

# Managing Purchase Orders

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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

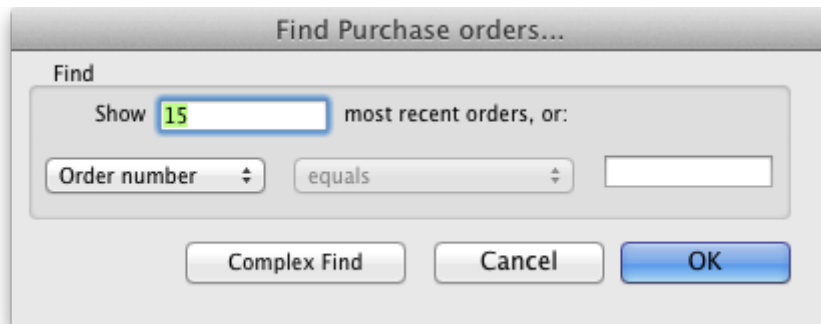
Click the **Print** button to print the list as displayed. If you want to send the list to Excel, choose **Open in Excel** from the print options window that is shown after you click **Print**. Double click on a line to display the Purchase Order containing that line.

P	Item Name	Order Confir...	Requested	Expected...	Days to ...	Adjusted Qty	Qty Received	Qty Outstanding
123	International Dispensary Association Benzocic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123	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	International Dispensary Association Aninophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	10000
193	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.



Find Purchase orders...

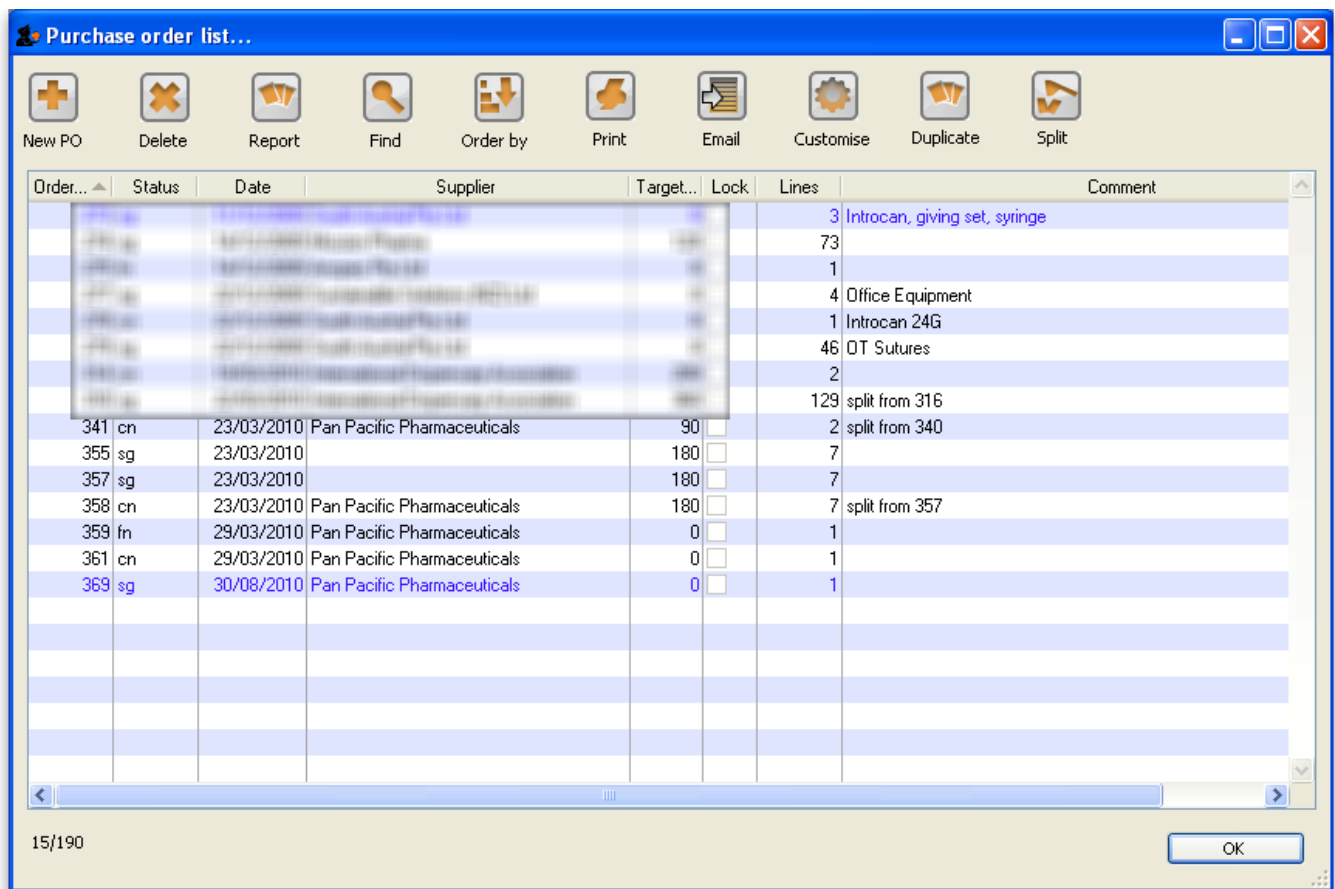
Find

Show  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.



Purchase order list...

New PO Delete Report Find Order by Print Email Customise Duplicate Split

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

15/190 OK

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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