



# User Guide - mSupply Mobile

## Customer Invoices

An example: a medical centre, called Ami CHC, 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:

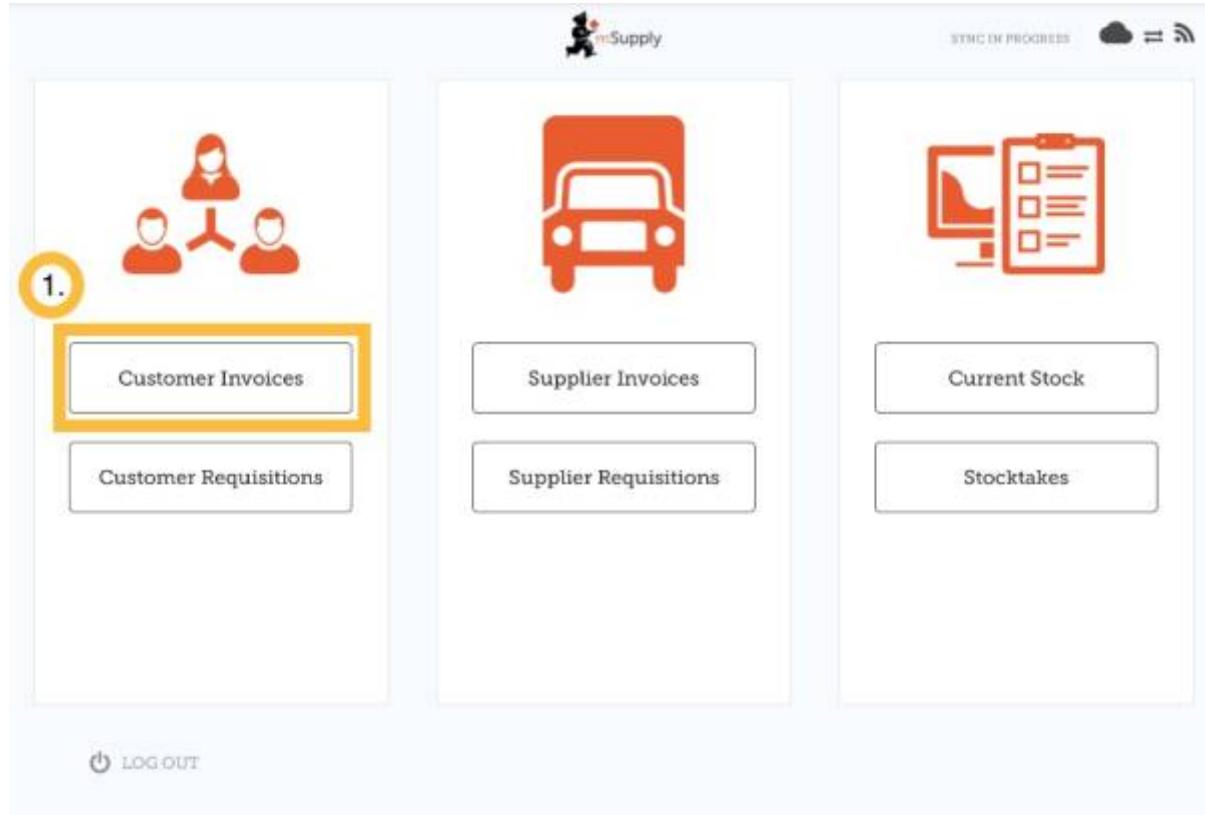
- Amoxicillin 500mg tabs x 11
- Paracetamol 500mg tabs x 100
- Diazepam Injection 5mg/ml Amp/2ml x 50

**Let's create a customer invoice...**

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## 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.



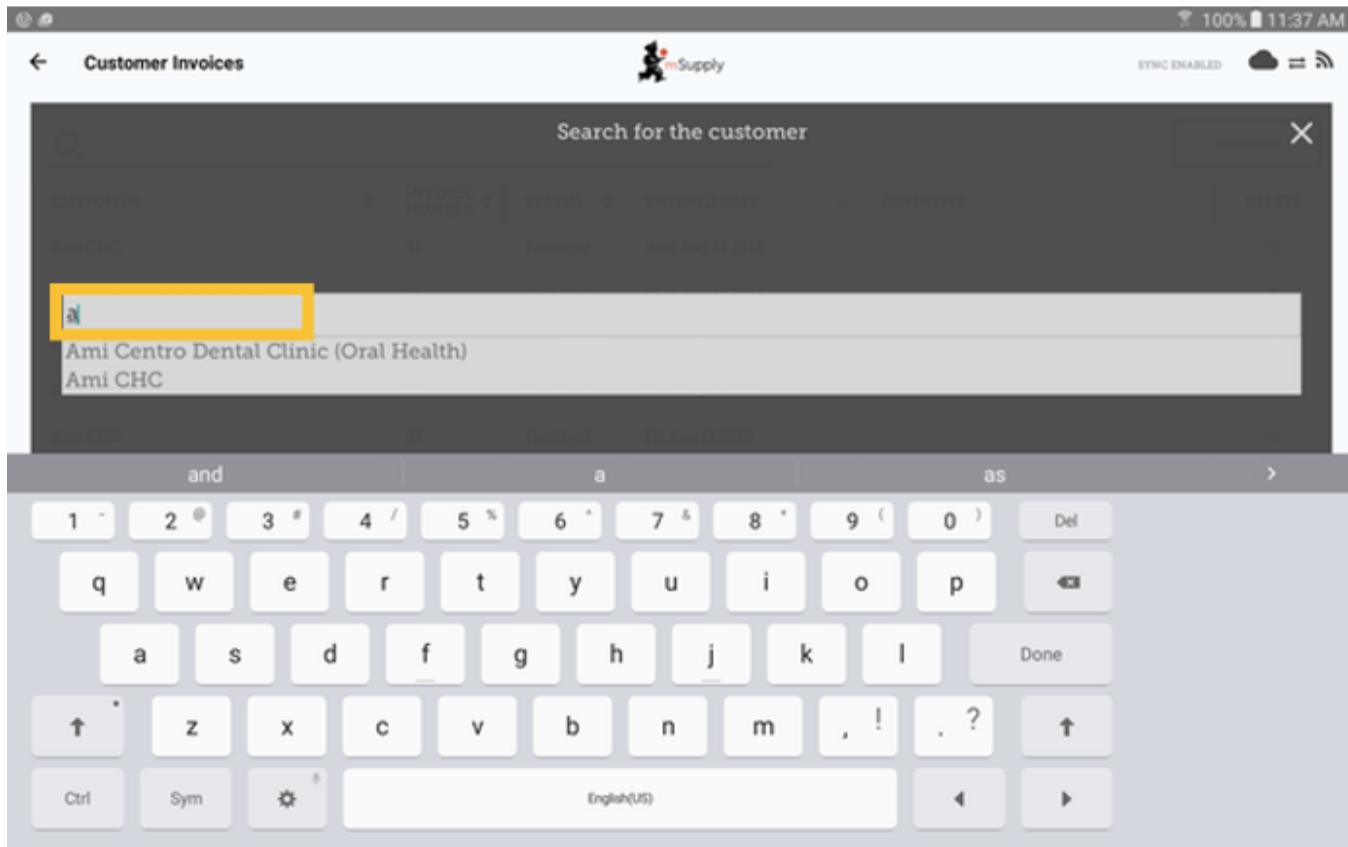
## Start a new customer invoice

### Click New Invoice

The image shows the 'Customer Invoices' screen in the MSupply mobile application. At the top, there is a back arrow, the text 'Customer Invoices', and the MSupply logo. To the right are 'Sync Enabled' and connectivity icons. Below this is a search bar with the placeholder 'Search by invoice number or customer'. The main area is a table with columns: INVOICE NUMBER, CUSTOMER, ENTERED DATE, TYPE, COMMENT, and REMOVE. Two invoices are listed: one for 'Test' (Invoice 56, entered 16 Jul 2021, Customer invoice) and one for 'Baltimor' (Invoice 8, entered 29 Jun 2021, Customer invoice). In the top right corner of the table area, there is a 'New Invoice' button, which is highlighted with a yellow circle and labeled '2.'

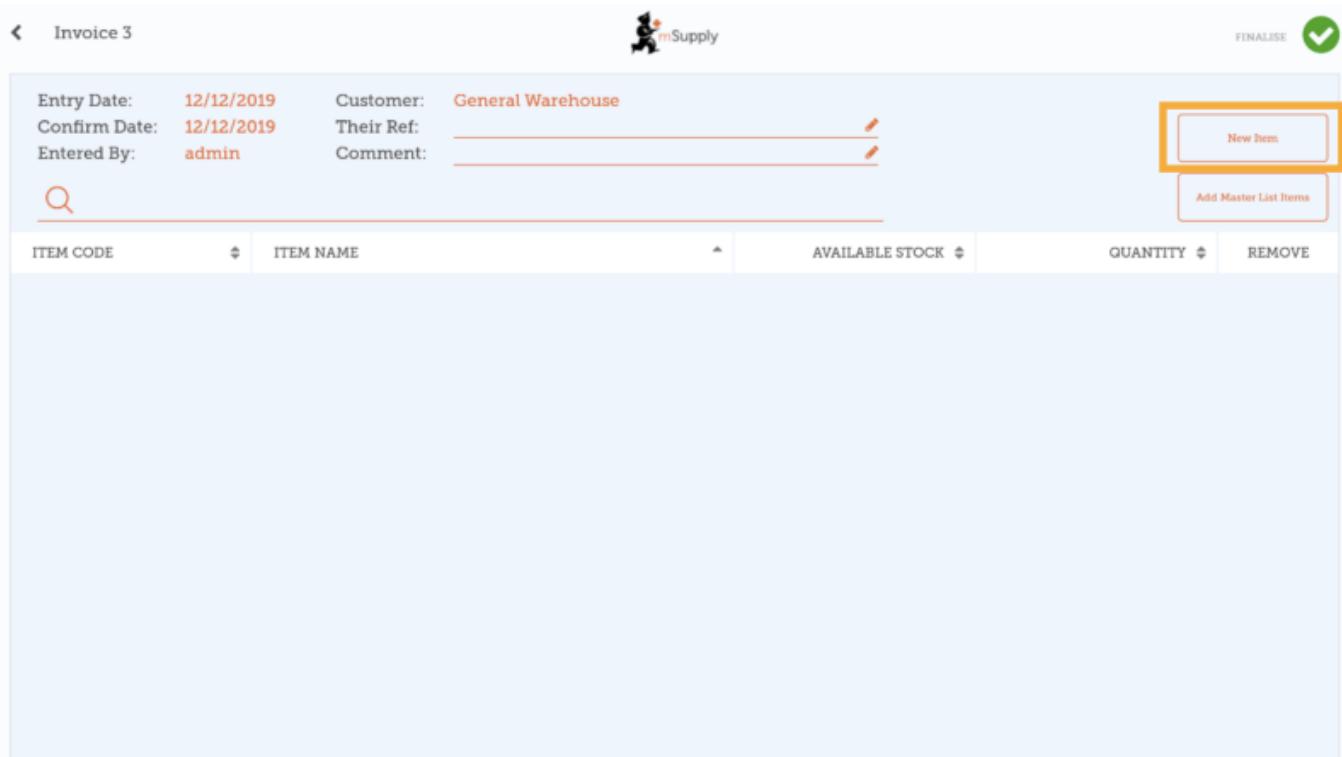
INVOICE NUMBER	CUSTOMER	ENTERED DATE	TYPE	COMMENT	REMOVE
56	Test	16 Jul 2021	Customer invoice		○
8	Baltimor	29 Jun 2021	Customer invoice		○

Add the customer you are wanting to send stock to

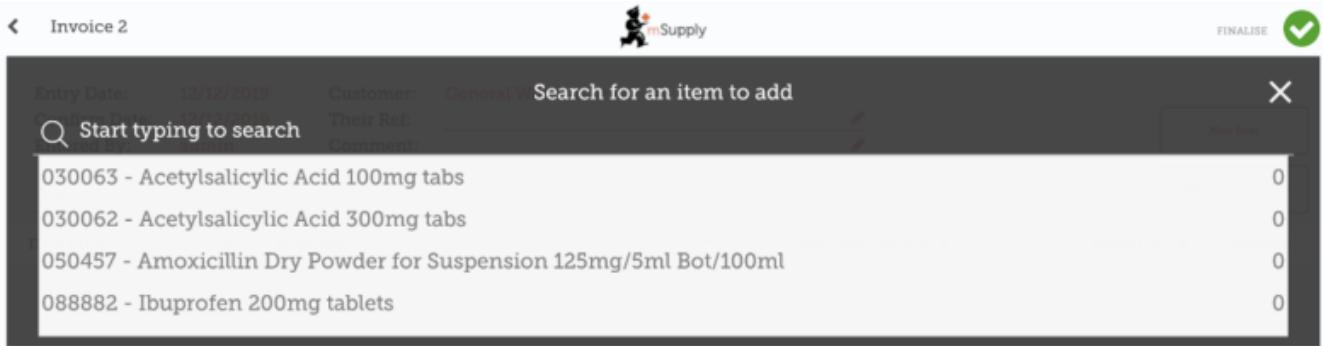


## Add items to the customer invoice

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



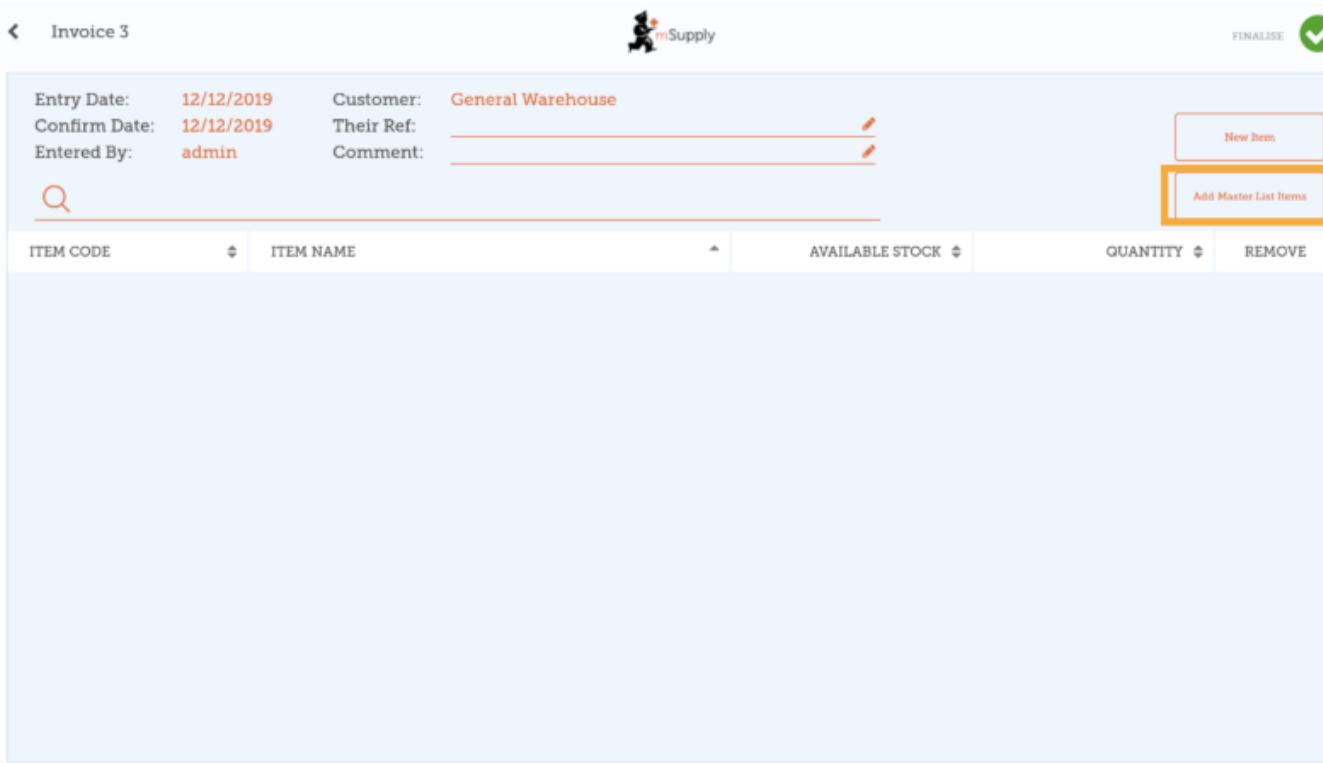
Start typing to search for the item.



The screenshot shows the mSupply mobile application interface for creating an invoice. At the top, there are fields for 'Entry Date' (12/12/2019), 'Customer' (General Warehouse), and 'Comment'. A search bar contains the placeholder 'Start typing to search' and the text 'Search for an item to add'. Below the search bar is a list of items with their codes and names: 030063 - Acetylsalicylic Acid 100mg tabs, 030062 - Acetylsalicylic Acid 300mg tabs, 050457 - Amoxicillin Dry Powder for Suspension 125mg/5ml Bot/100ml, and 088882 - Ibuprofen 200mg tablets. Each item has a quantity field to its right, all of which are currently set to 0. A green checkmark icon in the top right corner indicates the invoice is ready to be finalized.

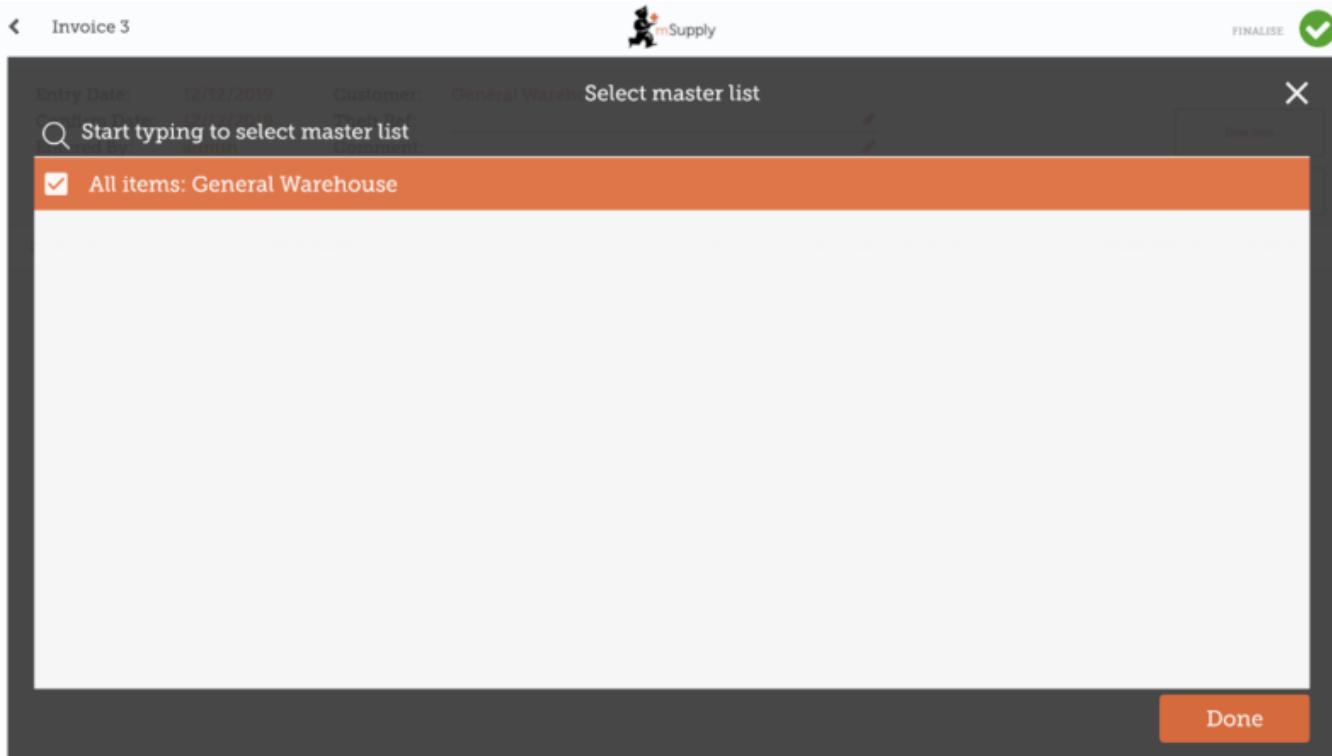
If you have a lot of items to add to the invoice, it can be slow to add them one by one.

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

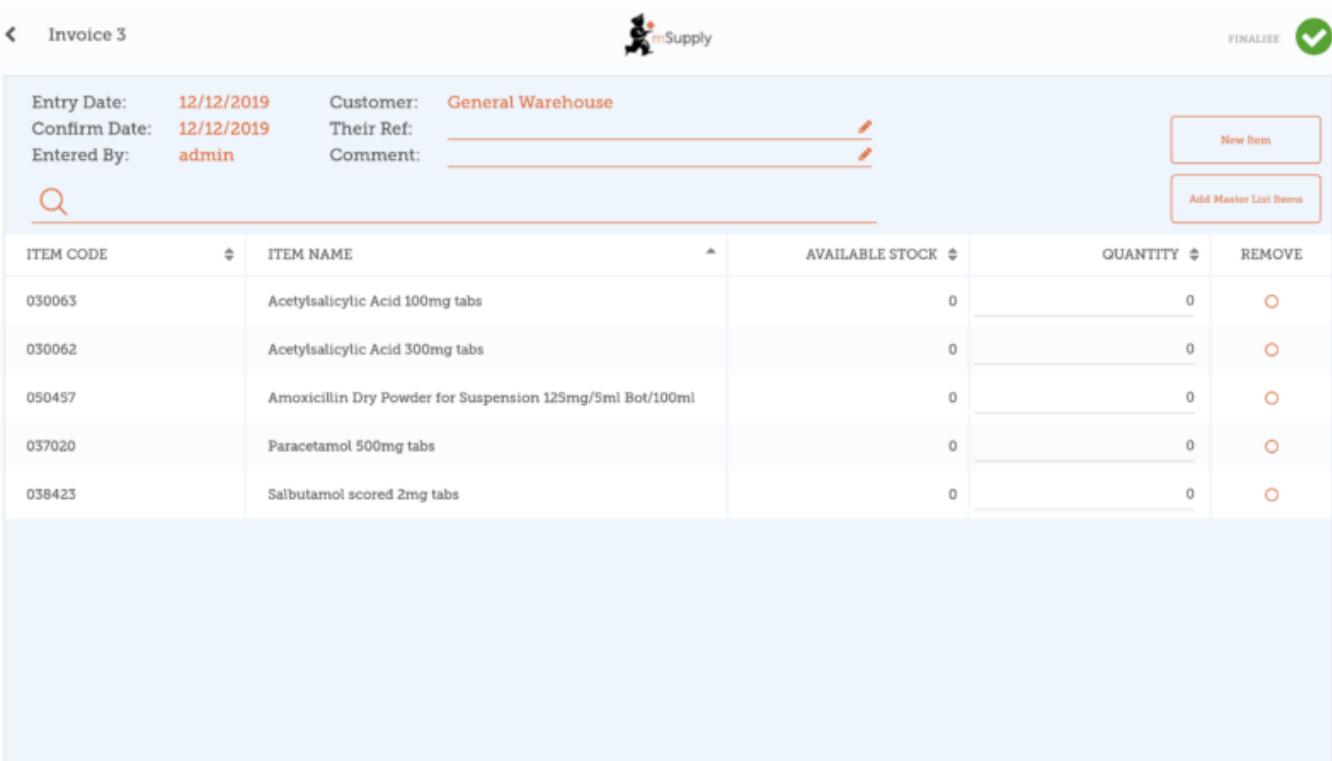


The screenshot shows the mSupply mobile application interface for creating an invoice. At the top, there are fields for 'Entry Date' (12/12/2019), 'Customer' (General Warehouse), 'Confirm Date' (12/12/2019), 'Entered By' (admin), and 'Comment'. Below these fields is a search bar with a magnifying glass icon. To the right of the search bar are two buttons: 'New Item' (orange) and 'Add Master List Items' (yellow, highlighted with a box). The main area is a table with columns: ITEM CODE, ITEM NAME, AVAILABLE STOCK, QUANTITY, and REMOVE. The table is currently empty.

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



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



## 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.

Previous: [Getting Started](#) | | Next: [Customer Requisitions](#)

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