

# 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](#)

Previous: [Ordering Items From Suppliers](#) Next: [Purchase Order categories](#).

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Last update: 2012/08/03 15:38

