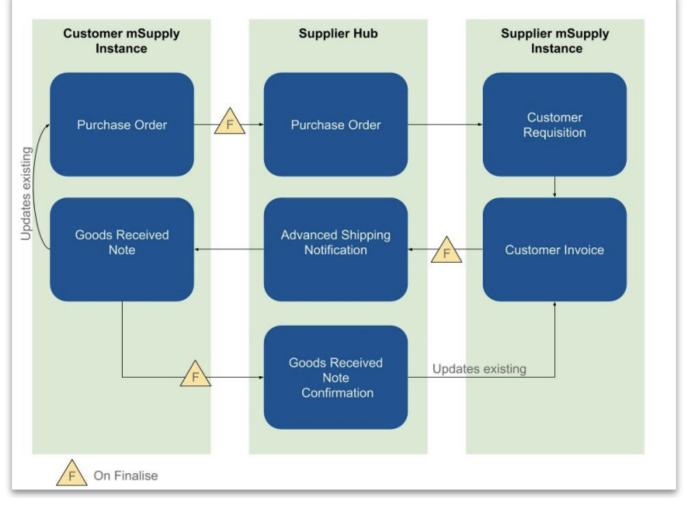
12.02. Ordering Process with Supplier Hub

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.

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	mSuj	oply navigator	
	1	lew order	
Customer Su	✓ Order for all suppliers Order for some items only Order for one supplier Order from a hub supplier	nough stock. big data file.	Admin
► o II	Separate order for each supplier		≣ <u>i</u> , ⊕
Tenders	Other info Months stock required 4	Calculate	Goods receiving
	Use the last 6 months	usage to calculate average usage	0
	Include us	ansfers from usage calculations age for build ingredients ms with suggested zero order quantity ms which expire within 0 months	Supplier Invoices
	Builds		Ŭ
Îp 🖳	Include planned builds Make sure planned builds will be com	rered 1 times	
Categories New credi		Cancel Create Order	Payments
 Data File: UNFPA Fiji.4dd General user 1 (pass= user1) 	mSu	pply	

- 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 文 Supplier This will calculate an order for all items on the supplier's local list.			
Other info			
Months stock required 4 Calculate			
Use the last 6 months usage to calculate average usage			
Comment			
Requested delivery date 12/03/20			
Exclude transfers from usage calculations			
Include usage for build ingredients			
Include items with suggested zero order quantity			
Exclude items which expire within 0 months			
Builds			
Include planned builds			
Make sure planned builds will be covered 1 times			
Cancel Create Order			

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