Ordering from one store to another

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 of	order										
Order r	num: 424	Name V	irtual store 2				VIR2	2 In	ternal requ	isition	Blac	k
onfirm	date 00/00	/00 Rec	uested delivery	18/04/11	_					St	atus sg	
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senera		Hoc items Good	is Received Supp	ner monce	slog	Locadon						
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New I	ine Delete lin	es Update EDD) Info	Print Pure	:hase O	rder Co	onfirm		catoge			
show	al lines	×						Cun	ency AUD	Y For	ex rate	1
Line	Item code	lt	em	Orig.Qty	Pack	Adj, Qity	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Rec
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	Locked	- Auto	calc usage	E Fina	ize orde	r 🗆	Print long de	scription	Print m	y signature		
							0	OK & Next		Delete)K

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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):

General Details Ad Hoc Rens Goods Received Supplier Invoices Log Location	
Update EDD Info Print Purchase Order Category	
show all lines 💌 Currency AUD 💙 Porex rate 🚺	
Line Item code Item Orig.Qty Pack Adj.Qty Tot recei Stock on On Order Cust.b/odrs Price Ext Reque	ste Store:
1 EFV600 Efavirenz tablet 600mg 20 1 20 0 0 60 0 0.00 18/04/	2011 General
Image: series of the series	
Suppler discount Estimated subto Percentage 0 Discount amount 0.000 Estimated cost after discount	tal 0.000

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 = P0 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:

Le Custo	mer invoi	ce							X
上 Name	General		Confirm date	00/00/00				Colour :	Black
Their ref	PO numbe	r: 424 GEN						Invoice : 56,874	
Comment	Invoice fro	om internal requisition	Category	None		~	En	try date : 18/04/20	11
							Goods ree	ceive ID: 0	
5		61.			ræl	25		Status : sg	
New lin	ne Dele	te Ine(s) Internal requisition	n	н	istory	Confirm	Ent	ered by : Sussol	
General	Summary b	u Item Summary by Batch Transport details						Store : Virtual st	ore 2
General	Jacobian	Then News	0	Paul Circ	Datab	Euro data	Collinsion	Drive outer	
	Location	Item Name	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	0.00
1		Formaldehyde solution 20% 5L	30	5			0.00		0.00
									- 11
									_
			[×
🛃 😱) 🛃 🛃	Other charges Item:						Amount:	0.00
								0% tax:	0.00
								Total:	0.00
Hold	Expo	rt batch: 0			OK & Next		Delete	ОК] 🗆 🏈

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

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🔔 Name	General			- 🛃 Co	nfirm date	18/04/2011				Colour :	Black
Their ref	PO numbe	er: 424	GEN							Invoice : 56,874	
Comment	Invoice from internal requisition				Category	None		× 1	🖬 En/	try date : 18/04/20	011
									Goods re	ceive ID: 0	
										Status : fn	
		In	ternal re	equisition					Ent	ered by : Sussol	
				quistaon						Store : Virtual st	ore 2
General	Summary b	y Item Summar	ry by Batch T	ransport details							
	Location		Item Name	3	Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	<u>^</u>
1 1	MAN	Formaldehyde	solution 20%	5L	150	1	SV380		0.00		0.00
1		Efavirenz table	t 600mg		20	1	ABC1234	01/01/201	0.00		0.00
											\sim
		1	Other charg	ges Item:						Amount:	0.00
		,								Subtotal:	0.00
										U% (ax:	0.00
										Tocal:	0.00
Finalize	Expo	ort batch: 0					OK & Next		Delete	ок] 🗆 🏈

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

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 dernum : 424 nfirm date 18/	order	Name Virt	ual store 2 ested delivery 18/04/2011	VIR2	Internal r	equisition	Status	Black
eneral Details /	Ad Hoc iter	ms Goods P	Received Supplier Invoices Log Loca	tion			Store	General
Goods rece	ived ID	Statu	s Supplier reference	Entry date		Received	late	~
	6	965 sg	PO number: 424	18/04/2	2011			18/04/2011
	🗶 Edit	l goods re	ceive					
		Supplier	Virtual store 2	_		Store: Ger	eral	
	Rec	eived date	18/04/11	Purchase order :	424	Goods receiv	ved ID :	865
	Supplier	reference	PO number:	Created by :	Sussol	Entr	y date :	18/04/11
				Modified by :		:	Status :	sg
		•	-	*	-		[
	Add fro	om purchase	order Add an un-ordered item	Delete line	Check spa	ce	Print g	oods receipt
	Line	Location	Item name	Batch	Exp date	Pack Size		Quan
	1	MAN	Formaldehyde solution 20% 5L	5V380			1	150
	2		Etavirenz tablet 600mg	ABC1234	01/01/2012		1	20
`								
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	-			-	OK & Next	- Pulste		
_	E Fin	alize		L	OK & Next	Delete		OK

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: 2017/07/17 04:39

