

4.10. 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 to non-stock items in that:

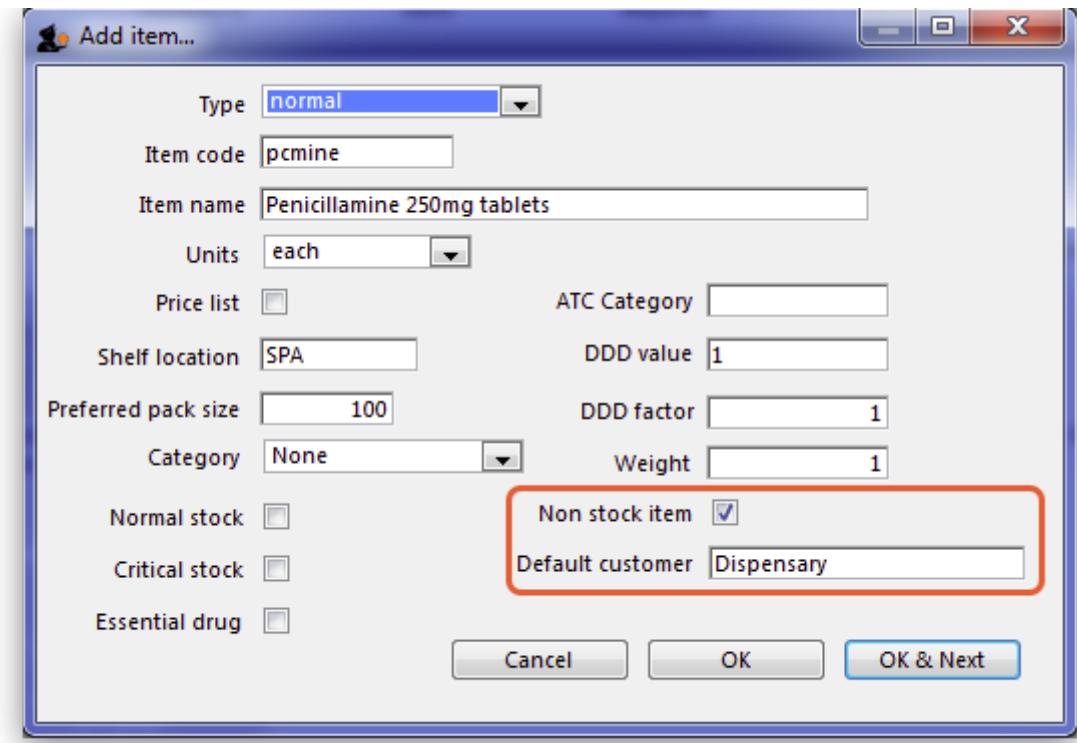
- they do not display in your list of items
- it is likely that an ad hoc item will be ordered once and once only

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®.



- 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			Location						
Griseofulvin 250mg tab/cap			Volume per pack <input type="text" value="0"/> m ³						
Store: General			Shelf location <input type="text" value="None"/>						
Original order			Pricing for this item						
Number of packs	Pack size	Total Quantity	Units (ea/kg/ml)	Supplier item code	Price before discount	discount (%)	Price after discount	Extension	
50	100	5000	ea	to711g	42.0000	0	42.0000	2,100.00	
Requested delivery date <input type="text" value="00/00/00"/>			Expected delivery date <input type="text" value="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 <input type="text" value="5000"/>			
Comment (will print on purchase order) <input type="text"/>									
Notes <input type="text"/>									
<input type="checkbox"/> Show notes on Goods Received									
<input type="button" value="Cancel"/> <input type="button" value="OK"/> <input style="background-color: blue; color: white; border: 1px solid black;" type="button" value="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:

Supplier invoice

Name: International Dispensary Association	Entry date: 30/06/2011	Colour: Black
Their ref: <input type="text"/>	Confirm date: 00/00/00	Invoice number: 1,823
Comment: goods received ID : 909	Period: Unconfirmed or none	Status: nw
	Category: None	Goods receive ID: 909
<input type="button" value="New line"/>	<input type="button" value="Delete line"/>	Purchase Order ID: 432
	Default Donor: <input type="text"/>	Entered by: Sussol
		Store: General

General | Summary by Item | Summary by Batch | Price

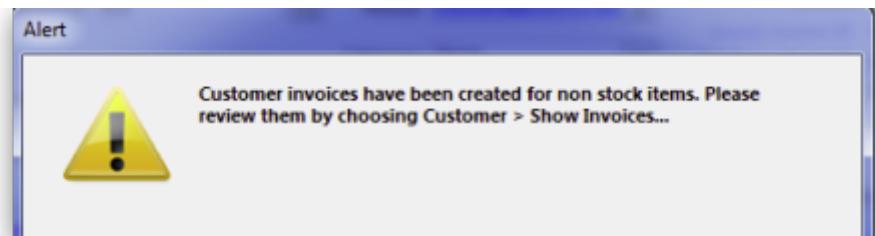
L...	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1	SPA	Penicillamine 250mg tablets	1	100	GZ202-6	31/08/01	0.00	0.00	0.00
2	LTE	Tetracycline 1% eye oint	20	50	tro8411	30/09/13	11.25	11.25	225.00

Other charges

Item(s): <input type="text"/>	Subtotal: 225.00
Amount: 0.00	0 % tax: 0.00
	Total: 225.00

Hold Export batch: 0 Finalize Margin: 0.00

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.

Customer invoice

Name: Dispensary	Confirm date: 30/06/11	Colour: Black						
Their ref: MH01	Period: 01/01/11 - 31/12/11	Invoice: 64,606						
Comment: Supplier invoice ID : 1823 Goods receive	Category: None	Entry date: 30/06/11						
		Goods receive ID: 909						
		Status: cn						
		Entered by: Sussol						
		Store: General						
<input type="button" value="New line"/> <input type="button" value="Delete line(s)"/> <input type="button" value="Backorders"/> <input type="button" value="History"/>								
<input type="button" value="General"/> <input type="button" value="Summary by Item"/> <input type="button" value="Summary by Batch"/> <input type="button" value="Transport details"/>								
...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
1	SPA	Penicillamine 250mg tablets	1	100	GZ202-6	31/08/14	0.00	0.00
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>								
Other charges: <input type="text" value="Item:"/>			Amount: <input type="text" value="0.00"/> Subtotal: <input type="text" value="0.00"/> 0 % tax: <input type="text" value="0.00"/> Total: <input type="text" value="0.00"/>					
<input type="checkbox" value="Hold"/> <input type="checkbox" value="Finalize"/> Export batch: 0			<input type="button" value="OK & Next"/> <input type="button" value="Delete"/> <input type="button" value="OK"/>					

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