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.



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

Ī	Suppler name or code Item name or code Days to expected delivery is less than		Find								
P			Item Name	Order Confir	Requested	Expected	Days to	Adjusted Qty	Qty Received	Qty Outstanding	
	123 ida	International Dispensary Ass	ociation	Benzoic acid+Salicylic acid ointment 6%+39	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	9500
	123 ida	International Dispensary Ass	ociation	Paracetamol 120mg/Smis syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	8260
	134 UNICEF	UNICEF		Measles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	14
	134 UNICEP	UNICEF		BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	3
	164 UNICEF	UNICEF		Neasles & Rubella 10 dose vial	22/04/2009	21/04/2009	21/04/2009	0	1381	1000	3
	193 ida	International Dispensary Ass	ociation	Aninophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	100
	193 ida	International Dispensary Ass	ociation	Aspirin 300mg tab	21/08/2009	31/12/2009	31/12/2009	0	250000	0	2500

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 15	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.

w PO Dele	te Report	Find Order by	Print		Email	Customise	Duplicate	Split	
Irder 🔺 🛛 Statu	is Date	Supplier		Target	Lock	Lines		Comme	nt
10001044		AND TRADE AND TRACTING					ocan, giving set, s	yringe	
-240.181	100000000000000000000000000000000000000					73			
	1.0111.000011000					1			
177 181							ce Equipment		
19991.000		AN COLORADO NALE AND					ocan 24G		
-791181		AN COLORAD PROCESS					Sutures		
1995.000						2	< etc.		
0.41			811				from 316		
341 cn		n Pacific Pharmaceuticals		90			from 340		
355 sg 357 sg	23/03/2010 23/03/2010			180 180		7			
357 sg 358 cn		n Pacific Pharmaceuticals		180	H	7	from 357		
359 fn		n Pacific Pharmaceuticals		100		7 Spiit	1000 307		
361 cn		n Pacific Pharmaceuticals		0		1			
369 sg		n Pacific Pharmaceuticals		0		1			
505 sg	30/00/2010 1 a	Thacine Friannaceuticais		0					
									1
									>

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

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

Permanent link: https://docs.msupply.org.nz/purchasing:managing_purchase_orders

Last update: 2019/10/22 11:47



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