

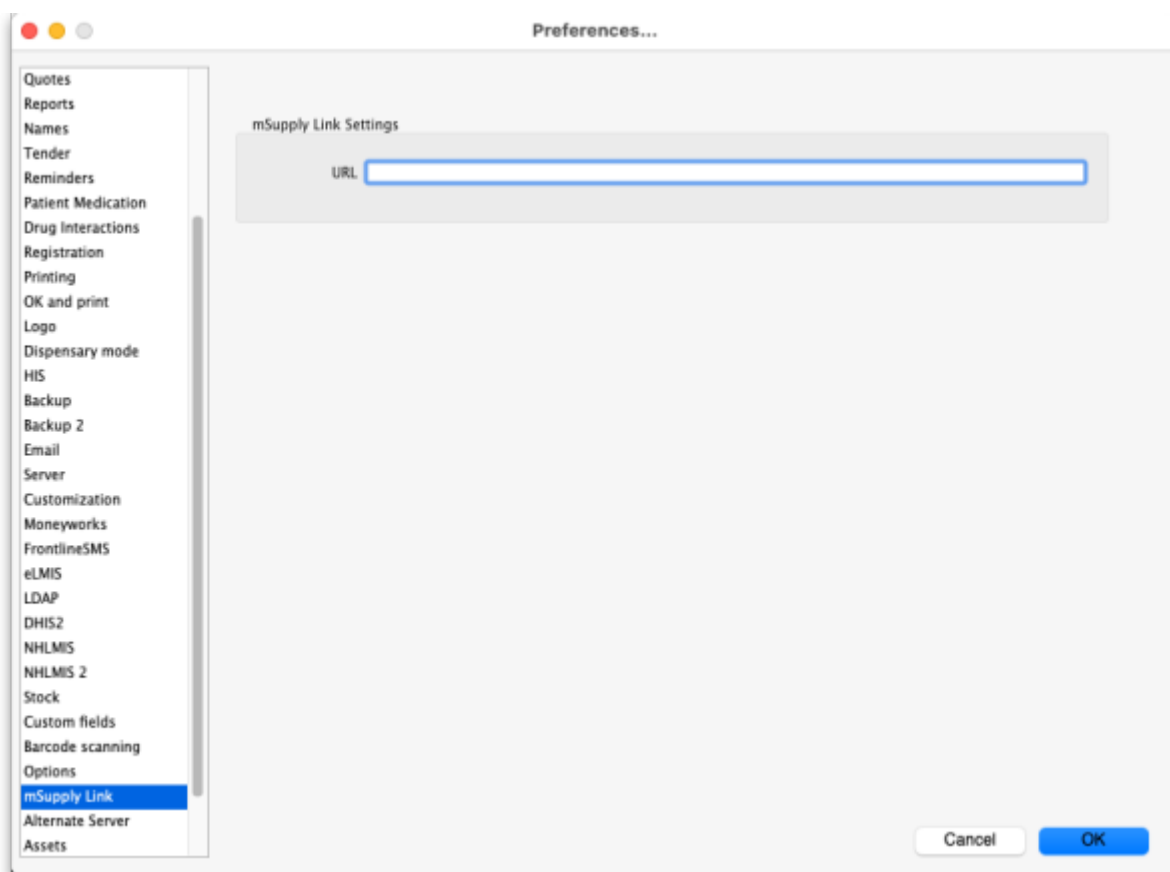
# 12.01. Configuring the Supplier Hub

The Supplier Hub is an intermediary service for requesting, sending and receiving stock between discrete mSupply instances.

## Server Settings

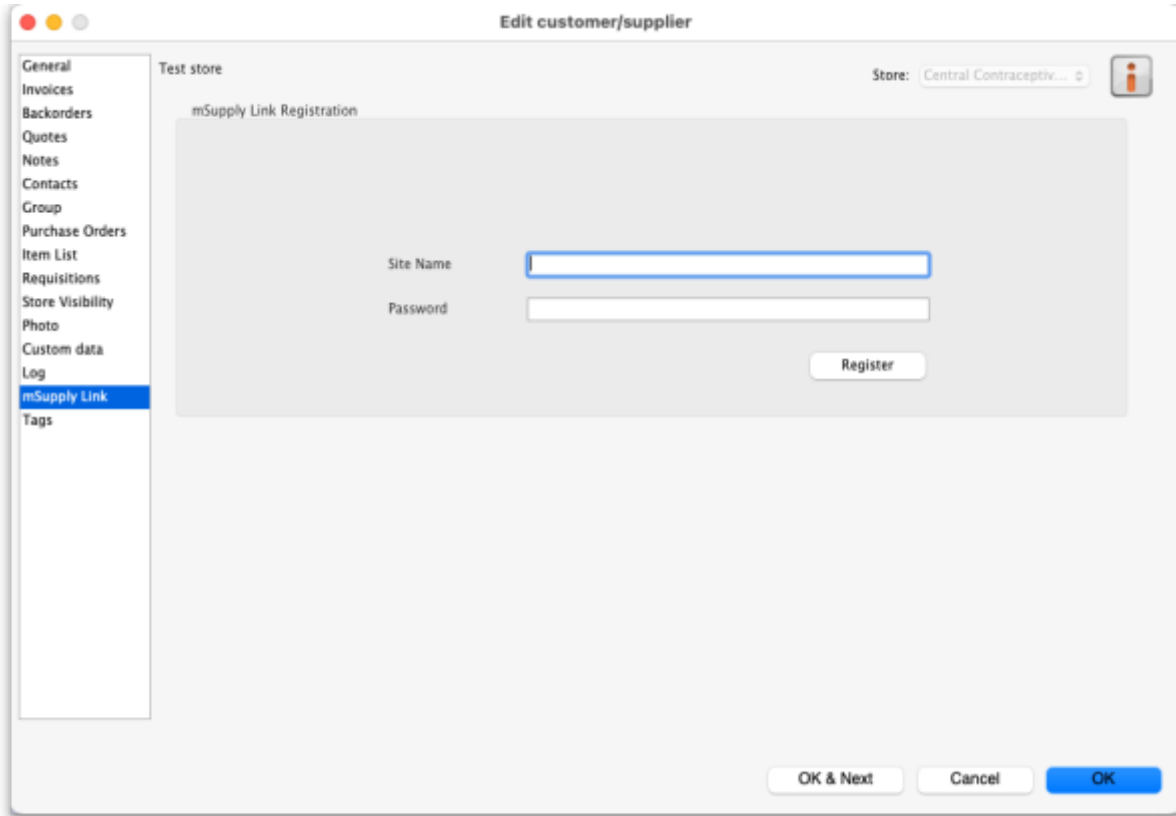
To use the Supplier Hub, you first need to define the supplier hub URL - this is the URL to which the mSupply instances will be connecting. If you don't know what this should be, contact us at [support@msupply.foundation](mailto:support@msupply.foundation).

This can be done through the Preferences window. Navigate to the 'Supplier Hub' tab and enter in the supplier hub url that you are using. Click OK to save these details.

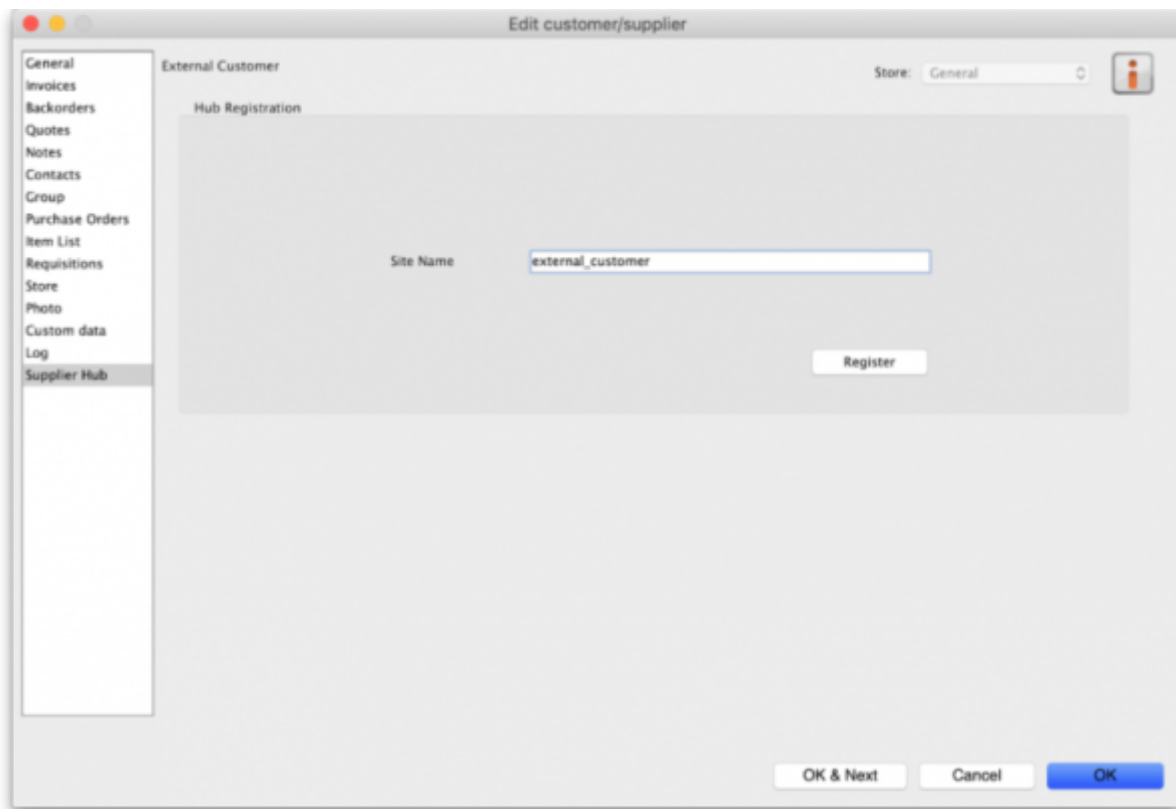


## Store Settings

To use the supplier hub, you must register at least one store on your own mSupply instance as a Supplier Hub site. Search for the store that you would like to register (either through Suppliers or Customers on the mSupply navigator). Click on the 'Supplier Hub' tab and enter in the details of your store and password - this will be given to you by Sustainable Solutions staff.



To interact with facilities on other mSupply instances, you must first have them set up as a customer or supplier on your instance, and then register them as a Supplier Hub site. This is done through the same window as above. Only the site name needs to be entered here. This must be the same site name as the one stored on the Supplier Hub (contact Sustainable Solutions if you are not sure).



## Setting up Catalogs

If you are a supplier site, you can define which goods a supplier hub site can order from you via catalogs. All master lists and local lists that you assign to a customer will be added to their Supplier Hub Catalog for your site. They will only be able to order these items from your site.

Master and local lists can be added through the editing window for the customer.

The screenshot shows the 'Edit customer/supplier' window. The left sidebar contains a navigation menu with options: General, Invoices, Backorders, Quotes, Notes, Contacts, Group, Purchase Orders, Item List (selected), Requisitions, Store, Photo, Custom data, Log, and Supplier Hub. The main window is titled 'External Customer' and has a 'Store' dropdown set to 'General'. Below this, there are two main sections: 'Item lists attached to this name' and 'Items'. The 'Item lists attached to this name' section has four buttons: 'Add master list', 'Add local list', 'Copy from master list', and 'Delete list'. Below these buttons is a table with columns: List name, Master list, Imprest, Stock Takes, Web, and Price. The first row is 'Reproductive Health' with a checkmark in the 'Master list' column. The 'Items' section has three buttons: 'Add item', 'Delete Item(s)', and 'Save Sort order'. Below these buttons is a table with columns: Item code and Item name. At the bottom of the window, there are three sections: 'Style' with a 'Sort by Group' dropdown, 'Output to' with radio buttons for 'Printer' (selected) and 'Excel', and 'Ordering method' with radio buttons for 'Imprest' and 'Stocktakes' (selected). At the very bottom are three buttons: 'OK & Next', 'Cancel', and 'OK'.

List name	Master list	Imprest	Stock Takes	Web	Price
Reproductive Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item code	Item name

On the customer side, this will show up as a new local list for the supplier called 'Supplier Hub Catalog'. This is created by the supplier hub and does not need to be edited.



Previous: [12. mSupply Link \(Supplier Hub\)](#) | | Next: [12.02. Ordering Process with mSupply Link](#)

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Last update: **2022/02/15 15:40**

