

# 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.

### 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

P	Item Name	Order Confir...	Requested	Expected...	Days to ...	Adjusted Qty	Qty Received	Qty Outstanding
123	International Dispensary Association Benzocic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123	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	21/04/2009	21/04/2009	0	1361	1000	361
193	International Dispensary Association Aminophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	10000
193	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.



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



For a more detailed description of this window see [Ordering Items From Suppliers](#)

<note>To continue to the next section of the mSupply® user guide click [here](#)</note>

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