Updated: Version 4.02

6.04. 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.
- 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

Purchase orders

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.

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	Locked	🔲 Auto calc usage	- Finali	ze order	F	hint long de	scription	Print m	y signature		
						0	OK & Next		Delete	0)K

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):

1	Edit	Purchase	order											
	Order r	num: 424	Name Virtual sto	ne 2			VIR2	: Int	ternal requi	sition	Black	_		
4	onfirm	date 18/0	04/2011 Requested of	elivery 18/04/201	11				-	Sta	itus on			
1	Ganari	d Detair A	d Hoc items Goods Receive	d Supplar Invoiced	Itaa	location						St	ore General	
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				Info Print Purc	hase Or	der								
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	Line	Item code	ltem					Stock on		Cust.b/odrs		Requeste		<u>^</u>
	1	EFV600	Efavirenz tablet 600mg	20 5L 150	1	20	0		60 0	0		18/04/2011		_
	2	Formraw	Formaldehyde solution 20%	DL 150	D	150	U	1/39	0	0	0.00	18/04/2011	ueneral	
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	3													>
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										OK 8. Next		Delete		
										OK BUINESSE		Devece		<u> </u>
-	_				_	_	_							

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)

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Edit Purchase	order.							
order num : 424		Name Virt	ual store 2	VIR2	Internal	equisition		Black
onfirm date 18/0	4/2011	Requi	sted delivery 18/04/2011				Status	cn
							Store	General
General Details A	d Hoc ite	ms Goods P	teceived Supplier Invoices Log Local	tion				
Goods receiv		Statu	s Supplier reference P0 number: 424	Entry date 18/04/2	1011	Receive of		18/04/2011
		965 sg		18/04/2	2011			
	🗶 Edi	t goods re	ceive					
1.0		Supplier	Mirtual store 2	_		Store: Ger	eral	×
	Rec	eived date		Purchase order :	424	Goods receiv	and ID -	865
			PO number:	Created by :				18/04/11
	Subbie	reierence	pondiber.	Modified by :			Status :	
		-						
		-	<u>•</u>	*	<u></u>			<u>•</u>
	Add fr	om purchase	order Add an un-ordered item	Delete line	Check sp	ace	Print g	oods 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
<								
_								
					OK & Next	Delete		OF
	E Fin	8128			ON OUNDAR	Delete		OK

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 (also known as request requisitions)

Entering an internal order

To begin the process, choose *Supplier* > *Show internal orders* or click on the *Internal orders* icon on the *Suppliers* tab of the Navigator. The following window will open, showing you a list of all historic internal orders:

5/9

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

Click on the *Show* drop down list to filter the list.

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 Order date	Central Medical Stores	CMS		Referen	ce pef nt regular	order	<u> </u>		Black	ID : 13852 Status : sg
•	dd from master list Delete line(s)	Filter iten		Max MC hreshold MC	os B os D		ick over thre	shold 🗌	E Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Store
u 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		9,000			1
2 NC0082	Paracetamoi 500mg tabs	69	27,328	9,389	2	841	1,000			
3 NF0060	Doxycycline 100mg tab	68	1,200	309	-3	0	100			
4 NF0100	Bandage 15cm x 5m	ea	375	117	3	0	50			
5 ND0080	Rabies vaccine	ea	32	8	3		0			
6 NF0050	Vitamin A 100,000 I.U. caps	ea	14	0	28		0			
7 NC0010	ORS sachet (L litre)	ea	5,740	1,124	5					
Sort order								☐ Finalise	Cancel O	K & Nest OK

- 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).
- The Order date defaults to the current date. You can change it.
- 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.
 - If adding from a master list, the cursor will go into the first new item's *User requested quantity* cell.
 - If adding a single item, the cursor will go into the *User requested quantity* cell for that item.
 - For each item,
 - mSupply already knows Our stock on hand
 - mSupply calculates the Average monthly consumption based on what the store has issued over the last 12 months (or less if the store hasn't been operating that long).
 - mSupply calculates the *Months of stock* from *Our current stock on hand* and the *Average monthly consumption*, assuming that continues.
 - The Calculated quantity is then worked out by multiplying the Average monthly consumption by the Max MOS (maximum months of stock), and then subtracting Our stock on hand. If the resulting value is negative, a value of will be displayed.
 - The Max MOS is critical to this calculation, and you can change it.
 - There is an industry rule of thumb that the *Max MOS* should be set to 3 times the ordering cycle.
 - The default *Max MOS* is 3.0, which is based on an a monthly ordering cycle.
 - If, for example the ordering cycle was every two months, then *Max MOS* should be set to $3 \times 2 = 6.0$.
- 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.

	Central Medical Stores	CMS		Referen	ce ref nt regular				Billing Black	ID: 13852 Status: sg
	dd from master list Delete line(s)	Filter iten	÷.	Max MOS 4 Threshold MOS 4		4 Hide stock over threshold 🗹		shald 🛛	Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Stor
ata entry Log	Item name	Unit	Our stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity		Comment	
1 NCD071	Amosycillin 250mg tabs	ea	43,962	17,651	2	26,645	26,645			
2 NC0082	Paracetamol 500mg tabs	40	27,328	9,389	2					
3 NF0060	Doxycycline 100mg tab	40	1,200	309	3		37			
4 NF0100	Bandage 15cm x 5m	65	375	117	3	96	96			
\$ ND0080	Rables vaccine	69	32	8	3	. 0	0			
e Sort order								Finalise	Cancel 0	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			nt Fregular	order			North Black	ID: 13852 Status: sg Type: request
•	•		20.MI	Max Mi hreshold Mi		Hide sto	ck over thre	shold 🗌	6	Entry date : 18/10/18 Entered by : Admin
New line A	dd from master list - Delete line(s)	Filter iten	s (nd						Print	Store: CD Test Store
Li Item code	item name	Unit	Our stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantify		Comment	
1 NC0071	Amorycillin 250mg tabs	ea	43,962		2		9,000			
2 NC0082 7 NC0010	Paracetamol 500mg tabs ORS sachet (1 litre)	63 64	27,328 5,740		2		1,000			
് 	<u>.</u>									5
e Sort order									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*.

Order date	Central Medical Stores 18/10/18 dd from master list Delete line(s)	CMS Filter Iten		Referen Comme Max MC Threshold MC	et regular 25 B 25 4		ck over thre	shold 🗹	Black	ID: 13852 Status : sg Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Store
ata entry Log Li 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	Davycycline 100mg tab	ea	1,200		3	0	0			
4 NF0100	Bandage 15cm x 5m	ea	375	117	3	0	O			
5 ND0080	Rabies vaccine	eà	32	В	3	0	0			
E 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.

	Central Medical Stores	CMS		Referen			16		Biack	ID : 13852 Status : fn
Order date	18/10/18				nt regular	order				Type : request
New line Ad	dd from master list Delete line(s)	Filter ites		Max Mi	os (4	Hide sto	ick over thre	shold 🗹	Print	Type : request Entry date : 18/10/18 Entered by : Admin Store: OD Test Store
ata entry log										
Li Item code	Bem name	Unit	Cur stock on hand	Average monthly consump	Months of stock	Calculated quantity	User requested quantity		Comment	
1 NC0071	Amonycillin 290mg tabs	ea	43,962	17,651	2	26,645	26,645			
2 NC0082	Paracetamol 500mg tabs	ea	27,328	9,389	2		10,230			
3 NF0060	Dorycycline 100mg tab	ea	1,200 375		3	37 96	37 96			
e Sort order								- finalise	Cancel O	E & 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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