

## 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:

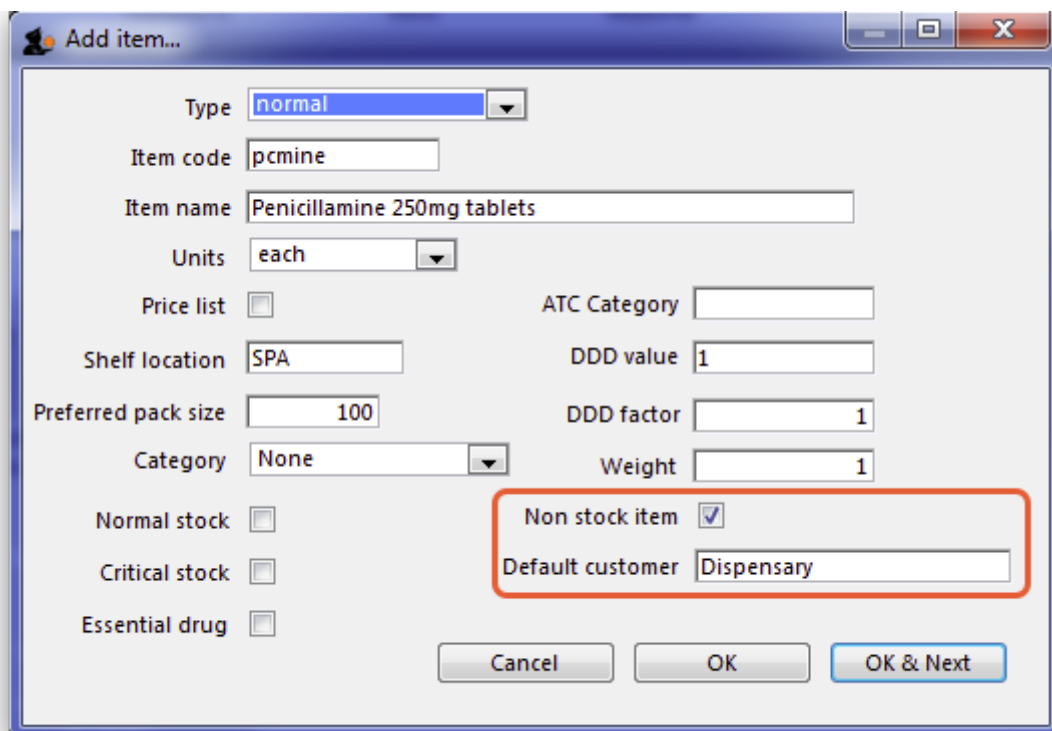
- they do not display in your list of items
- it is likely that an ad hoc item will be ordered once and once only

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®.



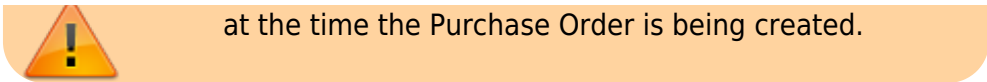
The screenshot shows the 'Add item...' dialog box with the following fields and values:

- Type: normal
- Item code: pcmine
- Item name: Penicillamine 250mg tablets
- Units: each
- Price list:
- Shelf location: SPA
- Preferred pack size: 100
- Category: None
- Normal stock:
- Critical stock:
- Essential drug:
- ATC Category:
- DDD value: 1
- DDD factor: 1
- Weight: 1
- Non stock item:
- Default customer: Dispensary

Buttons at the bottom: Cancel, OK, OK & Next.



- 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



### Step 2

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

The screenshot shows a software window titled "Edit order line...". It has several tabs: "General" (selected), "Usage", "Quotes", "Receipt history", and "Ledger". The "General" tab contains the following fields:

- Item:** "Griseofulvin 250mg tab/cap" with a search icon. Below it, "Store:" is set to "General" and "gri250t".
- Location:** "Volume per pack" is set to "0 m3" and "Shelf location" is set to "None", both with search icons.
- Original order:** A table with columns: "Number of packs" (50), "Pack size" (100), "Total Quantity" (5000), "Units (ea,kg,ml)" (ea), and "Supplier item code" (to711g).
- Pricing for this item:** A table with columns: "Price before discount" (42.0000), "discount (%)" (0), "Price after discount" (42.0000), and "Extension" (2,100.00).
- Requested delivery date:** 00/00/00
- Expected delivery date:** 00/00/00
- Stock:** A table with columns: "On hand" (15,000), "On backorder" (0), "On order" (0), and "Received on previous deliveries" (5,000).
- Adjusted order:** "Number of packs" (50), "Pack size is same as for original order", and "Total Quantity" (5000).
- Comment (will print on purchase order):** An empty text box.
- Notes:** An empty text box and a checkbox labeled "Show notes on Goods Received".

At the bottom right, there are three buttons: "Cancel", "OK", and "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:

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

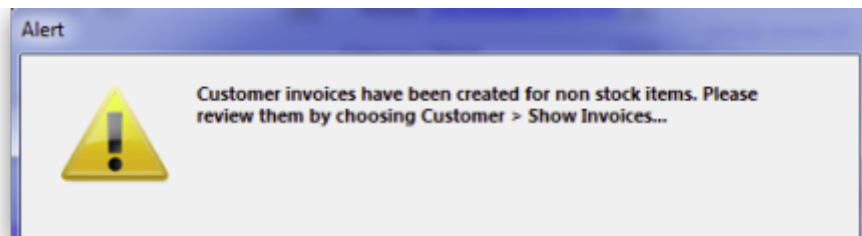
L...	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1	SPA	Penicillamine 250mg tablets	1	100	GZ202-6	31/08/01	0.00	0.00	0.00
2	LTE	Tetracycline 1% eye oint	20	50	tro8411	30/09/13	11.25	11.25	225.00

Subtotal: 225.00  
0 % tax: 0.00  
Total: 225.00

Hold    Export batch: 0  
 Finalize    Margin: 0.00

Buttons: 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.

