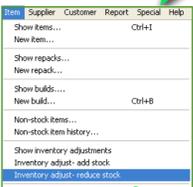


mSupply Occasional Task chart

Getting rid of damaged or expired stock

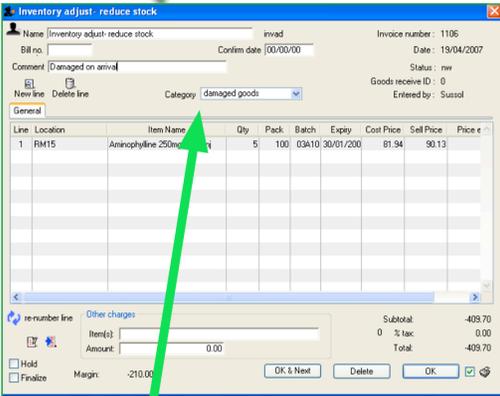
Correct Action

Wrong Action

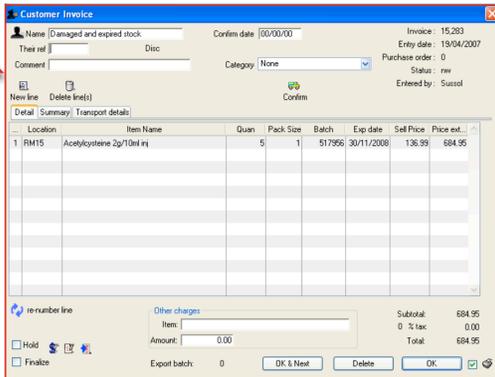


Choose from the mSupply menu : Item > Inventory adjust - reduce stock

Correct Action



Category is optional and will depend on your management.



Wrong Action

Issuing Stock under the name of "Damaged and Expired" stock is wrong. This will increase your usage figure

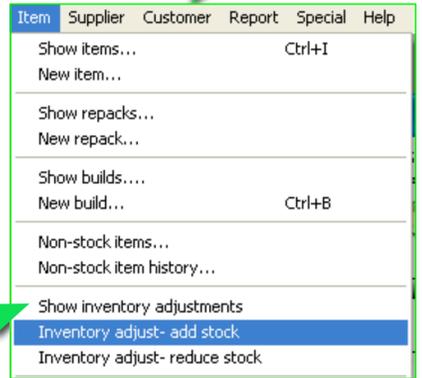
Note : Use this option to view your Inventory adjustments

The stock level in mSupply needs to be increased to match your manual stock take

Correct Action

Choose from the mSupply menu : Item > Inventory adjust - Add stock

Correct Action



Wrong Action

Adding order line manually. This could result in ordering excess stock which could reach its expiry date before being issued.

Generating your routine order

Correct Action

Wrong Action

Manually calculate Stock consumption and estimate the order quantity. This is time consuming and prone to error.

Choose from the mSupply menu : Supplier > New purchase order

Dispensing to outpatients or to another internal department.

Correct Action

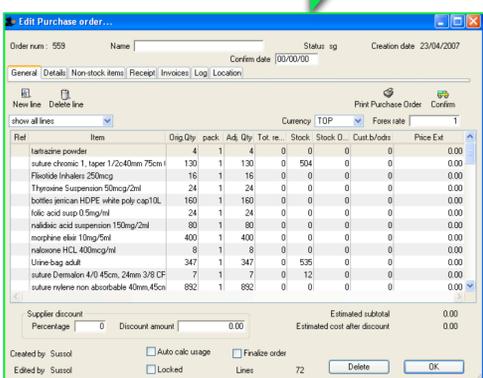
Correct Action



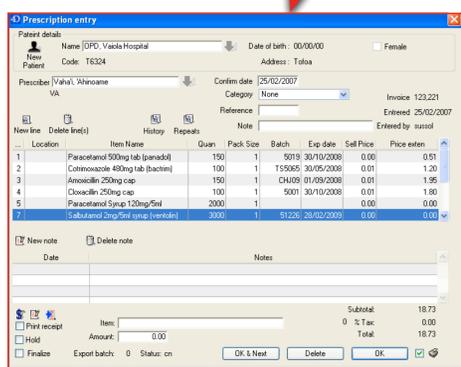
This order should last until the arrival of the next order. So click on the "Enter date" button and enter in the arrival date for the next order.

Enter the number of days to look back in order to calculate average usage

Click the "Create Order Now" button to allow mSupply to generate purchase orders.



To view and to manually edit the automatically created purchase orders : Supplier > Show purchase orders...



Wrong Action

Creating a patient name and issuing via the dispensary mode. Prescriber report will not be accurate.

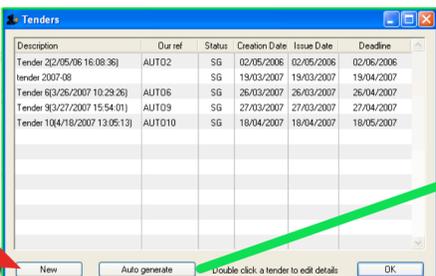
Creating big tenders

Correct Action

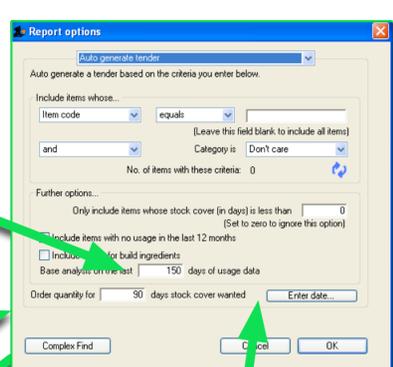
Enter the number of days to look back in order to calculate average usage

Manually adding tender lines is wrong. Depending on the user, the tender quantities could be wrong.

Wrong Action

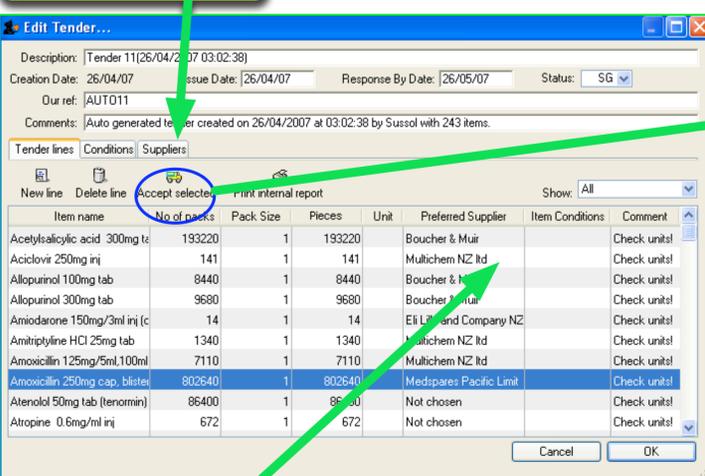


Correct Action



Similar to the Order section : This tender stock should last until the arrival of the next order. So click on the "Enter date" button and enter in the arrival date for the next big order.

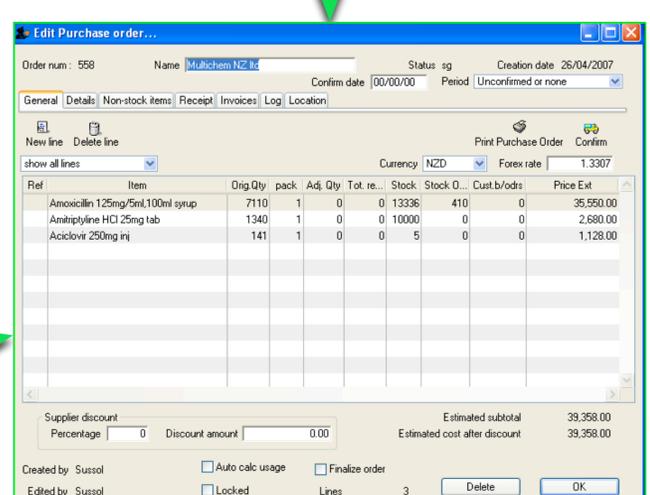
Supplier response : Add the suppliers who you would like to receive quotes from. Also enter in their response once they reply.



Correct Action

Once all the tender lines have been specified with a preferred supplier, simply select all lines and click the "Accept selected" icon. This will automatically create purchase orders for all your preferred suppliers.

Correct Action



Once all the supplier responses have been filled in, you are now in a position to compare quotes and specify the "preferred" supplier. Double click to compare quotes.

Send this purchase order to your supplier saying that their tender has been accepted either partially or fully.