## **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.

Double click on a line to display the Purchase Order containing that line



## **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.



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