Managing Purchase Orders

*

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

2.0	utstanding p	urchase order lines										3
ŀ	Suppler name or code Item name or code		Sind Red	Mint Print								
Ρ	Days to expec	s to expected delivery is less than		Item Name	Order Confir	Requested	Expected	Days to	Adjusted Qty	Qty Received	Qty Outstanding	^
	123 Ida International Dispensary Association		ciation	Benzoic acid+Salkylic acid ointment 6%+39	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000	
	123 ida International Dispensary Association			Paracetamol 120mg/Smis 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 UNICEP			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		Aminophylline 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						
Show 15 most recent orders, or:						
Order number	equals					
ſ	Complex Find Cancel OK					

• You will be shown a list of matching Purchase Orders. Double-click a purchase order to open it.

🌲 Purcha	se order	list										×
New PO	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	T Report	Find Order by	Frint	Er	nail	Custon	nise Duplicate	Split			
Order 🔺	Status	Date	Supplier	Ta	arget L	.ock	Lines		C	omment		^
1211	181		TRANSFORMER PLANT				3	Introcan, giving set,	syringe			
-749	181	10-11-1000	A MARLEONE (* WARRAND				73					
1991		101111000	CONTRACTOR (PROCESSION				1					
1771	181						4	Office Equipment				
1999		CONTRACTOR OF THE OWNER.	THE REPORT OF THE PARTY OF THE		- 5		1	Introcan 24G				
177	10	The second second	LITTLE CONTRACTOR AND CARD		-		46	UT Sutures				
100		Contraction of the			-		100	P. (210				
241		22/02/2010	Pan Pacific Pharmaceuticals	_	90.1		129	split from 316				
341	en en	23/03/2010	Fan Facilic Friainiaceuticais		190		2	spiil nom 340				
357	sy	23/03/2010			180	- 1	7					
358	og en	23/03/2010	Pan Pacific Pharmaceuticals		180		7	split from 357				
359	fn	29/03/2010	Pan Pacific Pharmaceuticals		0	i	1	opik nom oor				
361	cn	29/03/2010	Pan Pacific Pharmaceuticals		0	1	1					
369	sq	30/08/2010	Pan Pacific Pharmaceuticals		0	i	1					
	-											
											1	~
<				1111							>	
15/190											ОК) .::

For a more detailed description of this window see Ordering Items From Suppliers

