

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.

Outstanding purchase order lines

Supplier name or code

Item name or code

Days to expected delivery is less than...

Find

Print

| P | | 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 | Aninophylline 100mg 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.

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.

Purchase order list...

New PODeleteReportFindOrder byPrintEmailCustomiseDuplicateSplit

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

15/190OK

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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