

## 4.13. Prices in mSupply

mSupply has many different mechanisms for altering the sell price of items in invoices depending on many things. Below in this article:

- Item Margins
- Per customer price lists

Elsewhere:

- [Customer price categories](#)
- [4.04. Item master lists](#)
- [Catalogue Price](#)

Customisations for certain clients (give us details of your situation, and we may be able to extend the functionality to your needs). Ask about:

- Unified selling price (built off Catalogue Price)
- Price averaging derived across supplied cost prices at each store
- Price averaging derived by the central warehouse applied to master list

### Item Margins

The price you charge customers for your goods is, of course, very important. mSupply provides you with several different ways to set the selling price of your goods. Here they are:

- Each supplier has a margin field that determines how much to add on to the cost price when buying from that supplier
- Each item has a margin field that determines how much to add on to the cost price when buying that item
- There is a preference ( **File > Preferences > Invoices 1** ) which controls how these 2 margins relate:

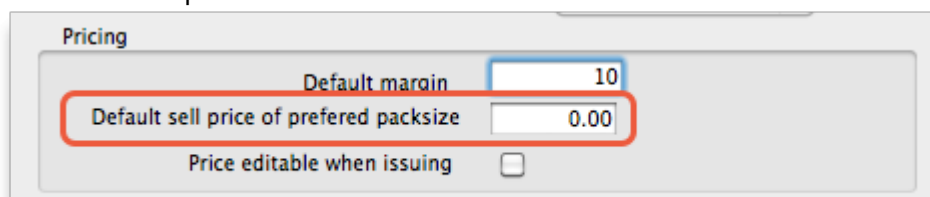
- ☒ Item margin overrides supplier margin on supplier invoices

- If this preference is ticked then the item margin will be used instead of the supplier margin. If it is unchecked then the supplier margin will be used instead of the item margin.

- You can set custom margins for each customer group ( **File > Preferences > Invoices 2** )

- ☒ Allow editing selling price on customer invoice lines

- You can fix the item price under the **General** tab in the **Item details** window.



The screenshot shows a window titled 'Item details' with a 'General' tab selected. Under the 'Pricing' section, there are three fields: 'Default margin' with a value of 10, 'Default sell price of preferred packsize' with a value of 0.00, and 'Price editable when issuing' with an unchecked checkbox. The 'Default sell price of preferred packsize' field is highlighted with a red box.

- Note that setting an item price here will set the price of **new stock** as you receive. It will not affect the price of existing stock- you can change existing prices if you have

permission to do so by viewing an item and going to the “Stock” tab.

- You can set item prices when setting up a data file by importing an item list. (see below)

## Per customer pricing

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Alternatively, individual prices can be set for each customer. This can be done in the **Edit Customer/Supplier** window which you can find by:

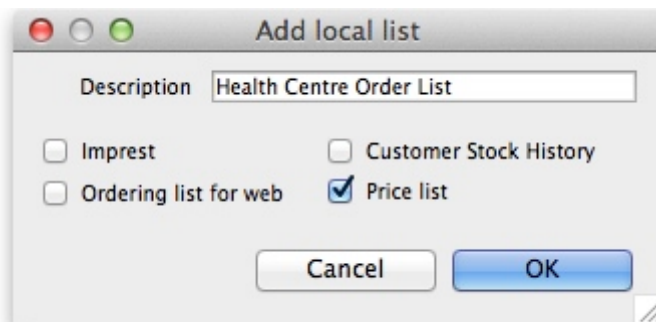
- going to the **Customer** tab of the Navigator
- click on the **Show Customers** button
- find the customer you wish to customise prices for
- double click the customer line
- choose the **Item Lists** tab (see below)

The screenshot shows the 'Edit customer/supplier' window for 'Tsingbwege'. The window is titled 'Edit customer/supplier' and has a sidebar on the left with various navigation options. The main area is divided into two sections: 'Favourite List(s)' and 'Items'. The 'Favourite List(s)' section has four buttons: 'Add master list', 'Add local list', 'Copy from master list', and 'Delete list'. Below these buttons is a table with columns: 'Favourite List', 'Mas...', 'Impr...', 'Sto...', 'Web', and 'Price'. The 'Items' section has three buttons: 'Add Item', 'Delete item(s)', and 'Save Sort Order'. Below these buttons is a table with columns: 'Item Name', 'Imprest quan...', and 'Price'. The 'Style' section has a 'Sort by Group' dropdown. The 'Output to' section has three radio buttons: 'Printer', 'Excel', and 'Generate'. The 'Ordering method' section has two radio buttons: 'Imprest' and 'Stock Take'. At the bottom of the window are three buttons: 'OK & Next', 'Cancel', and 'OK'.

To customise the pricing, add a list to the **Favourite Lists** column (either by clicking **Add master list**, **Add local list** or **Copy from master list**) or edit an existing list by double-clicking on it. Check the **Price list** checkbox from the window that comes up and any other checkboxes that you require.



- You only need the Price list check box marked to customise prices
- Only one list per customer can be price customised



Make sure the list is selected and then go to the **Items** section of the window. Enter the corresponding prices that you would like to assign to each item for that customer by clicking on the item and then clicking on the price ("0" by default). You can also add items to the list by clicking **Add item** and entering the item name and the price in the window that appears. The customer will now be charged the prices set in the list instead of any other price set.

Previous: [4.12. Managing item access with Departments](#) | | Next: [4.14. Repacking items](#)

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