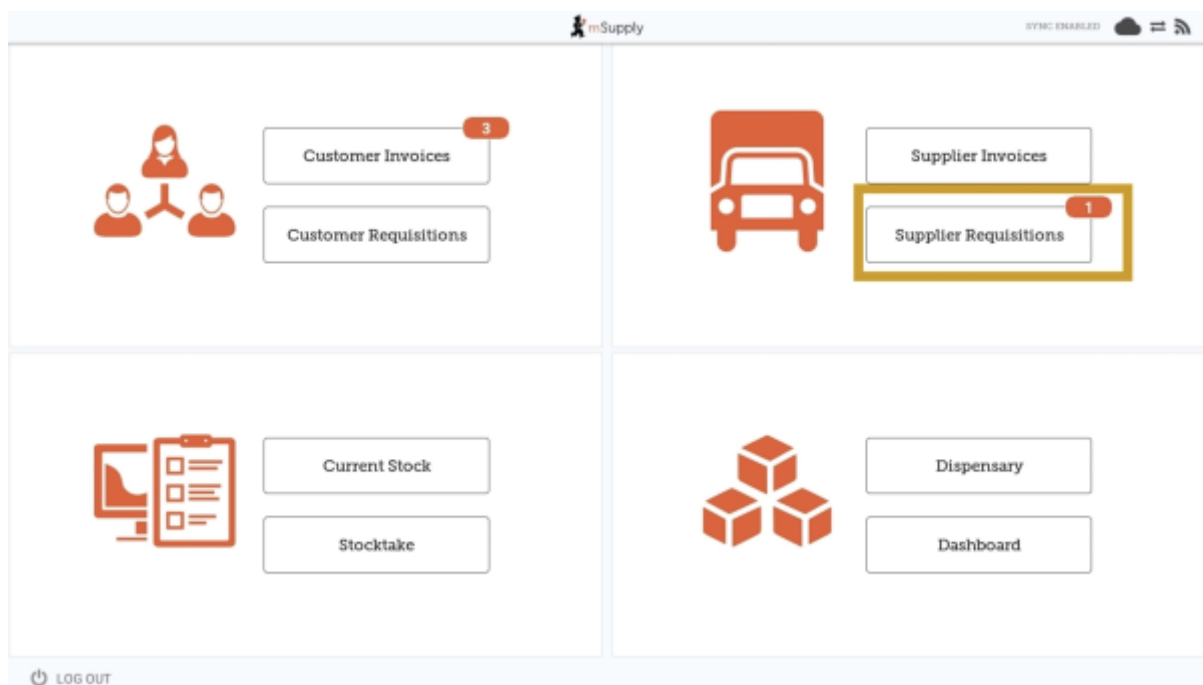




# User Guide - mSupply Mobile

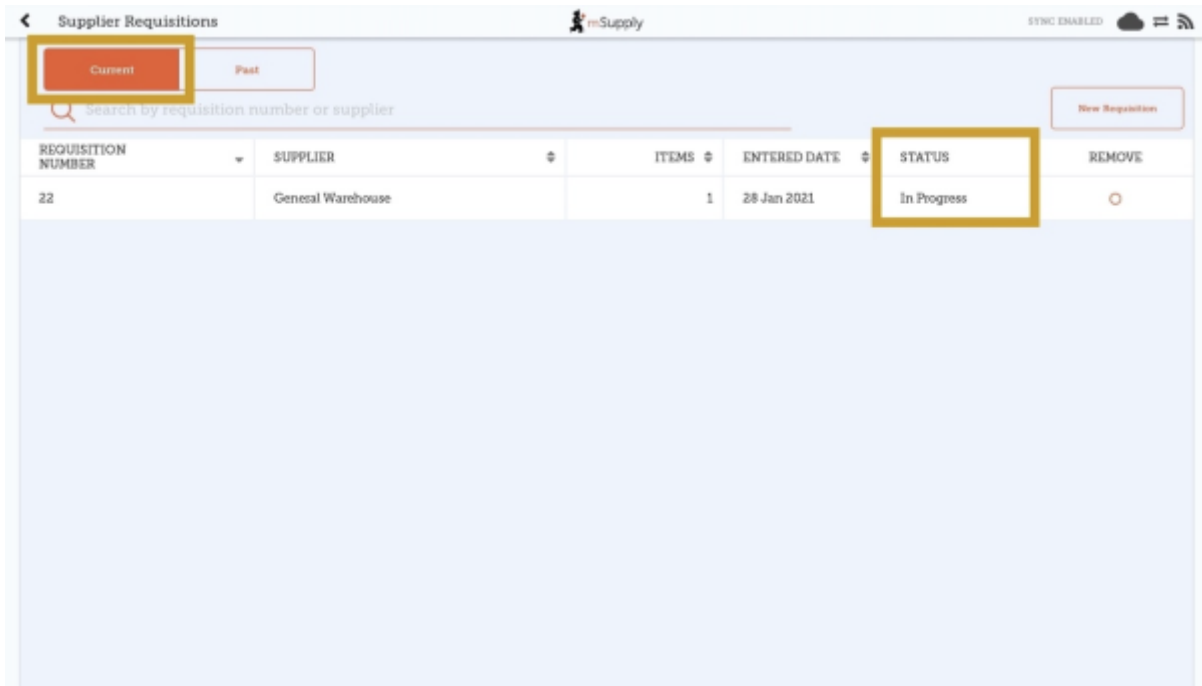
## Supplier Requisitions (General Orders)

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



### Current Supplier Requisitions

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



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.



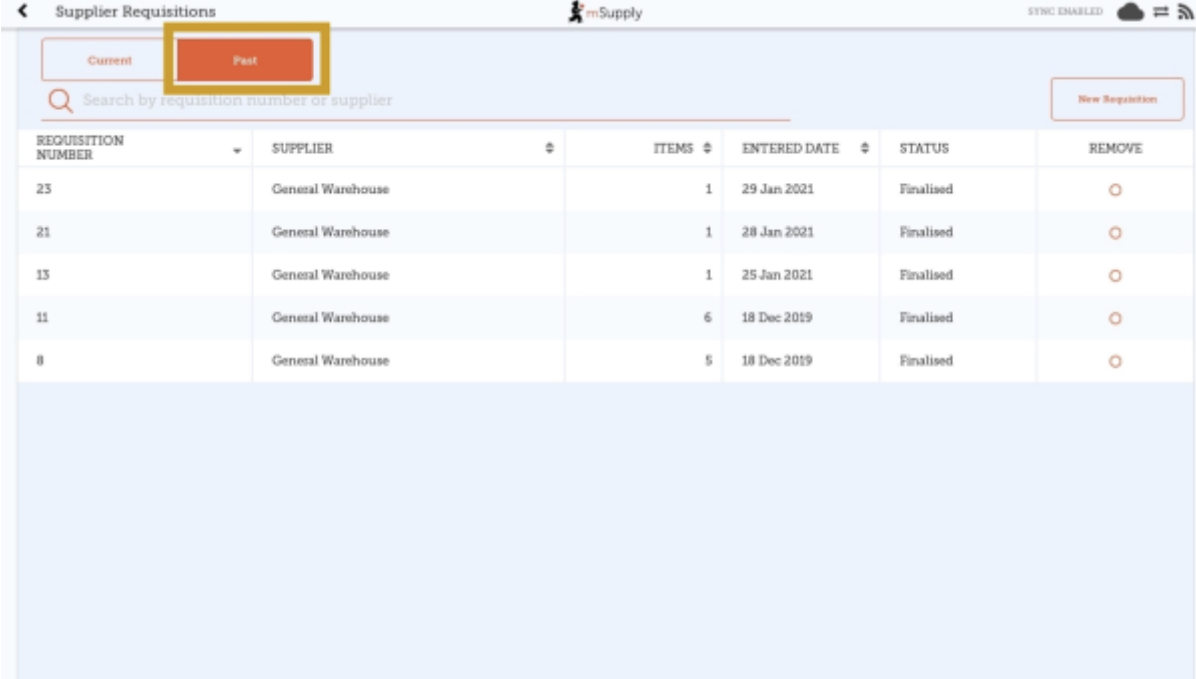
**In Progress** Supplier Requisitions in mSupply Mobile are the same as mSupply Desktop Internal Orders with status = sg.








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.



| REQUISITION NUMBER | SUPPLIER          | ITEMS | ENTERED DATE | STATUS    | REMOVE  |
|--------------------|-------------------|-------|--------------|-----------|---|
| 23                 | General Warehouse | 1     | 29 Jan 2021  | Finalised |  |
| 21                 | General Warehouse | 1     | 28 Jan 2021  | Finalised |  |
| 13                 | General Warehouse | 1     | 25 Jan 2021  | Finalised |  |
| 11                 | General Warehouse | 6     | 18 Dec 2019  | Finalised |  |
| 8                  | General Warehouse | 5     | 18 Dec 2019  | Finalised |  |

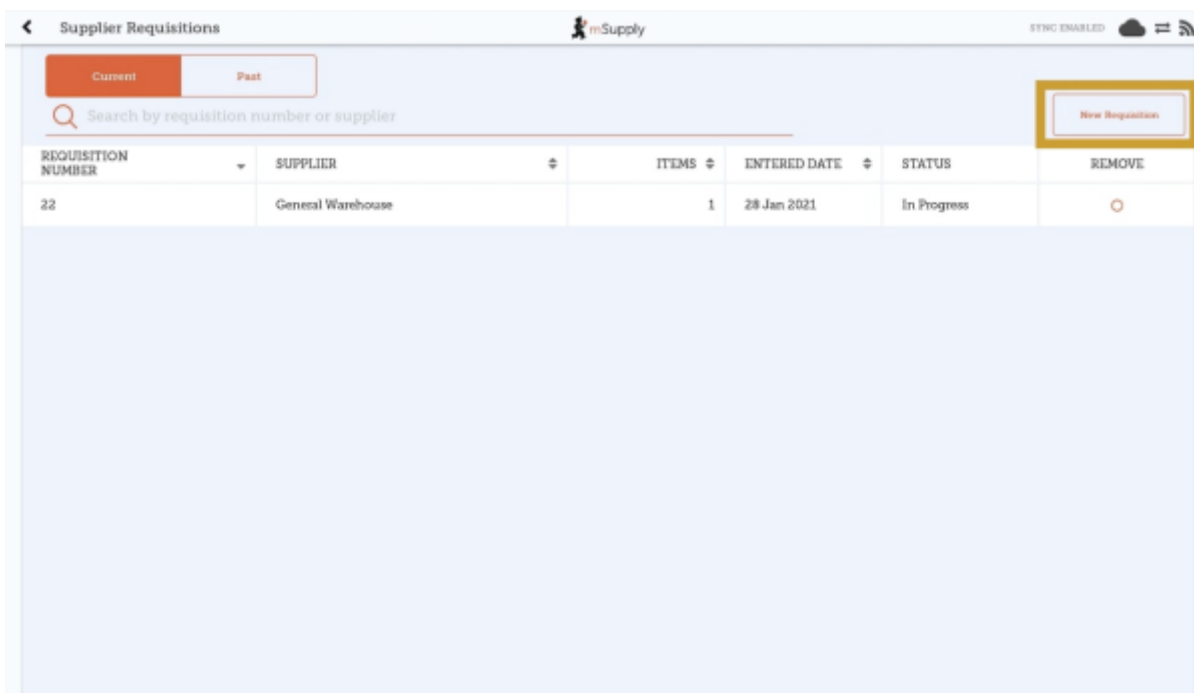
The list of past requisitions will all have a **Status** of **Finalised**. You can tap on any row to view a finalised requisition. However, no further changes can be made to finalised requisitions.



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

## New Supplier Requisition

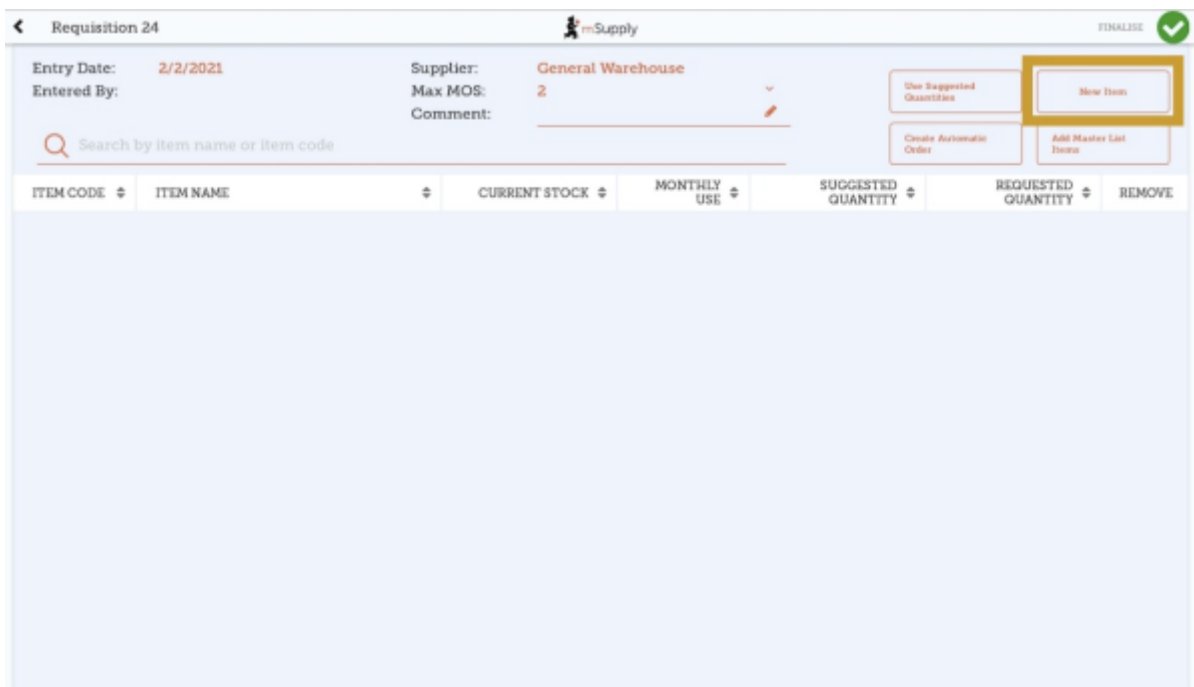
If you wish to create a new requisition, tap on **New Requisition**.



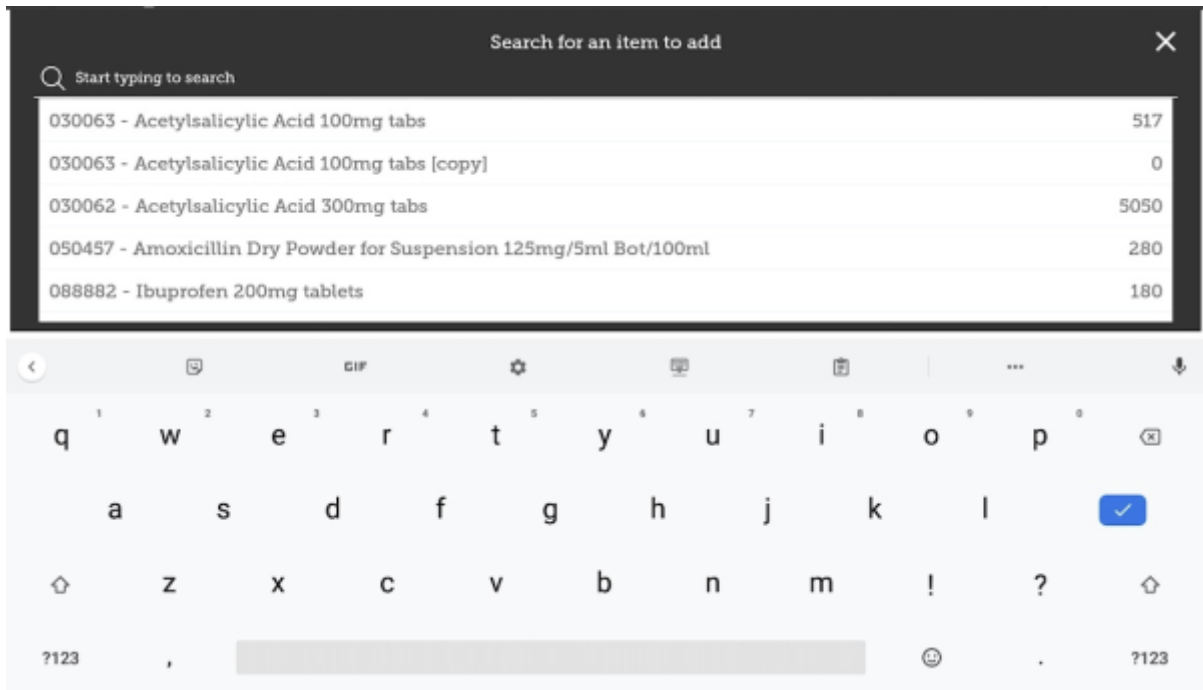
## Adding items to a Supplier Requisition

### Small Orders

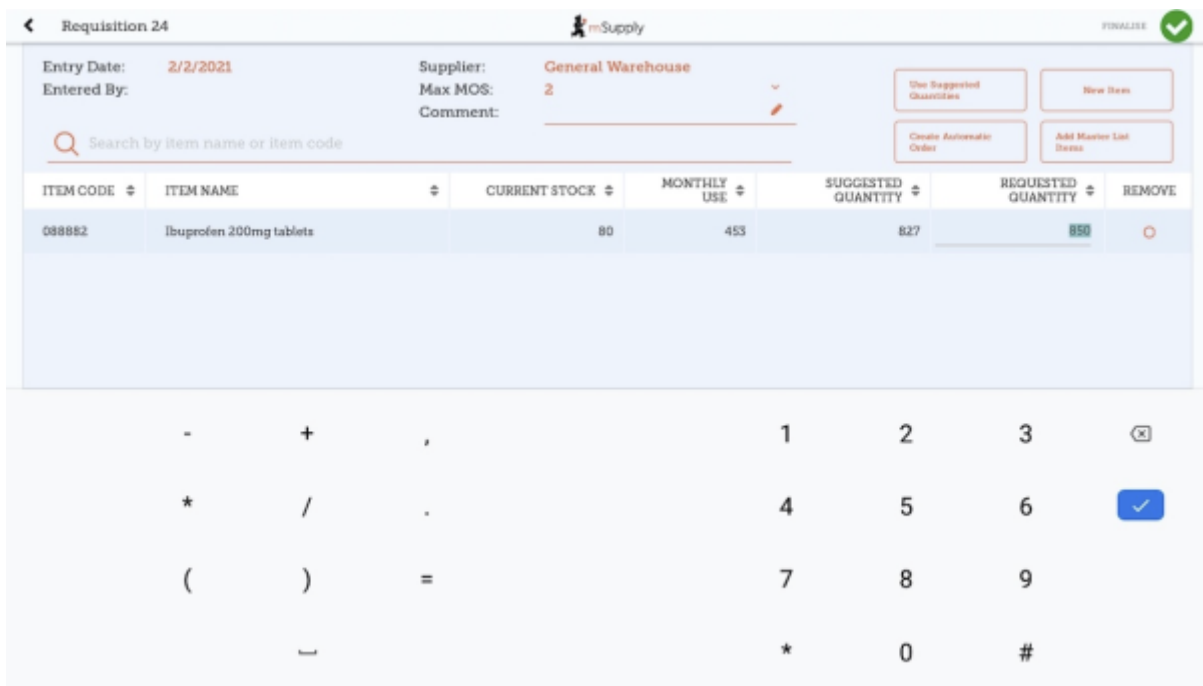
If you only have a few items, tap **New Item**. This is the best option for small orders.



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,  $(453*2)-80=827$

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

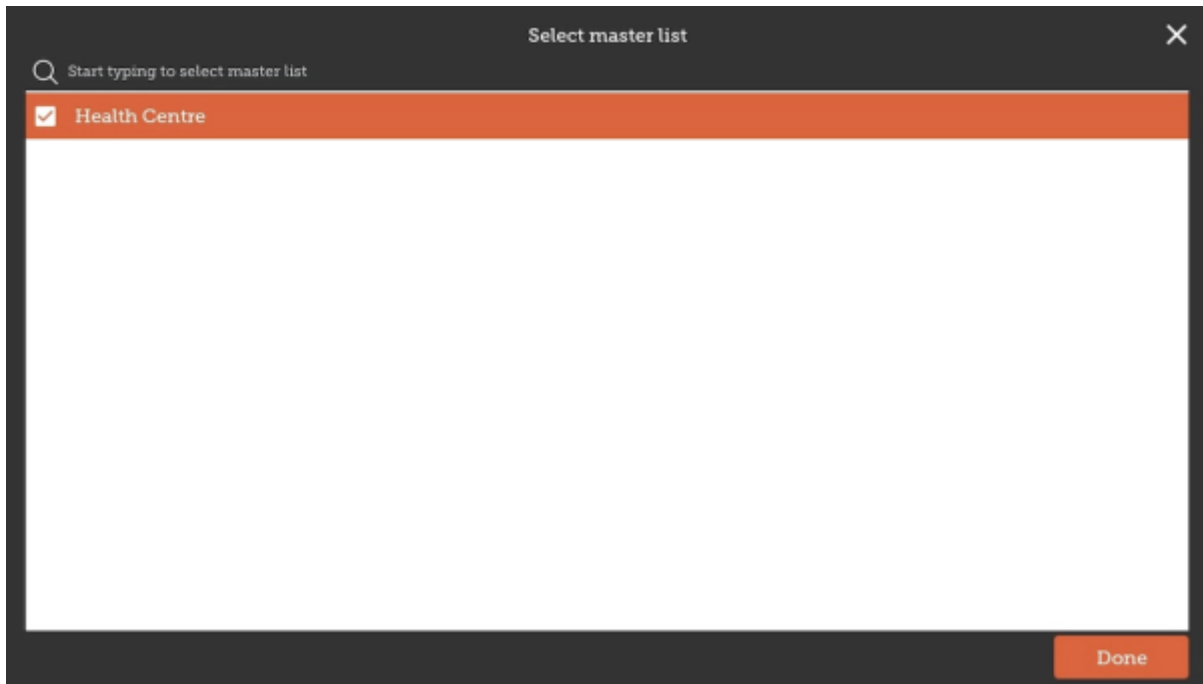
## Larger Orders

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](#).

| ITEM CODE | ITEM NAME | CURRENT STOCK | MONTHLY USE | SUGGESTED QUANTITY | REQUESTED QUANTITY | 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.

Requestion 24 mSupply FINALISE

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

| 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

Entry Date: 2/2/2021  
Entered By:   
Supplier: General Warehouse  
Max MOS: 2  
Comment:   
Use Suggested Quantities  
New Item  
Create Automatic Order  
Add Master List Items

| 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               | ○      |
| 050457    | Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml | 280           | 0           | 0                  | 0                  | ○      |
| 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               | ○      |

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.

Requisition 24

Entry Date: 2/2/2021  
Entered By:   
Supplier: General Warehouse  
Max MOS: 2  
Comment:   
Use Suggested Quantities  
New Item  
Create Automatic Order  
Add Master List Items

| 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.

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

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