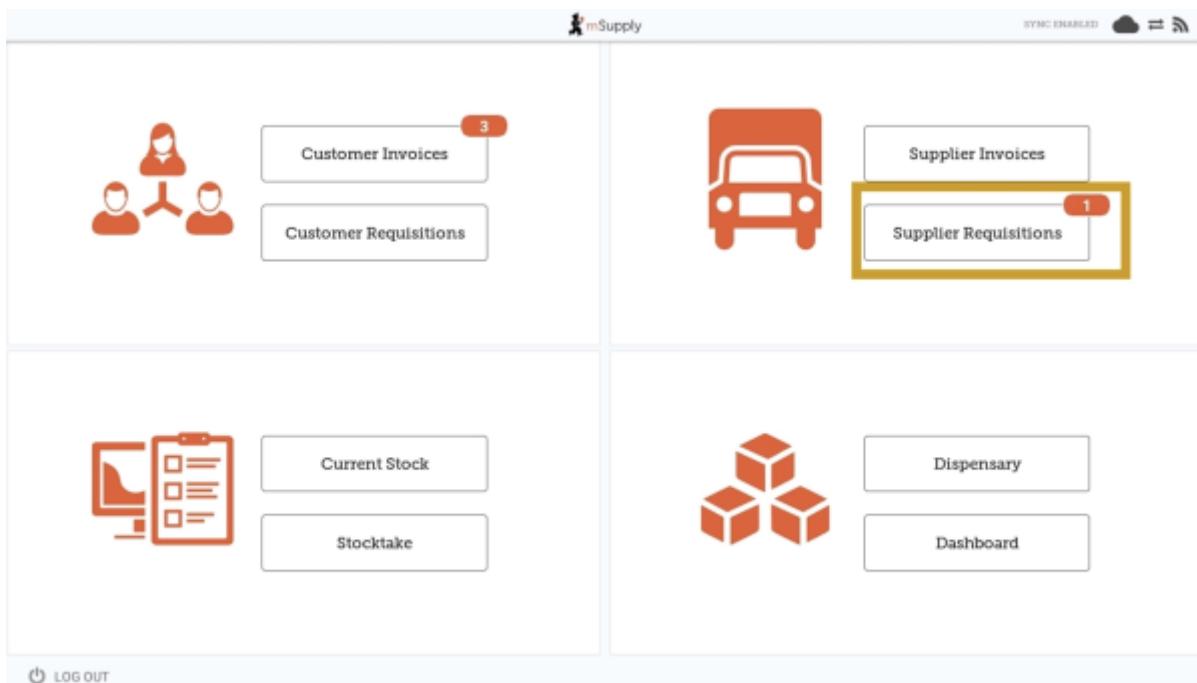




User Guide - mSupply Mobile

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	General 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.



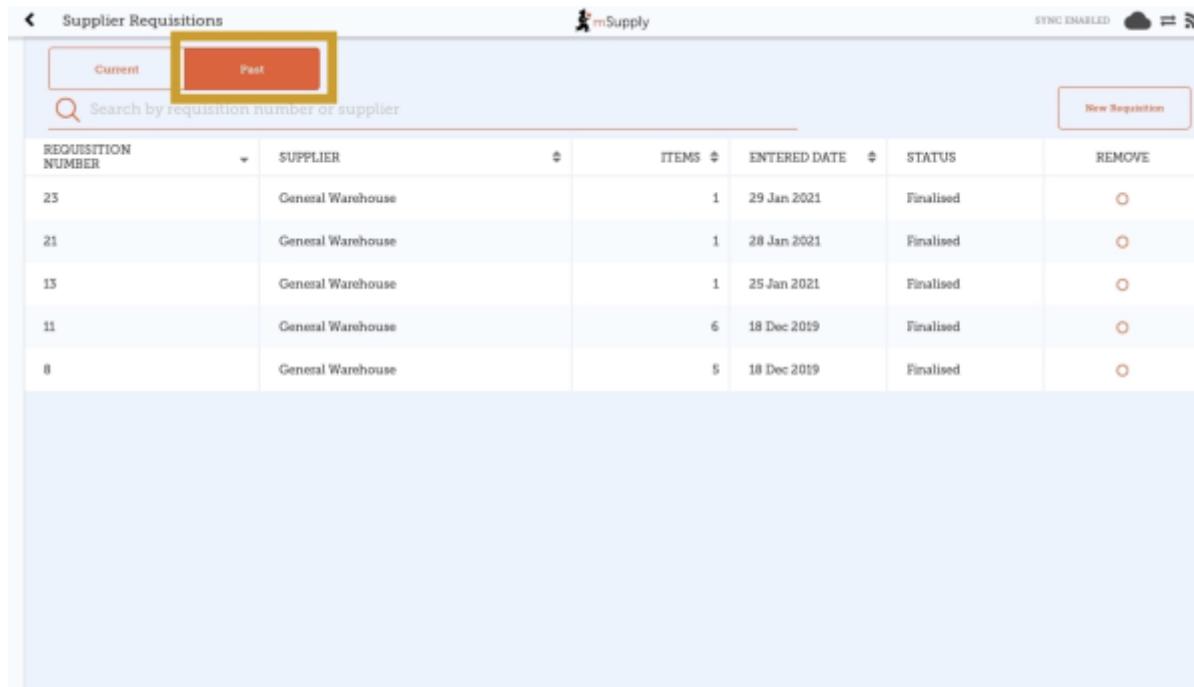
In Progress Supplier Requisitions in mSupply Mobile are the same as mSupply Desktop Internal Orders with status = sg.



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	
15	General Warehouse	1	25 Jan 2021	Finalised	
11	General Warehouse	6	18 Dec 2019	Finalised	
8	General Warehouse	5	18 Dec 2019	Finalised	

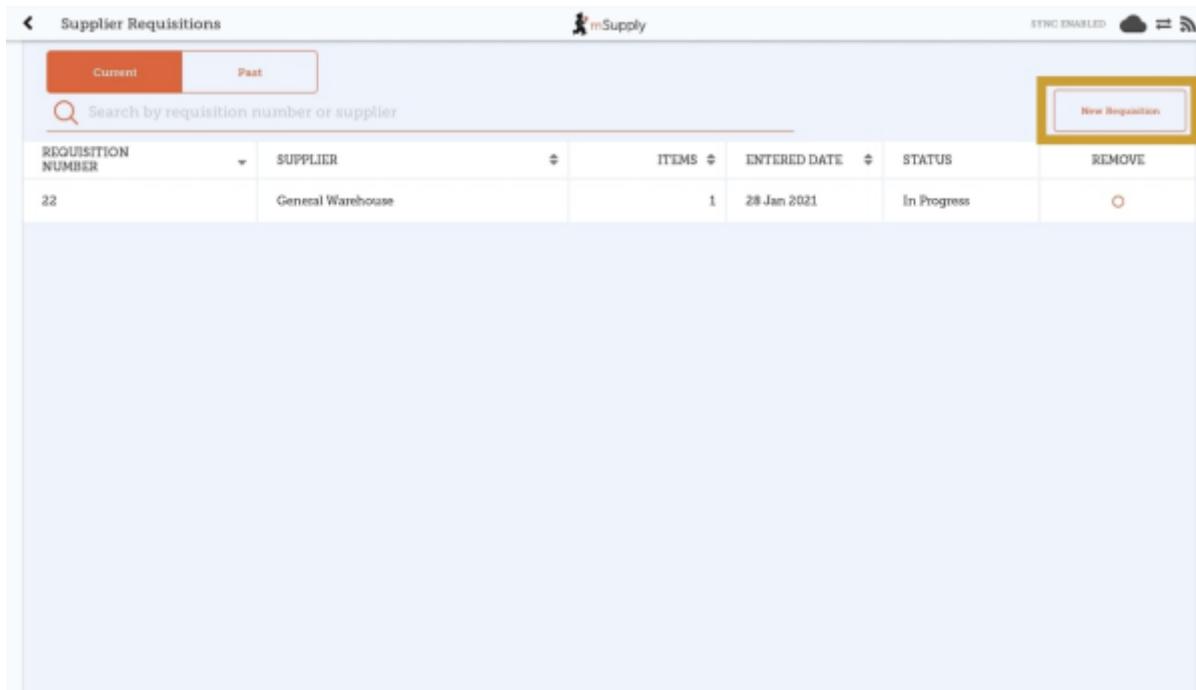
The list of past requisitions will all have a **Status** of **Finalised**. You can tap on any row to view a finalised requisition. However, no further changes can be made to finalised requisitions.



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

New Supplier Requisition

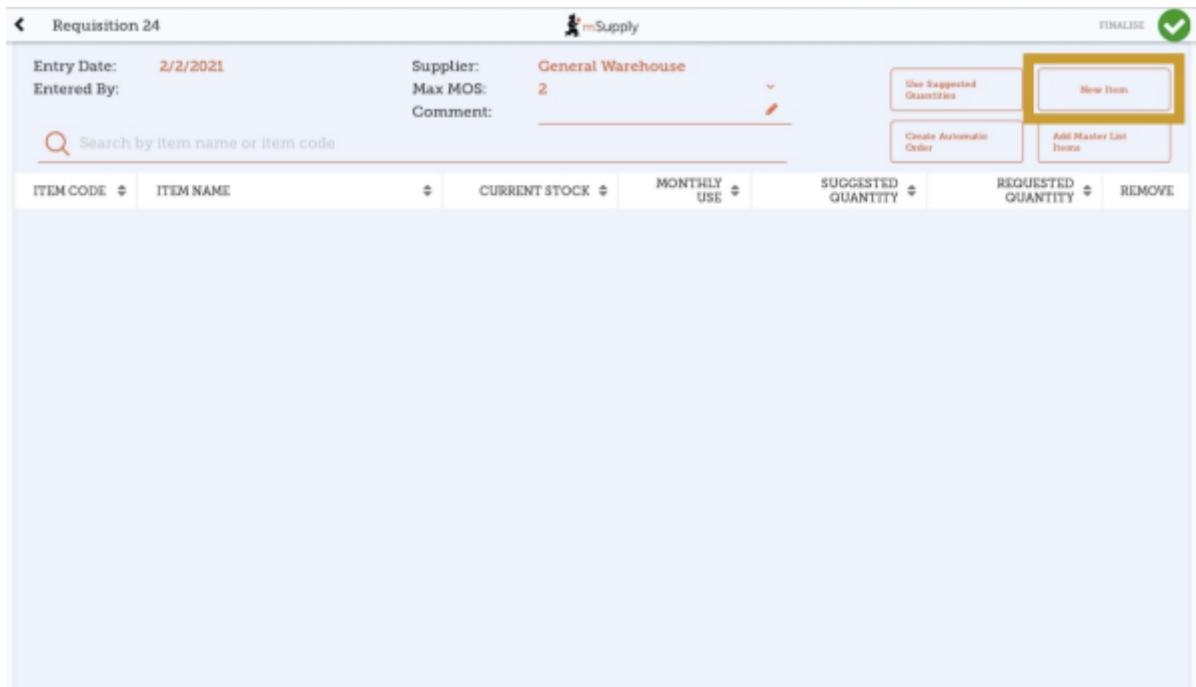
If you wish to create a new requisition, tap on **New Requisition**.



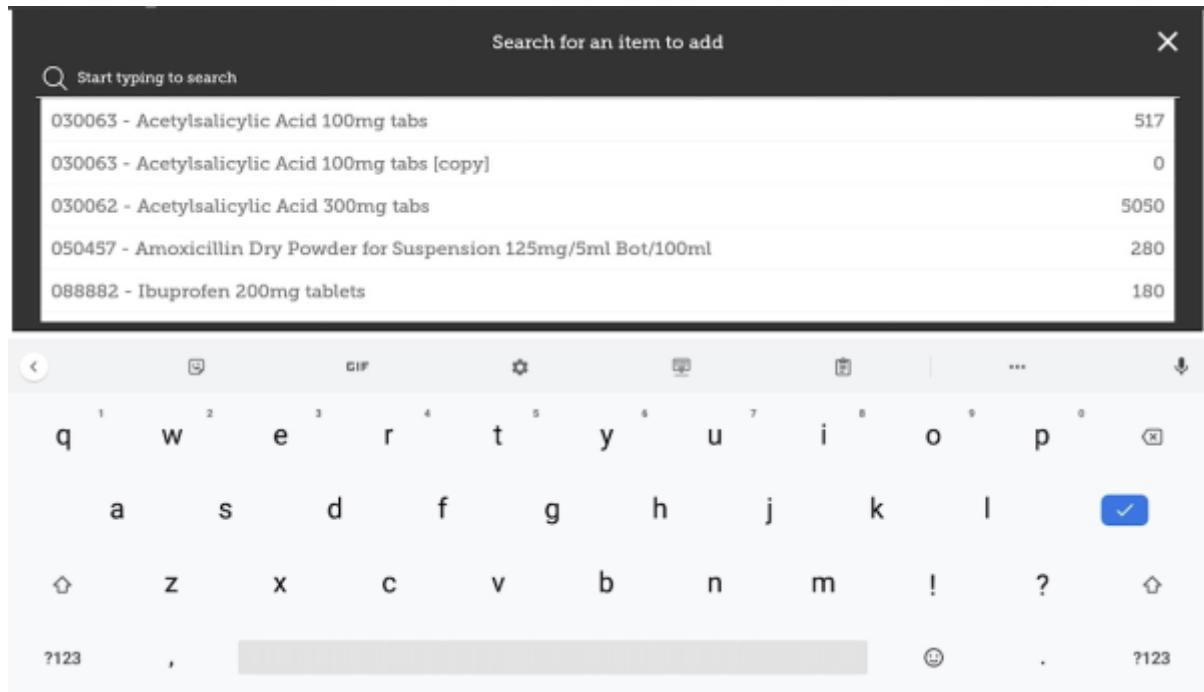
Adding items to a Supplier Requisition

Small Orders

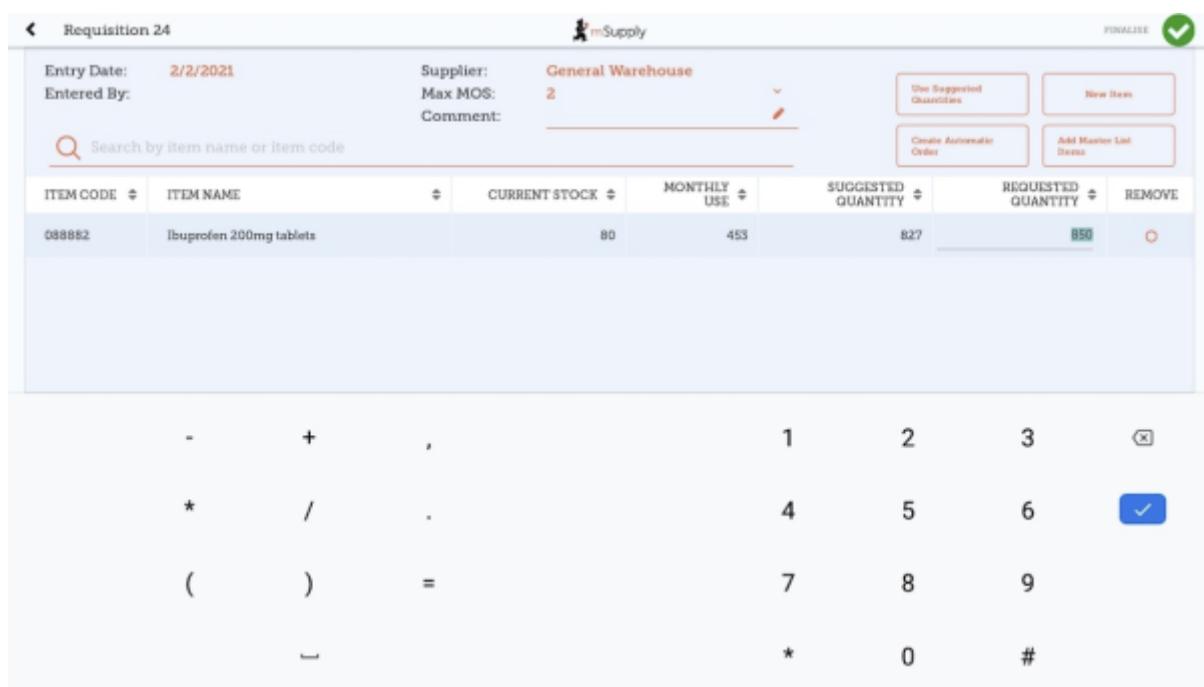
If you only have a few items, tap **New Item**. This is the best option for small orders.



Start typing to search for the item.



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



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 a configurable number of months (refer [Store Preferences tab](#)), but defaults to **3**).
- **Suggested Quantity**: how much stock mSupply suggests that you order. This is calculated as:
 - **Monthly Use x Max MOS - Current Stock**
 - So, for the above example for Ibuprofen 200mg tablets, **Suggested Quantity = (453 x 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 = $2 \times 1 = 2$**

Then:

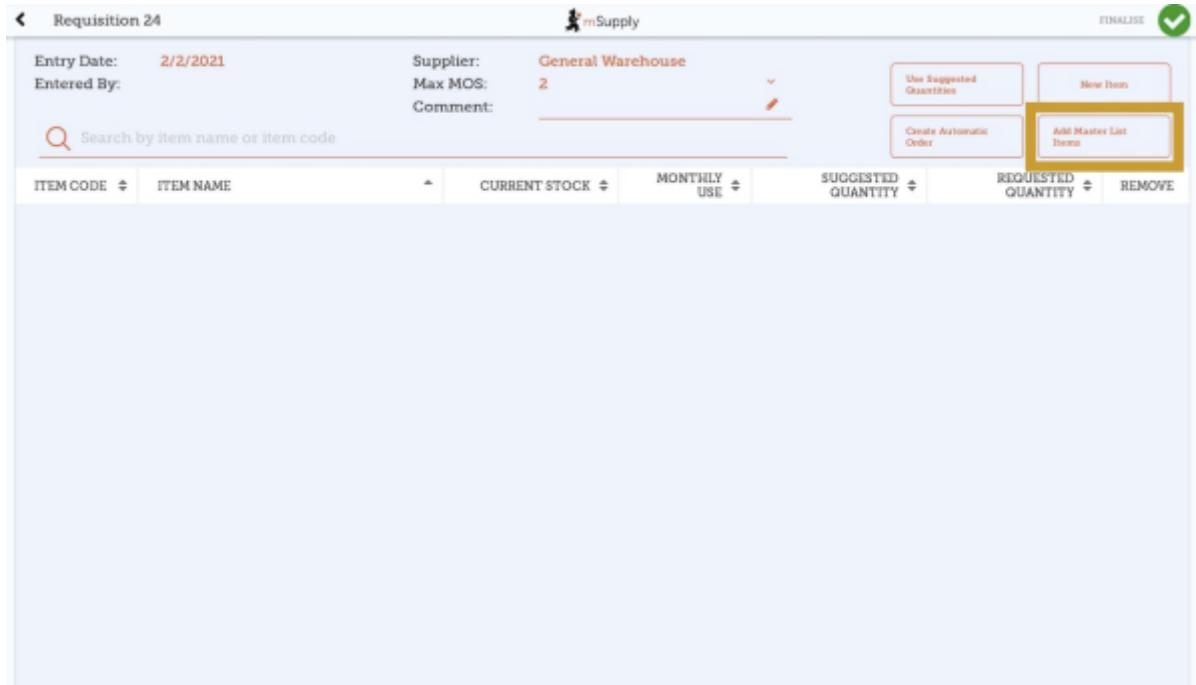
- **Max MOS = $1 + 1 + 2 = 4$**

- **Requested Quantity:** this is set to zero by default. You can do either of the following:
 - Accept the **Suggested Quantities** by tapping on the **Use Suggested Quantities** button. This populates all cells.
 - Change the values manually by tapping in the cell and changing the number. You can also do this after accepting the **Suggested Quantities** by tapping on the **Use Suggested Quantities** button.

Larger Orders

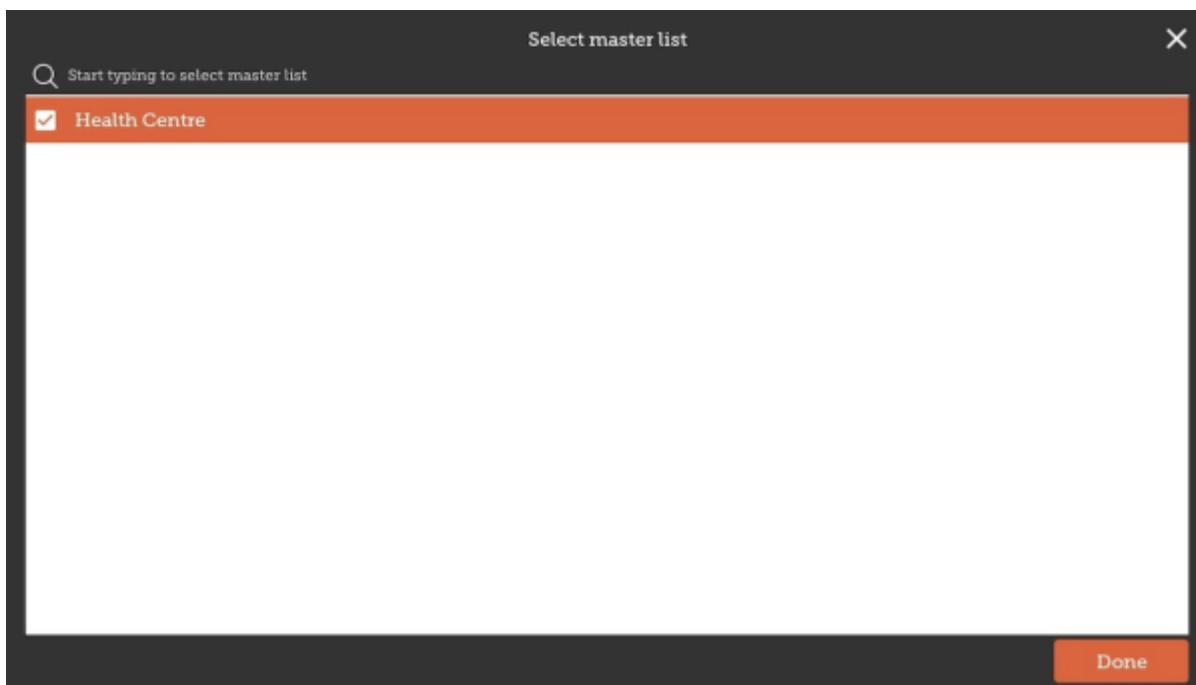
If you have a lot of items to order (for example, when you are placing your main order), it can be slow to add them one by one.

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



The screenshot shows the 'Supplier Requisitions (General Orders)' screen. At the top, there are fields for 'Entry Date' (2/2/2021), 'Supplier' (General Warehouse), and 'Entered By' (2). A 'Comment' field is also present. On the right, there are buttons for 'FINALISE' (with a checkmark icon), 'Use Suggested Quantities', 'New Item', 'Create Automatic Order', and 'Add Master List Items' (which is highlighted with a yellow background). Below these are dropdowns for 'ITEM CODE', 'ITEM NAME', 'CURRENT STOCK', 'MONTHLY USE', 'SUGGESTED QUANTITY', 'REQUESTED QUANTITY', and 'REMOVE'. A search bar at the bottom left says 'Search by item name or item code'.

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.

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	○
058423	Salbutamol scored 2mg tabs	150	2239	2133	0	○

The columns are the same as above for adding **New Item**.

Use Suggested Quantities

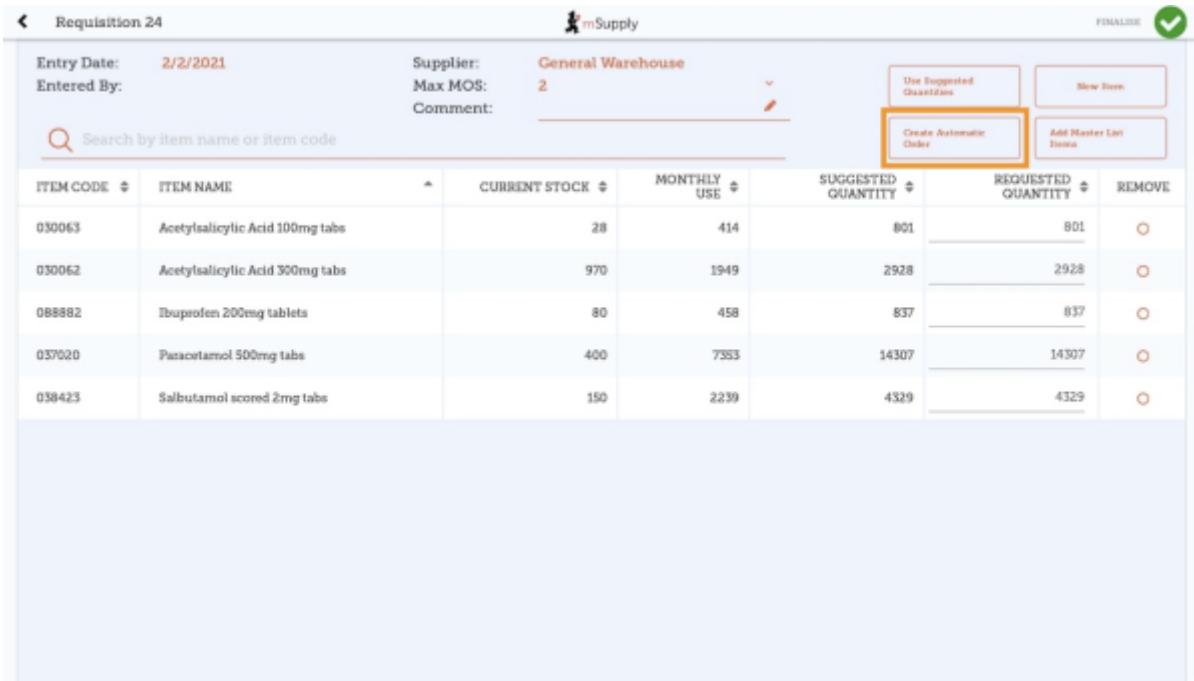
If you tap **Use Suggested Quantities** on the requisition header, mSupply Mobile will automatically copy the values in the **Suggested Quantity** column into the **Requested Quantity** column.

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	○
058423	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.



The screenshot shows a requisition list for 'Requisition 24'. The header includes fields for 'Entry Date: 2/2/2021', 'Supplier: General Warehouse', 'Max MOS: 2', and a 'Comment' field. Below the header is a search bar with the placeholder 'Search by item name or item code'. The main table lists five items with columns for 'ITEM CODE', 'ITEM NAME', 'CURRENT STOCK', 'MONTHLY USE', 'SUGGESTED QUANTITY', 'REQUESTED QUANTITY', and 'REMOVE'. The 'Create Automatic Order' button in the top right corner of the table header is highlighted with an orange box. The table data is as follows:

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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