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

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

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.

The example is for non-stock item Penicillamine 250mg tablets.

Step 2

Create the Purchase Order which will include the non-stock item,

Bandallanda a 250-a a tablata	Location Volume per pack 0 m3
Penicillamine 250mg tablets tore: General	Shelf location SPA
Stock	Pricing for this item Price before discount Price after discount (%) discount Extension 0.000 0 0.000 0.000 ected Delivery date 00/00/00 order 0.00 Received on previous deliveries (
Customer Dispensary Mar Comment (will print on purchase order)	nufacturer Search Manufacturer

You will observe that the **Customer box** already contains the default customer, in the example, our Dispensary. You are able to edit this box, and select another customer when a different customer orders this item.

Step 3

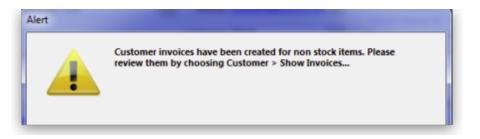
On receiving the order, proceed as usual to the **New Goods receipt** form.

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:

Name International Dispensary Association	Confirm	n date : d Unco y None	30/06/2011 00/00/00 onfirmed or n e	one 💌 Go	oice number Status ods receive II hase Order II Entered by	: nw 909 0 432	
L Lo Item Name	Qty Pa	ick Ba	atch Exp	iry Cost Price	Sell Price	Price extension	*
1 SPA Penicillamine 250mg tablets	1 1	.00 GZ	202-6 31/	08/01 0.00	0.00	0.00	
Other charges					Subtotal	225.00	•
Item(s): 0.00		1			0 % tax:		
					Total:	225.00	٥

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.

Name	Dispensa	ry		Confirm da	te [30/06/11				Colour :		Black	
heir ref	r 🗌		MH01	Perio	d [01/01/11 -	31/12/11			Invoice :	64,606		
mment	t Supplier	invoice ID : 1823	Goods receive 🤳	Catego	ry [None			En	try date :	30/06/11	L	
									Goods re	ceive ID :	909		
密.		6.				1	1			Status :	cn		
New line Delete line(s)			Backorders History				Entered by :		Sussol				
	C	n Ben Commo	when Databal Tenana	and data its						Store :	General		
	Location	oy item Summar	y by Batch Transp	Qua		Pack Size	Batch	Exp date	Call Drice	Pri	ce exten	_	*
	SPA	Penicillamine 25		Qua	1	100 fack 512e		31/08/14	0.00	PII	ce exten	0.00	
					_								
													Ŧ
) 🛃 🛃	1	Other charges I	tem:						Amount:		-	0.00
)								ubtotal:			0.00
										0 % tax:			0.00
										Total:		0	0.00

Previous: Ad Hoc items Next: Managing drug interaction groups

