

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
() LOG OUT		

Current Supplier Requisitions

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

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Search by requisition number or supplier UISTION SUPPLIER ITEMS ENTERED DATE STATUS REMOVE BER I 28 Jan 2021 In Progress O	Current	Past					
UISTION SUPPLIER ITEMS ENTERED DATE STATUS REMOVE Genesal Warehouse 1 28 Jan 2021 In Progress 0	Search by requi						New Requisitio
General Warehouse 1 28 Jan 2021 In Progress O	UISITION MBER	+ SUPPLIER	٥	ITEMS \$	ENTERED DATE	STATUS	REMOVE
		Genesal Warehouse		1	28 Jan 2021	In Progress	0
						-	

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.

EQUISITION	SUPPLIER				
-		TTEMS \$	ENTERED DATE \$	STATUS	REMOVE
5	General Warehouse	1	29 Jan 2021	Finalised	0
	General Warehouse	1	28 Jan 2021	Finalised	0
	General Warehouse	1	25 Jan 2021	Finalised	0
	General Warehouse	6	18 Dec 2019	Finalised	0
	Genesal Warehouse	5	18 Dec 2010		

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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Q Search by requ						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.

ntry Date:	2/2/2021	Suppl	ier:	General Wa	rehouse					
ntered By:		Max b Comr	4OS: nent:	2		1	[Uno Suggested Guantities		New Item
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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Q Start t	yping to se	arch																_
030063	- Acetyls	alicylic A	cid 100	mg tal	bs													517
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.

Entry Date: Entered By:	2/2/2021		Suppi Max I Com	lier: General Wa MOS: 2 ment:	rehouse	; [Wee Suggested Occurrities	New	Ben
Q Search b						_ (Create Automatic Order	Add Marrie Doma	e Liet
TEM CODE 💠	ITEM NAME		¢	CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED	¢ = REG QU	UESTED +	REMOVI
388852	Ibuprofen 200m	ng tablets		80	453		827	850	0
	-	+	,			1 :	2 :	3	×
	-	+ /	,			1 :	2 :	3 6	⊗
	- * (+ /)	, =			1 : 4 : 7 :	2 : 5 (8 (3 6 9	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.

Requisition 24			💃 m Supp	ly					TINALISE
ntry Date: 2/2/2021 ntered By:	Suppl Max M Comr	ier: 40S: nent:	General War 2	ehouse	-	(Use Suggested Quantities	,	lew Heat
Q Search by item name or item code							Create Automatic Order	Add Ma Items	ater List
EM CODE 💠 ITEM NAME		CURRE	INT STOCK \$	MONTHLY USE \$		SUGGESTEL	2 ¢	REQUESTED -	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.



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

Entry Date: Entered By:	2/2/2021	Supplier: Max MOS: Comment:	General Ware 2	house /	Use Europe Quantities	New	Deen
Q Search b					Create Aut Order	omatic Add Master Demo	Last
ITEM CODE 0	ITEM NAME	CURREN	T STOCK 0	MONTHLY USE 0	SUGGESTED 0	REQUESTED 0	REMOVE
030063	Acetylsalicylic Acid 100mg 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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Q Search by item name ITEM CODE + ITEM NAME 030063 Acetylaalicyli	or item code	CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED	REQUESTED	List
ITEM CODE ‡ ITEM NAME 030063 Acetylaalicyli		CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED	REQUESTED .	
030063 Acetylaalicyli	a Acid 100mm taba			adden 111	QUANTITY *	REMOV
	e Acid Loomg tabs	28	414	801	801	0
030062 Acetylsalicyli	c Acid 300mg tabs	970	1949	2928	2928	0
050457 Amoxicillin I Sml Bot/100m	ry Powder for Suspension 125mg/ nl	280	0	0	0	0
088882 Ibuprofen 20	Dmg tablets	80	458	837	837	0
037020 Paracetamol	500mg taba	400	7353	14307	14307	0
038423 Salbutamol a	cored 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.

		Max	lier: General W MOS: 2 ment:	larehouse /	Use Supp Gaantilie	anted Mean	Item
Q Search by ite					Create Au Order	Add Maste Doma	r Láni
TEM CODE	'EM NAME	-	CURRENT STOCK \$	MONTHLY USE +	SUGGESTED +	REQUESTED +	REMOVI
30063 Ac	cetylsalicylic Acid 100mg tabs		28	414	801	801	0
30062 Ac	cetylsalicylic Acid 300mg tabs		970	1949	2928	2928	0
88882 Ib	suprofen 200mg tablets		80	458	837	837	0
37020 Pa	atacetamol 500mg tabs		400	7353	14307	14307	0
38423 Sa	albutamol 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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