

Purchase Orders

[Back to list of main tables](#)

Field name	Description	mSupply Use	Reference link	Type	Index
additional_instructions	Any extra instructions to the supplier	Purchase order>Details tab>Additional Instruction(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#additional_instructions	Text	
agent_commission	Commission payable to intermediary agent	Purchase order>Details tab>Agent commission(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#commissions_and_charges_fields	Real	
auth_checksum	Internal checksum used for authorisation logic			Text	
authorizing_officer_1	Name of first officer authorising the PO	Purchase order>Details tab>Authorizing officer 1(Info for purchase order)		Text	
authorizing_officer_2	Name of second officer authorising the PO	Purchase order>Details tab>Authorizing officer 2(Info for purchase order)		Text	
budget_period_ID	Identifier linking PO to a budget period	Not use in UI		Alpha	
category_ID	Identifier for the PO category	ID is not shown in UI but used to display Purchase order>General>Category		Alpha	
colour	Colour code used when displaying the PO in lists	Purchase order>Colour	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#colour	Long Integer	
comment	Internal comments about the PO	Purchase order>Details tab>Comment(Order details)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#comment	Text	
communications_charge	Charge for communications agreed with supplier	Purchase order>Details tab>Communications charge(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#commissions_and_charges_fields	Real	
confirm_date	Date when PO was confirmed	Open any Purchase order>Confirm date		Date	
cost_in_local_currency	Estimated cost of the order converted to local currency			Real	
created_by	User who created the PO			Alpha	
creation_date	Date the PO record was created			Date	
curr_rate	Currency exchange rate applied to this PO			Real	
currency_ID	Currency code of the PO	ID is not shown in UI but used to display Purchase order>General>Currency		Alpha	
Date_advance_payment	Date when any advance payment was made	Open any Purchase order>Details tab>Advance paid(Order details)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#contract_signed_date_advance_paid_and_received_at_port_fields	Date	
Date_contract_signed	Date contract with supplier was signed	Open any Purchase order>Details tab>Contract signed date(Order details)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#contract_signed_date_advance_paid_and_received_at_port_fields	Date	
Date_goods_received_at_port	Date goods were recorded as received at port	Open any Purchase order>Details tab>Received at port(Order details)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#contract_signed_date_advance_paid_and_received_at_port_fields	Date	
delivery_method	Method by which goods will be delivered	Open any Purchase order>Details tab>Delivery method(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#delivery_method	Text	
document_charge	Document handling charges	Open any Purchase order>Details tab>Document charge(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#commissions_and_charges_fields	Real	
donor_id	Link to donor record (if donor funded)	ID is not shown in UI but used to display Purchase order>Donor	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#donor	Alpha	
editedRemotely	Flag marking if PO was edited on a remote sync satellite			Boolean	
freight	Agreed freight cost			Real	
freight_charge	Freight handling charge	Purchase order>Details tab>Freight charge(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#commissions_and_charges_fields	Real	
freight_conditions	Conditions regarding freight/shipping	Purchase order>Details tab>Freight conditions(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#freight_conditions	Text	
heading_message	Custom heading shown at top of PO	Purchase order>Details tab>Heading message(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#heading_message	Text	
ID	Unique identifier of this record	Not shown in UI		Alpha	*
include_in_order_calcs	Whether PO should be included in on-order calculations	Purchase order>Details tab>Include when calculating stock on order(Order details)		Boolean	
insurance_charge	Insurance charge agreed	Purchase order>Details tab>Insurance charge(Info for purchase order)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#commissions_and_charges_fields	Real	

Field name	Description	mSupply Use	Reference link	Type	Index
inv_discount_amount	Discount amount applied to PO			Real	
inv_sub_total	Subtotal of items before other charges			Real	
is_authorised	Whether the PO has been authorised	Open any Purchase order»General»Authorise		Boolean	
last_edited_by	User who last edited the PO			Alpha	
lines	Number of lines on the PO			Long Integer	
locked	Whether the PO is locked from editing	Open any Purchase order»General»Locked	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#locked	Boolean	
name_ID	Supplier ID this PO is sent to	Open any Purchase order»General»Name	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#order_for_one_supplier	Alpha	*
Order_total_after_discount	Total cost after applying discounts	Open any Purchase order»General»Estimated cost after discount		Real	
Order_total_before_discount	Total cost before any discount	Open any Purchase order»General»Estimated subtotal		Real	
po_sent_date	Date the PO was sent to supplier	Purchase order»Details tab»PO sent date(Order details)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#po_sent_date	Date	
quote_ID	Linked quotation ID (if generated from quote)			Alpha	
reference	External reference (supplier ref or internal)	Open any Purchase order»Reference	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#reference	Alpha	
requested_delivery_date	Date the supplier is requested to deliver	Open any Purchase order»Requested delivery	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#requested_delivery_date	Date	
status	When created: SG When send to supplier: CN When finished receiving: FN	Open any Purchase order»Status		Alpha	
store_ID	Store placing the order	ID is not shown in UI but used to display Open any Purchase order»Store		Alpha	
supplier_agent	Name of supplier's agent/intermediary	Purchase order»Details tab»Supplier's agent(Info for purchase order)		Text	
supplier_discount_amount	Discount amount offered by supplier	Open any Purchase order»General»Discount amount		Real	
target_months	Months of supply targeted when order quantities auto-generated	Create new calculated purchase order(New order)»Months stock required	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#calculate_months_of_stock_required	Real	
total_foreign_currency_expected	Total cost in foreign currency			Real	
total_local_currency_expected	Total cost in local currency			Real	
user_field_1	Custom field 1 (user-defined)	If pref show custom field is on and you can set the field name then Open any Purchase order»It will display on header		Alpha	
user_field_2	Custom field 2 (user-defined)	If pref Purchase order 2 tab show custom field is on and you can set the field name then Open any Purchase order»It will display on header		Alpha	
serial_number	Internal sequence number for ordering	Purchase order»Order num		Long Integer	
linked_transaction_ID	ID of linked transaction(e.g., GR or invoice)			Alpha	
lookBackMonths	Used when calculating auto orders	Create new calculated purchase order(New order)»Use the last		Real	
custom_data	JSON object for custom fields	If pref is set on Custom fields tab for purchase order then Open any Purchase order»Custom data	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#custom_data_tab	Object	
minimumExpiryDate	Minimum acceptable expiry for received stock	Purchase order»Details tab»Minimum expiry date(Order details)	https://docs.msupply.org.nz/purchasing:ordering_from_suppliers#minimum_expiry_date_field	Date	
oms_fields	Used while OMS integration			Object	

History

- v3.1: target_days (long) changed to target_months (real)

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