



mSupply - importing electronic supplier invoices

last mod: Craig, 100222 - fix mangled English

Introduction

The System mSupply uses expects a supplier invoice file to have been sent to you from your supplier (who has generated the file with mSupply).

What the supplier needs to do at their end

i. They need to have filled out their "own code" field in their mSupply preferences.

What you need at the receiving end:

i. Create a supplier name with the code entered above.

ii. You need to have entered a quote for each item in the invoice from the supplier

iii. That quote must have the supplier code for the item entered.

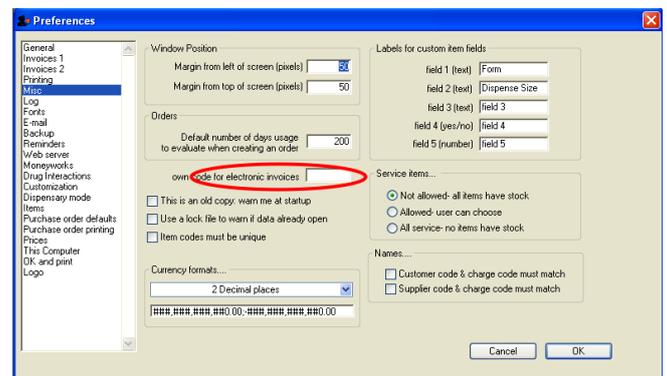
Supplier enters own code

In the supplier's mSupply data-file, go to File > Preferences and click on the *Misc* tab. Make sure that the "Own electronic code" contains the the code "ZZZ" (or the value you choose).

If a already entered code exist and its different, then you have the following two choices :

* Change it "ZZZ"

* Or don't change the own electronic code but go to your dispensary data - file. Look up your supplier "Stockroom" and change its name code to match the "Own electronic code" that is used in the Stockroom data-file.



i. Set up supplier at receiving end

If you don't already have a supplier entered in mSupply, create one.

The supplier's code must be the code the supplier has entered in their preferences



ii. Enter a quote for each item you will receive from the supplier. & iii. Enter the supplier's code for the item

You can enter multiple quotes for a supplier by going to Suppliers > Show suppliers and finding the supplier in question.

Then double-click the supplier in the list to show the supplier's details and go to the *quotes* tab.

Click the **New** button to enter a new quote.

In **2.** above you'll see a field where you enter the supplier's code for the item.