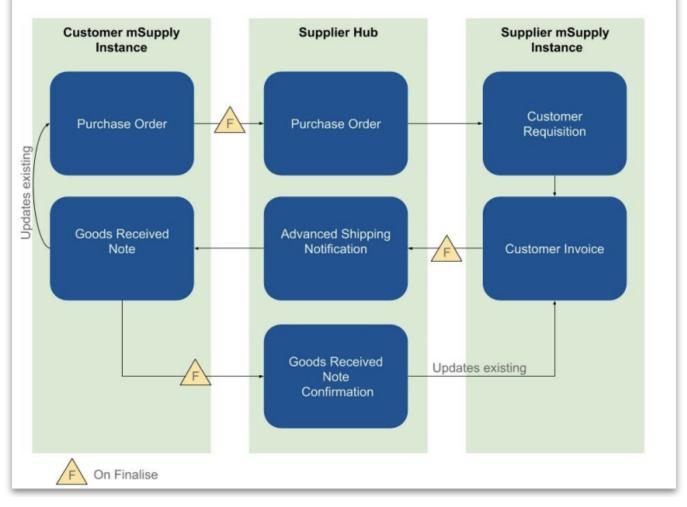
## **12.02. Ordering Process with Supplier Hub**

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.

Last update: 2022/02/16 11:13

	mSupply navigator	
	New order	
Customer Su	<ul> <li>✓ Order for all suppliers</li> <li>Order for some items only</li> <li>Order for one supplier</li> <li>Order from a hub supplier</li> </ul>	Admin
► ₀ I	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
	Requested delivery date 12/03/20	Supplier Invoices
	Builds	U
Îr 🖳	Include planned builds Make sure planned builds will be covered 1 times	
Categories New credi	Cancel Create Order	Payments
<ul> <li>Data File: UNFPA Fiji.4dd</li> <li>General</li> <li>user 1 (pass= user1)</li> </ul>	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 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

Previous: 12.01. Configuring the mSupply Link | | Next: 12.03. Supplying a mSupply Link site

