

[NeedsReview](#)

6.05. Multi-store Purchase Orders

The multi-store purchase order will enable you to create a purchase order that includes lines for many stores at once.

Limitations

- You can only create a multi-store purchase order in supervisor mode.
- You can only create a multi-store purchase order as a blank purchase order. You cannot create a calculated multi-store purchase order (yet;-)).
- You cannot use multi-store purchase orders to order from another store in the mSupply system.
- For a specific item, you cannot order different pack sizes for different stores. For any item, all stores must have receive the stock in the same pack size.

Set up

To make a store available for multi-store purchasing, you will need to go into the store preferences and add a custom field labelled `canBeIncludedInMultiStorePOs` with its value set to `true`:

1. Log into any store
2. **Special > Show stores...**
3. Double click on the store name in the list
4. Go to the **Custom fields** tab
5. Add a new line that looks like this (be VERY careful to get the spelling of `canBeIncludedInMultiStorePOs` correct. It is case sensitive):



How it works

Permissions

To be able to create a multi-store purchase order the user must have permissions to:


- Log in to [Supervisor - All stores](#)
- Create a purchase order in **Supervisor - All stores** - refer [The permission tabs](#)

Creating a new purchase order

To create a new multi-store purchase order

1. login to [Supervisor - All stores](#)
2. Choose **Supplier > New blank Purchase Order**.
3. Enter in PO general details as usual. As with a normal purchase order, only one supplier can be chosen, but for multi-store purchase orders this supplier cannot be an mSupply store in your system.

When entering a new line, you will be presented with this window.


New Purchase Order line...
✕

General

Usage

Quotes

Receipt history

Ledger

Item

Pricing for this item

| | | | |
|-----------------------|--------------|----------------------|------------|
| Price before discount | Discount (%) | Price after discount | Line total |
| 0.00 | 0 | 0.00 | 0.00 |


| Store | No of packs | Pack size | Total Qty | Price extensi... | Requested delivery date | | Expected delivery date | |
|--------|-------------|-----------|-----------|------------------|-------------------------|--|------------------------|--|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Totals | 0 | | 0 | 0 | | | | |

Cancel

OK

OK & Next

- Select an item in the normal way.
- After choosing an item, a line will appear in the table for each of the stores that you have [setup](#) to be included in multi-store purchase orders, along with the default pack size for that item and the currently set requested delivery date.


New Purchase Order line...
✕

General
Usage
Quotes
Receipt history
Ledger











Item

Amethocaine Sterile Eye Drops, 0.5% (Individual Applicators), Pkt/5

101800

Pricing for this item

| Price before discount | Discount (%) | Price after discount | Line total |
|-----------------------|--------------|----------------------|------------|
| 1,000.00 | 5 | 950.00 | 23,750.00 |

| Store | No of packs | Pack size | Total Qty | Price extensi... | Requested delivery date | | Expected delivery date | |
|------------|-------------|-----------|-----------|------------------|-------------------------|--|------------------------|---|
| Badili AMS | 0 | 1 | 0 | 0 | 2019-01-15 |  | |  |
| Hagen AMS | 10 | 1 | 10 | 9500 | 2019-01-15 |  | 2019-03-31 |  |
| Kokopo AMS | 0 | 1 | 0 | 0 | 2019-01-15 |  | |  |
| Lae AMS | 15 | 1 | 15 | 14250 | 2019-01-15 |  | 2019-02-28 |  |
| Wewak AMS | 0 | 1 | 0 | 0 | 2019-01-15 |  | |  |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Totals | 25 | | 25 | 23750 | | | | |

<
>

Cancel

OK

OK & Next

- If you put a price per pack and a discount, the discounted price per pack will be calculated and applied to each line.
- For each store, you can specify the number of packs to order.
- The total quantity will be automatically calculated.
- You can change the requested delivery date and add an expected delivery date either manually or through the calendar icon on the column to the right.
- When you click OK, only the lines for which the number of packs is not 0 will be included in the purchase order.
- The other tabs are the same as normal purchase orders with two exceptions:
 - **Usage tab** When adding a line for a normal purchase order, the usage is calculated for the currently logged in store only. For multi-store purchasing there is now a dropdown list that lets you choose for which store you want the usage to be calculated.

New Purchase Order line...

GeneralUsageQuotesReceipt historyLedger

Store:BadAMS

BadAMS

Hagen AMS

Kokopo AMS

Lae AMS

Wewak AMS

| Month | | | hs |
|---------------|---|--|----|
| this month | | | 0 |
| last month | | | 0 |
| 3 months ago | 0 | | 0 |
| 4 months ago | 0 | | 0 |
| 5 months ago | 0 | | 0 |
| 6 months ago | 0 | | 0 |
| 7 months ago | 0 | | 0 |
| 8 months ago | 0 | | 0 |
| 9 months ago | 0 | | 0 |
| 10 months ago | 0 | | 0 |
| 11 months ago | 0 | | 0 |
| 12 months ago | 0 | | 0 |

Months

Mean usage

Standard dev

6

0

0

Cancel

OK

OK & Next

- **Ledger tab** There is also a dropdown list in the ledger tabs, where you can select the store for which you want the ledger to be displayed.

Editing a new purchase order

To edit a multi-store purchase order line

1. login to [Supervisor - All stores](#)
2. Open the purchase order
3. Double-click on the line you want to edit. All the lines pertaining to the same item will be loaded.

Here’s an example of a multi-store purchase order opened in supervisor mode:



If you double-click on the first line of the “Acryliser, Electric”, all five stores’ order lines for that item will be loaded.

Edit order line...

General Usage Quotes Receipt history Ledger

Item: 975100

Pricing for this item

| Price before discount | Discount (%) | Price after discount | Line total |
|-----------------------|--------------|----------------------|------------|
| 100.000 | 10 | 90.000 | 4,500.00 |

| Store | No of packs | Pack size | Total Qty | Price extensi... | Requested delivery date | Expected delivery date |
|------------|-------------|-----------|-----------|------------------|-------------------------|------------------------|
| Badli AMS | 15 | 1 | 15 | 1350 | 2019-02-15 | 2019-02-28 |
| Hagen AMS | 10 | 1 | 10 | 900 | 2019-02-15 | 2019-02-28 |
| Kokopo AMS | 5 | 1 | 5 | 450 | 2019-02-15 | 2019-02-28 |
| Lae AMS | 15 | 1 | 15 | 1350 | 2019-02-15 | 2019-02-28 |
| Wewak AMS | 5 | 1 | 5 | 450 | 2019-02-15 | 2019-02-28 |
| Totals | 50 | | 50 | 4500 | | |

Cancel OK OK & Next

- You can change the pack size, the price, the discount and the requested and expected delivery dates.
- If you put 0 as the number of packs for a line that had previously contained a quantity, this line will be deleted when the user clicks the OK or OK & Next button.

As with normal purchase orders, when a purchase order has been confirmed it is no longer possible to go back and edit the order lines.

Viewing multi-store POs when logged in to the receiving stores

When logged in to the receiving stores, multi-store purchase orders can be identified by an asterisk (*) after the supplier name in the purchase order display list.

Purchase order list...

15/5926

| Order no | Status | Date | Supplier | Lock | PO reference | Target m... | Lines | Confirm |
|----------|--------|------------|------------------|--------------------------|--------------|-------------|-------|---------|
| 67109829 | cn | 2018-09-04 | Badli AMS | <input type="checkbox"/> | | 0 | 2 | 2018 |
| 3232 | cn | 2018-09-03 | TB Central Store | <input type="checkbox"/> | | 0 | 5 | 2018 |
| 3196 | cn | 2019-01-15 | Access Bio* | <input type="checkbox"/> | | 0 | 8 | 2019 |

- A multi-store purchase order appears in the purchase order list of each store for which goods have been ordered.
- When viewed in a particular store, only the lines that belong to that store will be displayed - see example:



Furthermore, the displayed lines will not be editable. To edit the lines, you will need to accessing it in supervisor mode.

Goods receipt

Good receipting will function as normal (refer [Goods receipts](#)) but only the lines pertaining to the store you are currently logged in to will be available.

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