

6.02. 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.

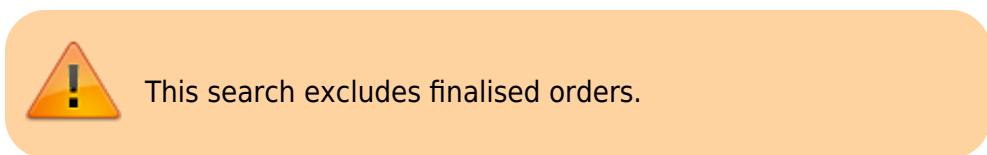
Show outstanding purchase order lines....

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.



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.

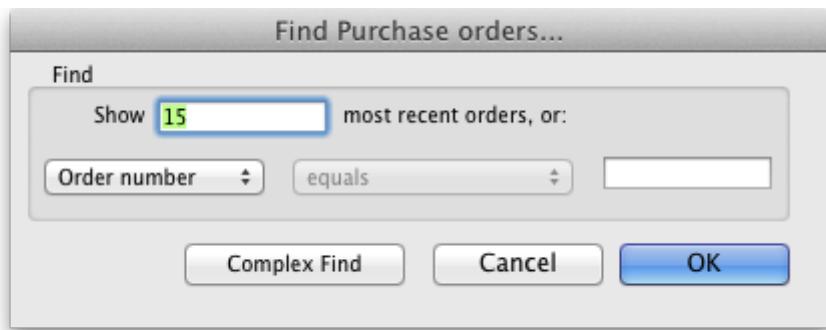
			Item Name	Order Confir...	Requested	Expected...	Days to...	Adjusted Qty	Qty Received	Qty Outstanding
123	ida	International Dispensary Association	Benzolic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123	ida	International Dispensary Association	Paracetamol 120mg/5mls 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	BOG client	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	Aniinophylline 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

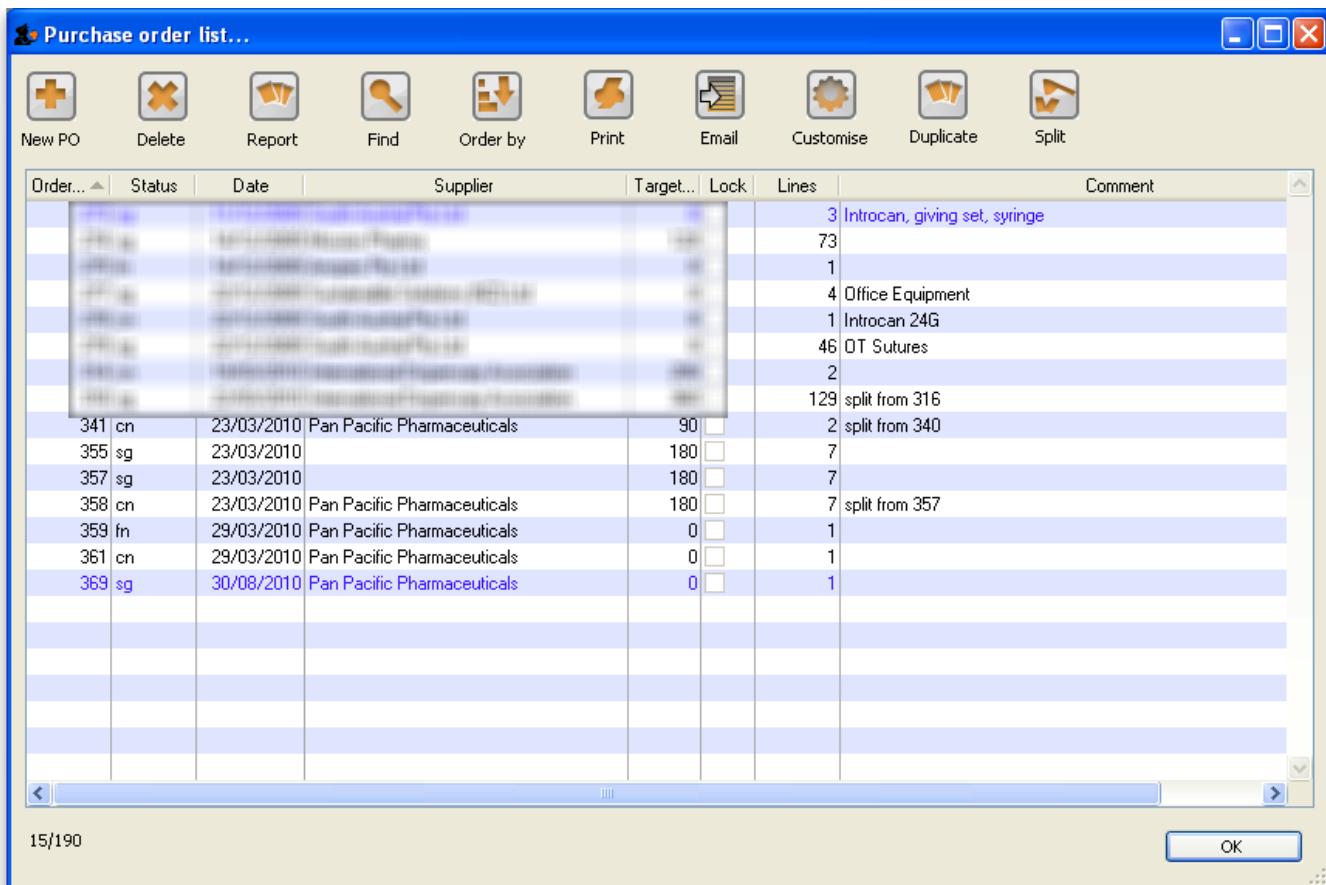
Choose Suppliers > Show Purchase Orders.

- In the find window you can choose what will be displayed. By default mSupply displays the last

15 purchase orders.



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



A screenshot of a 'Purchase order list...' window. The title bar has a magnifying glass icon and the window title. The toolbar includes icons for New PO, Delete, Report, Find, Order by, Print, Email, Customise, Duplicate, and Split. The main area is a grid table with columns: Order..., Status, Date, Supplier, Target..., Lock, Lines, and Comment. The grid shows several purchase orders, with the last one being 369 sg from Pan Pacific Pharmaceuticals on 30/08/2010. The 'Comment' column contains notes like '3 Introcan, giving set, syringe', '73', '1', '4 Office Equipment', '1 Introcan 24G', '46 OT Sutures', '2', '129 split from 316', '2 split from 340', '7', '7', '7 split from 357', '1', '1', and '1'. At the bottom left is a page number '15/190' and an 'OK' button.

Order...	Status	Date	Supplier	Target...	Lock	Lines	Comment
341 cn		23/03/2010	Pan Pacific Pharmaceuticals	90	<input type="checkbox"/>	3	Introcan, giving set, syringe
355 sg		23/03/2010		180	<input type="checkbox"/>	73	
357 sg		23/03/2010		180	<input type="checkbox"/>	1	
358 cn		23/03/2010	Pan Pacific Pharmaceuticals	180	<input type="checkbox"/>	4	Office Equipment
359 fn		29/03/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	1 Introcan 24G
361 cn		29/03/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	46	46 OT Sutures
369 sg		30/08/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	2	2
						129	split from 316
						2	split from 340
						7	
						7	
						7	split from 357
						1	
						1	
						1	

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

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