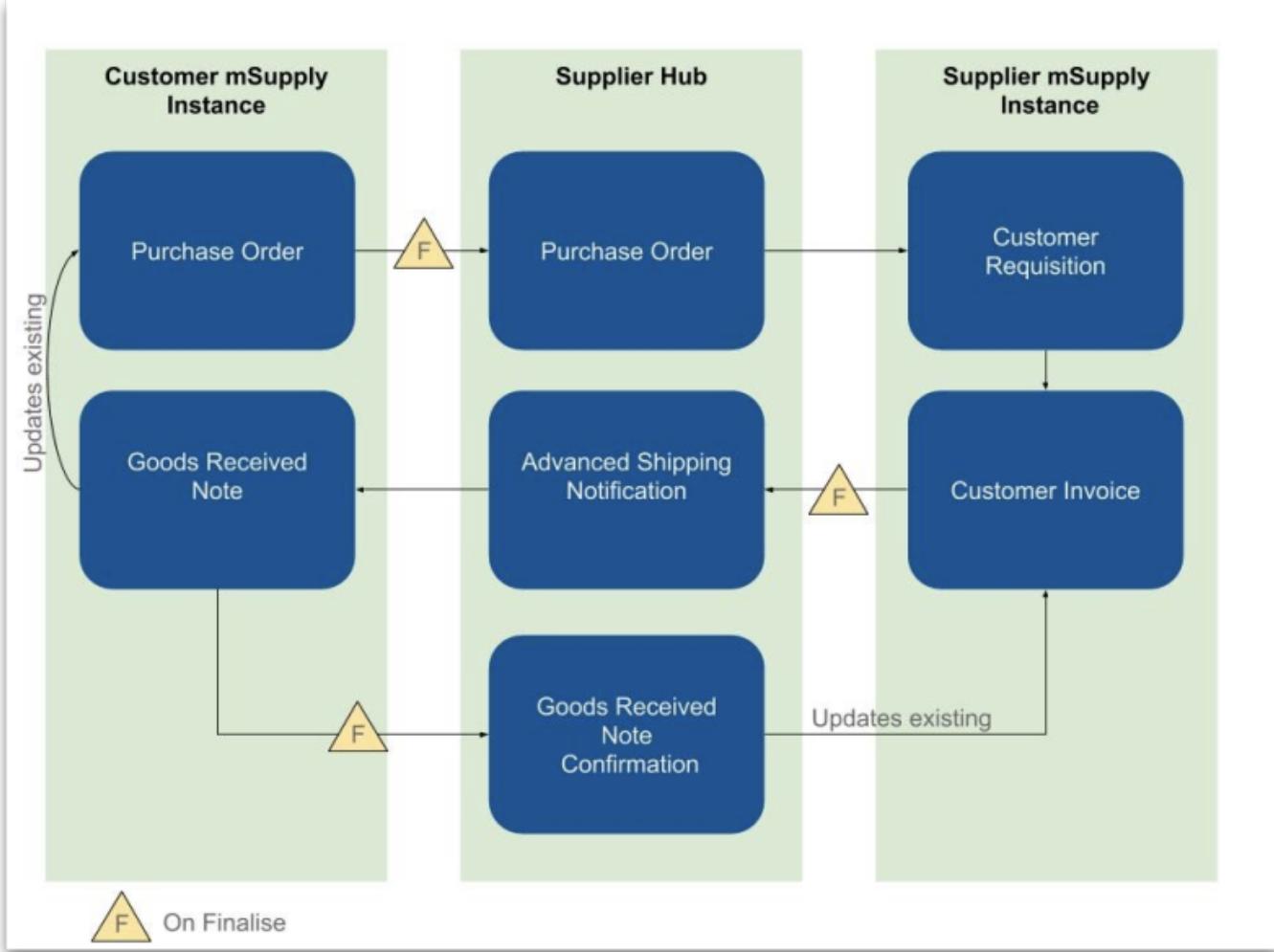


## 12.02. Ordering Process with Supplier Hub

The complete ordering process for the supplier hub is summarised 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

Customer      Supplier

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

Cancel      Create Order...

Admin

Customer      Supplier

Tenders      New credit

Suppliers

Goods receiving      +

Supplier Invoices      +

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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