

4.13. Prices in mSupply

The price you charge customers for your goods is, of course, very important. mSupply provides you with several different ways to set the selling price of your goods. Here they are:

- Each supplier has a margin field that determines how much to add on to the cost price when buying from that supplier
- Each item has a margin field that determines how much to add on to the cost price when buying that item
- There is a preference (**File > Preferences > Invoices 1**) which controls how these 2 margins relate:

☒ Item margin overrides supplier margin on supplier invoices

- If this preference is ticked then the item margin will be used instead of the supplier margin. If it is unchecked then the supplier margin will be used instead of the item margin.
- You can set custom margins for each customer group (**File > Preferences > Invoices 2**)

☒ Allow editing selling price on customer invoice lines

- You can fix the item price under the **General** tab in the **Item details** window.

- Note that setting an item price here will set the price of **new stock** as you receive. It will not affect the price of existing stock- you can change existing prices if you have permission to do so by viewing an item and going to the "Stock" tab.
- You can set item prices when setting up a data file by importing an item list. (see below)

Per customer pricing

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Alternatively, individual prices can be set for each customer. This can be done in the **Edit Customer/Supplier** window which you can find by:

- going to the **Customer** tab of the Navigator
- click on the **Show Customers** button
- find the customer you wish to customise prices for
- double click the customer line
- choose the **Item Lists** tab (see below)

The screenshot shows the 'Edit customer/supplier' window for 'Tsingbwege'. The left sidebar lists various options, with 'Item lists' selected. The main area is divided into two sections: 'Favourite List(s)' and 'Items'.

Favourite List(s): This section contains buttons for 'Add master list', 'Add local list', 'Copy from master list', and 'Delete list'. Below these is a table with columns: Favourite List, Mas..., Impr..., Sto..., Web, and Price. The first row is 'Health Centre Order List-' with the 'Price' checkbox checked.

Items: This section contains buttons for 'Add Item', 'Delete item(s)', and 'Save Sort Order'. Below these is a table with columns: Item Name, Imprest quan..., and Price. The table lists various medications and their prices:

Item Name	Imprest quan...	Price
ALBENDAZOLE 200MG TAB	0	4.5
AMOXICILLIN 250MG TAB/CAP	0	2.25
ANTACID (MAG. TRISIL. CO.) TAB	0	3.5
ARTEMETHER + LUMEFANTRINE 20/120MG 1	0	1.2
ARTEMETHER + LUMEFANTRINE 20/120MG 2	0	2.4
ARTEMETHER + LUMEFANTRINE 20/120MG 3	0	3.5
ARTEMETHER + LUMEFANTRINE 20/120MG 4	0	4.5
ASPIRIN 300MG TAB	0	2
BISACODYL 5mg TABLET	0	3.2

At the bottom, there are sections for 'Style' (Sort by Group), 'Output to' (Printer, Excel, Generate), and 'Ordering method' (Imprest, Stock Take). Buttons for 'OK & Next', 'Cancel', and 'OK' are at the bottom right.

To customise the pricing, add a list to the **Favourite Lists** column (either by clicking **Add master list**, **Add local list** or **Copy from master list**) or edit an existing list by double-clicking on it. Check the **Price list** checkbox from the window that comes up and any other checkboxes that you require.



- You only need the Price list check box marked to customise prices
- Only one list per customer can be price customised

The 'Add local list' dialog box shows a 'Description' field with 'Health Centre Order List'. Below are four checkboxes: 'Imprest', 'Customer Stock History', 'Ordering list for web', and 'Price list'. The 'Price list' checkbox is checked. At the bottom are 'Cancel' and 'OK' buttons.

Make sure the list is selected and then go to the **Items** section of the window. Enter the corresponding prices that you would like to assign to each item for that customer by clicking on the item and then clicking on the price ("0" by default). You can also add items to the list by clicking **Add item** and entering the item name and the price in the window that appears. The customer will now be charged the prices set in the list instead of any other price set.

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