

## Non-stock items

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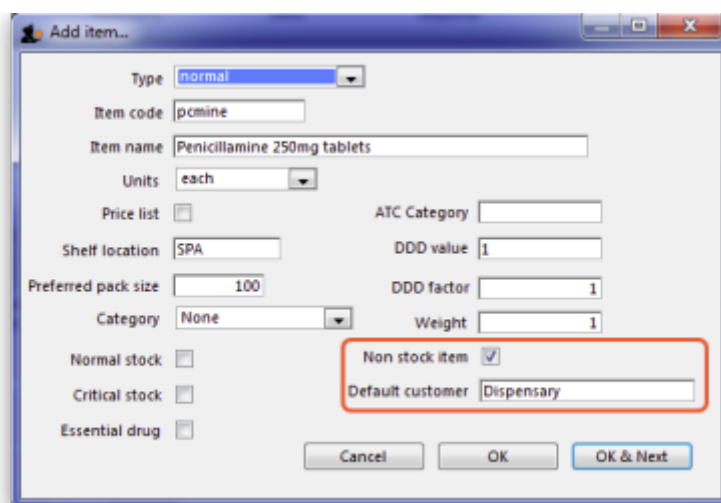
There are occasions when you need to order an item that you wish to add to your stock list, but which you currently do not wish to keep in stock. mSupply® treats such an item as a **Non-stock item**. Although you do not hold any stock of a non-stock item, it is quite likely that you may place regular 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



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®.

<note important>To place an order for a non-stock item, a customer must be identified, and this customer becomes the **default customer** for the item.</note>

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,

New Purchase Order line...

GeneralUsageQuotesReceipt historyLedger

Item

Penicillamine 250mg tablets

Store: Generalpcmine

Location

Volume per pack0 m3

Shelf locationSPA

Original order

Number of packs	Pack size	Total Quantity	Units (ea,kg,ml)	Supplier item code
1	100	100	each	

Pricing for this item

Price before discount	discount (%)	Price after discount	Extension
0.000	0	0.000	0.000

Requested delivery date30/07/11Expected Delivery date00/00/00

Stock

On hand	On backorder	On order	Received on previous deliveries
0.00	0	0.00	0

CustomerDispensaryManufacturerSearch Manufacturer

Comment (will print on purchase order)

Notes:

Show notes on Goods Received

CancelOKOK & Next

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:

Supplier invoice

NameInternational Dispensary Association

Their ref

Commentgoods received ID : 909

Entry date : 30/06/2011

Confirm date : 00/00/00

PeriodUnconfirmed or none

Colour : Black

Invoice number : 1,823

Status : nw

Goods receive ID : 909

Purchase Order ID 432

Entered by : Sussol

Store : General

New line

Delete line

CategoryNone

Default Donor:

General

Summary by Item

Summary by Batch

Price

L...	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1	SPA	Penicillamine 250mg tablets	1	100	GZ202-6	31/08/01	0.00	0.00	0.00
2	LTE	Tetracycline 1% eye oint	20	50	tro8411	30/09/13	11.25	11.25	225.00

Other charges

Item(s):

Amount:0.00

Subtotal

0 % tax:

Total:

225.00

0.00

225.00

☒ Hold

Export batch: 0

☐ Finalize

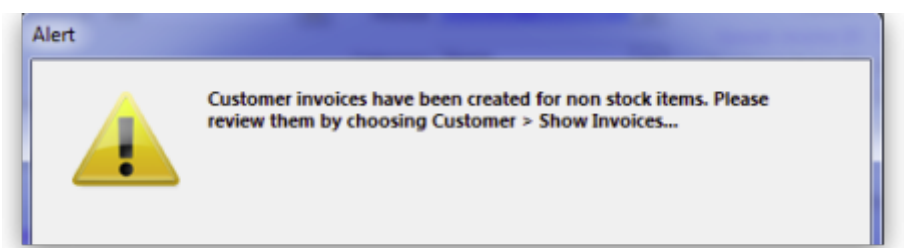
Margin: 0.00

OK & Next

Delete

OK

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.

Previous: [Ad Hoc items](#) Next: [Managing drug interaction groups](#)

