Updated: Version 4.02

7.04. 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	Name Virtual store 2 Requested delive	. ,		Location	VIRA	2 In/	ternal requ	Sb	atus sg tore Genera	
New	ine Delete lines	1		5	(m anfirm		Catego			~
	al lines	~						ency AUD	M For		1
Line	Item code	ltem	Orig.Qty	Pack	Adi, Qity	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Re
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1											>
<	Supplier discou	0È									
¢¢	Percentage	0 Discount an	iount	0.0	100		Estin	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):

de E	dit Purchase	order											
Ord	ernum: 424	Name Virtual store 2				VIR2	Int	ternal requ		Black			
Conf	rm date 18/	04/2011 Requested delivery	18/04/201	11					Sa	itus on			
Ger	eral Details	Ad Hoc items Goods Received Sup	plier Invoices	Log	Location						St	ore General	
		Update EDD Info	Print Purc	5 hase 0	rder			Catego	none .		2		
sh	w all lines	M					Curre	ency AUD	For	ex rate	1		
Lir	e Item code	ltem	Orig Qty	Pack	Adj, Qty	Tot. recei	Stock on	On Order	Cust.b/odrs	Price Ext	Requeste	Store:	A
1		Efavirenz tablet 600mg	20	1	20	0	-	60			18/04/2011		
2	Formaw	Formaldehyde solution 20% 5L	150	5	150	0	1799	0	0	0.00	18/04/2011	General	
													- 11
													- 1
													× .
5	Suppler	Account.											2
	Percent		t l	0.0	000				Estim	Estimate ated cost afb	ed subtotal		0.000
	1.01.00110		,							ated cost and	er discounc		1.000
	Locked	Auto calc usage	Final	ize orde	a 🗖 b	vint long der	scription	Print m	y signature				
								0	OK 8. Next		Delete	0	

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 order					🛛
Order num : 424 Name Virtua	l store 2	VIR2	Internal requisition		Black
Confirm date 18/04/2011 Request	ted delivery 18/04/2011			Status c Store G	
General Details Ad Hoc items Goods Re	ceived Supplier Invoices Log Local	ion		2000 0	Joneral
Goods received ID Status	Supplier reference	Entry date	Beceiv	a data	
865 sg	PO number: 424	18/04/20			3/04/2011
te Edit goods rec	eive				
Suppler	/irtual store 2	_	Store:	General	~
Received date		Purchase order :	424 Goods re	ceived ID: 8	65
Supplier reference	PO number:	Created by :		ntry date : 1	
		Modified by :		Status : s	g
•	•	*	.		5
Add from purchase o	rder Add an un-ordered item	Delete line	Check space	Print goo	ods receipt
Line Location	Item name	Batch	Exp date Pack S	ze	Quan 🛆
	iormaldehyde solution 20% 5L	SV380	01010010	1	150
2 E	favirenz tablet 600mg	ABC1234	01/01/2012	1	20
					_
<					
					~
Finalize			OK & Next Delet	:e	ОК
					.:

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	
ID Name	Date entered	Order date	Status		Entered today	
13852 Central Medical Stores	18/10/2018	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:

Order date	Central Medical Stores	CMS		Referen	nt regular	rorder		Rime Black	ID : 13852 Status : sg
	dd from master list Delete line(s)	Filter iten		Max MOS B		Hide sto	ick over thres		Type : request Entry date : 18/10/18 Entered by : Admin nt Store: OD Test Store
ata entry Log Li Item code	ltem 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			
4 NF0100	Bandage 15cm x 5m	ea	375	117	3	0	50		
5 ND0080	Rables vaccine	ea	32	8	3	0			
6 NF0050	Vitamin A 100,000 LU. caps	ea	14	0	28		0		
7 NC0010	ORS sachet (L litre)	ea	5,740	1,124	5	0	500		

• 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

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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
New line Add from master list Delete line(s)		Filter iten		Max MOS 4 Threshold MOS 4		Hide stock over threshold 🖉				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:

	Central Medical Stores	CMS		Referen	-		19		lack	ID: 13852 Status: sg	
Order date	p8/10/15			Comme Max MC	nt regular	order				Type: request	
New line A	dd from master list Delete line(s)	Fitter ites	2010	Threshold MOS		Hide sto	Hide stock over threshold 🗌		En Priest	Entry date : 18/10/18 Entered by : Admin Store: CD Test Sto	
ata entry Log											
Li Bem code	Item name	Unit	Cur stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity	Co	aiment		
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				
7 NC0010	ORS sachet (L litre)	63	5,740	1,124	5	0	500				
¢											
e Sort 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	1		llack	00 : 13852 Status : sg
New line Ad	Sd from master list Delete line(s)	Filter Item		Max MC hreshold MC	ys [4	Hide sto	ck over thre	shold 🗹	Frint Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Store
u Item code	Rem name	Unit	Our stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity	c	mment	-
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			
4 NF0100 5 ND0080	Bandage 15cm x 5m Rabies vaccine	ea ea	375 32		3		0			
e Sort order								Finalise Cancel	c	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'										
50										
<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.

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