

Supplier Requisitions (General Orders)

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

👷 mSupply	SYNC EMARLED 🌰 🛱 🔊
2 Customer Invoices Customer Requisitions	Supplier Invoices T Supplier Requisitions
Current Stock Stocktake	Dispensary Dashboard

Current Supplier Requisitions

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

EQUISITION - SUPPLIER + ITEMS + ENTERED DATE + STATUS REMO	Search by requisition number or supplier Revealed to Reve Revealed to Reve Revealed to Rev	Supplier Requisitio						
EQUISITION SUPPLIER & ITEMS & ENTERED DATE & STATUS REMO	AISTITION SUPPLIER \$ ITEMS \$ ENTERED DATE \$ STATUS REMOVE	Current	Past					
UMBER V SUPPLIER V ITERS V ENTEREDURTE V STRIUS KERG	SUPPLIER & SUPPLIER & TIERS & ENTEREDURTE & STRIUS REPOVE	Search by requ	lisition number or supplier					New Requisition
2 General Warehouse 1 28 Jan 2021 In Progress O	General Warehousse 1 28 Jan 2021 In Progress O	UISITION	+ SUPPLIER	0	ITEMS \$	ENTERED DATE	STATUS	REMOVE
			General 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.

Current	Past uisition number or supplier	* m5				STINC EMABLED 🌰 ≓
EQUISITION	+ SUPPLIER	÷	ITEMS \$	ENTERED DATE \$	STATUS	REMOVE
3	General Warehouse		1	29 Jan 2021	Finalised	0
1	General Warehouse		1	28 Jan 2021	Finalised	0
3	General Warehouse		1	25 Jan 2021	Finalised	0
1	General Warehouse		6	18 Dec 2019	Finalised	0
	General Warehouse		5	18 Dec 2019	Finalised	0
	Genesal Warehouse		8	18 Dec 2019	Finalised	0

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.

	Current	Past					
CUMBER + SUPPLIER + ITEMS + ENTERED DATE + STATUS REMO	Q Search by req	uisition number or supplie					New Requisition
2 General Warehouse 1 28 Jan 2021 In Progress O	EQUISITION UMBER	* SUPPLIER	÷	ITEMS ≑	ENTERED DATE		REMOVE
	1	General Warehous	e	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.

Requisition	£4			📩 m Supp	ly .	_					TINALISE
ntry Date: ntered By:	2/2/2021	Suppli Max M Comm	IOS:	General War 2	rehouse		ļ	Uno Suggested Guarrities		New	Item
Q Search 1								Create Automatic Order		Add Maste Items	r List
EM CODE 💠	ITEM NAME	¢	CURRE	NT STOCK \$	MONTHLY USE \$		SUGGESTED	÷	REQUEST QUANT	TED \$	REMOV

Start typing to search for the item.

Q Start	- typing to sear	zh				Searc	ch for ai	n item to	add							×
030063	- Acetylsal	icylic Ac	id 100n	ng tabs	s											517
030063	- Acetylsal	icylic Ac	id 100n	ng taba	s [copy	7]										0
030062	- Acetylsal	icylic Ac	id 300r	ng tab	s											5050
050457	- Amoxicil	in Dry F	owder	for Sus	pensio	on 125	img/5m	l Bot/100	ml							280
088882	- Ibuprofe	n 200mg	tablets													180
۲	9		61	,		۵		g	p		Ē					î
1	-															
q	w	e	3	r	4	ť	5 }	y °	u	7	i	•	0	٠	р	•
q	w	e s	ď	r	f	t	° g	y [°] h	u	, j	i	' k	0	° I	р	° ®
·	w	-	, d	r c	f	t v	g		u n	, j	i m	k	0	· I	p ?	ی د ک

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

Entry Date: Entered By:	2/2/2021			Alier: General MOS: 2 ment:	Warehouse	2	Use Supp Guantitie	stod	New Dem
Q Search b							Create Ass Order	tornatic Add	I Master List
ITEM CODE 💠	ITEM NAME		÷	CURRENT STOCK	MONTHLY USE \$	1	SUGGESTED +	REQUESTED	Ω ≑ REMOVE
088882	Ibuprofen 200n	ng tablets			453		827		850 O
		+	,			1	2	3	۵
	-	+ /				1 4	2 5	3 6	8
	- * (+ /)				-			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 (see info box below):
 - Monthly Use
 - Max MOS, the maximum months of supply you wish to order for your facility

mSupply Mobile has a feature that helps you determine the quantity of stock to order.

- •
- Select the number of months of supply that you wish to order using the Max MOS dropdown box in the header. If you select a larger Max MOS, the suggested quantity of stock to order will be larger.
- Suggested quantity is calculated as (Monthly Use x Max MOS) Current Stock.
- So for the above example for Ibuprofen 200mg tablets: (453 * 2) 80 = 827

What should Max MOS be set to?

Max MOS = Lead time + Order cycle + Buffer stock

- Lead time: The time between creating the requisition and receiving the stock. For most facilities using mSupply Mobile, we can hope that this will be no more than 1 month
- Order cycle: This is the frequency of ordering. If it is every month, this will be **1**, if it is once per quarter, then this will be **3**.
- **Buffer stock**: This is the safety margin of stock that the facility *plans* for. The safety margin accounts for things such as an order being missed, or delivery delayed. A common approach is to set this to *twice* the Order cycle.

So, if we have:

- Lead time = 1
- Order cycle = 1
- **Buffer stock** = 2 × 1 = 2

Then:

- Max MOS = 1 + 1 + 2 = 4
- **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	əly		finalise 📀
Entry Date: Entered By:	2/2/2021	Supplier: Max MOS Commen	8: 2	rehouse /	Une Supports Grannthies	4 Note Been
Q Search b	ay item name or item code				Create Autom Order	atic Add Master List Demo
ITEM CODE \$	ITEM NAME		CURRENT STOCK \$	MONTHLY USE ‡	SUGGESTED +	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.

	Select master list	×
Q	Start typing to select master list	
	Health Centre	
		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 War 2	ehouse /	Use Sug Quantil	spectred New	llem
Q Search t					Create A Order	Add Maste	r Lint
TEM CODE 0	ITEM NAME	* cui	RRENT STOCK Ø	MONTHLY USE 0	SUGGESTED 0	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 12 5ml Bot/100ml	5mg/	280	0	0	0	0
088882	Ibuprofen 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.

Entry Date: Entered By:	2/2/2021	Supplier Max MO Comme	S: 2	ehouse /	Une Suggeste Quantities	4 New	hem
Q Search 1					Create Autom Order	atic Add Master Jierra	List
TEM CODE \$	ITEM NAME	*	CURRENT STOCK \$	MONTHLY USE \$	SUGGESTED \$	REQUESTED \$	REMOV
330063	Acetylaalicylic Acid 100mg tabs		28	414	801	801	0
130062	Acetylsalicylic Acid 300mg tabs		970	1949	2928	2928	0
350457	Amoxicillin Dry Powder for Suspension 12 Sml Bot/100ml	:5mg/	280	0	0	0	0
088882	Ibuprofen 200mg tablets		80	458	837	837	0
337020	Paracetamol 500mg tabs		400	7353	14307	14307	0
138423	Salbutamol scored 2mg tabs		150	2239	4329	4329	0
38423	Salbutamol scored 2mg tabs		150	2239	4329	4329	c

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.

		Max I		General War 2	ehouse /		Use Suggested Quantities	Men	Dern
Q Search b							Greate Automatic Order	Add Maste Items	r Lini
TEM CODE 💠	ITEM NAME	•	CURRENT	STOCK \$	MONTHLY USE \$	SUGGESTED	¢ R	EQUESTED +	REMOVE
30063	Acetylsalicylic Acid 100mg tabs			28	414		801	801	0
30062	Acetylsalicylic Acid 300mg tabs			970	1949	25	28	2928	0
88882	Ibuprofen 200mg tablets			80	458	1	837	837	0
37020	Paracetamol 500mg tabs			400	7353	14	307	14307	0
38423	Salbutamol scored 2mg tabs			150	2239	43	\$29	4329	0
8423	Salbutamoi scored 2mg tabs			150	2239	43	129	4329	c

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)

From: https://wiki.msupply.foundation/ - mSupply Foundation Documentation

Permanent link: https://wiki.msupply.foundation/en:mobile:user_guide:supplier_requisitions?rev=1644644943

Last update: 2022/02/12 05:49

