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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.

Prior to mSupply version 4.01, this could only be done using a special form of purchase order, which we call an internal requisition. These are essentially purchase orders from another store.

In newer versions of mSupply, internal orders are the desktop equivalent of supplier requisitions in mobile and are an easier way to place orders in another store, without having to submit a purchase order and process goods received records.

Internal Requisitions

Entering an internal requisition (requesting store)

For the most part, the process is the same 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 choice 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 Order r	Purchase o	Name Virtual store 2				VIRA	2 In	ternal requ	isition	Black	
Confirm Genera	date 00/00	/00 Requested delivery Hoc items Goods Received Supp	18/04/11	; Log	Location				St	atus sg tore Genera	I
New I	ine Delete lin	es Update EDD Info	Print Purc	5 hase 0	rder Co	m onfirm		Catego	ary none		~
show	al lines	×					Curr	ency AUD	Y For	ex rate	1
Line	Item code	Item	Orig.Qty	Pack	Adj. Qity	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Be ^
<			11								>
¢ş	Supplier dis Percentag	count e 0 Discount amoun	t	0.0	000		Estin	Estimal nated cost af	ted subtotal ter discount		0.000
	Locked	Auto calc usage	🗌 Final	ize orde	er 🗌 F	Print long de	scription	Print m	y signature		
						0	OK & Next		Delete	0	ĸ

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):

2	Edit	Purchase	order										
(order r	num : 424	Name Virtual store 2			VIR2	2 Ind	ternal requi	sition	Black			
0	nfirm	date 18/0	04/2011 Requested delivery	18/04/2011					Sta	itus on			
		d Details A	d Mar Rame Conde Darahad Sumi	lar Trucinar Lor	Location						St	ore General	
	201101	of Decais A	a not kells adous ketelled adp		Location								
				🥌				Catego	none		~		
			Update EDD Info	Print Purchase	Order			_					
	show	al lines	×				Cum	ency AUD	Y Fore	sx rate	1		
	Line	Item code	ltem	Orig.Qty Pad	k Adj.Qty	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Requeste	Store:	A
	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	
	_												
	_												~
	¢.												2
		Supplier d	lscount							Estimate	ed subtotal	0	.000
		Percenta	ige 0 Discount amount		.000				Estim	ated cost after	er discount	0	.000
		Locked	Auto calc usage	Finalize or	der 🔲	Print long de	scription	Print my	signature				
								[OK 8. 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, except for updating the expected data of delivery (EDD).

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:

🎝 Customer invoice							X
L Name General Con	nfirm date	00/00/00	1			Colour :	Black
Their ref PO number: 424 GEN						Invoice : 56,874	
Comment Invoice from internal requisition	Category	None		~	En	try date : 18/04/20	11
					Goods ree	ceive ID: 0	
E. fi.			rkel.	2		Status : sg	
New line Delete line(s) Internal requisition		н	istory	Confirm	Ent	ered by : Sussol	
General Summary by Item Summary by Batch Transport details						Store : Virtual st	ore 2
deneral Sammary by Administry by backing Transport decars	0	Dark Circ	Datab	Eve data	Collinsion	Drine outers	
Location Item Name Statistics tablet 600mg	Quan	Pack Size	Batch	Exp date	Sel Price	Price exten	0.00
1 Formaldehyde solution 20% 5L	30	5			0.00		0.00
							×
🛃 🕡 🜌 🛃 Other charges Item:						Amount:	0.00
						0% tax:	0.00
						Total:	0.00
Hold Finalize Export batch: 0			OK 8. 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.

Le Custor	mer invoi	ice [Read On	ly]								
L Name	General		(Т со	nfirm date	18/04/2011	Ī			Colour :	Black
Their ref	PO numbe	ar: 424	GEN							Invoice : 56,874	
Comment	Invoice fro	om internal requ	uisition		Category	None		× 1	En/	try date : 18/04/20	011
									Goods re	ceive ID: 0	
										Status : fn	
		In	ternal red	uisition					Ent	ered by : Sussol	
										Store : Virtual st	ore 2
General	Summary by	y Item Summar	ry by Batch Tra	nsport details							
	Location		Item Name		Quan	Pack Size	Batch	Exp date	Sell Price	Price exten	<u>^</u>
1	MAN	Formaldehyde	solution 20% 5L		150	1	SV380		0.00		0.00
1		Efavirenz table	st 600mg		20	1	ABC1234	01/01/201	0.00		0.00
											~
		1	Other charges	Item:						Amount:	0.00
•		J								Subtotal:	0.00
										0% tax:	0.00
										Total:	0.00
 Hold ✓ 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 (requesting 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							_ 🗆 🗙
Order num : 424 Confirm date 18/	04/2011	Name Virtu Reque	ual store 2 sted delivery 18/04/2011	VIR2	Internal r	equisition	Status	Black
General Details	Ad Hoc iter	ms Goods R	eceived Supplier Invoices Log Loca	tion			Store	General
Goods rece	ived ID	Statu	s Supplier reference	Entry date		Receive d	ate	^
	8	165 sg	PO number: 424	18/04/2	2011		1	8/04/2011
	Le Edit	goods re	ceive					
		Supplier	Virtual store 2			Store: Gen	eral	
	Rec	eived date	18/04/11	Purchase order :	424 Succol	Goods receiv	ed ID : I	865
	Supplier	reference	PO number:	Modified by :	54550	S	tatus : :	sg
		•	۲	*	<u>-</u>		6	<u>.</u>
	Add fro	m purchase	order Add an un-ordered item	Delete line	Check spa	ace	Print go	ods receipt
	Line	Location	Item name	Batch	Exp date	Pack Size		Quan 🗠
	1	MAN	Formaldehyde solution 20% 5L Efavirenz tablet 600mg	SV380 ABC1234	01/01/2012		1	150
								_
<								
								~
	E Fina	alize		C	OK & Next	Delete		ОК
		_					_	.:

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.

Internal Orders (a.k.a. Request Requisitions)

Entering an internal order

To begin the process, choose *Supplier* > *Show internal orders*, and the list of any historic internal orders is displayed:

Date entered 18/10/2018	Order date	Chalue		
18/10/2018	100000000000000000000000000000000000000	Status		Entered today
a manager	18/10/2018	sg	regular order	All
-				

Either double-click on an existing order to edit it, or click the **New internal order** button to create a new one. The example below has a few lines already entered:

Name	Central Medical Stores	CMS		Referen	ce ref		R.		Black	ID: 13852
New line Ar	dd from master list Delete line(s)	Filter iten	1 8 (7)10 11	Comme Max MC hreshold MC	nt pegula 25 B 25 D 25 D	Hide sto	ick over thre	ihold 🗌	E Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Stor
ta entry Log	Pero come	Unit	Our stock	Average	Months	Calculated	User		Comment	-
new code	ment ridnie	See a	on hand	consump	of stock	quantity	quentity		comment.	
1 10/00/21	Amourillio 250ma taba		12 967	17 651		2 003	8 000			
2 NC0082	Paracetamoi 500mg tabs	40	37 3 30	0.390	1	841	1,000			
3 NE0060	Depending 100mg tab		1 200	300		0	100			
4 100000	Bandage 15m 2 5m		376	117		0	50			
E MOODED	Dahlar and a set and a set and a set and a set a	ea	372	147		0	30			
6 NE0050	Names attorne	c0	14			0	0			
7 NC0010	ORS sachet (1 litre)	ea	5,740	1,124	5	0	500			
Sort order										

- The *Name* will default to the supplying store for the current store, but any other store in the data file can be selected in the usual way (i.e. enter the first key characters and hit the *Tab* key to find matches).
- If necessary, update the Order date this will default to the current date.
- Use either the **New line** button to manually add a single item, or **Add from master list** to add any items in the current store's master list which are not there already.
 - mSupply already knows the current stock, and will calculate the Average monthly consumption and the Months of stock, based on the current stock on hand and assuming the same average monthly consumption. The Calculated quantity is then worked out by multiplying the average monthly consumption by the maximum months of stock, and then subtracting the current stock on hand. If adding a single item, the cursor will go into the User requested quantity cell. This will already been filled in with the Calculated quantity as the default value, but can be edited as required.
 - If adding from a master list, the cursor will instead go into the first new item's *User* requested quantity cell.
 - Either way, hitting the *Tab* key will move the cursor into the *Comment* cell and, if there's another line below, hitting *Tab* again will move the cursor into the next *User requested quantity* cell.
- If necessary, use the **Delete line(s)** button to remove selected item lines.
- The *Max MOS* field will default to the store's default days to supply (but converted to months). This can be edited, but doing so will recalculate the *Calculated quantity* and reset the *User requested quantity* to the new calculated quantity.

Plante	central Medical Stores	CMG		Referen	ce jref			Diama Blac	ID: 13852
Order date	it8/10/18	Filter iten	1 4 (1999-19	Comme Max MC hreshold MC	nt jregular 25 4 25 4	order Hide sto	ock over thre	shald 🗹	Type : request Entry date : 18/10/18 Entered by : Admin Print Store: OD Test Store
ata entry Log	Item name	Unit	Our stock on	Average monthly consump	Months of stock	Calculated quantity	User requested quantity	Comm	ent
1 NCD071	Amovyoillin 250mg tabs	ea	43.96Z	17 651	2	26.645	26.645		
2 NC0082	Paracetamol 500mg tabs	40	27,328	9,389	2	10,230	10,230		
3 NF0060	Doxycycline 100mg tab	44	1,200	309	3	37	37		
4 NF0100	Bandage 15cm x 5m	65	375	117	3	96	96		
5 ND0050	Rables vaccine	ea	32	8	3	0	0		
¢	1	Ļ							
Sort order									

If the order has a lot of item lines, you can filter them by typing into the *Filter items* field, which will change to display the number of visible items out of the total number in the order:

Name Order date	Central Medical Stores 18/10/18 Stofrom master list Delete line(s)	CMS Filter iten	1 16 Fed	Referen Comme Max MC hreshold MC	ce ref nt regular 25 B 25 D	order Hide sto	ick over three	shaid 🗌	Black	ID: 13852 Status: sg Type: request Entry date: 18/10/18 Entered by: Admin Store: CD Test Store
ata entry Log										
i Item code	Item name	Unit	Our stock on hand	Average monthly contump	Months of stock	Calculated quantity	User requested quantity		Comment	
1 NC0071	Amoxycillin 250mg tabs	ea	43,962	17,651	2	8,993	9,000			
2 NC0082	Paracetamol 500mg tabs	63	27,328	9,389	2	841	1,000			
L.										
Sort order								E Finalise	Cancel D	K & Next OK

Note that, while a filter is active, some of the other buttons are disabled e.g. you can't save the sort order unless all lines are visible.

You can also filter item lines which have a lot of stock (and therefore don't need to be ordered) by entering a value in the *Threshold MOS* field. This will automatically tick the *Hide stock over threshold* checkbox, and hide any lines which have their *Months of stock* greater than or equal to *Threshold MOS*.

Name Order date	Central Medical Stores	CMS		Referen	ce (ref nt (regular	rorder	1		Black	80 : 13852 Status : sg
New line Ad	et from master list Delete line(s)	Filter iten	1 6 (500-1)	Max MC hreshold MC	25 (B) 25 (A) 25 (A) 26 (C) 26	Hide sto	ck over thre:	ihold 🕢	Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Store
i Item code	Rem name	Unit	Our stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity		Comment	
1 NC0071	Amorycillin 250mg tabs		43,962	17,651	2	8,993	8,993			
2 NC0082	Paracetamol 500mg tabs	ea	27,328	9,309	2	841	841			
3 NF0060	Doxycycline 100mg tab	ea	1,200	309	3	0	0			
4 NF0100	Bandage 15cm x 5m	ea	375	117	3	0	0			
Sort order								Finalise	Cancel O	Kâ Nest OK

Once you are satisfied, tick the *Finalise* checkbox. This will prevent further editing, and automatically delete any lines which have a requested quantity of zero.

	Name Order date	Central Medical Stores	CMS		Comme	ce ref nt regular	order	16	Black Black	00 : 13852 Status : fn
Nev ata e	w line Ad	dd from master list Delete line(s)	Filter ites	s Finet to	Max M hreshold M	os (4 os (4	Hide sto	ick over thre	shold 🔄	Type : request Entry date : 18/10/18 Entered by : Admin I Store: OD Test Store
u	Item code	Bem name	Unit	Cur stock on hand	Average monthly consump	Months of stock	Calculated guantity	User requested quantity	Comment	
1	NC0071	Amovycillin 250mg tabs	ea	43,962	17,631	2	26,645	26,645		2
2	NC0082	Paracetamol 500mg tabs	ea	27,328	9,389	2	10,230	10,230		
з	NF0060	Donycycline 100mg tab	ea	1,200	309	3	37	37		
4										
500	1 t order									

When the order is then saved, it will automatically generate a corresponding response requisition in the supplying store. From there, one or more customer invoices can be raised in the supplying store which, when finalised, appear as supplier invoices back in the requesting store in the same way as regular stock transfers.

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

