



User Guide - mSupply Mobile

2. Customer Invoices

An example: Aspen Medical Centre sends an order to your facility. They are doing an outreach tour to households in a nearby village and would like to collect some items to take.

The **customer** is Ami CHC

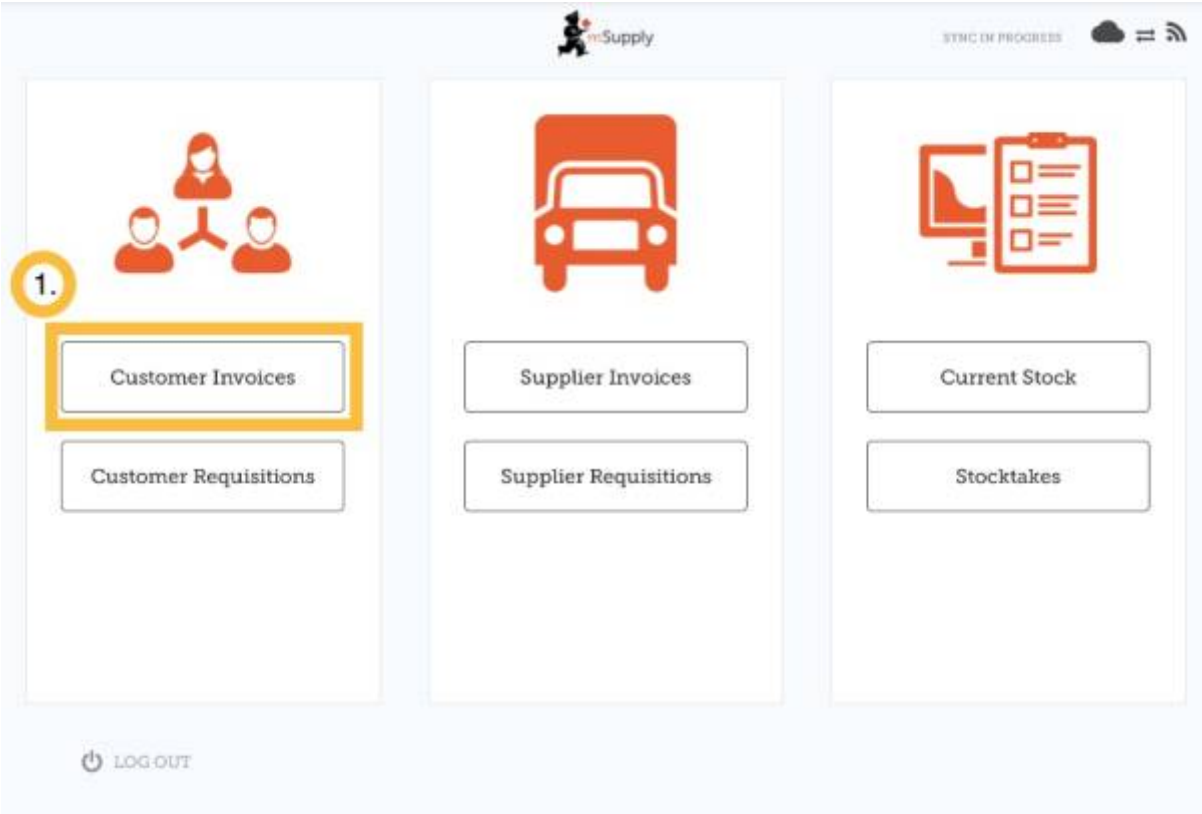
They have ordered:

- Amoxicillin 500mg tabs x 11
- Paracetamol 500mg tabs x 100
- Diazepam Injection 5mg/ml Amp/2ml x 50

Let's create a customer invoice...

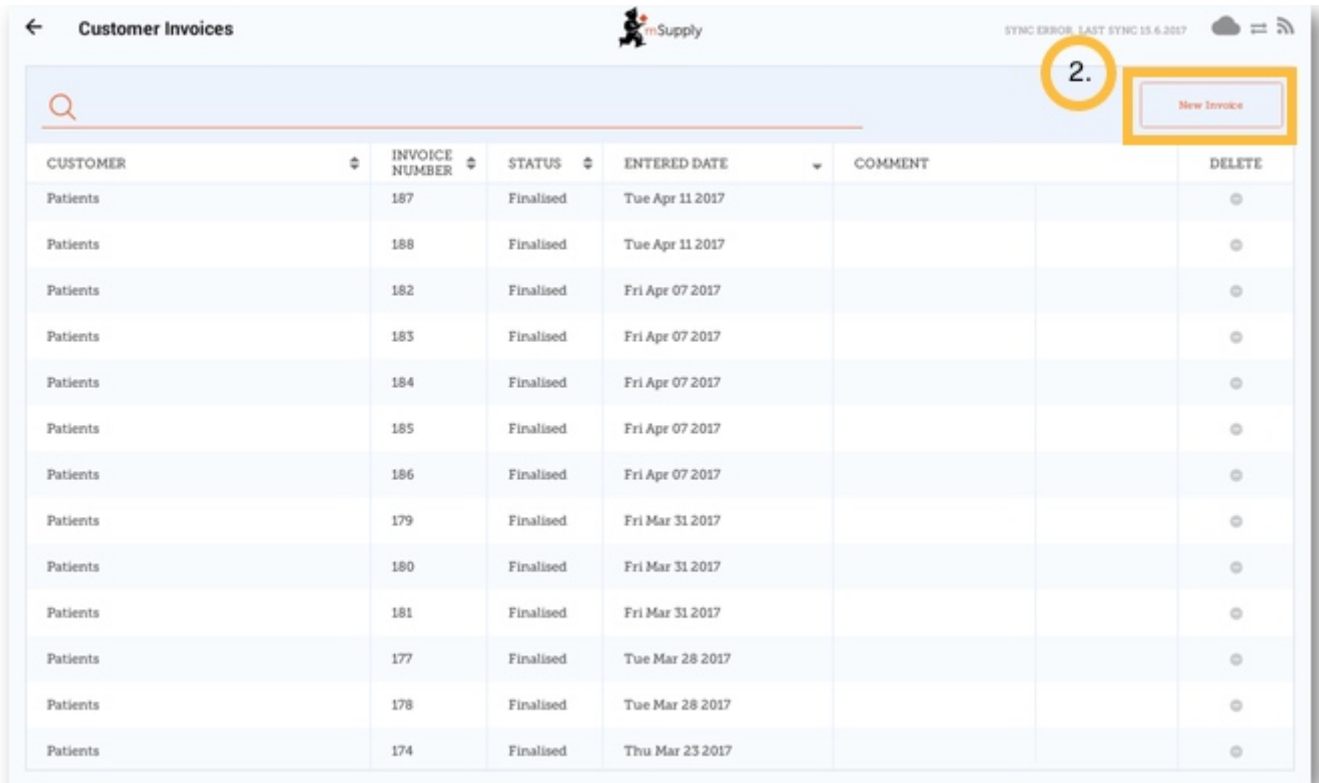
2.1. Click on Customer Invoices

The **Customer Invoice** button will bring up a list of invoices. If you haven't finished working on an invoice and you have not confirmed it, you can click on it now to bring it up and keep working on it.

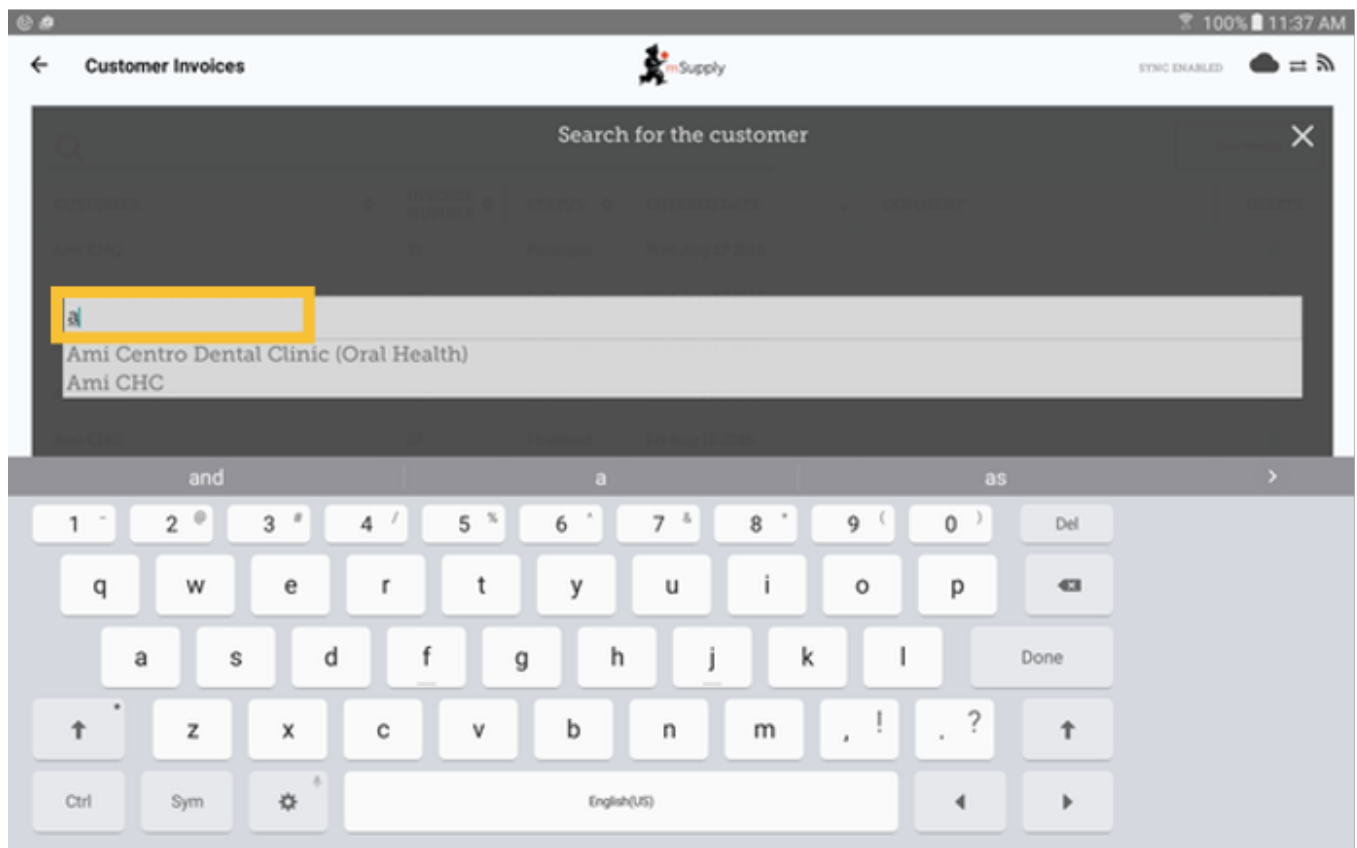


2.2. Start a new customer invoice

Click **New Invoice**

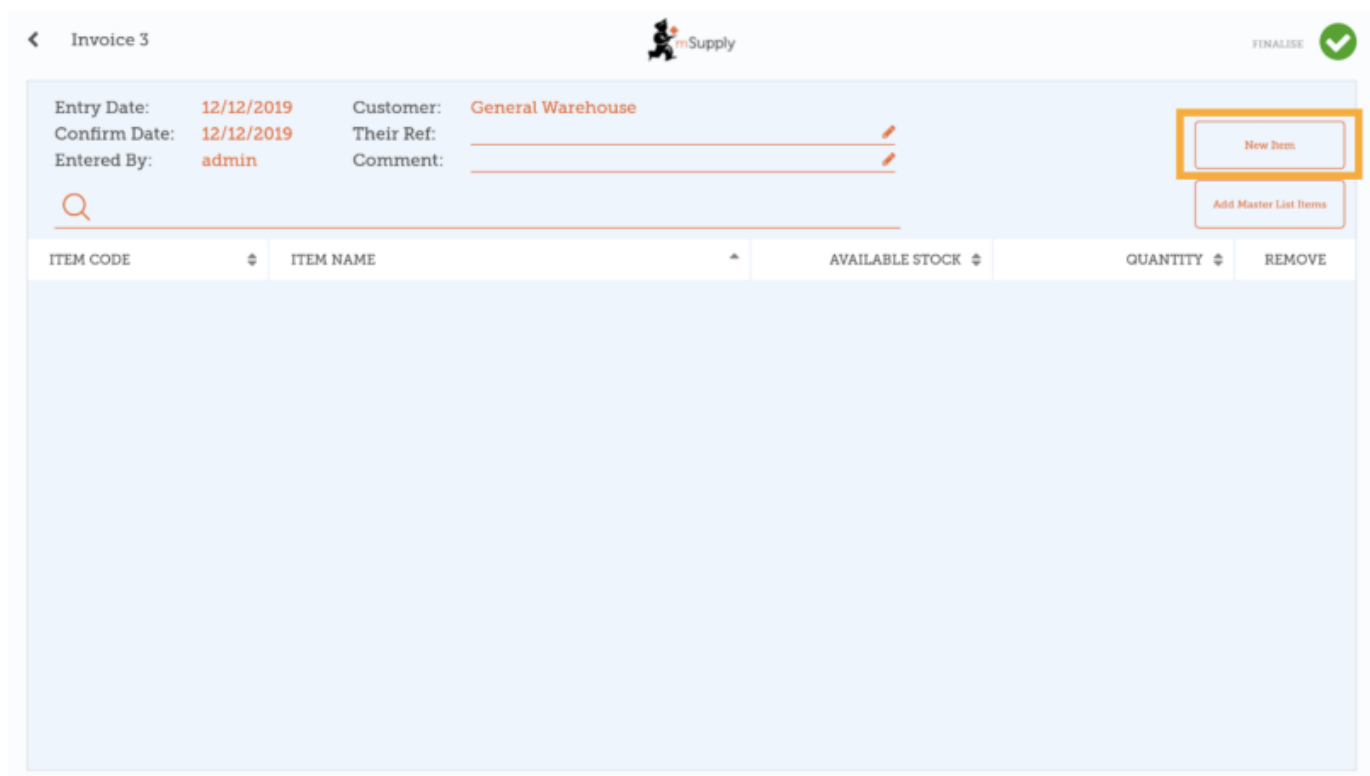


Add the customer you are ordering for



2.3. Add items to the customer invoice

You can add items to the customer invoice one by one - to do this, click on **New Item**.



Start typing to search for the item.

Invoice 2

Entry Date: 12/12/2019 Customer: General Warehouse Search for an item to add

Q Start typing to search

030063 - Acetylsalicylic Acid 100mg tabs 0

030062 - Acetylsalicylic Acid 300mg tabs 0

050457 - Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml 0

088882 - Ibuprofen 200mg tablets 0

FINALISE

If you have a lot of items to add to the invoice, it can be slow to add them one by one.

To add a lot of items at once, click **Add Master List Items**.

Invoice 3

Entry Date: 12/12/2019 Customer: General Warehouse

Confirm Date: 12/12/2019 Their Ref:

Entered By: admin Comment:

Q

ITEM CODE ITEM NAME AVAILABLE STOCK QUANTITY REMOVE

FINALISE

Select one or more master lists from the list. Only master lists visible to the customer are shown.

Invoice 3

Entry Date: 12/12/2019 Customer: General Warehouse

FINALISE

Select master list

Start typing to select master list

☒ All items: General Warehouse

Done

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

Invoice 3

Entry Date: 12/12/2019 Customer: General Warehouse

Confirm Date: 12/12/2019 Their Ref:

Entered By: admin Comment:

FINALISE

Search

New Item

Add Master List Items

ITEM CODE	ITEM NAME	AVAILABLE STOCK	QUANTITY	REMOVE
030063	Acetylsalicytic Acid 100mg tabs	0	0	<input type="radio"/>
030062	Acetylsalicytic Acid 300mg tabs	0	0	<input type="radio"/>
050457	Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml	0	0	<input type="radio"/>
037020	Paracetamol 500mg tabs	0	0	<input type="radio"/>
038423	Salbutamol scored 2mg tabs	0	0	<input type="radio"/>

2.4. When you have finished

Click the **Finalise** button at the top, and then **Confirm**.



What is a Master List?

The **Master List** is a list of all the items available to you at your facility. The list is set by your supplier and/or the Ministry of Health.

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