

## 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 the **Supervisor - All stores** 'store' - 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 the [Supervisor - All stores](#) 'store'.
2. Open the purchase order
3. Double-click on the line you want to edit. All the lines pertaining to that 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” item, all five stores’ order lines for that item will be loaded.

**Edit order line...**

General Usage Quotes Receipt history Ledger

Item: Acryliser, Electric 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		

Buttons: 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

Buttons: New PO, Delete, Report, Find, Order by, Print, Customise, Duplicate, Split

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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Last update: **2023/01/16 22:20**

