

Managing Purchase Orders

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

Supplier name or code	Item name or code	Item Name	Order Confir...	Requested	Expected...	Days to...	Adjusted Qty	Qty Received	Qty Outstanding
123 ida	International Dispensary Association	Benzolic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123 ida	International Dispensary Association	Paracetamol 120mg/5mls syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	826000
134 UNICEF	UNICEF	Measles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	1435
134 UNICEF	UNICEF	BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	300
164 UNICEF	UNICEF	Measles & Rubella 10 dose vial	22/04/2009	21/06/2009	21/06/2009	0	1381	1000	381
193 ida	International Dispensary Association	Aminophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	10000
193 ida	International Dispensary Association	Aspirin 300mg tab	21/08/2009	31/12/2009	31/12/2009	0	250000	0	250000

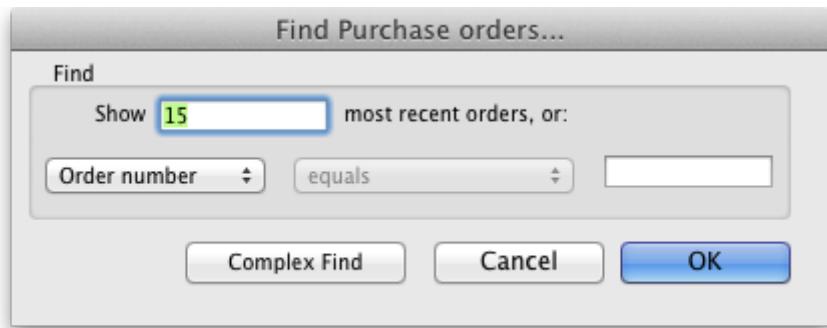
Show Purchase orders

Choose Suppliers > Show Purchase Orders.

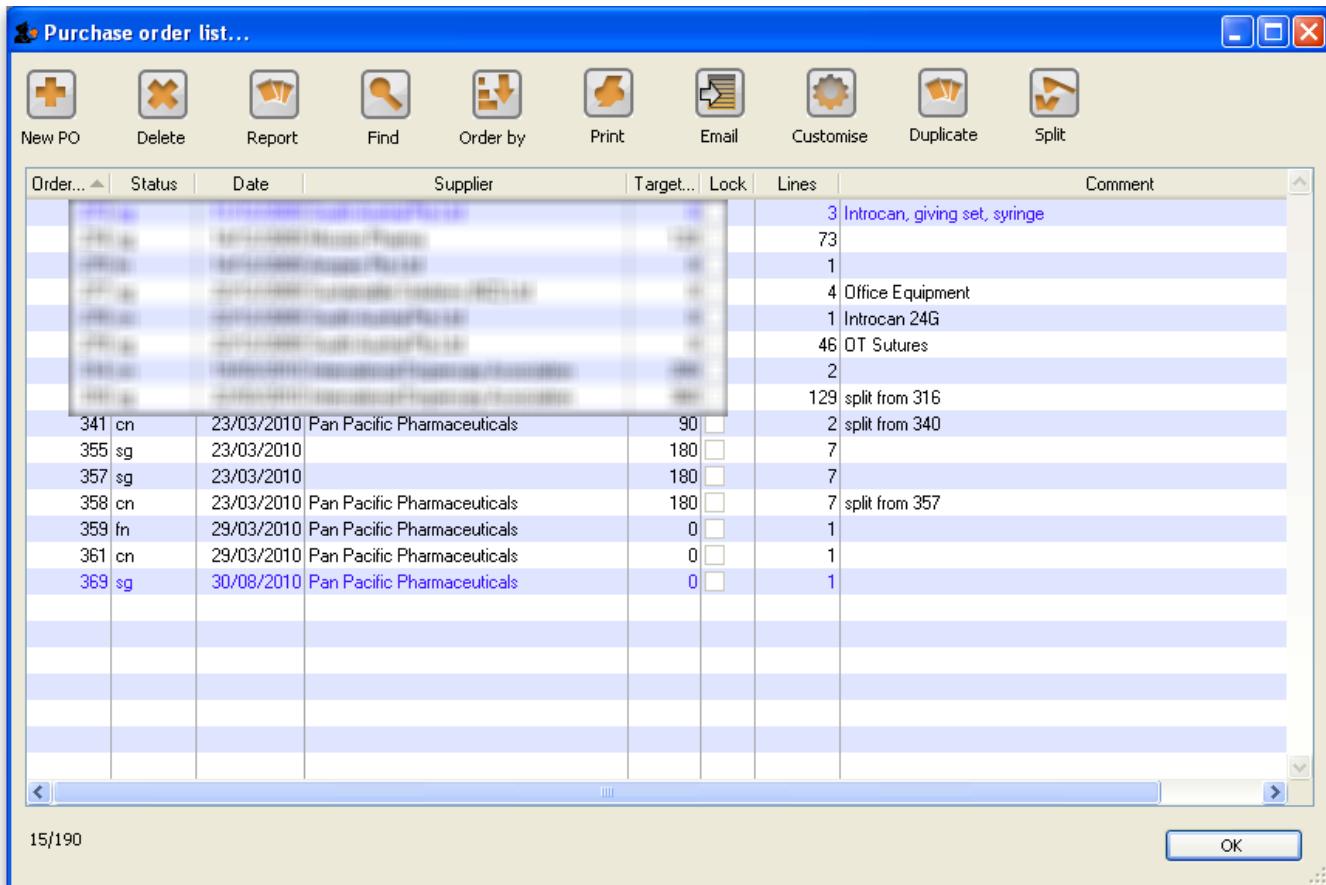
- In the find window you can choose what will be displayed. By default mSupply displays the last 15 purchase orders.

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



A screenshot of a 'Purchase order list...' window. The title bar shows the window name. The toolbar contains icons for 'New PO', 'Delete', 'Report', 'Find', 'Order by', 'Print', 'Email', 'Customise', 'Duplicate', and 'Split'. The main area is a table with columns: Order..., Status, Date, Supplier, Target..., Lock, Lines, and Comment. The table lists several purchase orders, with the last few rows blurred. The 'Comment' column contains notes like '3 Introcan, giving set, syringe', '73', '1', '4 Office Equipment', '1 Introcan 24G', '46 OT Sutures', '2', and '129 split from 316'. The bottom of the window shows a page number '15/190' and an 'OK' button.

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

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

Previous: [Ordering Items From Suppliers](#) Next: [Purchase Order categories](#).

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