Updated: Version 4.02

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.

There are two ways you can do this:

- Create purchase orders (internal requisitions) where the supplier is another store. In versions of mSupply prior to v4.01, these generated a single customer invoice in the supplying store, but in newer versions there is an extra intermediate step to generate a response requisition first. This allows you to create multiple customer invoices from the same order (e.g. when all of the requested order cannot be supplied at the same time):
 - 1. create purchase order to supplying store in requesting store
 - 2. when the purchase order is confirmed, a response requisition is automatically created in the supplying store
 - 3. in the supplying store, multiple customer invoices can be created from the response requisition
 - 4. when each customer invoice is finalised, a goods received record is automatically created in the requesting store
 - 5. when each goods received record is finalised, the received quantities for the purchase order are updated and a supplier invoice is automatically created
- In versions of mSupply newer than v4.01, internal orders are the desktop equivalent of supplier requisitions in mSupply mobile. If you aren't already using purchase orders and goods received records in your workflow, this is a simpler and easier way to place orders in another store:
 - 1. create internal order to supplying store in requesting store
 - 2. when the internal order is finalised, a response requisition is automatically created in the supplying store
 - 3. in the supplying store, multiple customer invoices can be created from the response requisition
 - 4. when each customer invoice is finalised, a supplier invoice is automatically created in the requesting store

Internal Requisitions

Using a Purchase Order to order from another 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 suppliers which are stores 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 another 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.

nfirm	num : 424 date 00/00/00 al Details Ad Ho	Name Nirtual store 2 Requested deliver	,		Location	VIR.	2 In	ternal requ	Sta	atus sg tore Genera	
-	ine Delete lines		Print Pure	5	(FI onfirm		Catego	none		~
show	al lines	~					Curr	ency AUD	M For	ex rate	1
Line	Item code	Item	Orig.Qty	Pack	Adj, Qily	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Re
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<	Supplier discourse	nê .									>
¢	Percentage	0 Discount amo	unt	0.0	000		Estim	Estimal ated cost af	ted subtotal ter discount		0.000
	Locked	Auto calc usage	Final	ize orde	r 🔲	Print long de	scription	Print m	y signature		

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):

le Edi	it Purchase	order										
Order	r num : 424	Name Virtual store 2			VIR2	2 In	ternal requ	isition	Black			
Confin	m date 18/	04/2011 Requested delivery	18/04/2011					Sta	itus on			
Gene	aral Details A	d Hoc items Goods Received Supp	alier Invoices Log	Location						St	ore Genera	el .
		Update EDD Dinfo	Print Purchase				Catego	none		>		
show	v al lines	¥				Curr	ency AUD	For	x rate	1		
Line	ltem code	ltem	Orig.Qty Pack	k Adj.Qty	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Requeste	Store:	^
1	EFV600	Efavirenz tablet 600mg		1 20	0		60			18/04/2011		
2	Formraw	Formaldehyde solution 20% 5L	150	5 150	0	1799	0	0 0	0.00	18/04/2011	General	
												- 1
												~
5	Suppler d	krount										2
	Percenta		¢ 0	.000				Estin	Estimate ated cost afb	ed subtotal er discount		0.000
	Locked	Auto calc usage	Finalize or	der 🔲 🕅	rint long der	scription	Print m	y signature				
							(OK 8. Next		Delete		ж

Once confirmed, it will no longer be possible to modify the purchase order lines, except for updating the expected data of delivery (EDD).

Processing the order (supplying store)

For versions of mSupply newer than v4.01, confirming the purchase order will create a response requisition in the supplying store (with your store's name in the *Name* field). This allows the supplying store to create multiple customer invoices to supply the order (and hence to better handle partially fulfilled orders). For older versions of mSupply, it will create only a single customer invoice.

Once each 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 another 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 o	rder								×
Order num : 424		Name Virts	ual store 2	VIR2	Internal	requisition		Black	
Confirm date 18/04/			sted delivery 18/04/2011	_			Status Store	cn General	
General Details Ad	Hoc ite	ms Goods R	eceived Supplier Invoices Log Loca	tion					
Goods receive	ed ID	Statu	s Supplier reference	Entry date		Receive d	ate	^	
	6	965 sg	P0 number: 424	18/04/2	2011			18/04/2011	
	🖢 Edi	t goods re	ceive						×
		Supplier	Virtual store 2			Store: Gen	eral	~	
	Rec	eived date	18/04/11	Purchase order :	424	Goods receiv	ed ID :	865	
	Supplier	r reference	PO number:	Created by :		Entry	date :	18/04/11	
				Modified by :		9	itatus :	sg	
		-	·	*	.			-	
	Add fro	om purchase	order Add an un-ordered item	Delete line	Check sp	ace	Print (goods receipt	
	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	
<	_								
									-
	E Fin	alize		(OK & Next	Delete		ОК	ו
	_								

Notice that on the goods received note the lines from the customer invoice will have been filled in automatically. 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. Note that, from mSupply v3.85, the original purchase order lines will only be updated with the stock received when the goods received note has been finalised.

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:

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	order					Confirmed Finalised Completed	
	Name	Date entered	Order date	Status		Entered today All	
13852	Central Medical Stores	18/10/2018	18/10/2018	sg	regular order	All	1

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:

	dd from master list Delete line(s)	Fifter iten		Comment Jregular Max MOS B mreshold MOS D Rem name ar code		ar order Hide stock over threshold 🗌		nold 🗌 📕	Status : sg Type : request Entry date : 18/10/18 Entered by : Admin t Store: OD Test Store
ata entry Log Li Item code	Item name	Unit	Our stock on hand	Average monthly consump	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	40	27,328	9,389	2	841	1,000		
3 NF0060	Dosycycline 100mg tab	10	1,200	309	3	0	100		
4 NF0100	Bandage 15cm x 5m	63	375		3	0	50		
5 ND0080	Rables vaccine	ea	32	8	3	0	0		
6 NF0050	Vitamin A 100,000 I.U. caps	ea	14	.0	28	0	0		
7 NC0010	ORS sachet (1 litre)	ea	5,740	1,124	5	0	500		
e									

• 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.

		Central Medical Stores	CMS		Referen					Black	ID: 13852		
	Order date	18/10/18				nt regula	rorder				Status : sg Type : request		
		dd from master list Deiete line(s)	Filter iten	Max MOS Threshold MOS 16 Filter by deminant at c		95 4	Hide stock over threshold		shald <table-cell></table-cell>		Entry date : 18/10/18 Entered by : Admin Store: OD Test Stor		
sta	entry Log			Our									
	Rem code	Item name	Unit	stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity		Comment			
1	NC0071	Amoxycillin 250mg tabs	ea	43,962	17,651	2	26,645	26,645					
	NC0082	Paracetamol 500mg tabs	40	27,328	9,389	2							
3	NF0060	Doxycycline 100mg tab	40	1,200	309	3							
4	NF0100	Bandage 15cm x 5m	68	375	117	3							
2	ND0050	Rables vaccine	ea	32	8	3	0	0					
6											5		
2.7	ort order								Finalise	Cancel C	K & Next OK		

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	CMS		Referen	ce [ref nt [regular	order	Þ.	Bind Black	ID: 13852 Status: sg
	Croir one	340740030			Max MC	and the second se	orger			Type: request
	w line Ad	56 from master list Delete line(s)	Filter iter	20.01	hreshold MC		Hide sto	ock over thres	hald 🗌 📕	Entry date : 18/10/18 Entered by : Admin
ata e	entry Log									
u	ltem 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	63	43,962	17,651	2	8,993	9,000		1
2	NC0082	Paracetamol 500mg tabs	63	27,328	9,389	2		1,000		
	NC0010	ORS sachet (Litze)		5,740	1,124	5	0	500		
¢.,										3
e Sor	A order									

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*.

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Name Order date	Central Medical Stores	CMS		Referen	ce [ref nt [regular	order			Black	0D : 13852 Status : sg
New line Ad	Sd from master list Delete line(s)	Filter iten		Max MC hreshold MC	xs [4	Hide sto	ck over thre	shold 🗹	Fint Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Store
J Item code	Item 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	69	27,328	9,309	2		841			
3 NF0060	Daxycycline 100mg tab	ea	1,200	309	3	0	0			
4 NF0100 5 ND0080	Bandage 15cm x 5m Rabies vaccine	ea ea	375 32		3		0			
soit order								Finalise	Cancel O	K & Next 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 18/10/18	CMS	T	Referen Comme Max MC hreshold MC	nt regular 25 4		ck over thre	shold 🖂	Slack	1D: 13852 Status : fn Type : request Entry date : 18/10/18 Entered by : Admin
New line A	dd from master list Delete line(s)	Filter ites	is Filler try	REN DAME (or could				Print	Store: OD Test Store
ata entry log	Bem name	Unit	Cur stock on	Average monthly consump	Months of stock	Calculated quantity	User requested quantity		Comment	
	A	1.22	nang							
1 NC0071 2 NC0082	Amonycillin 250mg tabs Paracetamol 500mg tabs	ea ea	43,962 27,328	17,631 9,389	2		26,645 10,230			
2 WL0082 3 NF0060	Donycycline 100mg tab	ea	1,200	9,389	3		10,230			
4 NF0100	Bandage 15cm x 5m	ea	375		3		96			
				_						
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		-		_						
e'										
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<u>k</u> .										
e Sort order								Finalite	ancel O	C& Next OE

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

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