



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.

REQUISITION NUMBER	SUPPLIER	ITEMS	ENTERED DATE	STATUS	REMOVE
22	Genesal 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.



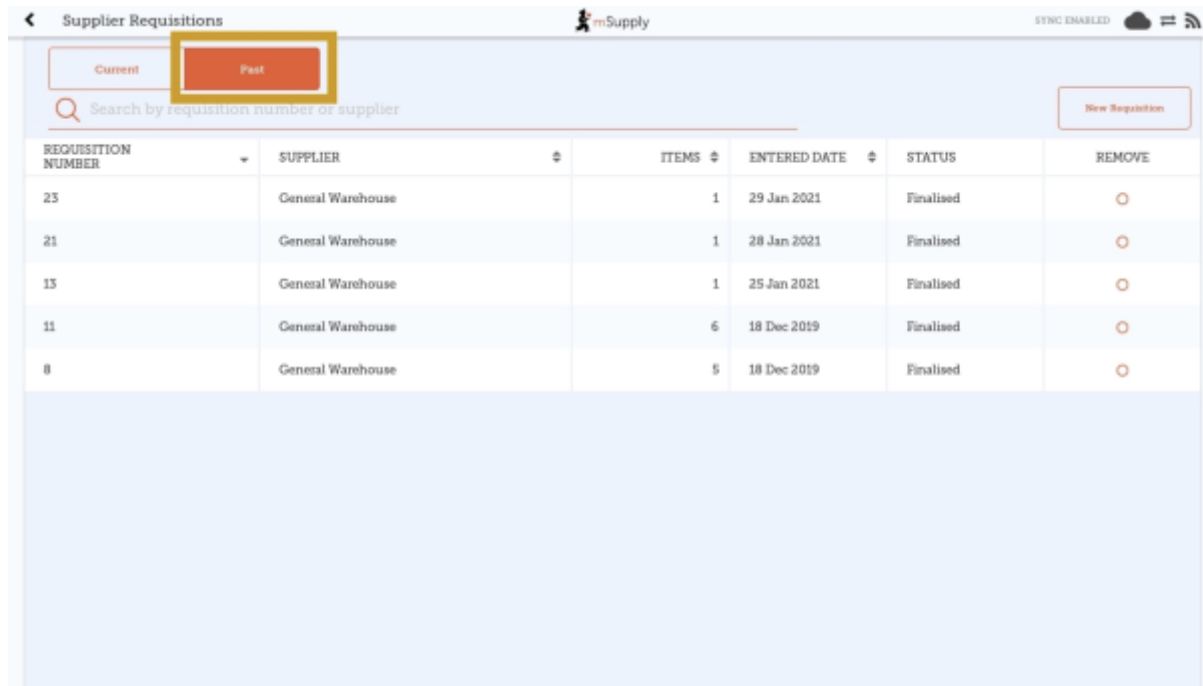
In Progress Supplier Requisitions in mSupply Mobile are the same as mSupply Desktop Internal Orders with status = sg.








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	

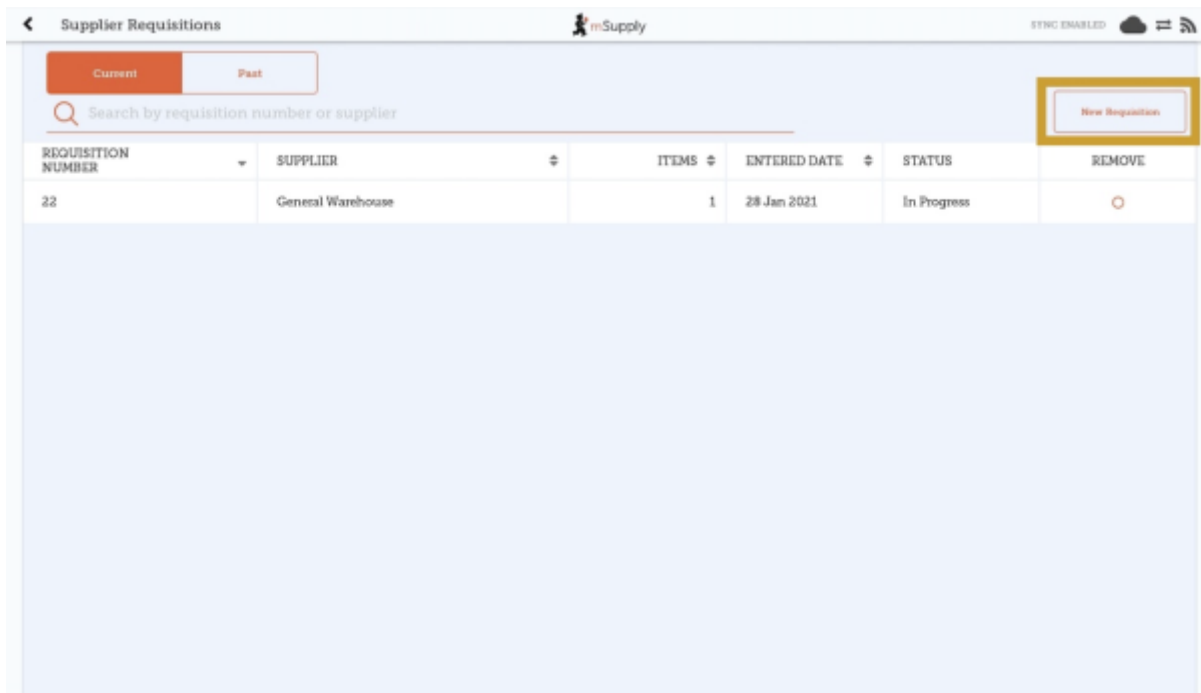
The list of past requisitions will all have a **Status** of **Finalised**. You can tap on any row to view a finalised requisition. However, no further changes can be made to finalised requisitions.



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

New Supplier Requisition

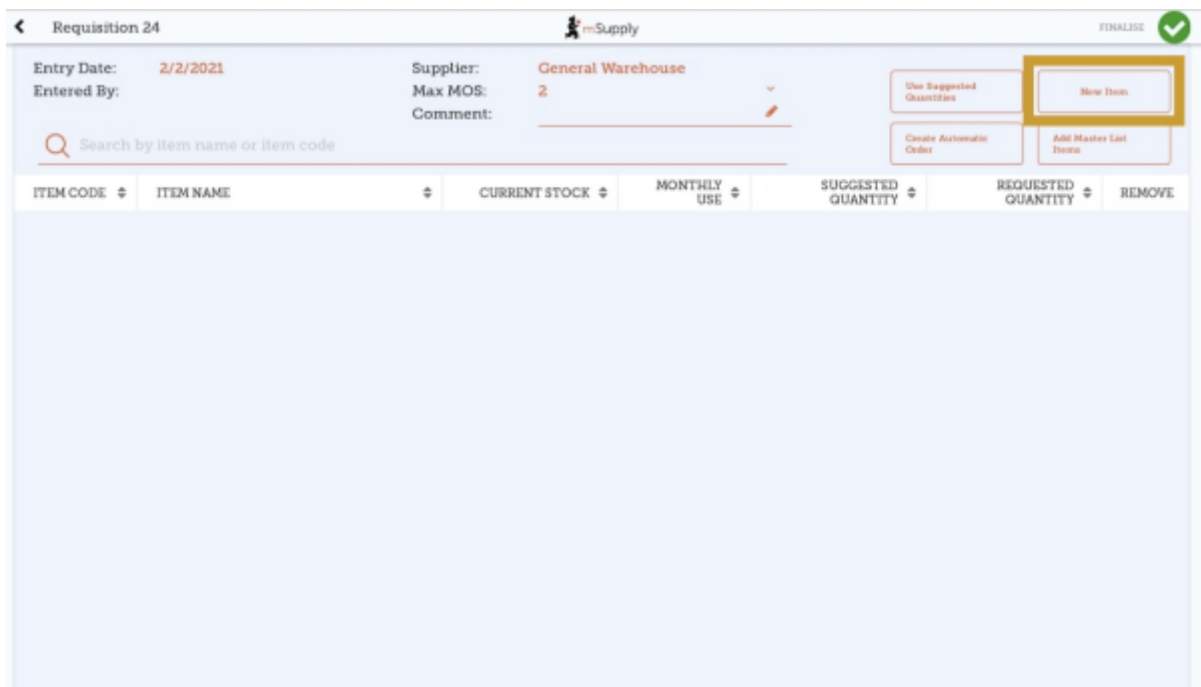
If you wish to create a new requisition, tap on **New Requisition**.



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.

Search for an item to add

Start typing to search

030063 - Acetylsalicylic Acid 100mg tabs	517
030063 - Acetylsalicylic Acid 100mg tabs [copy]	0
030062 - Acetylsalicylic Acid 300mg tabs	5050
050457 - Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	280
088882 - Ibuprofen 200mg tablets	180

q w e r t y u i o p
a s d f g h j k l
z x c v b n m ! ?
?123 ,

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

Requisition 24

Entry Date: 2/2/2021
Entered By:

Supplier: General Warehouse
Max MOS: 2
Comment:

Search by item name or item code

ITEM CODE	ITEM NAME	CURRENT STOCK	MONTHLY USE	SUGGESTED QUANTITY	REQUESTED QUANTITY	REMOVE
088882	Ibuprofen 200mg tablets	80	453	827	850	

- + , 1 2 3
* / . 4 5 6
() = 7 8 9
_ * 0 #

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.

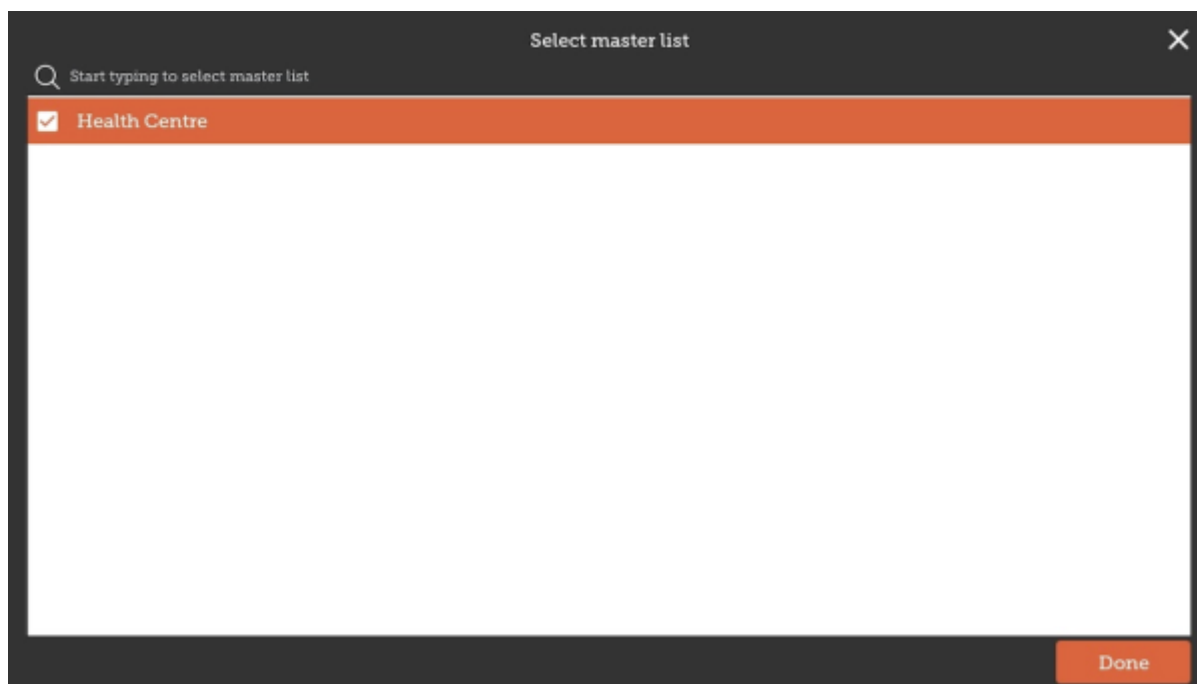
Larger Orders

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**.

The screenshot shows the 'Requisition 24' form in the mSupply application. At the top, there's a header with a back arrow, the title 'Requisition 24', the mSupply logo, and a 'FINALISE' button with a green checkmark. Below the header, the form is divided into sections. On the left, there's a search bar with a magnifying glass icon and the text 'Search by item name or item code'. To the right of the search bar, there are fields for 'Entry Date: 2/2/2021', 'Entered By:', 'Supplier: General Warehouse', 'Max MOS: 2', and 'Comment:'. Further right, there are four buttons: 'Use Suggested Quantities', 'New Item', 'Create Automatic Order', and 'Add Master List Items'. The 'Add Master List Items' button is highlighted with a yellow box. Below these fields is a table with the following columns: 'ITEM CODE', 'ITEM NAME', 'CURRENT STOCK', 'MONTHLY USE', 'SUGGESTED QUANTITY', 'REQUESTED QUANTITY', and 'REMOVE'. The table is currently empty.

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:

Search by item name or item code

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	395	0	
030062	Acetylsalicylic Acid 300mg tabs	970	1949	1017	0	
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	280	0	0	0	
088882	Ibuprofen 200mg tablets	80	460	390	0	
037020	Paracetamol 500mg tabs	400	7353	7095	0	
038423	Salbutamol scored 2mg tabs	150	2239	2133	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.

Requisition 24

mSupply

FINALISE

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

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	
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 manually overwrite the amount of stock requested for each item 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

mSupply

FINALISE

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

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	
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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