

## 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.



This 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.

Outstanding purchase order lines

Supplier name or code  
Item name or code

Find

Print

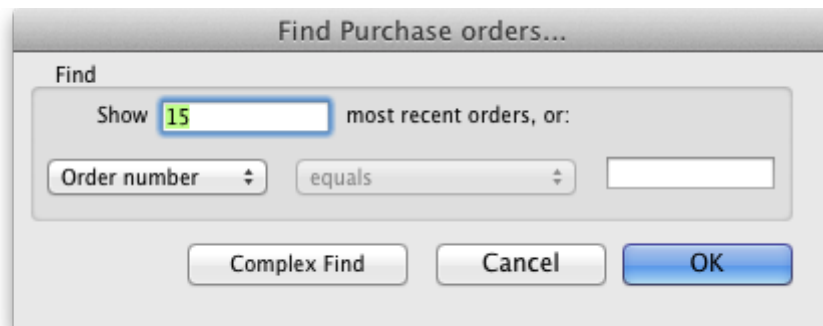
P	Days to expected delivery is less than...	Item Name	Order Confir...	Requested	Expected...	Days to ...	Adjusted Qty	Qty Received	Qty Outstanding
123 ida	International Dispensary Association	Benzocic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123 ida	International 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	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	Aspirin 300mg 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.

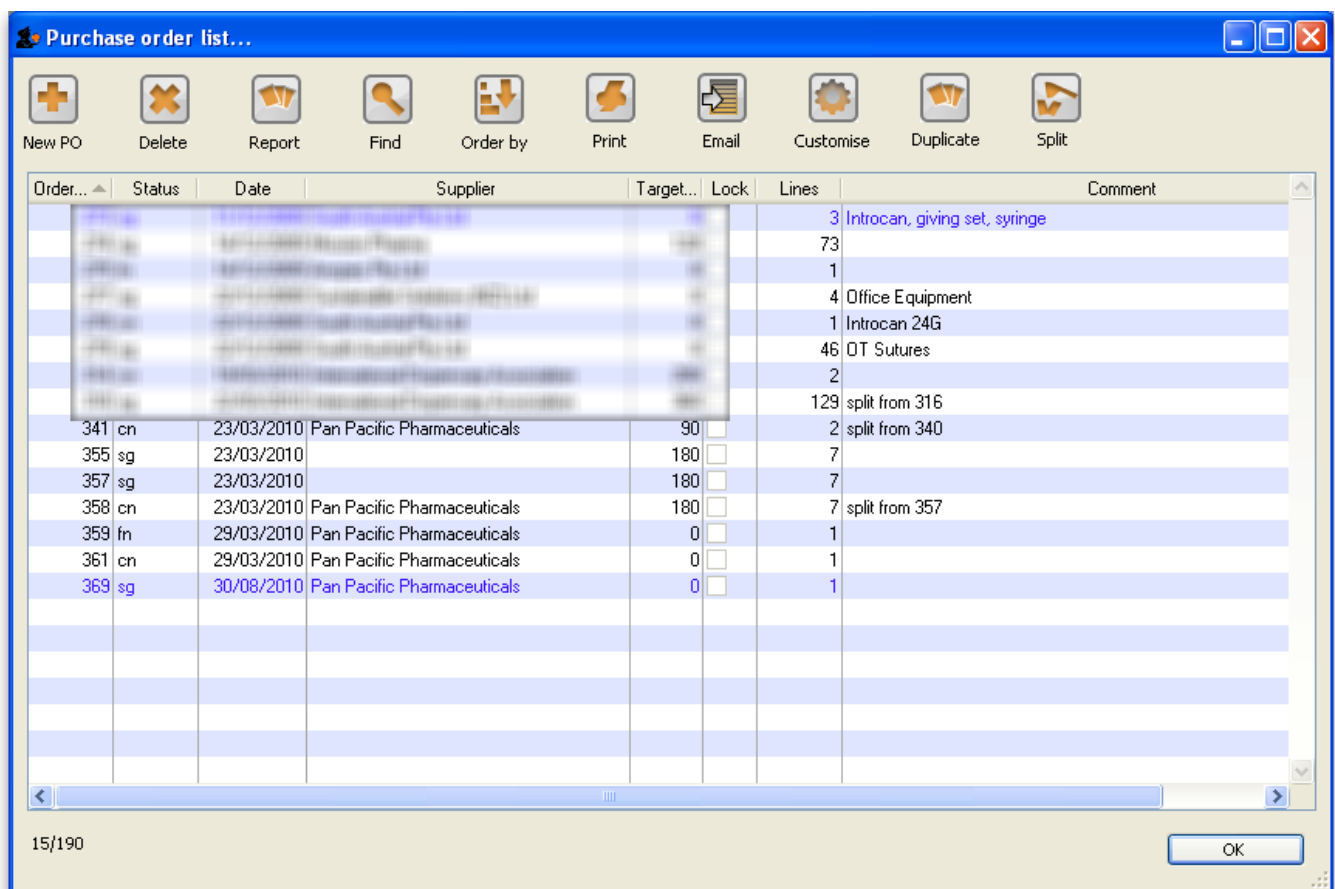
- In the find window you can choose what will be displayed. By default mSupply displays the last

15 purchase orders.



The 'Find Purchase orders...' dialog box has a 'Find' section with a 'Show' field containing '15' and the text 'most recent orders, or:'. Below this is a dropdown menu set to 'Order number' and a text field containing 'equals'. At the bottom are three buttons: 'Complex Find', 'Cancel', and 'OK'.

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



The 'Purchase order list...' window features a toolbar with icons for New PO, Delete, Report, Find, Order by, Print, Email, Customise, Duplicate, and Split. Below the toolbar is a table with columns: Order..., Status, Date, Supplier, Target..., Lock, Lines, and Comment. The table contains several rows of purchase order data, with the last row highlighted in blue. A status bar at the bottom shows '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"/>	2	split from 340
355	sg	23/03/2010		180	<input type="checkbox"/>	7	
357	sg	23/03/2010		180	<input type="checkbox"/>	7	
358	cn	23/03/2010	Pan Pacific Pharmaceuticals	180	<input type="checkbox"/>	7	split from 357
359	fn	29/03/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	
361	cn	29/03/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	
369	sg	30/08/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	

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

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