

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



The screenshot shows a Windows application window titled 'Outstanding purchase order lines'. The window has a toolbar with a search field, a 'Find' button, and a 'Print' button. Below the toolbar is a grid table with the following columns: Item Name, Order Confir..., Requested, Expected..., Days to ..., Adjusted Qty, Qty Received, and Qty Outstanding. The grid contains 8 rows of data, each representing a purchase order line. The data is as follows:

| | Item Name | Order Confir... | Requested | Expected... | Days to ... | Adjusted Qty | Qty Received | Qty Outstanding | |
|------------|--------------------------------------|---|------------|-------------|-------------|--------------|--------------|-----------------|--------|
| 123 lda | International Dispensary Association | Benzolic acid+Salicylic acid ointment 6%+3% | 06/03/2009 | 04/07/2009 | 04/07/2009 | 0 | 100000 | 5000 | 95000 |
| 123 lda | 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 | 21/06/2009 | 21/06/2009 | 0 | 1381 | 1000 | 381 |
| 193 lda | International Dispensary Association | Anisophylline 100mg tab | 21/08/2009 | 31/12/2009 | 31/12/2009 | 0 | 10000 | 0 | 10000 |
| 193 lda | 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.

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