NeedsReview

# 6.05. Multi-store Purchase Orders

The multi-store purchase order will enable you to create a purchase order that includes lines for many stores at once.

## Limitations

- You can only create a multi-store purchase order in supervisor mode.
- You can only create a multi-store purchase order as a blank purchase order. You cannot create a calculated multi-store purchase order (yet;-)).
- You cannot use multi-store purchase orders to order from another store in the mSupply system.
- For a specific item, you cannot order different pack sizes for different stores. For any item, all stores must have receive the stock in the same pack size.

## Set up

To make a store available for multi-store purchasing, you will need to go into the store preferences and add a custom field labelled `canBeIncludedInMultiStorePOs` with its value set to `true`:

1. Log into any store
2. **Special > Show stores...**
3. Double click on the store name in the list
4. Go to the **Custom fields** tab
5. Add a new line that looks like this (be VERY careful to get the spelling of `canBeIncludedInMultiStorePOs` correct. It is case sensitive):

### How it works

#### Permissions

To be able to create a multi-store purchase order the user must have permissions to:

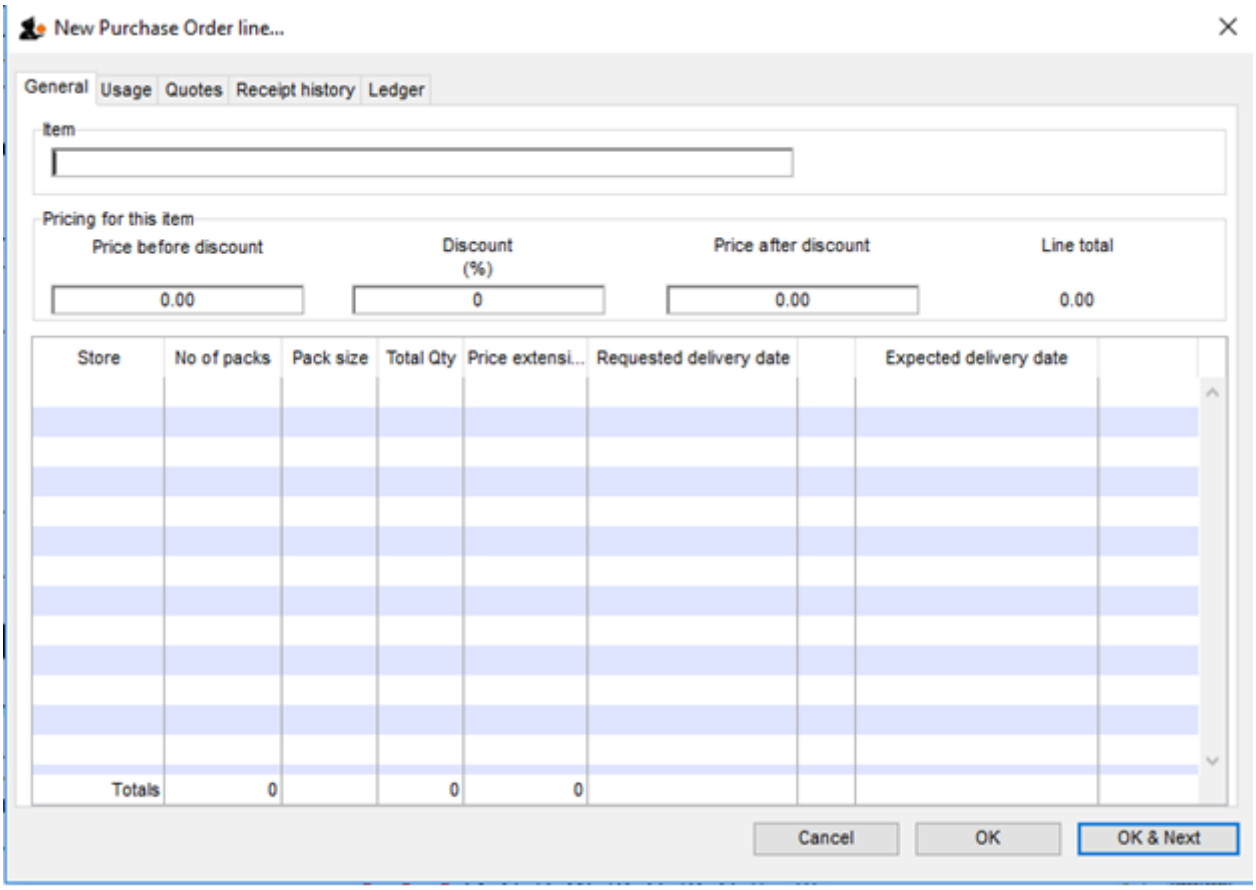
- Log in to Supervisor - All stores
- Create a purchase order in the **Supervisor - All stores** 'store' - refer The permission tabs

#### Creating a new purchase order

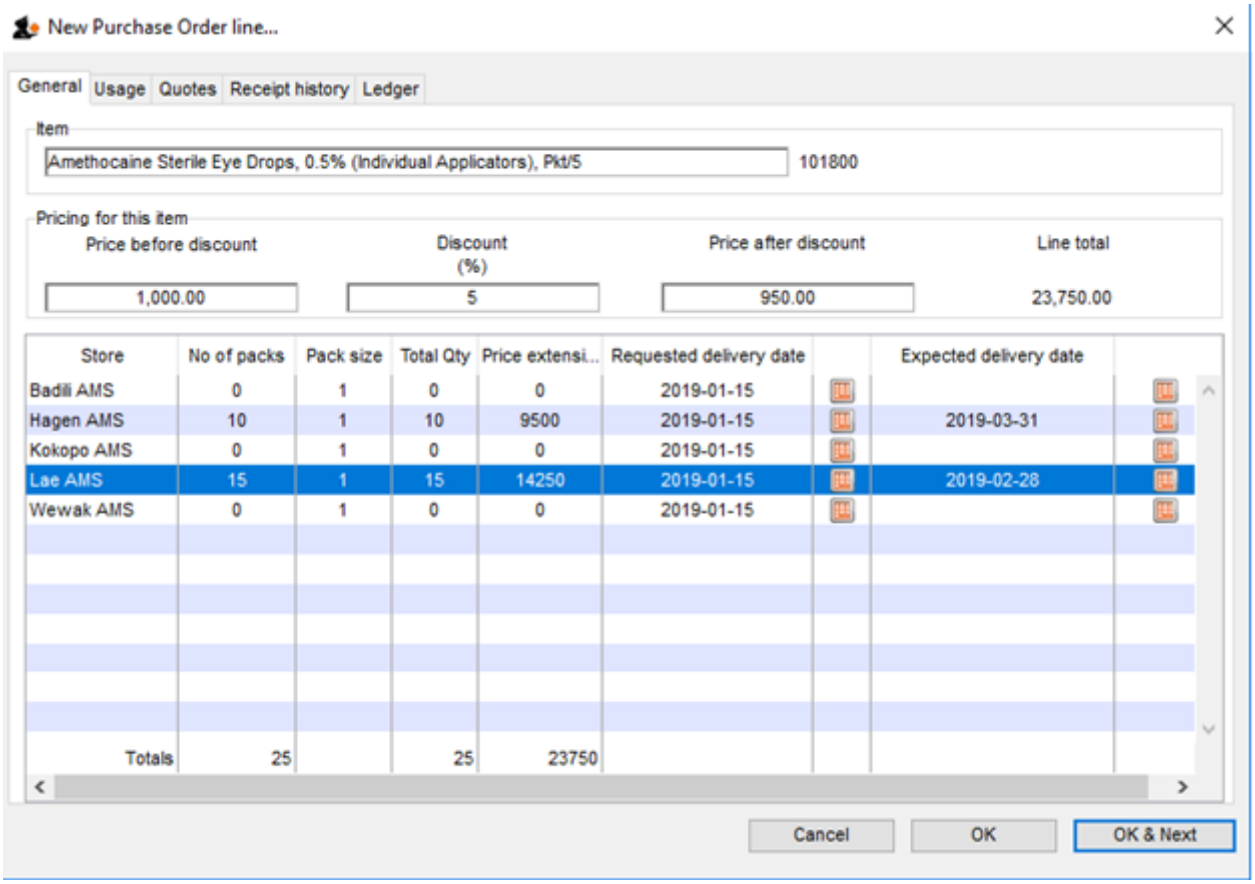
To create a new multi-store purchase order

1. login to Supervisor - All stores
2. Choose **Supplier > New blank Purchase Order**.
3. Enter in PO general details as usual. As with a normal purchase order, only one supplier can be chosen, but for multi-store purchase orders this supplier cannot be an mSupply store in your system.

When entering a new line, you will be presented with this window.

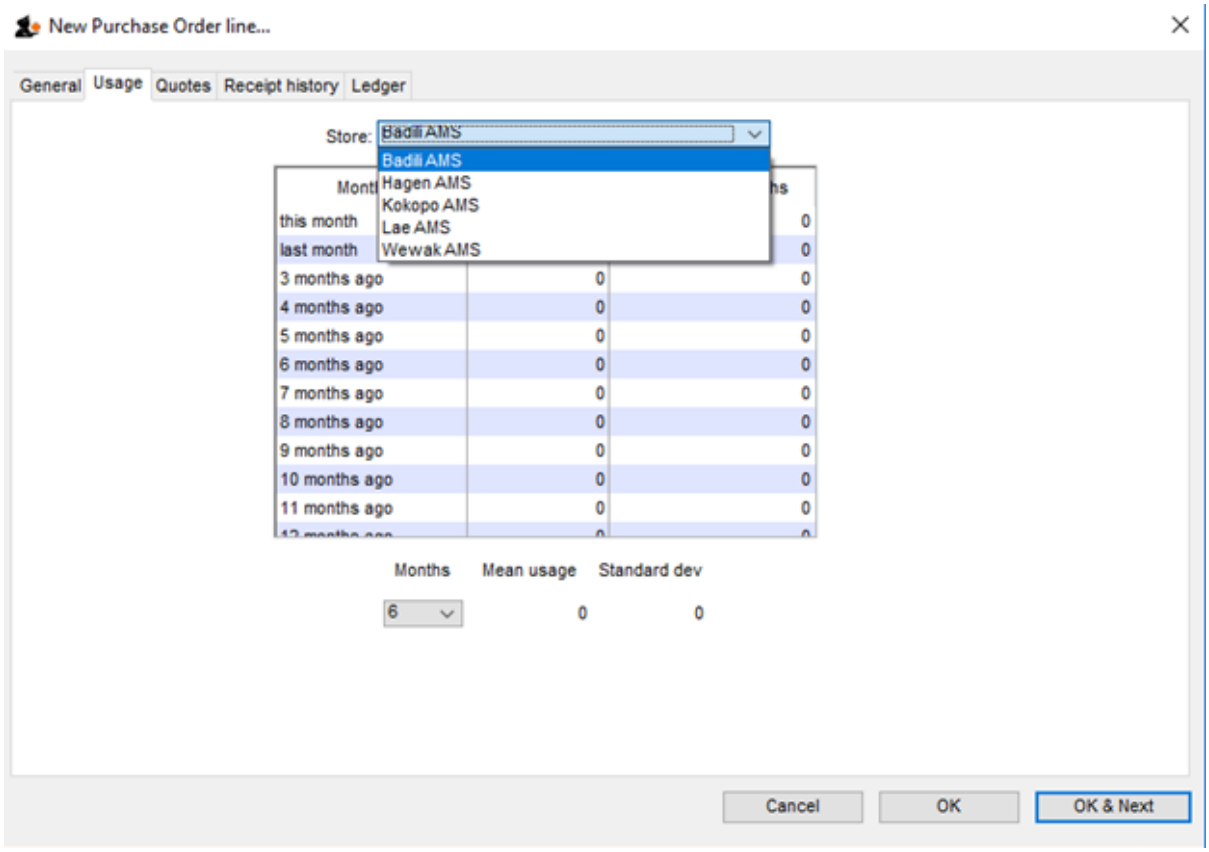



- Select an item in the normal way.
- After choosing an item, a line will appear in the table for each of the stores that you have setup to be included in multi-store purchase orders, along with the default pack size for that item and the currently set requested delivery date.




- If you put a price per pack and a discount, the discounted price per pack will be calculated and applied to each line.
- For each store, you can specify the number of packs to order.
- The total quantity will be automatically calculated.
- You can change the requested delivery date and add an expected delivery date either manually or through the calendar icon on the column to the right.
- When you click OK, only the lines for which the number of packs is not 0 will be included in the purchase order.

- The other tabs are the same as normal purchase orders with two exceptions:
  - Usage tab When adding a line for a normal purchase order, the usage is calculated for the currently logged in store only. For multi-store purchasing there is now a dropdown list that lets you choose for which store you want the usage to be calculated.




- Ledger tab There is also a dropdown list in the ledger tabs, where you can select the store for which you want the ledger to be displayed.

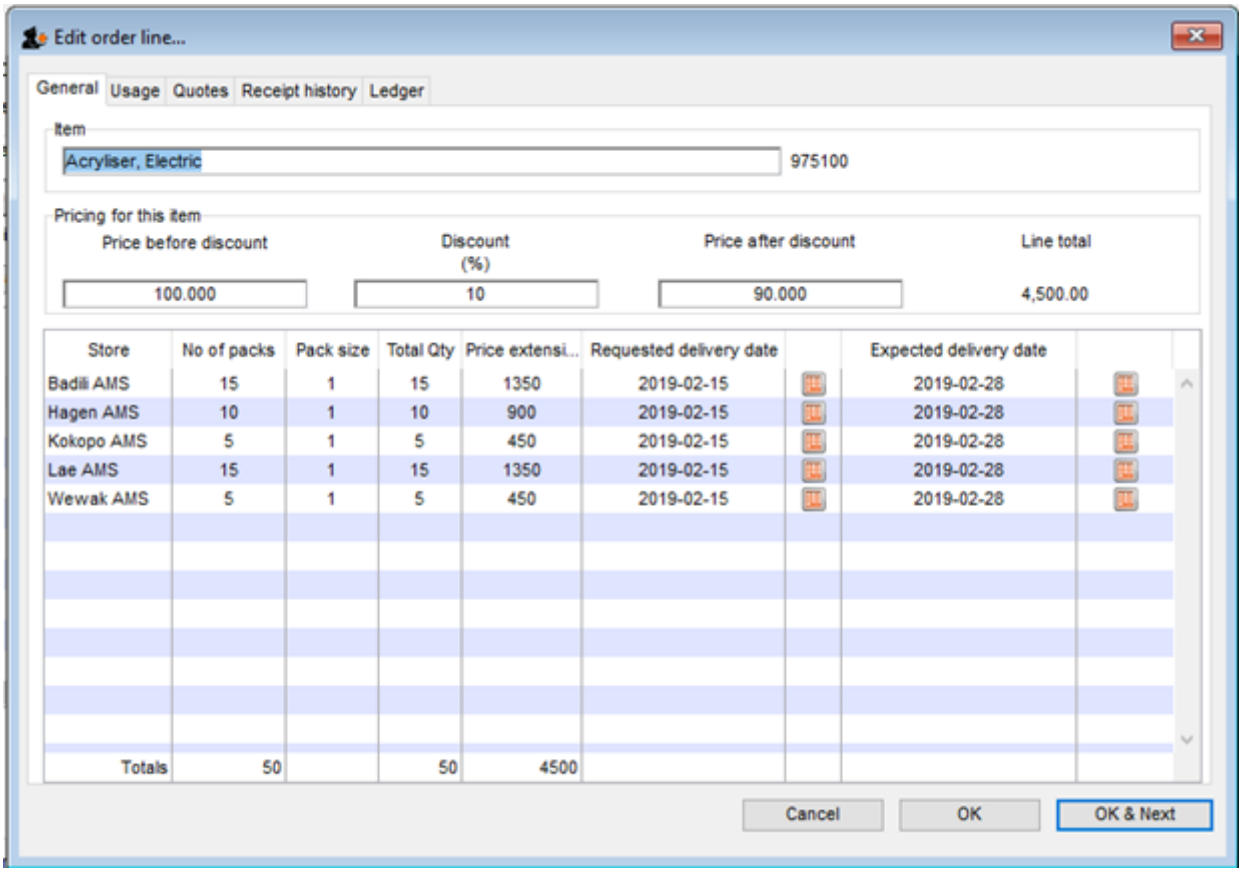
### Editing a new purchase order

To edit a multi-store purchase order line

1. login to the Supervisor - All stores 'store'.
2. Open the purchase order
3. Double-click on the line you want to edit. All the lines pertaining to that item will be loaded.

Here's an example of a multi-store purchase order opened in supervisor mode:

If you double-click on the first line of the "Acryliser, Electric" item, all five stores' order lines for that item will be loaded.

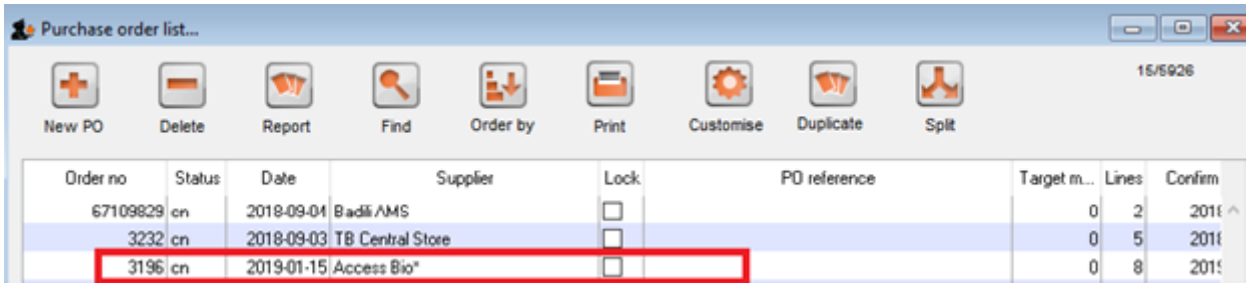



- You can change the pack size, the price, the discount and the requested and expected delivery dates.
- If you put `0` as the number of packs for a line that had previously contained a quantity, this line will be deleted when the user clicks the **OK** or **OK & Next** button.

As with normal purchase orders, when a purchase order has been confirmed it is no longer possible to go back and edit the order lines.

### Viewing multi-store POs when logged in to the receiving stores

When logged in to the receiving stores, multi-store purchase orders can be identified by an asterisk (*) after the supplier name in the purchase order display list.




- A multi-store purchase order appears in the purchase order list of each store for which goods have been ordered.
- When viewed in a particular store, only the lines that belong to that store will be displayed - see example:

Furthermore, the displayed lines will not be editable. To edit the lines, you will need to accessing it in supervisor mode.

### Goods receipt

Good receipting will function as normal (refer Goods receipts) but only the lines pertaining to the store you are currently logged in to will be available.

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