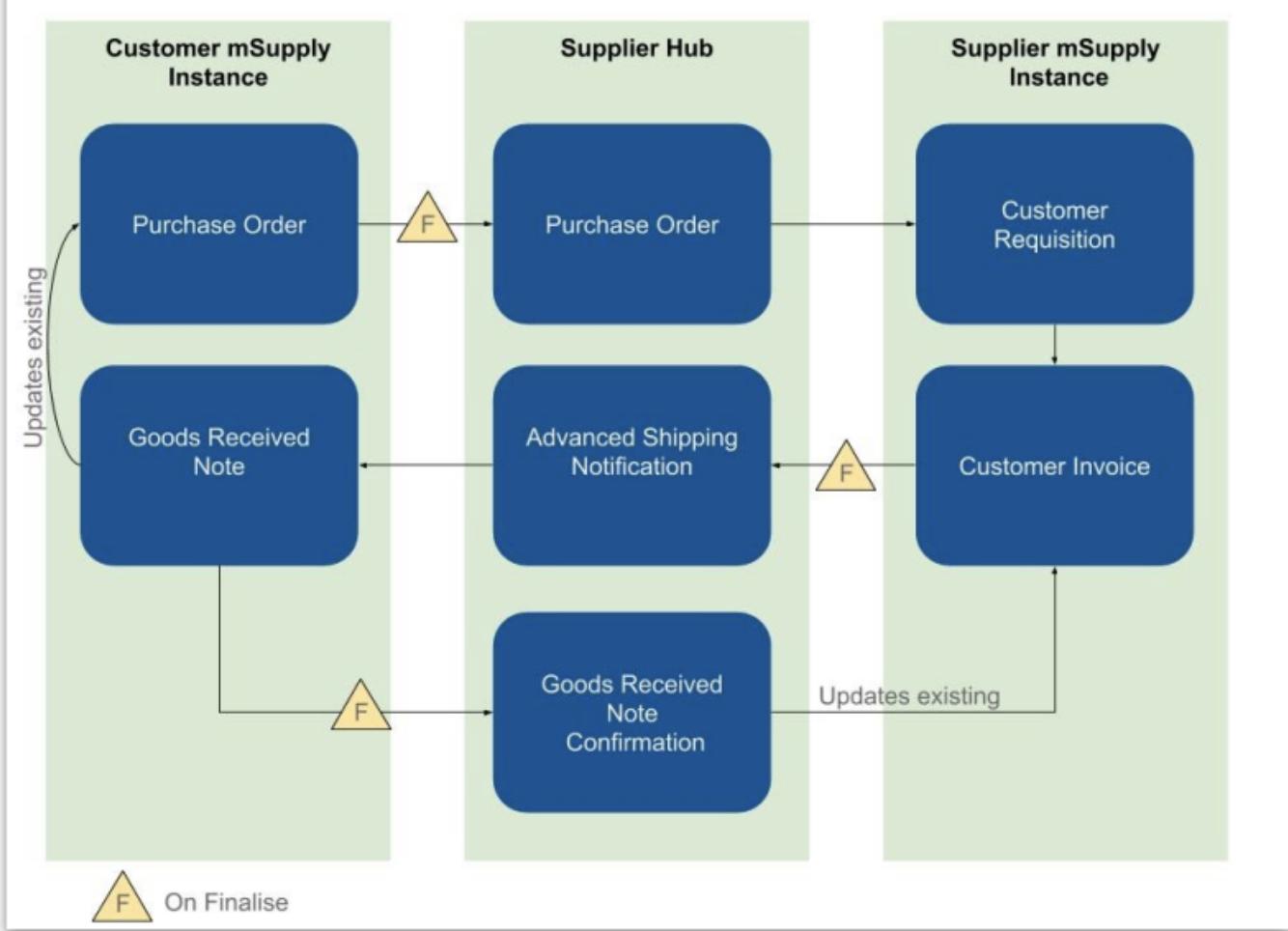


12.02. Ordering Process in the Supplier Hub

The ordering process for the supplier hub can be summarized in the diagram below:



- The customer creates a purchase order in their mSupply instance, which is sent to the Supplier Hub when confirmed.
- This is received as a customer requisition in the supplier's mSupply instance.
- The supplier can create a customer invoice from the customer requisition - this determines how much stock is sent to the customer.
- Once finalised, the customer invoice is sent to the Supplier hub.
- The customer receives a Good Received note in their mSupply instance.
- The Goods Received note can be edited to correctly reflect the stock received in the customer store.
- Once finalised, the Goods Received note is sent through the Supplier Hub. It then updates the customer invoice originally created in the supplier mSupply instance to show the date the stock was received, the quantity and batches of stock received.

Ordering from a Supplier Hub site

- Click 'Calculated' on the Supplier tab to create a new calculated purchase order.
- Choose 'Order from a hub supplier' in the drop down list.

mSupply navigator

New order

Order for all suppliers
 Order for some items only
 Order for one supplier
 Order from a hub supplier
 Separate order for each supplier

Other info....

Months stock required Calculate
 Use the last months usage to calculate average usage
 Comment
 Requested delivery date
 Exclude transfers from usage calculations
 Include usage for build ingredients
 Include items with suggested zero order quantity
 Exclude items which expire within months

Builds....

Include planned builds
 Make sure planned builds will be covered times

Customer 
 Admin 
 Tenders 
 Goods receiving 
 Suppliers 
 Supplier Invoices 
 Categories 
 New credit 
 Payments 

Data File: UNFPA Fiji.4dd
 General
 user 1 (pass= user1)
 Help

mSupply

- This will then allow you to search from the supplier hub suppliers
- Once chosen, it will create a purchase order for the items in the Supplier Hub Catalog for that supplier (See Supplier Hub Config - Setting up Catalogs for how these catalogs are defined).
- The purchase order must be confirmed for the order to be sent to the supplier hub.

New order

Order from a hub supplier

Supplier

This will calculate an order for all items on the supplier's local list.

Other info....

Months stock required Calculate

Use the last months usage to calculate average usage

Comment

Requested delivery date

Exclude transfers from usage calculations

Include usage for build ingredients

Include items with suggested zero order quantity

Exclude items which expire within months

Builds....

Include planned builds

Make sure planned builds will be covered times

Previous: [12.01. Configuring the mSupply Link](#) | | Next: [12.03. Supplying a mSupply Link site](#)

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<https://docs.msupply.org.nz/> - mSupply documentation wiki



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https://docs.msupply.org.nz/supplier_hub:ordering?rev=1587737389

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