

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
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Current Supplier Requisitions

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

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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.

In Progress Supplier Requisitions in mSupply Mobile are the same as mSupply Desktop Internal Orders with status = sg.

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.

Past Supplier Requisitions

To view past Supplier Requisitions, tap the **Past** tab.

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	0
General Warehouse 1 25 Jan 2021 Finalised	0
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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.

Finalised Supplier Requisitions in mSupply Mobile are the same as mSupply Desktop Internal Orders with status = fn.

New Supplier Requisition

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

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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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Q Search 1							[Create Automatie Order	Add	d Master List ma
EM CODE 💠	ITEM NAME	¢	CURREN	NT STOCK \$	MONTHLY USE \$		SUGGESTED	•	QUANTITY	D Y ≑ REMO

Start typing to search for the item.

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030063	- Acetyls	alicylic A	cid 100	mg tal	bs [cop	y]												0
030062	- Acetyls	alicylic A	cid 300	mg ta	bs													5050
050457	- Amoxic	illin Dry	Powder	for Su	ispens	ion 12	25mg/	5ml B	ot/100	ml								280
088882	- Ibuprof	en 200m	g tablet	s														180
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In this case, we need to purchase **Ibuprofen 200mg tablets** so we select this item.

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TEM CODE 💠	ITEM NAME		¢	CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED	¢ = REG QU	UESTED +	REMOVI
388852	Ibuprofen 200m	ng tablets		80	453		827	850	0
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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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ttry Date: 2/2/2021 ttered By:	Suppl Max M Comr	ier: 4OS: nent:	General War 2	ehouse	-	(Use Suggested Guarrities	34	ow Hem
Q Search by item name or item code							Create Automatic Order	Add Ma Items	ater List
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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		🛔 mSuppl	ly		7	INALISE C
Entry Date: Entered By:	2/2/2021	Supplier: Max MOS: Comment:	General War 2	ehouse v	Use Supp Quantitie	nstad 8	ltem
Q Search b					Create Au Order	Add Master Dems	Lint
ITEM CODE 0	ITEM NAME	CURREN	NT STOCK 0	MONTHLY &	SUGGESTED &	REQUESTED 0	REMOVE
030063	Acetylsalicylic Acid 100eng tabs		28	414	395	0	0
030062	Acetylaalicylic Acid 300mg tabs		970	1949	1017	0	0
050457	Amoxicillin Dry Powder for Suspension 125 5ml Bot/100ml	mg/	280	0	0	0	0
088882	Ibuproten 200mg tablets		80	460	390	0	0
037020	Paracetamol 500mg tabs		400	7353	7095	0	0
038423	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.

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TEM CODE \$	ITEM NAME	* CURRE	NT STOCK \$	MONTHLY USE \$	SUGGESTED \$	REQUESTED QUANTITY \$	REMOVI
30063	Acetylaalicylic Acid 100mg tabs		28	414	801	801	0
30062	Acetylsalicylic Acid 300mg tabs		970	1949	2928	2928	0
50457	Amoxicillin Dry Powder for Suspension 125r Sml Bot/100ml	ng/	280	0	0	0	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

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.

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ITEM CODE + ITEM NAME CURRENT STOCK + MONTHLY USE SUGGESTED + REQUESTED QUANTITY 030063 Acetylsalicylic Acid 100mg tabs 28 414 801 80	REMOV
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030062 Acetytsalicytic Acid 300mg tabs 970 1949 292 292	0
088882 Ibuprofen 200mg tablets 80 458 837 83	0
037020 Paracetamol 500mg tabs 400 7353 14307 1430	0
038423 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.

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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