Ordering from one store to another

If you run mSupply using virtual stores then you can place an order for goods with another store within mSupply. This is called making an "internal requisition" and this page describes the process.

Creating a purchase order (customer store)

For the most part, this is the same process as for creating a normal purchase order. There are, however, a few significant differences:

• In the *Name* field of the purchase order, enter the name of the store which will supply your goods.

The names of Virtual Store suppliers will appear in *RED* in the pick list of suppliers. If the name of the store you select as a supplier is *BLACK*, then you have not chosen a Virtual Store as a supplier, and the instructions in the remainder of this section do not apply.

• The *Internal requisition* label will appear after the name to indicate that this is going to be an internal requisition.

New	Purchase o	order										
Order i	num: 424	Name V	irtual store 2		_		VIR2	2 In	ternal requ	isition	Blac	k
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c	d Datate Ad	Max Barra Care	ls Received Supp	Res Terreiro		Leasting				-	store Genera	el.
Genera		Hoc items Good		iller Invoice	s Log	Locadon						
+	•	1		•	5		•••		Catego	ary none		~
Newl	line Delete lin	es Update EDD) Info	Print Pure	hase 0	rder C	onfirm		Catego	y none		
show	al lines	*						Cun	ency AUD	Y Fo	rex rate	1
Line	Item code	lt	em	Orig.Qty	Pack	Adi, Qiy	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Be ^
												- 1
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	Locked	🗌 Auto	calc usage	E Fina	ize orde	r 🗌	Print long de	scription	Print m	y signature		
							0	OK & Next		Delete		K.

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Enter the purchase order lines as normal and when you're finished, confirm the purchase order (at this point you may be prompted to enter budget and/or category information, depending on your preferences):

	date 18/0	04/2011 Requested deliver ad Hoc Rems Goods Received S			Location				9.a	tus on	Sb	ore Gener	al
		Update EDD Info	Print Pure	🍝 chase 0	rder			Catego	none N		2		
how	al lines	¥					Curr	ency AUD	Fore	x rate	1		
ine	Item code	ltem	Orig Qty	Pack	Adj. Qty	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Requeste	Store:	1
1	EFV600	Efavirenz tablet 600mg	20	1	20	0	0	60	0	0.00	18/04/2011	General	
2	Formraw	Formaldehyde solution 20% 5L	150	5	150	0	1799	0	0	0.00	18/04/2011	General	
													1
1													>
	Supplier d Percenta		unt 🗌	0.0	100				Estin	Estimate ated cost afte	ed subtotal er discount		0.000

Once confirmed, a customer invoice for the purchase order is created in the supplying store (with your store's name in the *Name* field) and it will no longer be possible to modify the purchase order lines.

Processing the customer invoice (supplying store)

Now, in the supplying store, the customer invoice can be viewed via the **Customers** tab on the Navigator or via the **Customer > Show invoices...** menu item as usual. The new Customer Invoice will have Status = sg (suggested), Their ref = P0 number: XXXX, and Comment = Invoice from internal requisition. Also, when it is opened, the customer invoice will have an *Internal requisition* label to highlight that it has originated from another store.

Each purchase order line will have a corresponding placeholder line in the customer invoice:

Le Custor	mer invoi	ce							X
上 Name	General		Confirm date	00/00/00				Colour :	Black
Their ref	PO numbe	r: 424 GEN						Invoice : 56,874	
Comment	Invoice fro	om internal requisition	Category	None		~	En	ry date : 18/04/20	11
							Goods ree	ceive ID: 0	
8		6.			K .	50		Status : sg	
New lin	ne Dele	te ine(s) Internal requisit	ion	F	istory	Confirm	Ent	ered by : Sussol	
General	Summary by	y Item Summary by Batch Transport de	tair					Store : Virtual st	ore 2
· · · ·				Ded Car	D-1-1	Constant I	c.i.c.	Dia sta	
	Location	Item Name Efavirenz tablet 600mg	Quan 20	Pack Size	Batch	Exp date	Sell Price 0.00	Price exten	0.00
1		Formaldehyde solution 20% 5L	30	-			0.00		0.00
📥 😱) 🛃 🜆	Other charges Item	:					Amount: Subtotal:	0.00
								0% tax:	0.00
								Total:	0.00
Hold Finalize	Expo	rt batch: 0			OK 8. Next		Delete	ок] 🗆 🏈

Now assign stock to each placeholder line in the usual way by double clicking on the first line to start the process.

de Curte	mor invei	ice [Read Only]							
					-				
🔔 Name			Confirm date	18/04/2011				Colour :	Black
Their ref	PO numbe	er: 424 GEN						Invoice : 56,874	
Comment	Invoice fr	om internal requisition 🛛 👢	Category	None		× 1	🗟 En/	try date : 18/04/20	011
							Goods re	ceive ID: 0	
								Status : fn	
		Internal requis	sition				Ent	ered by : Sussol	
								Store : Virtual st	ore 2
General	Summary b	y Item Summary by Batch Transport	details						
	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	<u>^</u>
	MAN	Formaldehyde solution 20% 5L	150		SV380		0.00		0.00
1		Efavirenz tablet 600mg	20	1	ABC1234	01/01/201:	0.00		0.00
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		Other charges I	tem:					Amount:	0.00
📥 💽) 🛃 🛃	J						Subtotal:	0.00
								0% tax:	0.00
								Total:	0.00
☐ Hold ✔ Finalize	Expo	ort batch: 0			OK & Next		Delete	ок] 🗆 🏈

When the Customer Invoice is ready, rather than just confirming the invoice (click on the button in the upper middle of the Customer Invoice window) **Finalize** the Customer Invoice by clicking the tick box on the bottom left of the Customer Invoice window, and then click on the **OK** button.

This is important. If you only confirm the invoice then the next part of the process (creating a goods received note in the receiving store) will not happen.

Once the customer invoice has been **finalised**, a goods received note for the purchase order will be created back in the store where you created the purchase order which started this whole process off (called the customer or receiving store).

Handling partially fulfilled orders

If you have unfilled lines on the customer invoice (i.e. red placeholder lines), when you finalise the customer invoice you will be asked if you want to create a new invoice with the unfilled lines. This new invoice retains the link to the purchase order that created the original customer invoice, and can be used to issue further goods to the customer.

Note that you can also create a invoice that is linked to the original purchase order at any time by using the "Duplicate" button on the toolbar of the customer invoice list.

Receiving the goods (customer store)

Now, back in your store, where you created the purchase order which started this whole process off, you can view the goods received record via the **Suppliers** tab on the Navigator or via the **File > Supplier > Show goods received** menu item (or via the **File > Supplier > Show purchase** orders > Goods received tab)

r num : 424	N	ame Virtu	al store 2	VIR2	Internal	requisition	Black
m date 18/04	/2011	Reque	sted delivery 18/04/2011			Stai	tus cn
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arai Decais Ad	HOC ICEMS	GOODS RO	eceived Supplier Invoices Log Loca	adon			
Goods receive	dID	Status	Supplier reference	Entry date		Receive date	
Groups recerry		5 sg	PO number: 424	18/04/2	2011	Trecente date	18/04/2011
6	e Edit g	oods red	ceive				
				_		Store: General	
			Mirtual store 2				
		ved date		Purchase order :		Goods received I	
1	Supplier re	eference	PO number:	Created by :			e: 18/04/11
				Modified by :		Statu	s: sg
		•	·	*	-		<u>به</u>
	Add from	purchase	order Add an un-ordered item	Delete line	Check sp	ace Pri	nt goods receip
	Line Li	ocation	Item name	Batch	Exp date	Pack Size	Quan
	-		Formaldehyde solution 20% 5L	SV380			1 15
	2		Efavirenz tablet 600mg	ABC1234	01/01/2012	1	1 2

Notice that on the goods received note the lines from the customer invoice will have been filled in automatically (and the purchase order lines updated with the stock received). Process the goods received note in the normal way and note that, as with all other goods received, the goods are not added to your store's stock and available for issue until the goods received note has been finalised and the resulting supplier invoice confirmed.

Previous: Purchase Order categories. Next: Receiving Goods - a Supplier Invoice

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Last update: 2017/07/17 04:39

