# **4.10.** 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

The example used here to demonstrate this is for non-stock item Penicillamine 250mg tablets.

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®.

👥 Add item	
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 Veight 1
Normal stock	Non stock item 🔽
Critical stock	Default customer Dispensary
Essential drug	
	Cancel OK OK & Next
	<ul> <li>To place an order for a non-stock item, a customer must be identified, and this customer becomes the <b>default customer</b> for the item.</li> <li>Should you need to order the same item for a different</li> </ul>



at the time the Purchase Order is being created.

#### Step 2

Create the Purchase Order which will include the non-stock item. (from the navigator - *Suppliers/+Purchase Order/+new line*)

					Edit orde	er line				
		- (	General	Usage	Quotes	Receipt history	Ledger	)		
ltem						L.	ocation			
Griseofulvin 25	0mg tab/cap					5	Volume p	er pack	0 m3	2
Store: Ge	eneral	٥			gri250t		Shelf	location	None	2
Original order						Pricing for this	item			
Number of packs	Pack size	Total Quantity	Units (ea,kg,ml)	Supplier it code	em	Price before discount	discount (%)	Price after discount	Extension	
50	100	5000	ea	to711g		42.0000	0	42.0000	2,100.00	2
Stock On hand	15,000	On back	order	0	On	order	0 R	eceived on previo	us deliveries	5,00
Adjusted order										
	nber of packs	50	Pa	ck size is s	ame as for	original order	٦	Total Quantity	5000	
Comment (will	print on purch	ase order)								_
Notes								Show notes o	on Goods Received	
							Cancel	ок	OK &	Next

### Step 3

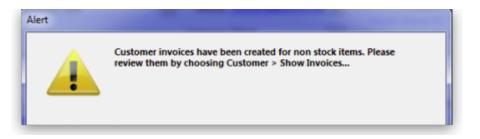
On receiving the order, proceed as usual to the **New Goods receipt** form.

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:

heir ref omment goods rece		Conf Per Categ Defau	irm dat	one		Go	ods receive l hase Order Entered b	r: 1,823 s: nw ID: 909		
L Lo	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension	*	
1 SPA Penicillam	ine 250mg tablets	1	100	GZ202-6	31/08/01	0.00	0.00	0.00		
🗘 🗷 🐔 I	Other charges Item(s): Amount: 0.00						Subtotal 22 0 % tax: Total: 22			

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	e Dispensa	ry		Confirm date	30/06/11				Colour :		Black	
- heir re		ME		Period	01/01/11 -	31/12/11			Invoice :			
					None					-		
mmen	t Supplier	invoice ID : 1823 Goo	ds receive	Category	None				try date :			
								Goods re	ceive ID :			
÷.		<u>0.</u>		6	<u>.</u>	<b>B</b>			Status :			
New I	ine Del	ete line(s)		Backo	orders H	listory		Ent	ered by:	Sussol		
	5	by Item Summary by	Patch Terrere	t dataile					Store :	General		
_											_	_
	Location		m Name	Quan	Pack Size	Batch	Exp date		Pric	e exten		^
1	SPA	Penicillamine 250mg	tablets	1	. 100	GZ202-6	31/08/14	0.00			0.00	
												Ŧ
🗣 🕢 🖬 🛃 Other charges Item:								mount:		-	.00	
		, ,						-	ubtotal: 0 % tax:			.00
									Total:			.00
									Total			.00

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# From: https://docs.msupply.org.nz/ - mSupply documentation wiki

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Last update: 2019/10/22 15:37

