Ordering from one store to another

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If you run mSupply using virtual stores then you can place an order for goods with another store within mSupply. This is called making an “internal requisition” and this page describes the process.

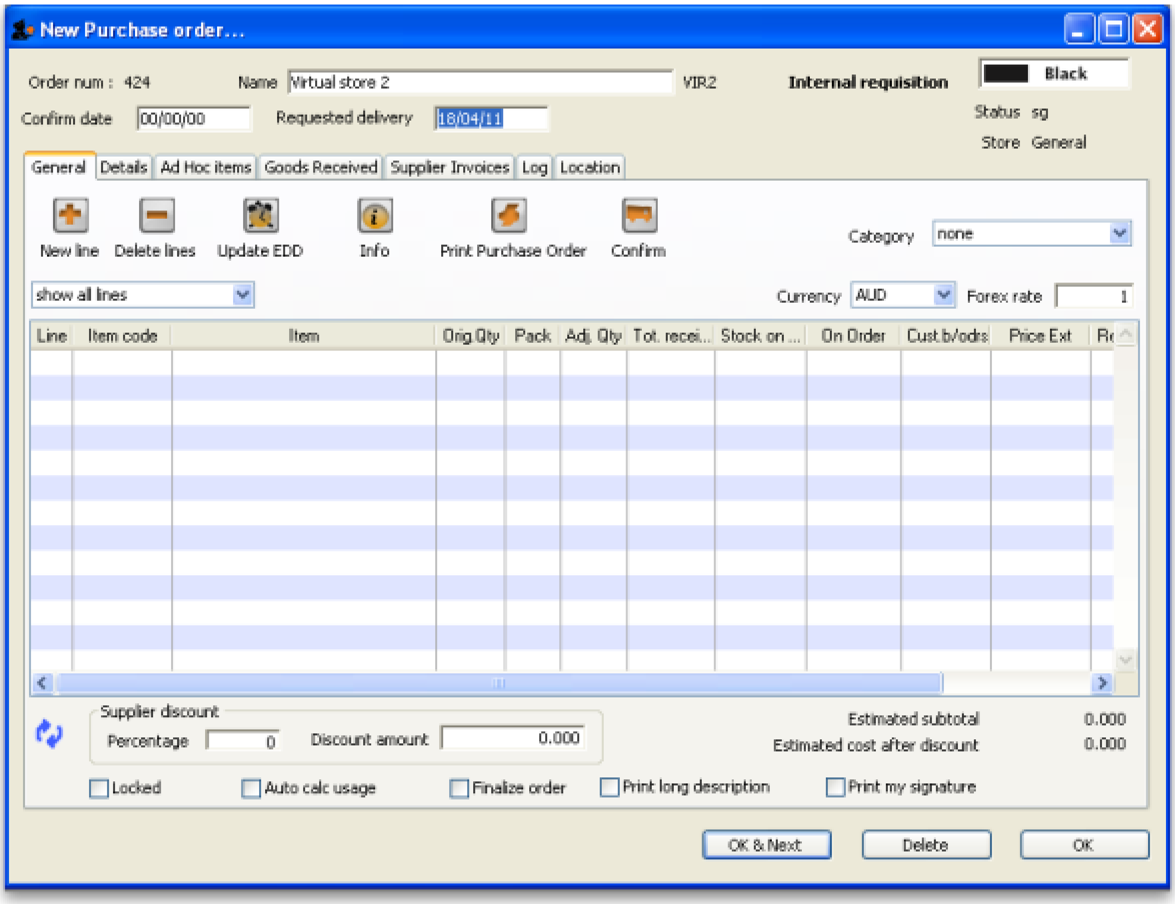
Creating a purchase order (customer store)

For the most part, this is the same process as for creating a normal purchase order. There are, however, a few significant differences:

- In the *Name* field of the purchase order, enter the name of the store which will supply your goods.

The names of Virtual Store suppliers will appear in *RED* in the pick list of suppliers. If the name of the store you select as a supplier is *BLACK*, then you have not chosen a Virtual Store as a supplier, and the instructions in the remainder of this section do not apply.

- The *Internal requisition* label will appear after the name to indicate that this is going to be an internal requisition.

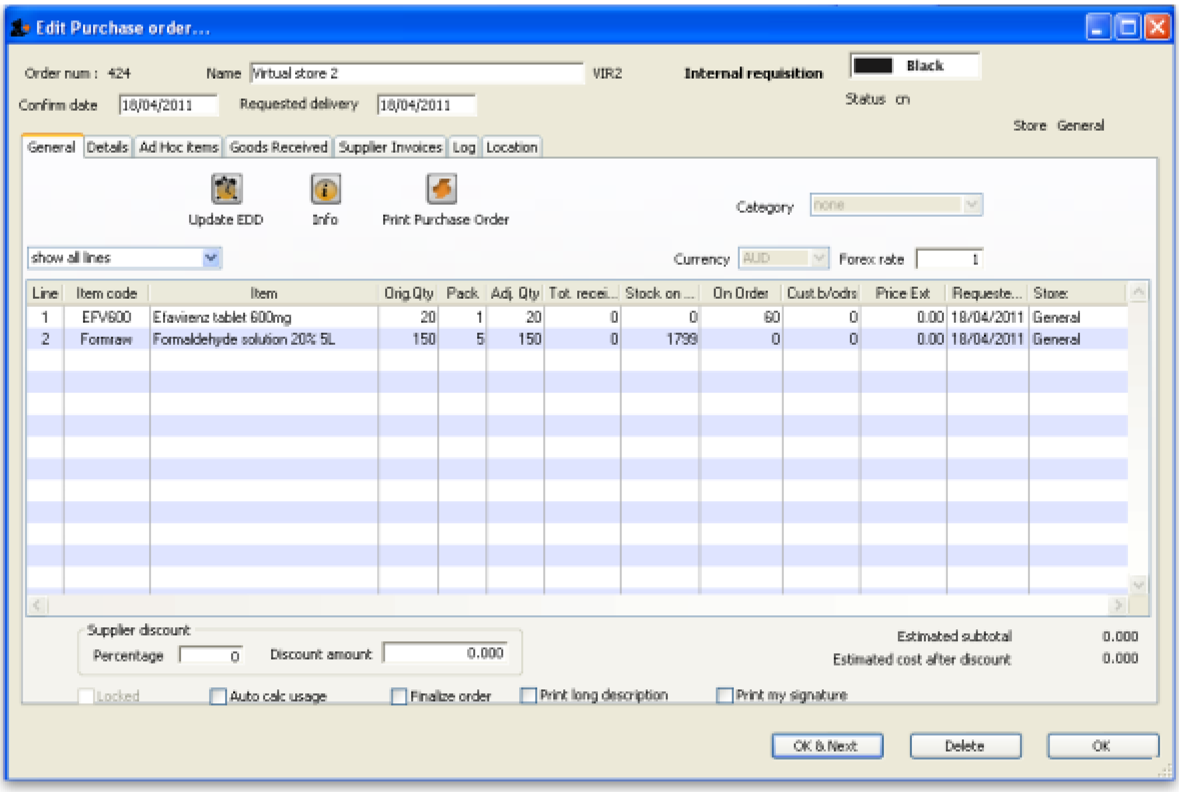


New Purchase order...

Order num : 424
Name Virtual store 2
VIR2
Internal requisition
Black
Confirm date 00/00/00
Requested delivery 18/04/11
Status sg
Store General
Category none
show all lines
Currency AUD
Forex rate 1
Supplier discount
Percentage 0
Discount amount 0.000
Estimated subtotal 0.000
Estimated cost after discount 0.000
☐ Locked
☐ Auto calc usage
☐ Finalize order
☐ Print long description
☐ Print my signature

General
Details
Ad Hoc items
Goods Received
Supplier Invoices
Log
Location
New line
Delete lines
Update EDD
Info
Print Purchase Order
Confirm
Line
Item code
Item
Orig.Qty
Pack
Adj. Qty
Tot. recei...
Stock on ...
On Order
Cust.b/odrs
Price Ext
Re
OK & Next
Delete
OK

Enter the purchase order lines as normal and when you're finished, confirm the purchase order (at this point you may be prompted to enter budget and/or category information, depending on your preferences):



Edit Purchase order...

Order num : 424
Name Virtual store 2
VIR2
Internal requisition
Black
Confirm date 18/04/2011
Requested delivery 18/04/2011
Status cn
Store General
Category none
show all lines
Currency AUD
Forex rate 1

Line	Item code	Item	Orig.Qty	Pack	Adj. Qty	Tot. recei...	Stock on ...	On Order	Cust.b/odrs	Price Ext	Requeste...	Store
1	EFV600	Efavirenz tablet 600mg	20	1	20	0	0	60	0	0.00	18/04/2011	General
2	Formaw	Formaldehyde solution 20% 5L	150	5	150	0	1799	0	0	0.00	18/04/2011	General

Supplier discount
Percentage 0
Discount amount 0.000
Estimated subtotal 0.000
Estimated cost after discount 0.000
☐ Locked
☐ Auto calc usage
☐ Finalize order
☐ Print long description
☐ Print my signature

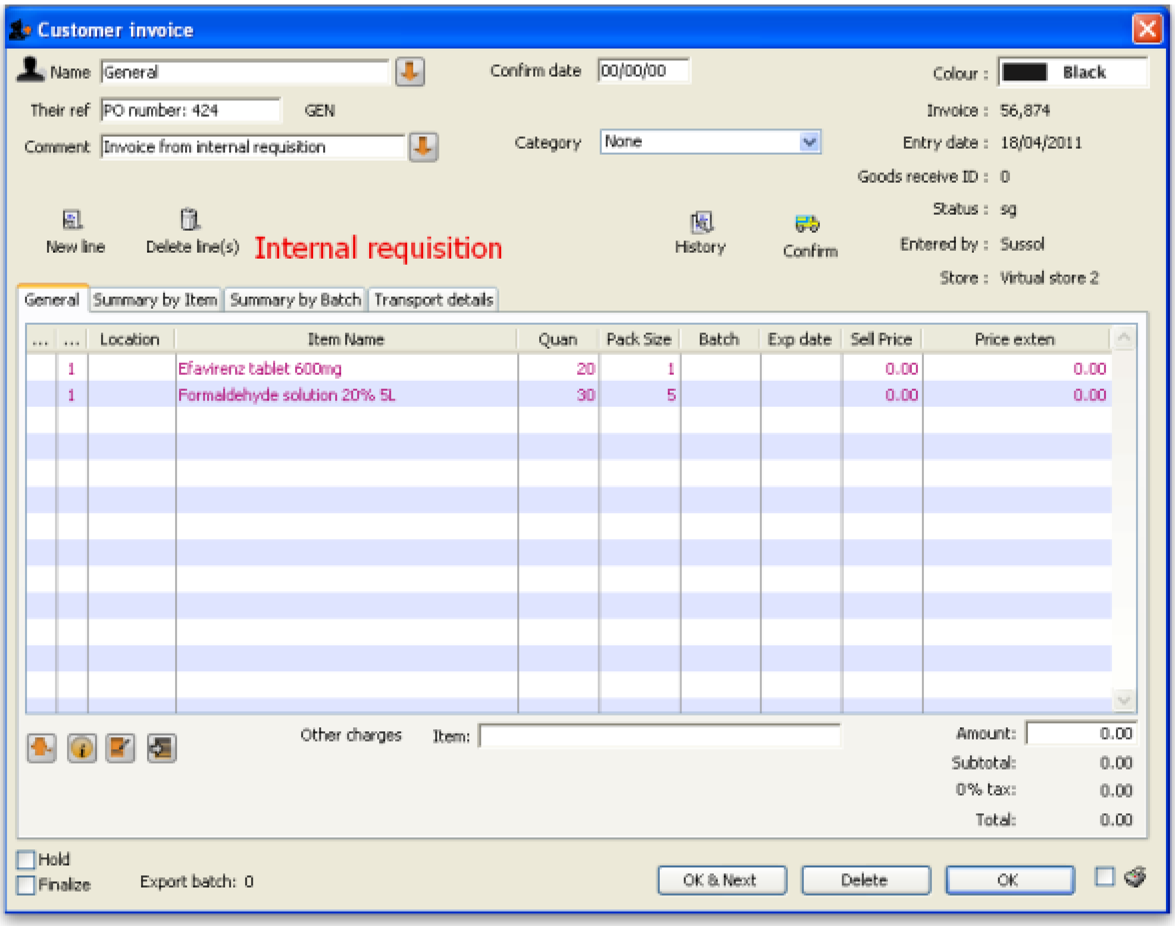
General
Details
Ad Hoc items
Goods Received
Supplier Invoices
Log
Location
Update EDD
Info
Print Purchase Order
OK & Next
Delete
OK

Once confirmed, a customer invoice for the purchase order is created in the supplying store (with your store's name in the *Name* field) and it will no longer be possible to modify the purchase order lines.

Processing the customer invoice (supplying store)

Now, in the supplying store, the customer invoice can be viewed via the **Customers** tab on the Navigator or via the **Customer > Show invoices...** menu item as usual. The new Customer Invoice will have Status = `sg` (suggested), Their ref = `PO number:` XXXX, and Comment = `Invoice from internal requisition`. Also, when it is opened, the customer invoice will have an *Internal requisition* label to highlight that it has originated from another store.

Each purchase order line will have a corresponding placeholder line in the customer invoice:


Customer invoice
New line
Delete line(s)
Internal requisition
History
Confirm
General
Summary by Item
Summary by Batch
Transport details
Other charges
OK & Next
Delete
OK

Name: General

Confirm date: 00/00/00

Colour: Black

Their ref: PO number: 424 GEN

Invoice: 56,874

Comment: Invoice from internal requisition

Category: None

Entry date: 18/04/2011

Goods receive ID: 0

Status: sg

Entered by: Sussol

Store: Virtual store 2

...	...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
	1		Efavirenz tablet 600mg	20	1			0.00	0.00
	1		Formaldehyde solution 20% 5L	30	5			0.00	0.00

Item:

Amount: 0.00

Subtotal: 0.00

0% tax: 0.00

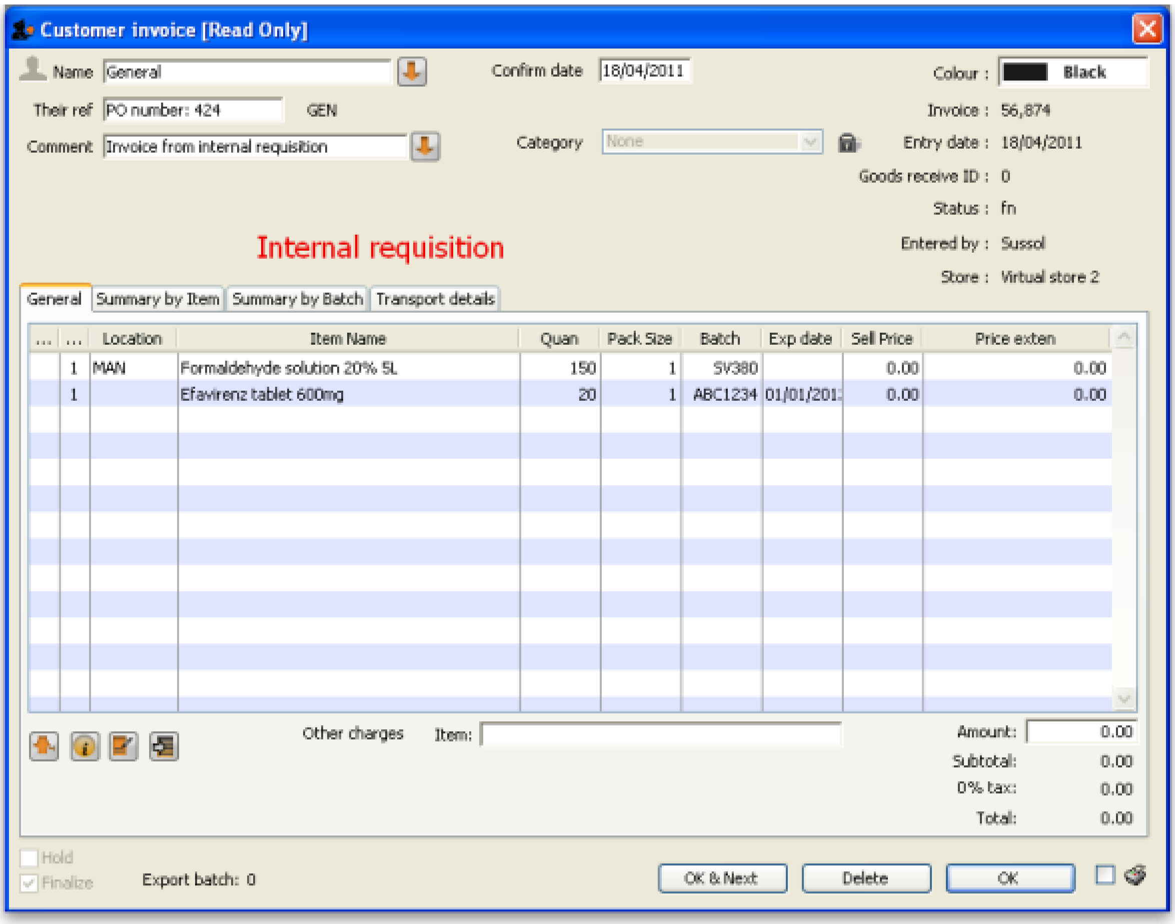
Total: 0.00

☐ Hold

☐ Finalize

Export batch: 0

Now assign stock to each placeholder line in the usual way by double clicking on the first line to start the process.



Name: General
Their ref: PO number: 424 GEN
Comment: Invoice from internal requisition
Confirm date: 18/04/2011
Category: None
Colour : Black
Invoice : 56,874
Entry date : 18/04/2011
Goods receive ID : 0
Status : fn
Entered by : Sussol
Store : Virtual store 2

...	...	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten
	1	MAN	Formaldehyde solution 20% 5L	150	1	SV380		0.00	0.00
	1		Efavirenz tablet 600mg	20	1	ABC1234	01/01/201	0.00	0.00

Other charges Item:
Amount: 0.00
Subtotal: 0.00
0% tax: 0.00
Total: 0.00

☐ Hold
☑ Finalize
Export batch: 0

When the Customer Invoice is ready, rather than confirming the invoice (click on the button in the upper middle of the Customer Invoice window) **Finalize** the Customer Invoice (click the tick box on the bottom left of the Customer Invoice window).

This is important. If you only confirm the invoice then the next part of the process (creating a goods received note in the receiving store) will not happen.

Once the customer invoice has been **finalised**, a goods received note for the purchase order will be created back in the store where you created the purchase order which started this whole process off (called the customer or receiving store).

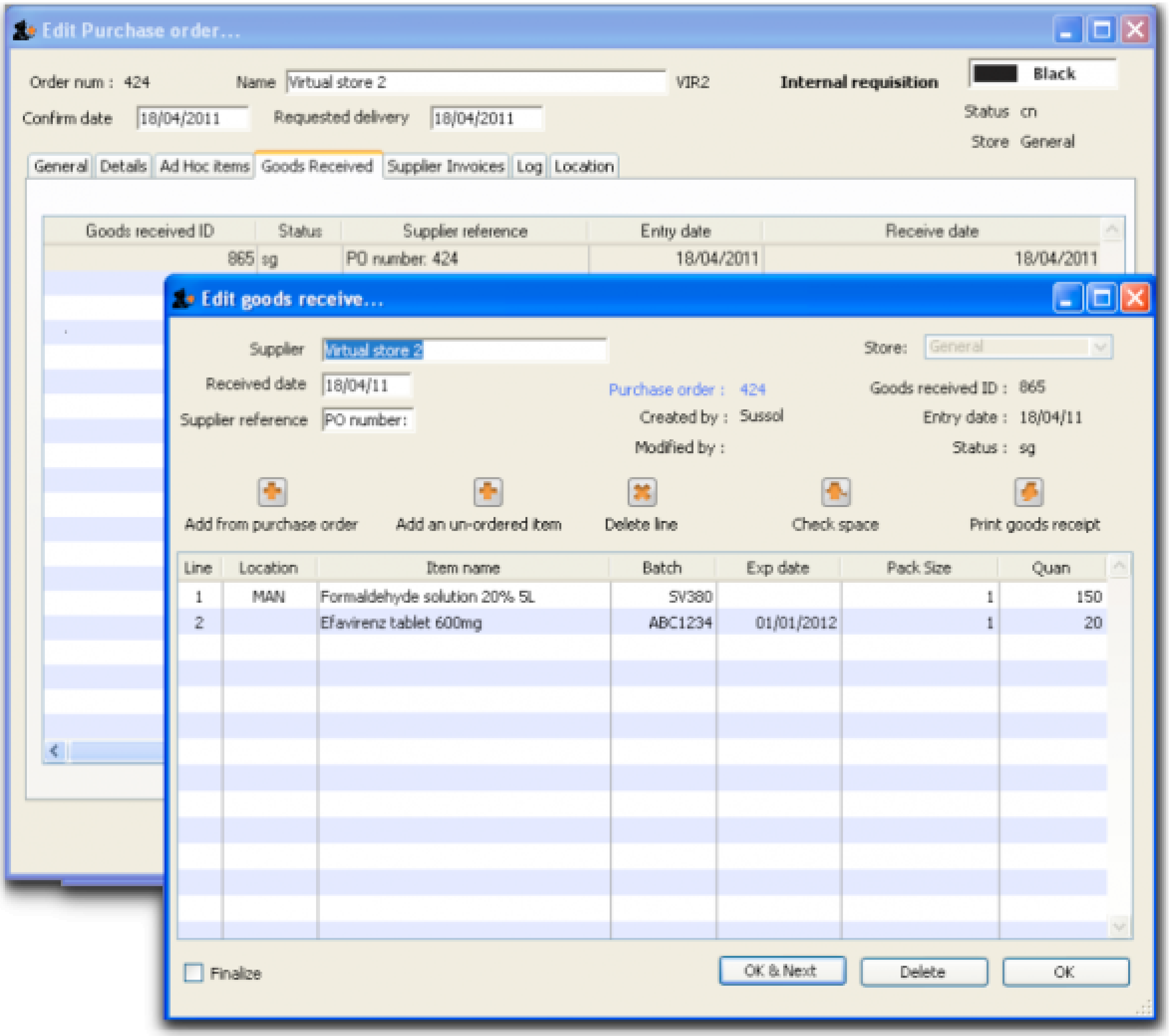
Handling partially fulfilled orders

If you have unfilled lines on the customer invoice (i.e. red placeholder lines), when you finalise the customer invoice you will be asked if you want to create a new invoice with the unfilled lines. This new invoice retains the link to the purchase order that created the original customer invoice, and can be used to issue further goods to the customer.

Note that you can also create a invoice that is linked to the original purchase order at any time by using the "Duplicate" button on the toolbar of the customer invoice list.

Receiving the goods (customer store)

Now, back in your store, where you created the purchase order which started this whole process off, you can view the goods received record via the **Suppliers** tab on the Navigator or via the **File > Supplier > Show goods received** menu item (or via the **File > Supplier > Show purchase orders > Goods received** tab)


Edit Purchase order...
General
Details
Ad Hoc items
Goods Received
Supplier Invoices
Log
Location
Edit goods receive...
Add from purchase order
Add an un-ordered item
Delete line
Check space
Print goods receipt
OK & Next
Delete
OK

Order num : 424
Name: Virtual store 2 VIR2
Internal requisition
Black
Confirm date: 18/04/2011
Requested delivery: 18/04/2011
Status cn
Store General

Goods received ID	Status	Supplier reference	Entry date	Receive date
865	sg	PO number: 424	18/04/2011	18/04/2011

Supplier: Virtual store 2
Received date: 18/04/11
Supplier reference: PO number:
Store: General
Purchase order : 424
Created by : Sussol
Modified by :
Goods received ID : 865
Entry date : 18/04/11
Status : sg

Line	Location	Item name	Batch	Exp date	Pack Size	Quan
1	MAN	Formaldehyde solution 20% 5L	SV380		1	150
2		Efavirenz tablet 600mg	ABC1234	01/01/2012	1	20

☐ Finalize

Notice that on the goods received note the lines from the customer invoice will have been filled in automatically (and the purchase order lines updated with the stock received). Process the goods received note in the normal way and note that, as with all other goods received, the goods are not added to your store's stock and available for issue until the goods received note has been finalised and the resulting supplier invoice confirmed.

Previous: Purchase Order categories. Next: Receiving Goods - a Supplier Invoice

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Last update: **2015/10/29 04:24**