

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):

[illegible]

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:

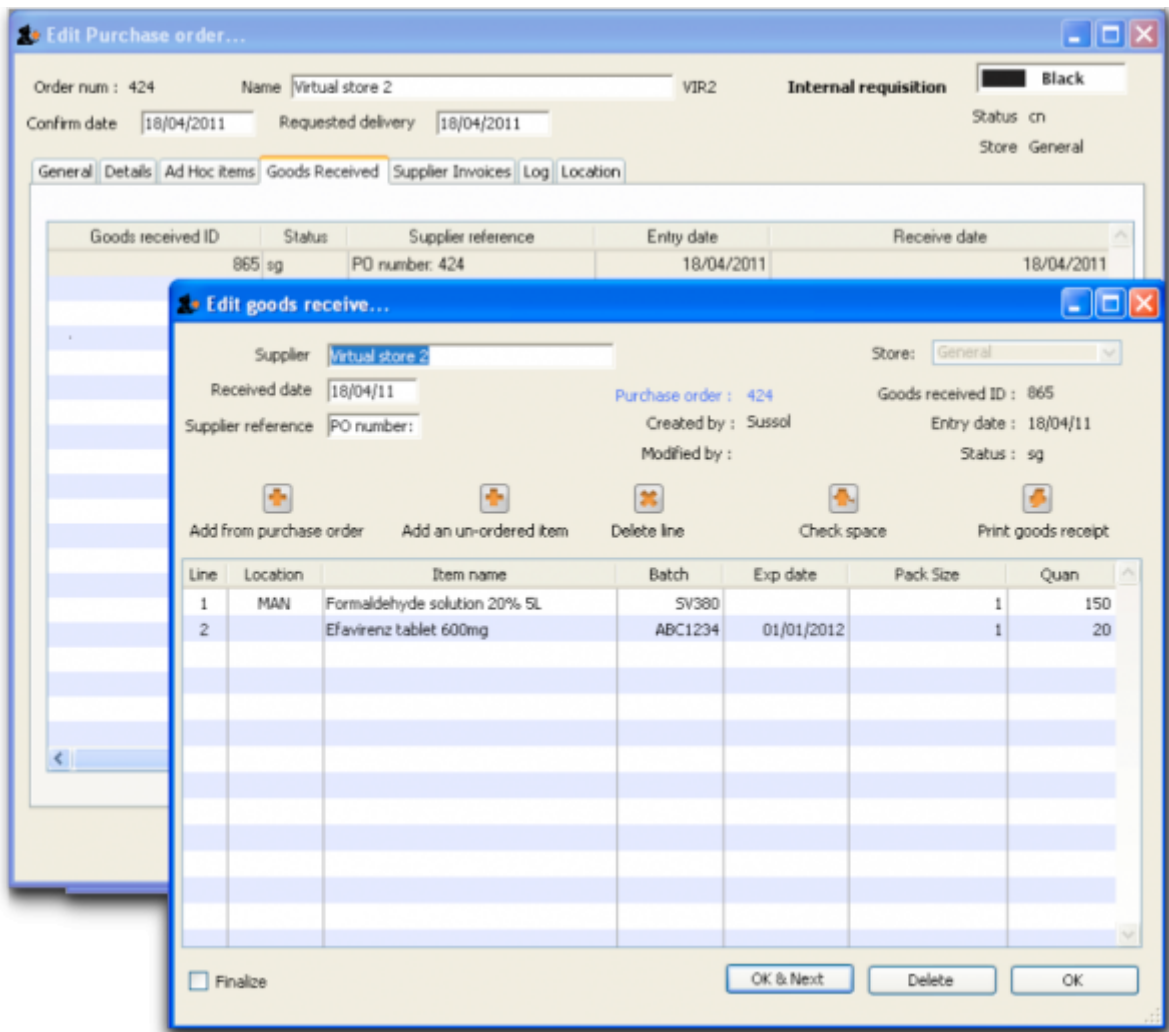
[illegible]

Now assign stock to each placeholder line in [the usual way](#) by double clicking on the first line to start the process.

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)



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](#)

Last
update:
2017/07/17 04:39 purchasing:ordering_from_one_store_to_another https://docs.msupply.org.nz/purchasing:ordering_from_one_store_to_another?rev=1500266384

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