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

Ē	Supplier name Item name or	or code	S Rnd	Frint							
P	Days to expected delivery is less than			Item Name	Order Confir	Requested	Expected	Days to	Adjusted Qty	Qty Received	Qty Outstanding
1	23 ida	International Dispensary Ass	ociation	Benzoic acid+Salkylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	950
1	23 ida	International Dispensary Ass	ociation	Paracetamol 120mg/Smis syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	8260
1	34 UNICEF	UNICEF		Neasles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	14
1	34 UNICEP	UNDCEP		BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	3
1	64 UNICEF	UNICEF		Neasles & Rubella 10 dose vial	22/04/2009	21/04/2009	21/04/2009	0	1381	1000	3
1	93 ida	International Dispensary Ass	ociation	Aminophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	100
-	93 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
	Camples Sind
	Complex Find Cancel OK

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

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369 sg	30/08	3/2010 F	an Pacific Phar	maceuticals		0		1				
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For a more detailed description of this window see Ordering Items From Suppliers

Previous: 7.1. Ordering Items From Suppliers || Next: 7.3. Purchase Order categories



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