

4.09. Non-stock items

There are occasions when you need to order an item that you wish to add to your stock list, but which you currently do not wish to keep in stock. mSupply® treats such an item as a **Non-stock item**. Although you do not hold any stock of a non-stock item, it is quite likely that you may place regular orders for it.

Note that **Ad hoc items** are different in that:

- they do not display in your list of items
- it is likely that an ad hoc item will be ordered once and once only

The procedure for dealing with non-stock items is:

Step 1

The example used here to demonstrate this is for non-stock item Penicillamine 250mg tablets.

From the **Item** menu, select **New item**, and enter the particulars as you normally do, only this time check the **** Non-stock item**** box. In the box immediately below, select the customer from the list of customers held in mSupply®.

The screenshot shows the 'Add item...' dialog box with the following fields and values:

- Type: normal
- Item code: pcmine
- Item name: Penicillamine 250mg tablets
- Units: each
- Price list: ☐
- Shelf location: SPA
- Preferred pack size: 100
- Category: None
- Normal stock: ☐
- Critical stock: ☐
- Essential drug: ☐
- ATC Category:
- DDD value: 1
- DDD factor: 1
- Weight: 1
- Non stock item: ☒
- Default customer: Dispensary

The 'Non stock item' checkbox and the 'Default customer' field are highlighted with a red rectangle.

- To place an order for a non-stock item, a customer must be identified, and this customer becomes the ****default customer**** for the item.
- Should you need to order the same item for a different customer at a later date, the new customer is entered

at the time the Purchase Order is being created.

Step 2

Create the Purchase Order which will include the non-stock item. (from the navigator - *Suppliers/+Purchase Order/+new line*)

Edit order line...

General Usage Quotes Receipt history Ledger

Item: Griseofulvin 250mg tab/cap Store: General gri250t

Location: Volume per pack: 0 m3 Shelf location: None

Original order: Number of packs: 50 Pack size: 100 Total Quantity: 5000 Units: ea Supplier item code: to711g

Pricing for this item: Price before discount: 42.0000 discount (%): 0 Price after discount: 42.0000 Extension: 2,100.00

Requested delivery date: 00/00/00 Expected delivery date: 00/00/00

Stock: On hand: 15,000 On backorder: 0 On order: 0 Received on previous deliveries: 5,000

Adjusted order: Number of packs: 50 Pack size is same as for original order Total Quantity: 5000

Comment (will print on purchase order):

Notes: ☐ Show notes on Goods Received

Cancel OK OK & Next

Step 3

On receiving the order, proceed as usual to the **New Goods receipt** form.

In our example, we have ordered 2 items from IDA, one of which is our non-stock item, Penicillamine 250mg tablets, and it appears in blue.

The Goods Received must be finalised in order to create the Supplier invoice:



Uncheck the // Hold// box (bottom left corner) then click on OK, and this // Alert// message is displayed:



advising you that 'Customer invoices have been created for non stock items.....': From the main menu, choosing **** Customer > Show invoices**** allows us to select and process the invoice which has been created automatically for the non stock item for our customer, the Dispensary.



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