

User Guide - mSupply Mobile

Ordering and Receiving stock from suppliers

In mSupply Mobile, incoming stock is handled differently depending on whether it is coming from an:

- Internal Supplier: Another store in your mSupply system
- External Supplier: A supplier that is *not* a store in your mSupply system.

Stock coming from an Internal supplier

Stock from an **Internal Supplier** is handled by:

1. Create a **Supplier Requisition** (internal order), either as a General Order or a Program Order



You can **ONLY** create Supplier Requisitions for **Internal Suppliers**. You can **NOT** create Supplier Requisitions for **External Suppliers**.

2. Process the resulting Supplier Invoice that will be created automatically.



An **Internal Supplier** can push stock to your store. In this case, there will be no Supplier Requisition. A **Supplier Invoice** will just appear in your store and the stock will hopefully follow soon after. The Supplier Invoice is processed in the same way, regardless of whether you created a Supplier Requisition or not.

Stock coming from an External Supplier

Stock coming from an **External Supplier** will come without any warning in mSupply. You will not have created a **Supplier Requisition**, and there will be no **Supplier Invoice** waiting for you to process. The first opportunity for you to tell mSupply about the stock will normally be when it arrives at your store. When this happens, you will:

1. Create a new Supplier Invoice for an External Supplier



You can ONLY create Supplier Invoices for External Suppliers. You can NOT create Supplier Invoices for **Internal Suppliers.**

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