# 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

Ī	Supplier name or code Item name or code Days to expected delivery is less than		Pint .								
P				Item Name	Order Confir	Requested	Expected	Days to	Adjusted Qty	Qty Received	Qty Outstanding
	123 ide	International Dispensary Ass	notiation	Benzoic acid+Salkylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	9500
	123 ida	International Dispensary Ass	iociation	Paracetamol 120mg/Smis syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	82600
	134 UNICEF	UNICEF		Neasles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	140
	134 UNICEP	UNICEP		BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	30
	164 UNICEF	UNICEF		Neasles & Rubella 10 dose vial	22/04/2009	21/04/2009	21/04/2009	0	1381	1000	3
	193 ida	International Dispensary Ass	ociation	Aminophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	100
	193 ida	International Dispensary Ass	ociation	Aspirin 300mg tab	21/08/2009	31/12/2009	31/12/2009	0	250000	0	25000

## **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 Purchase orders
Find	
Show 15	most recent orders, or:
Order number	equals
	Complex Find Cancel OK

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

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Order 🔺 🛛 Status	Date	Supplier	Tar	get Loo			Comment	
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10000		REAL PROVIDED AND ADDRESS OF THE PARTY OF THE PARTY.		1		Office Equipment Introcan 24G		
-2001.00		COLUMN FRANCE		-24		Introcan 24G OT Sutures		
10001000		and a second		-	46			
10001100		NAMES OF TAXABLE AND ADDRESS OF		-	_	split from 316		
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355 sg	23/03/2010	deine i Haimaceateais		180	7			
357 sg	23/03/2010			180	7			
358 cn		Pacific Pharmaceuticals		180		split from 357		
359 fn	29/03/2010 Pan F	Pacific Pharmaceuticals		0	1			
361 cn	29/03/2010 Pan P	Pacific Pharmaceuticals		0	1			
369 sg	30/08/2010 Pan P	Pacific Pharmaceuticals		0	1			
								-
								>

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

Previous: 7.1. Ordering Items From Suppliers || Next: 7.3. Purchase Order categories



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