

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

### Internal Orders

Internal Orders are 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:

[illegible]

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.

If you have activate [programs](#) in mSupply see the *Programs* heading below

The example below has a few lines already entered:

**Edit internal order**

Name: Central Medical Stores CMS Reference: ref Black ID: 13852

Order date: 18/10/18 Comment: regular order Status: sg

Max MOS: 3 Threshold MOS: 0 Hide stock over threshold: ☐ Type: request

Entry date: 18/10/18 Entered by: Admin Store: OD Test Store

New line Add from master list Delete line(s) Filter items Filter by item name or code Print

Data entry Log

LI...	Item code	Item name	Unit	Our stock on hand	Average monthly consumption...	Months of stock	Calculated quantity	User requested quantity	Comment
1	NC0071	Amoxicillin 250mg tabs	ea	43,962	17,651	2	8,993	9,000	
2	NC0082	Paracetamol 500mg tabs	ea	27,328	9,389	2	841	1,000	
3	NF0060	Doxycycline 100mg tab	ea	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	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	

Save Sort order ☐ Finalise Cancel OK & Next 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 0 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.

**Edit internal order**

Name: Central Medical Stores CMS Reference: jef Black ID: 13852  
 Order date: 18/10/18 Comment: regular order Status: sg  
 Max MOS: 4 Threshold MOS: 4 Hide stock over threshold: ☒ Type: request  
 Entry date: 18/10/18 Entered by: Admin Store: OD Test Store

New line Add from master list Delete line(s) Filter items Filter by item name or code Print

Data entry Log

Ln	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	26,645	26,645	
2	NC0082	Paracetamol 500mg tabs	ea	27,328	9,389	2	10,230	10,230	
3	NF0060	Doxycycline 100mg tab	ea	1,200	309	3	37	37	
4	NF0100	Bandage 15cm x 5m	ea	375	117	3	96	96	
5	ND0050	Rabies vaccine	ea	32	8	3	0	0	

Save Sort order ☐ Finalise Cancel OK & 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:

[illegible]

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*.

Last update: 2020/04/13 10:13 purchasing:ordering\_from\_one\_store\_to\_another [https://docs.msupply.org.nz/purchasing:ordering\\_from\\_one\\_store\\_to\\_another?rev=1586772837](https://docs.msupply.org.nz/purchasing:ordering_from_one_store_to_another?rev=1586772837)

[illegible]

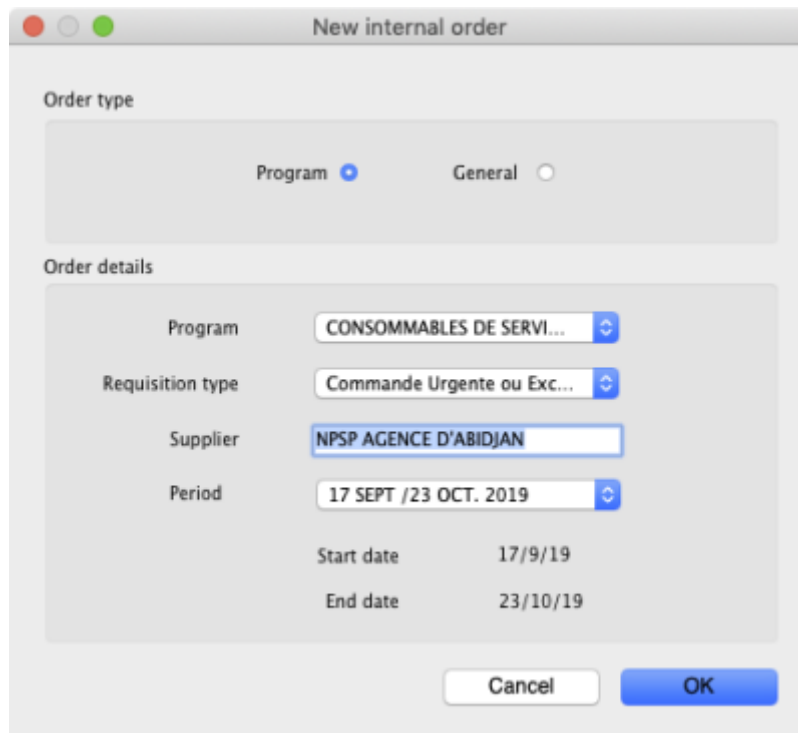
Once you are satisfied, tick the *Finalise* checkbox. This will prevent further editing, and automatically delete any lines which have a requested quantity of zero.

[illegible]

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](#).

## Programs

Activating programs turns on a complex system of managing orders and supplies by program Here is an example configured for Côte d'Ivoire:



The screenshot shows a 'New internal order' window. Under 'Order type', 'Program' is selected. Under 'Order details', the following fields are filled: Program (CONSOMMABLES DE SERVI...), Requisition type (Commande Urgente ou Exc...), Supplier (NPSP AGENCE D'ABIDJAN), and Period (17 SEPT /23 OCT. 2019). Below these, the Start date is 17/9/19 and the End date is 23/10/19. At the bottom right are 'Cancel' and 'OK' buttons.

**Normal or Emergency Orders:** When creating an order type for a [program](#), you can indicate that the order type is for a normal or an emergency order. If you choose *normal order* the ordering rules will be applied, and the order will be calculated for you. You will usually only be able to place one normal order per period.

If you choose *emergency order* this will assign a maximum number of lines amount to the order type as specified when you set up emergency orders for the program.

## Purchase orders

This method is deprecated: We suggest you use Internal Orders (above)

### 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.

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):



Order num : 424    Name: Virtual store 2    VIR2    Internal requisition    Black    Status: on

Confirm date: 18/04/2011    Requested delivery: 18/04/2011    Store: General

General    Details    Ad Hoc items    Goods Received    Supplier Invoices    Log    Location

Update EDD    Info    Print Purchase Order    Category: none

show all lines    Currency: AUD    Forex rate: 1

Line	Item code	Item	Orig Qty	Pack	Adj Qty	Tot. recei...	Stock on ...	On Order	Cust.b/ods	Price Ext	Requeste...	Store
1	EPV600	Etavirenz tablet 600mg	20	1	20	0	0	60	0	0.00	18/04/2011	General
2	Formraw	Formaldehyde solution 20% 5L	150	5	150	0	1799	0	0	0.00	18/04/2011	General

Supplier discount: Percentage: 0    Discount amount: 0.000    Estimated subtotal: 0.000    Estimated cost after discount: 0.000

☐ Locked    ☐ Auto calc usage    ☐ Finalize order    ☐ Print long description    ☐ Print my signature

OK & Next    Delete    OK

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).

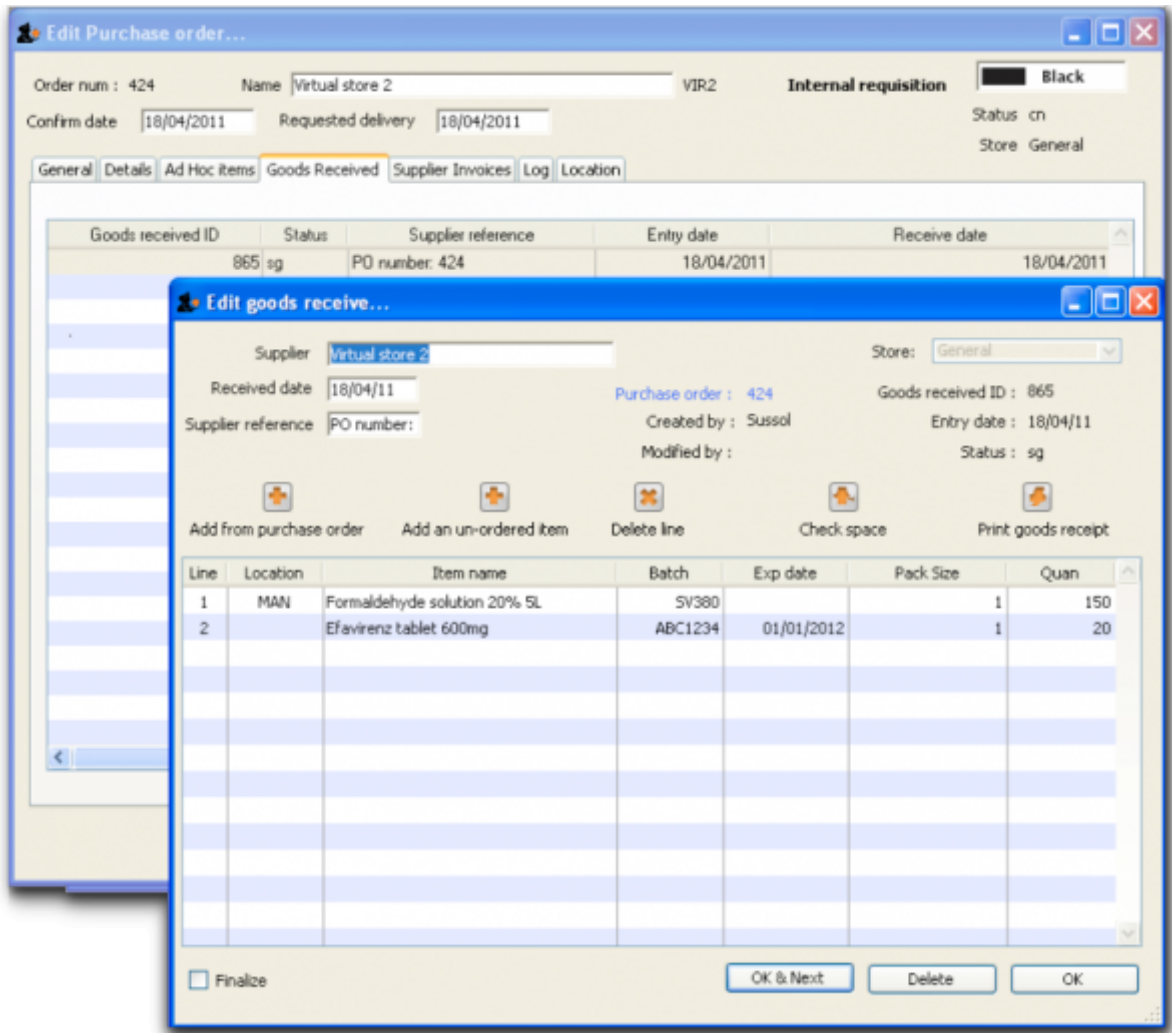
## Handling partially fulfilled orders

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)



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.

Previous: [6.03. Purchase order categories](#) | | Next: [6.05. Ordering from multiple stores](#)

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