

Managing Purchase Orders

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Managing purchase orders you have placed is an important part of running a medical supply facility. There are two main windows you will use to do this, along with a variety of reports.

Show outstanding Purchase Order lines....

Choosing this **Suppliers > Show outstanding purchase orders** from the menus or the Navigator displays a list of all lines outstanding on all confirmed Purchase Orders.

Using the find box

In the toolbar there is a field to enter searches. To the left of the field you can choose from the drop down list what to search for.

You can restrict the list displayed to a single supplier, to a single item, or to items whose delivery is expected within a specific number of days. note that the search excludes finalised orders.

Printing and opening in Excel

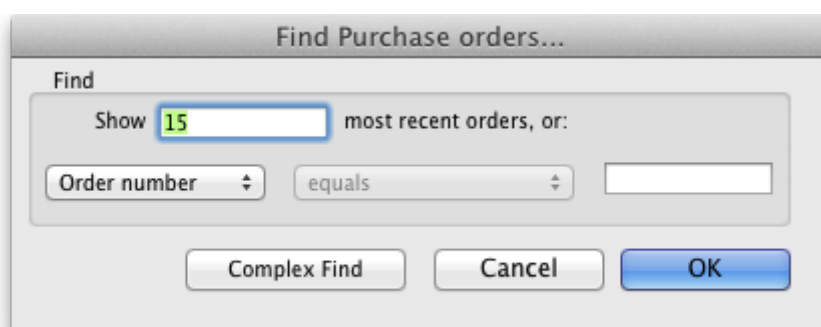
Click the **Print** button to print the list as displayed. If you want to send the list to Excel, choose **Open in Excel** from the print options window that is shown after you click **Print** Double click on a line to display the Purchase Order containing that line



Show Purchase orders

Choose Suppliers > Show Purchase Orders.

- In the find window you can choose what will be displayed. By default mSupply displays the last 15 purchase orders.



Find Purchase orders...

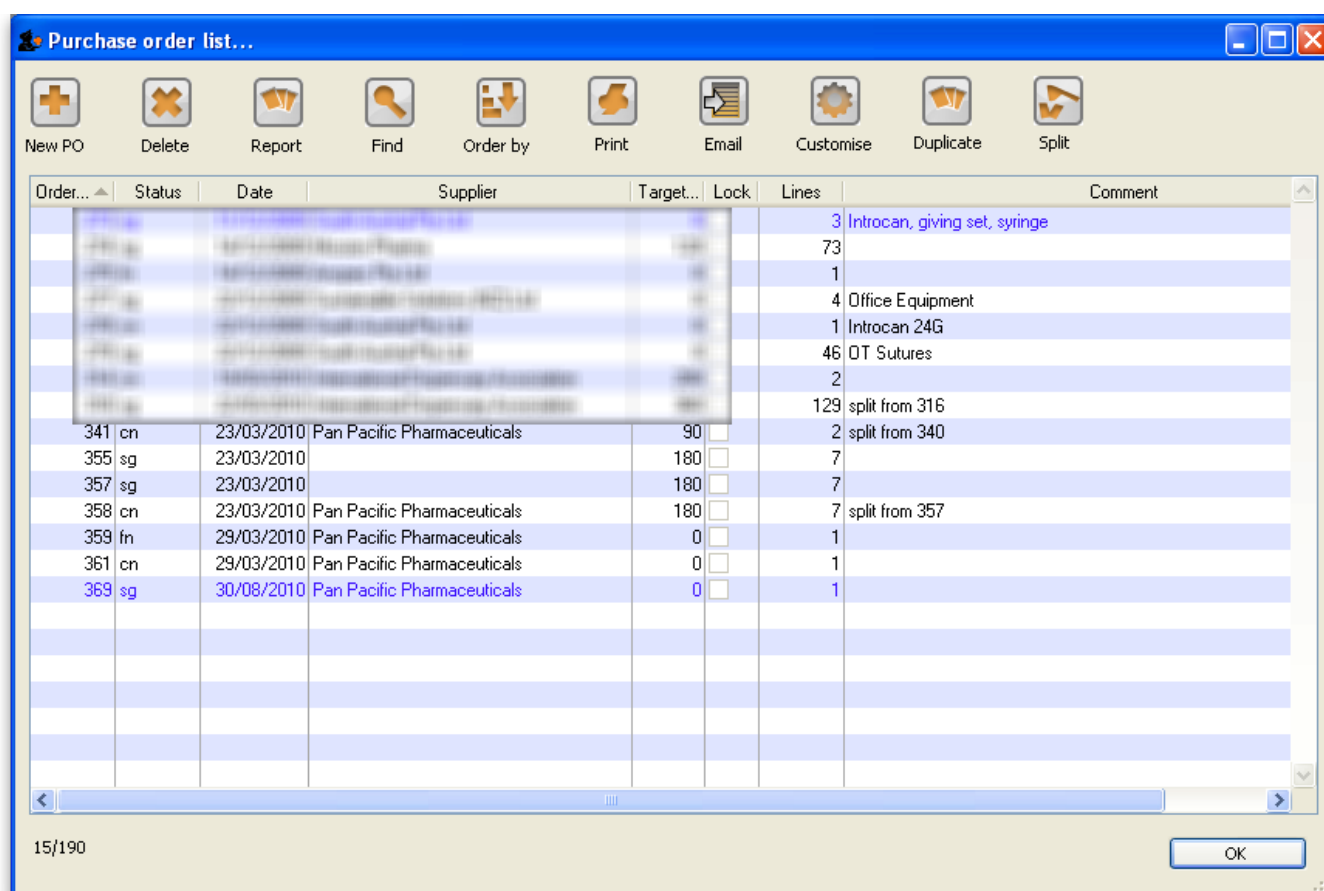
Find

Show most recent orders, or:

Order number equals

Complex Find Cancel OK

- You will be shown a list of matching Purchase Orders. Double-click a purchase order to open it.



Purchase order list...

New PO Delete Report Find Order by Print Email Customise Duplicate Split

Order...	Status	Date	Supplier	Target...	Lock	Lines	Comment
341	cn	23/03/2010	Pan Pacific Pharmaceuticals	90	☐	3	Introcan, giving set, syringe
355	sg	23/03/2010		180	☐	73	
357	sg	23/03/2010		180	☐	1	
358	cn	23/03/2010	Pan Pacific Pharmaceuticals	180	☐	4	Office Equipment
359	fn	29/03/2010	Pan Pacific Pharmaceuticals	0	☐	1	Introcan 24G
361	cn	29/03/2010	Pan Pacific Pharmaceuticals	0	☐	46	OT Sutures
369	sg	30/08/2010	Pan Pacific Pharmaceuticals	0	☐	2	
						129	split from 316
						2	split from 340
						7	
						7	split from 357
						1	
						1	
						1	

15/190 OK

For a more detailed description of this window see [Ordering Items From Suppliers](#)

<note>To continue to the next section of the mSupply® user guide click [here](#)</note>

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Last update: 2012/07/11 15:29

