

## 6.02. 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.



This 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.

Outstanding purchase order lines

Supplier name or code  
Item name or code

Find

Print

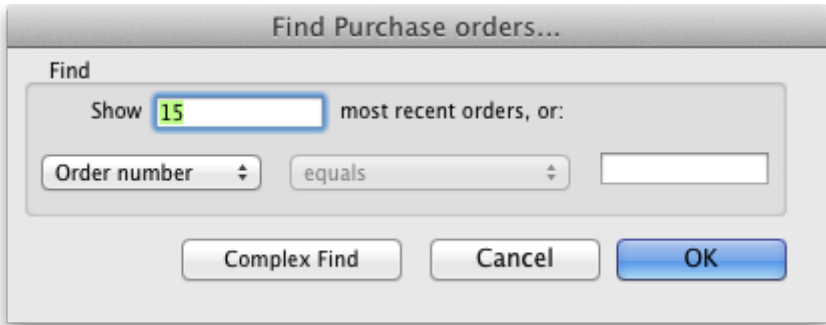
| P          | Days to expected delivery is less than... | Item Name                                   | Order Confir... | Requested  | Expected... | Days to ... | Adjusted Qty | Qty Received | Qty Outstanding |
|------------|---|---|-----------------|------------|-------------|-------------|--------------|--------------|-----------------|
| 123 ida    | International Dispensary Association      | Benzocic 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      | 21/04/2009 | 21/04/2009  | 0           | 1381         | 1000         | 381             |
| 193 ida    | International Dispensary Association      | Aspirin 300mg 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

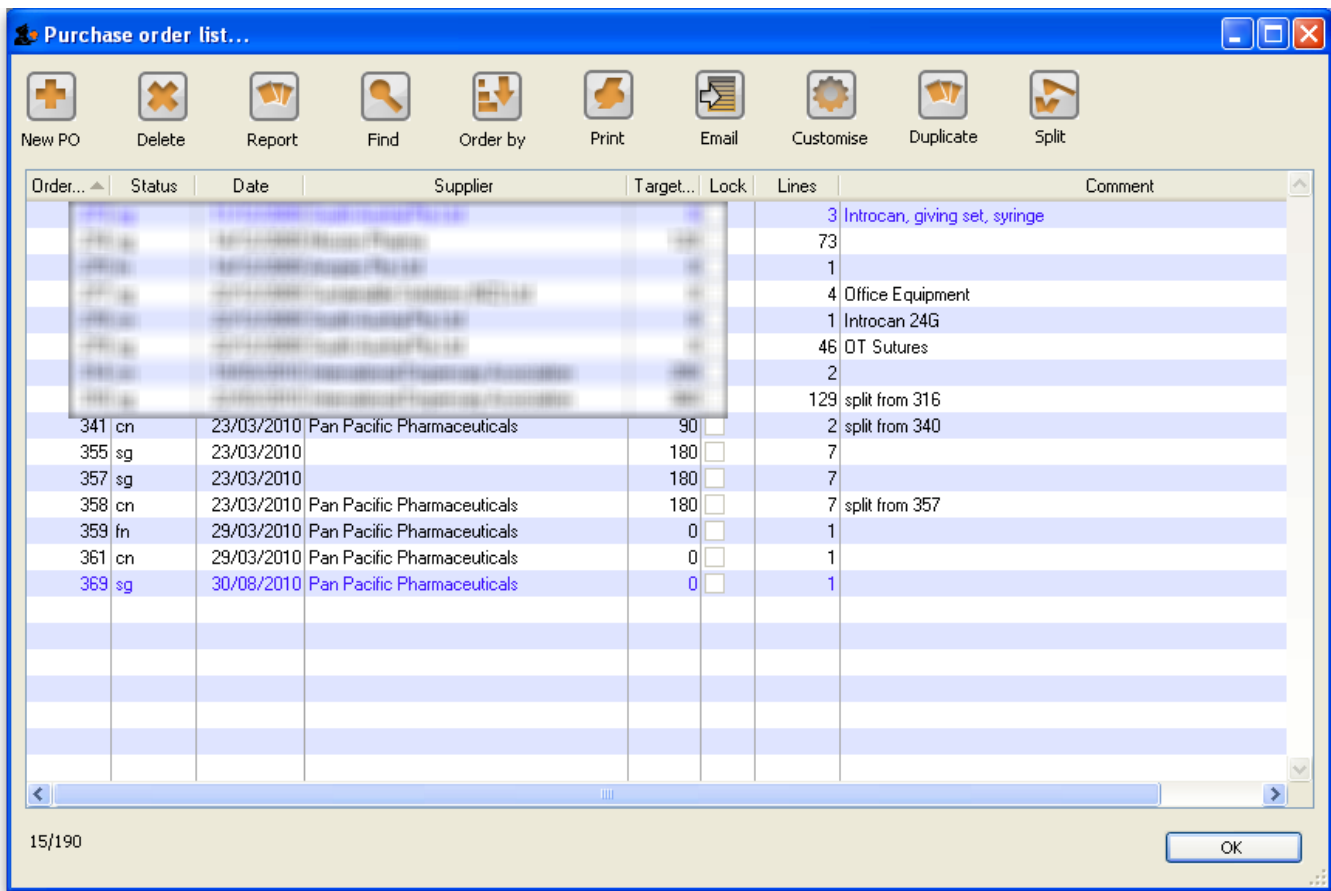
Choose Suppliers > Show Purchase Orders.

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

15 purchase orders.



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



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

Previous: [6.01. Ordering items from suppliers](#) | Next: [6.03. Purchase order categories](#)

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