Managing outstanding purchase order lines (pipeline stock)

Stock that you have ordered and waiting to be delivered is called your pipeline stock. Sometimes it's helpful and important to monitor this stock so mSupply has functions to help you do that.

Pipeline stock is represented by all the outstanding purchase order lines i.e. purchase order lines on **confirmed purchase orders** which haven't been fully received into mSupply yet.

To see all your pipeline stock simply choose **Supplier > Show outstanding PO lines...** from the menus or click on the *Outstanding* icon in the Purchase orders section of the Suppliers tab on the navigator. This window will open:



All lines in black are those where the expected delivery date (EDD) is after the current date i.e. where the *Days to EDD* column (which contains the difference between the EDD for a line and the current date) has a number greater than 0. These are items which are not yet overdue but, if the Days to EDD column contains a small number, you might want to call the supplier to check on the delivery.

All lines in red are those where the expected delivery date is on or before the current date i.e. where the *Days to EDD* column contains 0. These items are overdue and it probably means that the supplier could do with a call to find out what's happening with your delivery.

The *Adjusted quantity* column shows the actual number of items you ordered (number of packs x the packsize).

The *Qty received* column shows the number of items (number of packs x the packsize) yo have already received into mSupply.

The *Qty Outstanding* column shows the remaining number of items on the order waiting to be received (*Adjusted quantity - Qty received*).

Double clicking on any line will open the Purchase Order containing that line.

Update EDD button

If you speak with the supplier about a delivery or receive information from elsewhere about when goods are going to be delivered you can update the expected delivery date for those lines.

To do this, simply select the lines in the table that are affected then click on the **Update EDD** button. In the window that opens, enter the new EDD for the lines and click on the **Update** button. The EDD is immediately updated for the chosen lines and, if the lines were red, they will turn black.

You can select multiple lines to update using the usual Shift+click to select/deselect a range of lines and Ctrl+click (Cmd+click on Mac) to add/remove a line to/from what is currently selected.

Filtering the list

From the drop down list 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.

Finalising purchase orders

// Previous: Editing Pack Sizes Next: Managing Donors//

From:
https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link:
https://docs.msupply.org.nz/receiving_goods:show_outstanding_purchase_order_lines?rev=1503477543

Last update: **2017/08/23 08:39**