

Managing Purchase Orders

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Managing purchase orders you have placed is an important part of running a medical supply facility. There are two main windows you will use to do this, along with a variety of reports.

Show outstanding Purchase Order lines....

Choosing this **Suppliers > Show outstanding purchase orders** from the menus or the Navigator displays a list of all lines outstanding on all confirmed Purchase Orders.

Using the find box

In the toolbar there is a field to enter searches. To the left of the field you can choose from the drop down list what to search for.

You can restrict the list displayed to a single supplier, to a single item, or to items whose delivery is expected within a specific number of days. note that the search excludes finalised orders.

Printing and opening in Excel

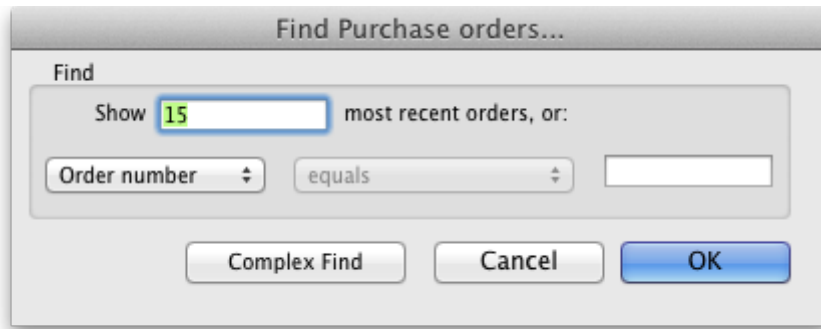
Click the **Print** button to print the list as displayed. If you want to send the list to Excel, choose **Open in Excel** from the print options window that is shown after you click **Print** Double click on a line to display the Purchase Order containing that line

P	Item Name	Order Confir...	Requested	Expected...	Days to ...	Adjusted Qty	Qty Received	Qty Outstanding
123 ida	International Dispensary Association Benzocic acid+Salicylic acid ointment 6%+3%	06/03/2009	04/07/2009	04/07/2009	0	100000	5000	95000
123 ida	International Dispensary Association Paracetamol 120mg/5mls syrup (mL)	06/03/2009	04/07/2009	04/07/2009	0	840000	14000	826000
134 UNICEF	UNICEF Measles Rubella diluent	25/02/2009	25/02/2009	25/02/2009	0	1435	0	1435
134 UNICEF	UNICEF BCG diluent	25/02/2009	25/02/2009	25/02/2009	0	300	0	300
164 UNICEF	UNICEF Measles & Rubella 10 dose vial	22/04/2009	21/04/2009	21/04/2009	0	1361	1000	361
193 ida	International Dispensary Association Aminophylline 100mg tab	21/08/2009	31/12/2009	31/12/2009	0	10000	0	10000
193 ida	International Dispensary Association Aspirin 300mg tab	21/08/2009	31/12/2009	31/12/2009	0	250000	0	250000

Show Purchase orders

Choose Suppliers > Show Purchase Orders.

- In the find window you can choose what will be displayed. By default mSupply displays the last 15 purchase orders.



- You will be shown a list of matching Purchase Orders. Double-click a purchase order to open it.

Order...	Status	Date	Supplier	Target...	Lock	Lines	Comment
						3	Introcan, giving set, syringe
						73	
						1	
						4	Office Equipment
						1	Introcan 24G
						46	DT Sutures
						2	
						129	split from 316
						2	split from 340
341	cn	23/03/2010	Pan Pacific Pharmaceuticals	90	<input type="checkbox"/>	7	
355	sg	23/03/2010		180	<input type="checkbox"/>	7	
357	sg	23/03/2010		180	<input type="checkbox"/>	7	
358	cn	23/03/2010	Pan Pacific Pharmaceuticals	180	<input type="checkbox"/>	7	split from 357
359	fn	29/03/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	
361	cn	29/03/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	
369	sg	30/08/2010	Pan Pacific Pharmaceuticals	0	<input type="checkbox"/>	1	

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