

Non-stock items

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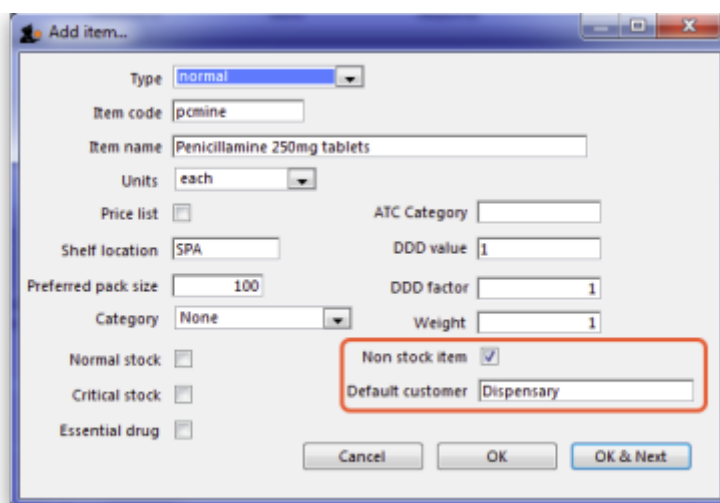
There are occasions when you need to order an item that you wish to add to your stock list, but which you currently do not wish to keep in stock. mSupply® treats such an item as a **Non-stock item**. Although you do not hold any stock of a non-stock item, it is quite likely that you may place regular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

 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. (from the navigator - *Suppliers/+Purchase Order/+new line*)

The screenshot shows the 'Edit order line...' window with the following details:

- Item:** Criseofulvin 250mg tab/cap
- Store:** General
- Supplier item code:** gri250t
- Location:** Volume per pack: 0 m3; Shelf location: None
- Original order:**

Number of packs	Pack size	Total Quantity	Units (ea,kg,ml)	Supplier item code
50	100	5000	ea	to711g
- Pricing for this item:**

Price before discount	discount (%)	Price after discount	Extension
42.0000	0	42.0000	2,100.00
- Requested delivery date:** 00/00/00
- Expected delivery date:** 00/00/00
- Stock:**

On hand	On backorder	On order	Received on previous deliveries
15,000	0	0	5,000
- Adjusted order:**

Number of packs	Pack size is same as for original order	Total Quantity
50		5000
- Comment (will print on purchase order):** [Empty text box]
- Notes:** [Empty text box]
- Show notes on Goods Received

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

Name: International Dispensary Association Entry date: 30/06/2011 Colour: Black

Their ref: ida Confirm date: 00/00/00 Invoice number: 1,823

Comment: goods received ID : 909 Period: Unconfirmed or none Status: nw

Goods receive ID: 909

Purchase Order ID: 432

Entered by: Sussol

Store: General

Category: None Default Donor: Entered by: Sussol

Store: General

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: 225.00

0 % tax: 0.00

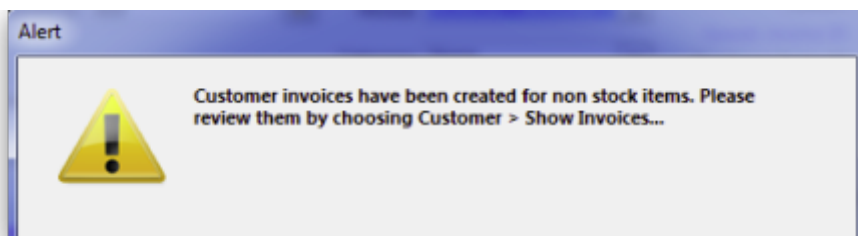
Total: 225.00

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.

Customer invoice

Name: Dispensary Confirm date: 30/06/11 Colour: Black

Their ref: MH01 Period: 01/01/11 - 31/12/11 Invoice: 64,606

Comment: Supplier invoice ID : 1823 Goods receive Category: None Entry date: 30/06/11

Goods receive ID : 909

Status : cn

Entered by : Sussol

Store : General

New line Delete line(s) Backorders History

General Summary by Item Summary by Batch Transport details

...	L...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
	1	SPA	Penicillamine 250mg tablets	1	100	GZ202-6	31/08/14	0.00	0.00

Other charges Item: Amount: 0.00

Subtotal: 0.00

0 % tax: 0.00

Total: 0.00

Hold Finalize Export batch: 0

OK & Next Delete OK

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