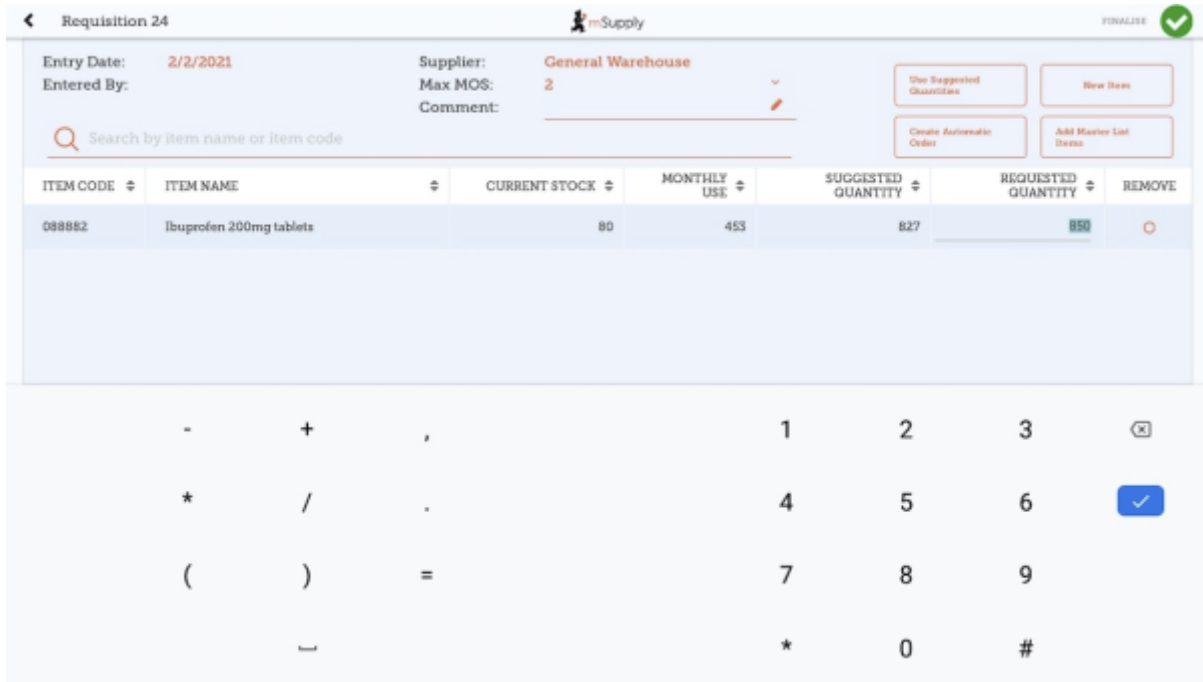
If you only have a few items, tap **New Item**. This is the best option for small orders.



Start typing to search for the item.



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



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.



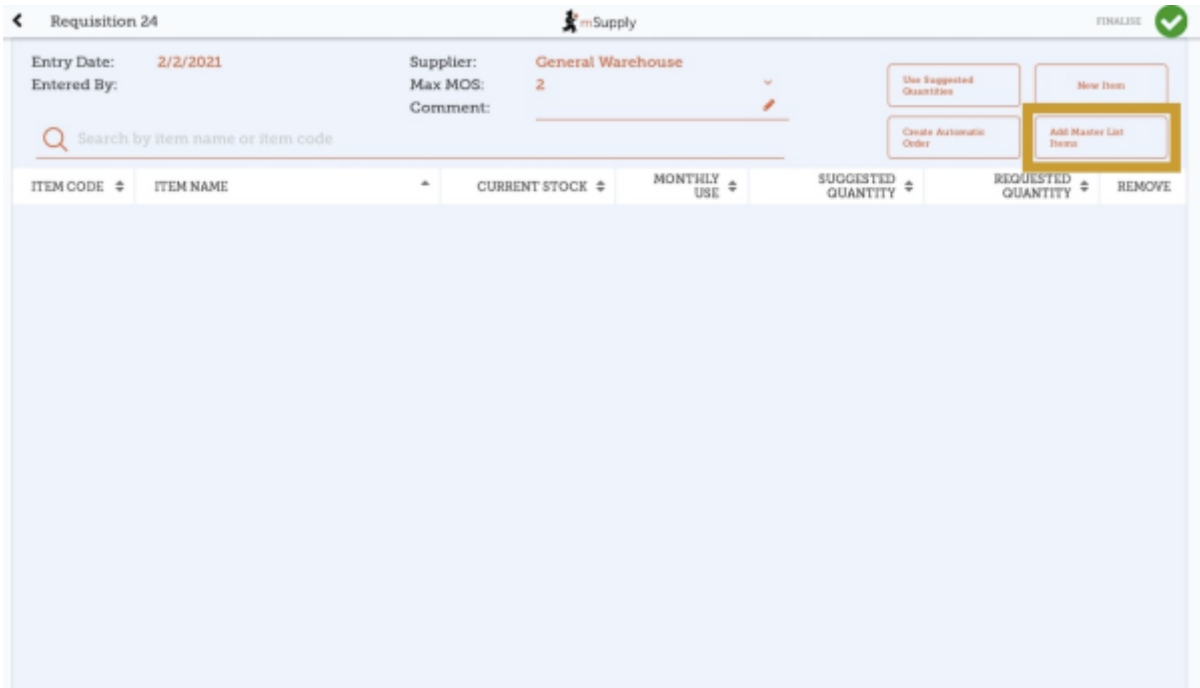
mSupply Mobile has a tool that helps you determine the quantity of stock to order. Select the number of months of supply that you wish to order using the **MaxMOS** dropdown box in the header. If you select a larger MaxMOS, the suggested quantity of stock to order will be larger. Suggested quantity is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

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

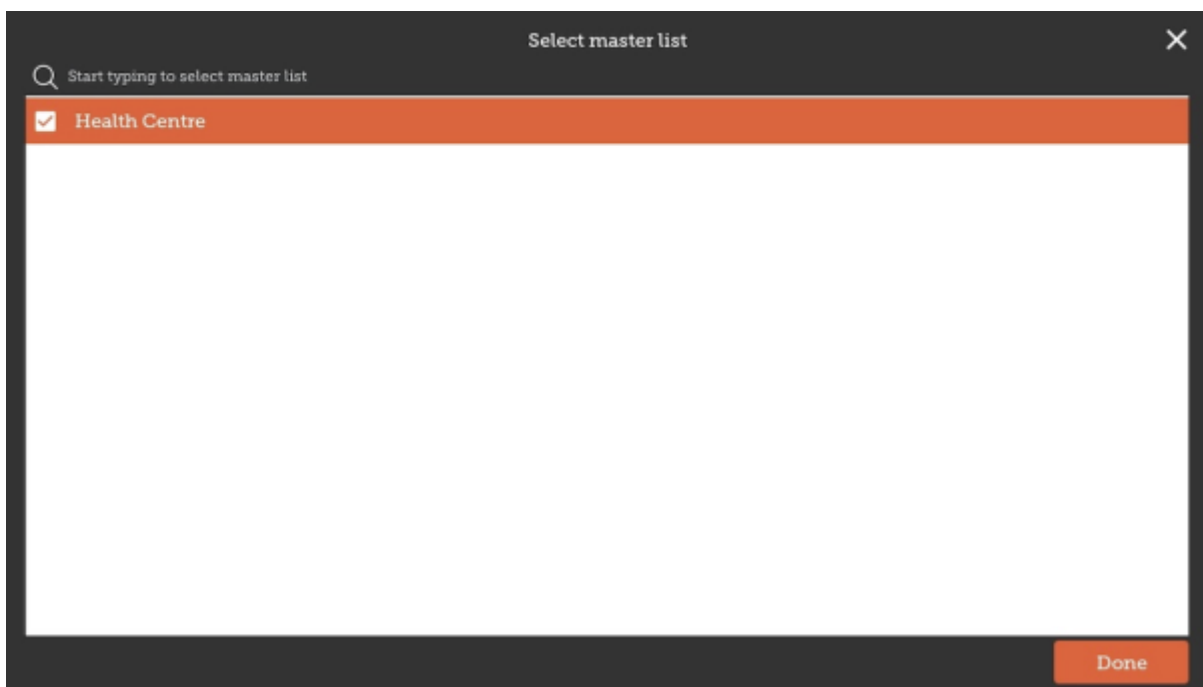
Larger Orders

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.



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.



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

Requisition 24 mSupply FINALISE

Entry Date: 2/2/2021 Supplier: General Warehouse
 Entered By: Max MOS: 2 Comment:

Use Suggested Quantities
 Create Automatic Order

Search by item name or item code

ITEM CODE	ITEM NAME	CURRENT STOCK	MONTHLY USE	SUGGESTED QUANTITY	REQUESTED QUANTITY	REMOVE
030063	Acetylsalicylic Acid 100mg tabs	28	414	395	0	<input type="radio"/>
030062	Acetylsalicylic Acid 300mg tabs	970	1949	1017	0	<input type="radio"/>
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	280	0	0	0	<input type="radio"/>
088882	Ibuprofen 200mg tablets	80	460	390	0	<input type="radio"/>
037020	Paracetamol 500mg tabs	400	7353	7095	0	<input type="radio"/>
038423	Salbutamol scored 2mg tabs	150	2239	2133	0	<input type="radio"/>

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.

Requisition 24 mSupply FINALISE

Entry Date: 2/2/2021 Supplier: General Warehouse
 Entered By: Max MOS: 2 Comment:

Use Suggested Quantities
 Create Automatic Order

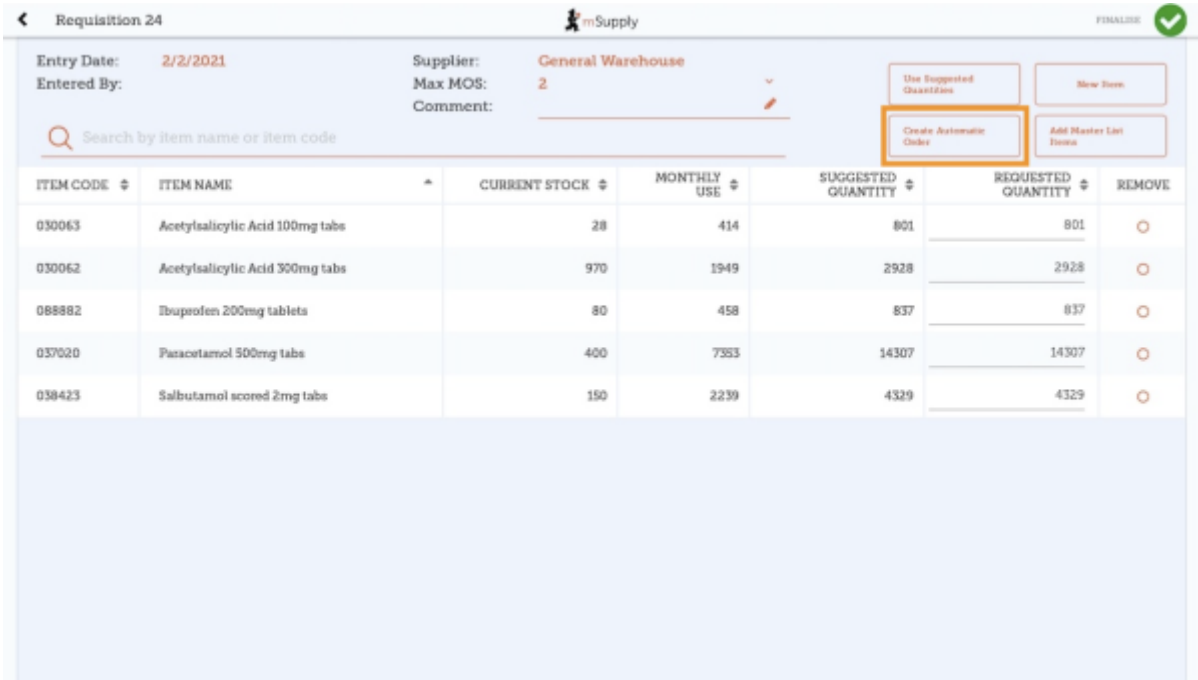
Search by item name or item code

ITEM CODE	ITEM NAME	CURRENT STOCK	MONTHLY USE	SUGGESTED QUANTITY	REQUESTED QUANTITY	REMOVE
030063	Acetylsalicylic Acid 100mg tabs	28	414	801	801	<input type="radio"/>
030062	Acetylsalicylic Acid 300mg tabs	970	1949	2928	2928	<input type="radio"/>
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	280	0	0	0	<input type="radio"/>
088882	Ibuprofen 200mg tablets	80	458	837	837	<input type="radio"/>
037020	Paracetamol 500mg tabs	400	7353	14307	14307	<input type="radio"/>
038423	Salbutamol scored 2mg tabs	150	2239	4329	4329	<input type="radio"/>

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.



The screenshot shows the 'Requisition 24' screen in the mSupply mobile app. The header includes fields for 'Entry Date: 2/2/2021', 'Entered By:', 'Supplier: General Warehouse', 'Max MOS: 2', and 'Comment:'. There are buttons for 'Use Suggested Quantities', 'New Item', 'Create Automatic Order', and 'Add Master List Items'. Below the header is a search bar and a table with the following data:

ITEM CODE	ITEM NAME	CURRENT STOCK	MONTHLY USE	SUGGESTED QUANTITY	REQUESTED QUANTITY	REMOVE
030063	Acetylsalicylic Acid 100mg tabs	28	414	801	801	○
030062	Acetylsalicylic Acid 300mg tabs	970	1949	2928	2928	○
088882	Ibuprofen 200mg tablets	80	458	837	837	○
037020	Paracetamol 500mg tabs	400	7353	14307	14307	○
038423	Salbutamol scored 2mg tabs	150	2239	4329	4329	○

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.

Remember:



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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Last update: **2021/09/03 02:54**

