## 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
onfirm	date 00/00	/00 Ret	quested delivery	18/04/11	_					5	abus sg	
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		<b>•••</b>		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 ^
												10
												~
<						-	-					>
¢ş	Supplier dis Percentag		Discount amoun	t 0.000 Estimated subtotal							0.000	
	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):

nfirm	date 18/0	Name Virtual store 2 14/2011 Requested delive Id Hoc kems Goods Received S			Location	VIR2	. 19	ternal requ		itus an	Sb	ore Gener	ы
		Update EDD Info	Print Pure	5				Catego	ry none		>		
how	al lines	×					Curr	ency AUD	Fore	ex rate	1		
ine	Item code	ltem	Orig.Qty	Pack.	Adj. Qty	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Requeste	Store:	12
1	EFV600	Efavirenz tablet 600mg	20		20	0		60	0		18/04/2011		
2	Formraw	Formaldehyde solution 20% 5L	150	5	150	0	1799	0	0	0.00	18/04/2011	General	
61													2
	~Supplier d	scount								<b>F</b> _1,, .	sd subtotal		0.000
	Percenta		ount	0.0	00				Estim	ated cost after			0.000
	Locked	Auto calc usage	Eina	ize orde	r 🗆	rint long de	scription	Print m	y signature				

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, except for updating the expected data of delivery (EDD).

### **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:

🗶 Custo	mer invoi	ce								×
上 Name	General		Confirm date	00/00/00				Colour :	Black	-
Their ref	F PO numbe	r: 424 GEN						Invoice : 56,874		
Comment	Invoice fr	om internal requisition	Category	None		~	En	ry date : 18/04/20	11	
							Goods rea	ceive ID: 0		
<u>e</u> .		6.			N.	55		Status : sg		
New li	ne Dele	He line(s) Internal requisition	n	н	istory	Confirm	Ent	ered by : Sussol		
General	Summary b	y Item Summary by Batch Transport details						Store : Virtual st	ore 2	
	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	1.4	ה
1	Location	Efavirenz tablet 600mg	20	1	baten	LAP GALC	0.00	File exteri	0.00	
1		Formaldehyde solution 20% 5L	30	5			0.00		0.00	
									V	
		Other charges Item:						Amount:	0.00	
1	) 🛃 🌆	,,,,,,,,						Subtotal:	0.00	
								0% tax:	0.00	
								Total:	0.00	
Hold	e Expo	rt batch: 0			OK 8. Next		Delete	ОК		9

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

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2.0	ust	omer invo	ice [Read Or	ıly]									×
1	Nam	e General			📕 (	Confirm date	18/04/2011	Ī			Colour :	Black	_
Th	eir re	af PO numb	sr: 424	GEN							Invoice : 56,874		
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	1	MAN	Formaldehyde Efavirenz table	solution 20% 5	L	150		SV380	01/01/201:	0.00		0.00	
	1		LIGHTONE CODE	oc oboling		2.0	1	HOCIEST	01/01/201	0.00		0.00	
				Other charge	as Item:						Amount:	0.0	
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											0% tax:	0.0	0
											Total:	0.0	0
1 million 100	told Inaliz	e Exp	ort batch: 0					OK & Next		Delete	) ск		Ş

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)

num: 424	Name	Virtual sto	ore 2	VIR2	Internal	requisition		llack
date 18/04/	2011	Requested	delivery 18/04/2011				Status cn	
ral Details Ad I	Hoc Rems G	oods Receiv	ed Supplier Invoices Log	Location			Store Ge	neral
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Goods receive	dID	Status	Supplier reference	Entry date		Receive da	te	
	865 sg	p F	O number: 424	18/04/	2011		18/	04/201
	e Edit goo	ds receiv	e					
- F		plier Mitte	1			Store: Gene	ral	
		date 18/0		Purchase order : Created by :		Goods receive	ed ID : 869 date : 18)	
3	Supplier refer	ence POr	number:	Modified by :			date: 18/ tatus: sq	
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	1		<u>•</u>	*	<u></u>		. 🧕	1
	Add from pur	chase orde	r Add an un-ordered iten	n Delete line	Check sp	ace	Print good	s recei
	Line Local		Item name	Batch	Exp date	Pack Size	0	Quan
	1 MA		aldehyde solution 20% 5L irenz tablet 600mg	5V380 ABC1234	01/01/0010		1	15
	2	Erav	renz cablec 600mg	ADC1234	01/01/2012		1	
		_						

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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