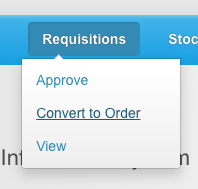
How-To-Guide: Manage Orders

# Introduction

Once a requisition has been approved, the requisition can be turned into an order by converting the requisition to an order. The order can be fulfilled externally (by a warehouse management system or similar) or within OpenLMIS. After the order is fulfilled, the shipment can be received and confirmed with a proof of delivery.

## Convert to Order



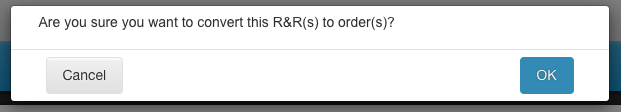
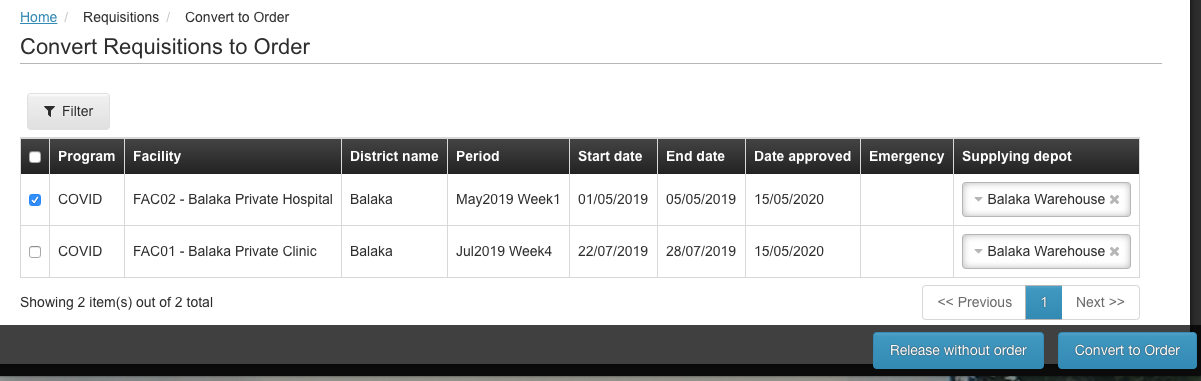
1. From the OpenLMIS home screen, click on **Requisitions** on the navigation bar. Select **Convert to Order** on the dropdown menu.
2. Click the **Selection Box** for each requisition you want to convert to an order (or click the selection box in the top row to select all requisitions).



1. The **Supplying Depot** will default. If there is more than one possible supply depot, select the desired depot from the dropdown list for each requisition.

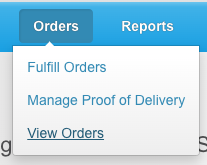


1. Click **Convert to Order**
   1. If the orders are for a push/distribution program, and you want to release the requisitions without actually creating an order, click **Release Without Order**

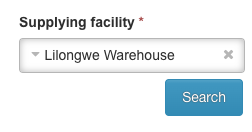


1. Click **OK** to confirm your action

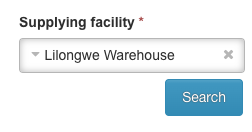
## View Orders



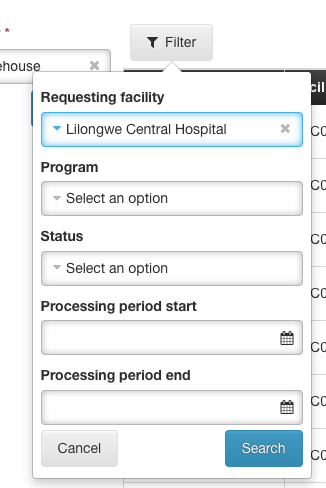
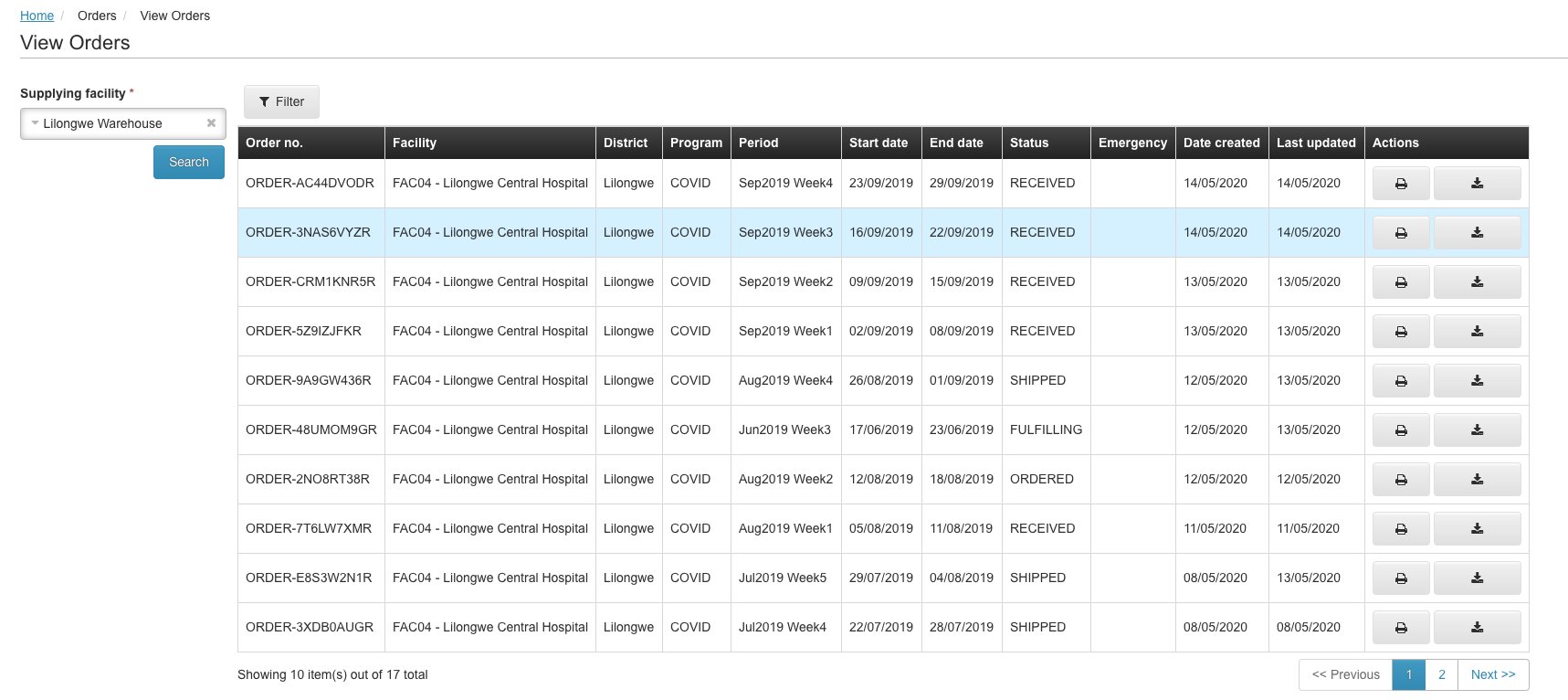
1. From the OpenLMIS home screen, click on **Orders** on the navigation bar. Select **View Orders** on the dropdown menu.



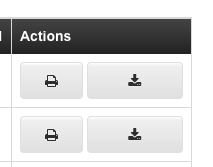
1. Select the **Supplying Facility** (the facility the orders were sent to) from the dropdown menu.
2. Click **Search**



1. The order list will display. If you don’t see the order you are looking for, you can navigate to the other **Pages**, or click **Filter** to narrow the list of orders you see.

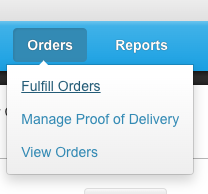


* 1. Select the **Requesting Facility** (facility that placed the order), **Program**, **Status**, or **Processing Period Start/End Date** to use to narrow the list.
  2. Click **Search**

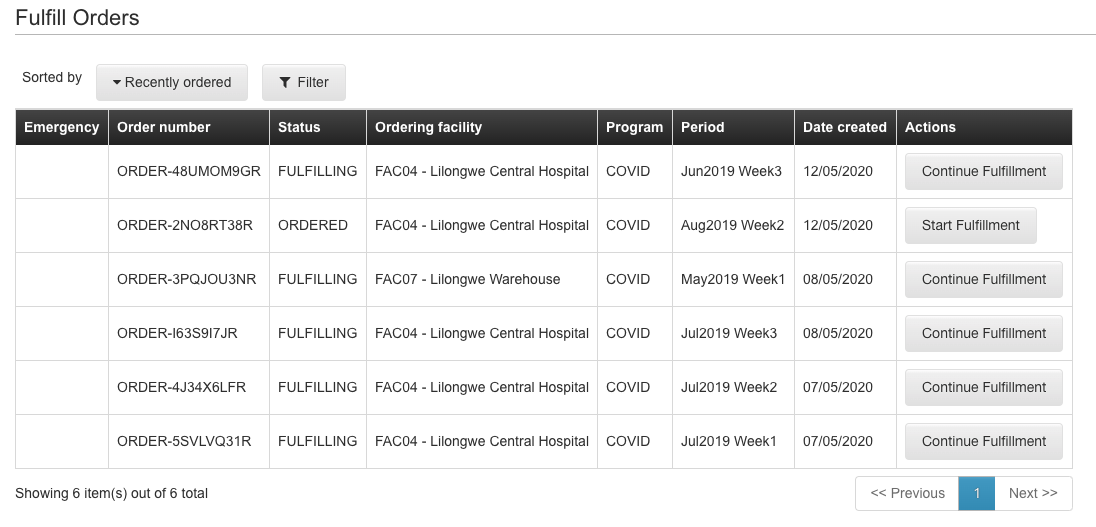


1. Print or download the order to review it:
   1. To print the order, click on the **Print** button in the Actions column for that order
   2. To download the order, click on the **Download** button in the Actions column for that order

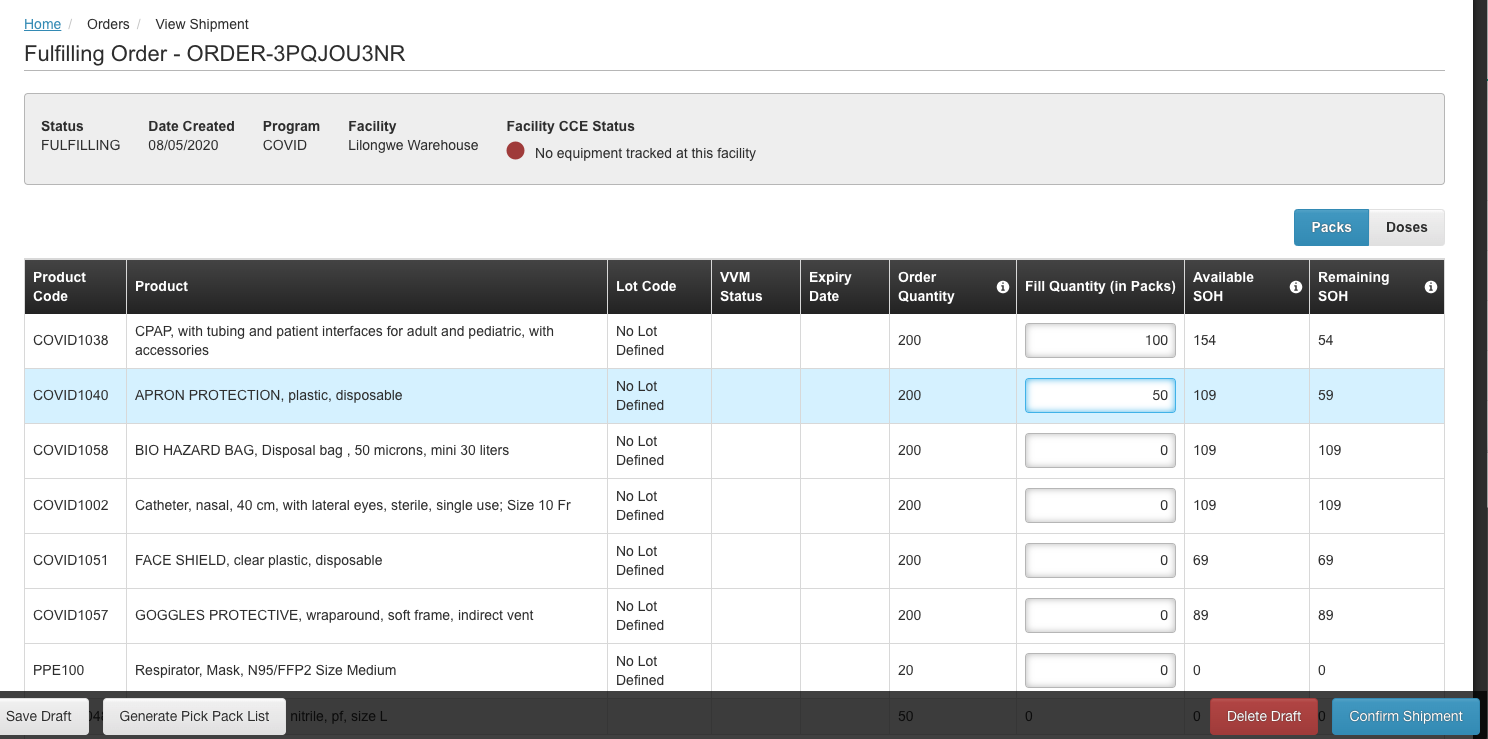
## Fulfill Orders



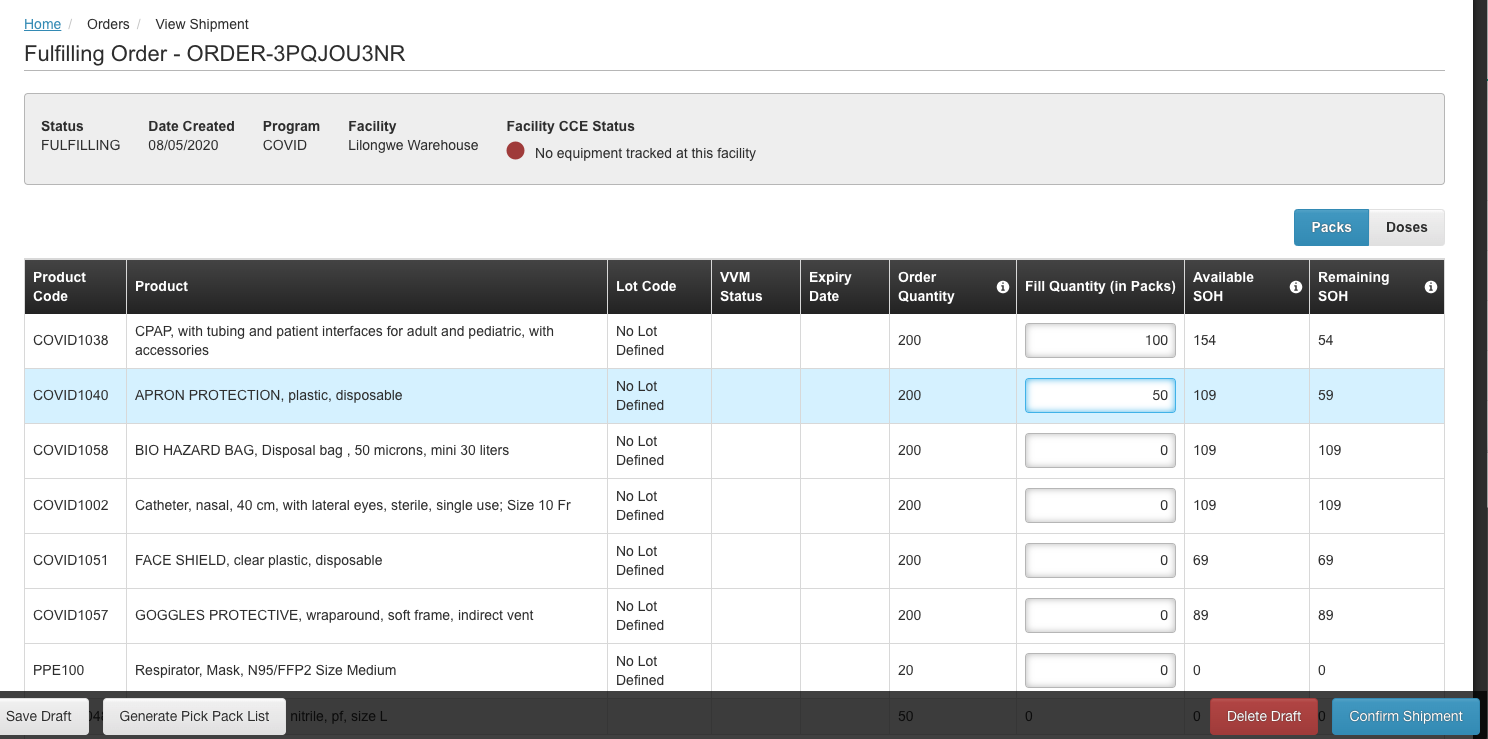
1. From the OpenLMIS home screen, click on **Orders** on the navigation bar. Select **Fulfill Orders** on the dropdown menu.
2. Click **Start Fulfillment** next to the order you want to fill (or **Continue Fulfillment** if it has already been started).

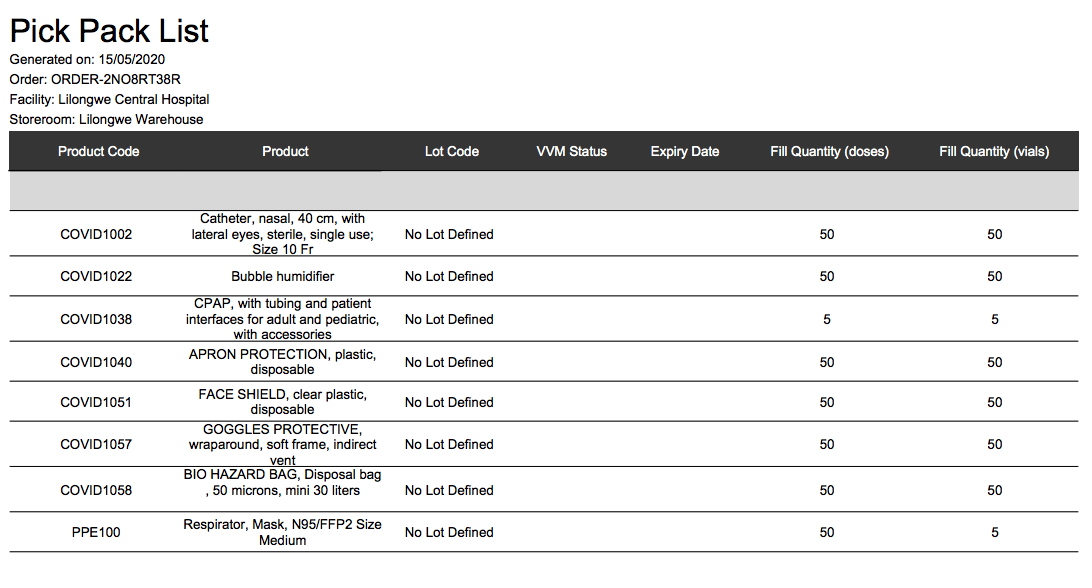


1. For each product included in the order, enter the **Fill Quantity** based on the Order Quantity and Available Stock on Hand
   1. When you enter the fill quantity you will see the Remaining stock on hand you will have after filling the order.

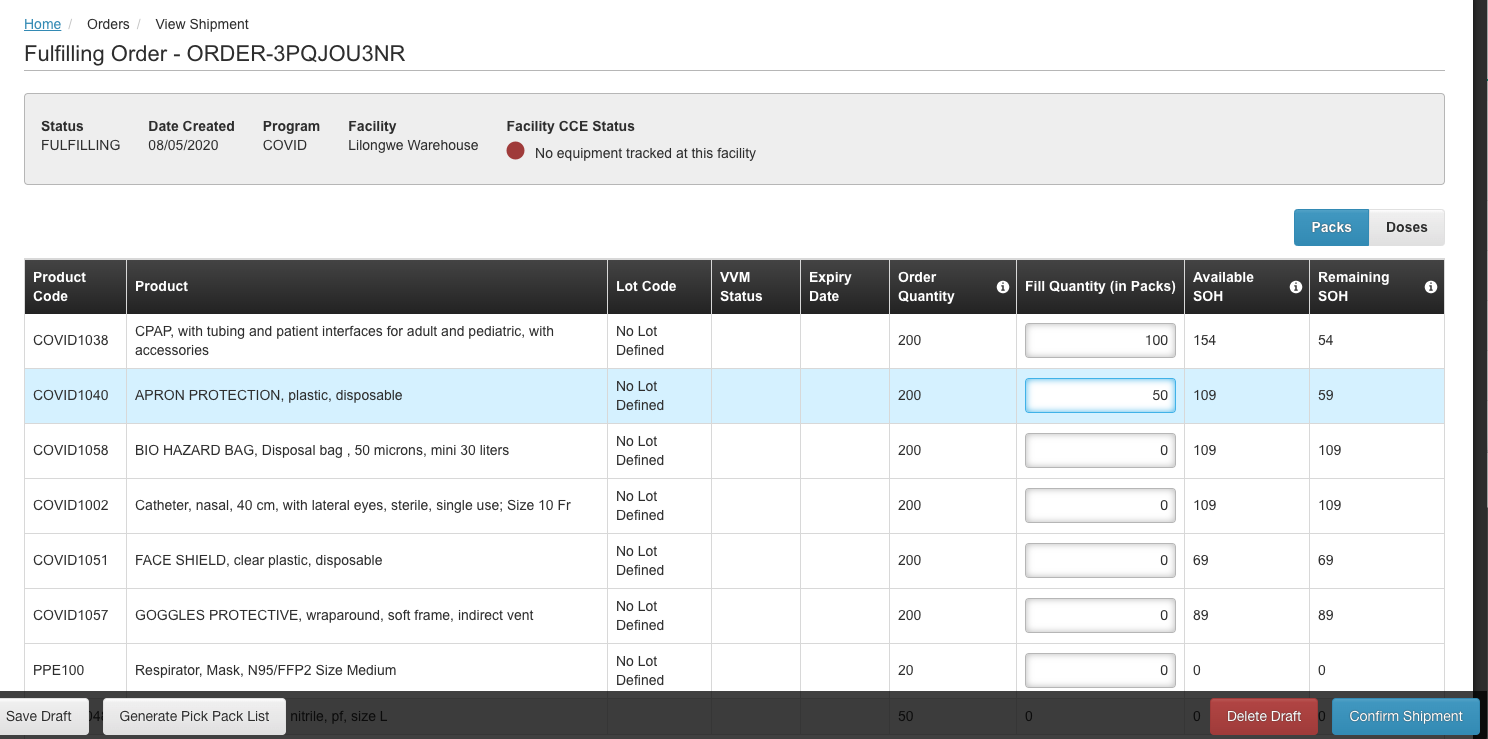


1. Once you’ve entered the Fill Quantity for each product, click **Generate Pick Pack List** to create a printable PDF list of the products that will need to be packed for shipment

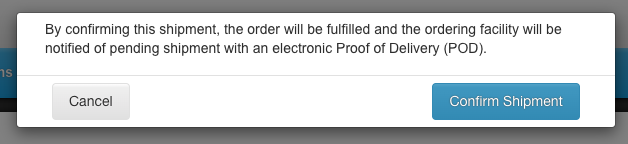




1. Click **Confirm Shipment**

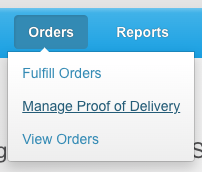


1. Click **Confirm Shipment** on the confirmation message to complete the shipment

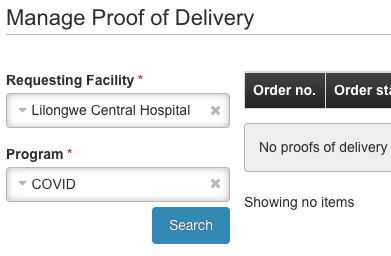


## Manage Proof of Delivery (POD)

1. From the OpenLMIS home screen, click on **Orders** on the navigation bar. Select **Manage Proof Of Delivery** on the dropdown menu.



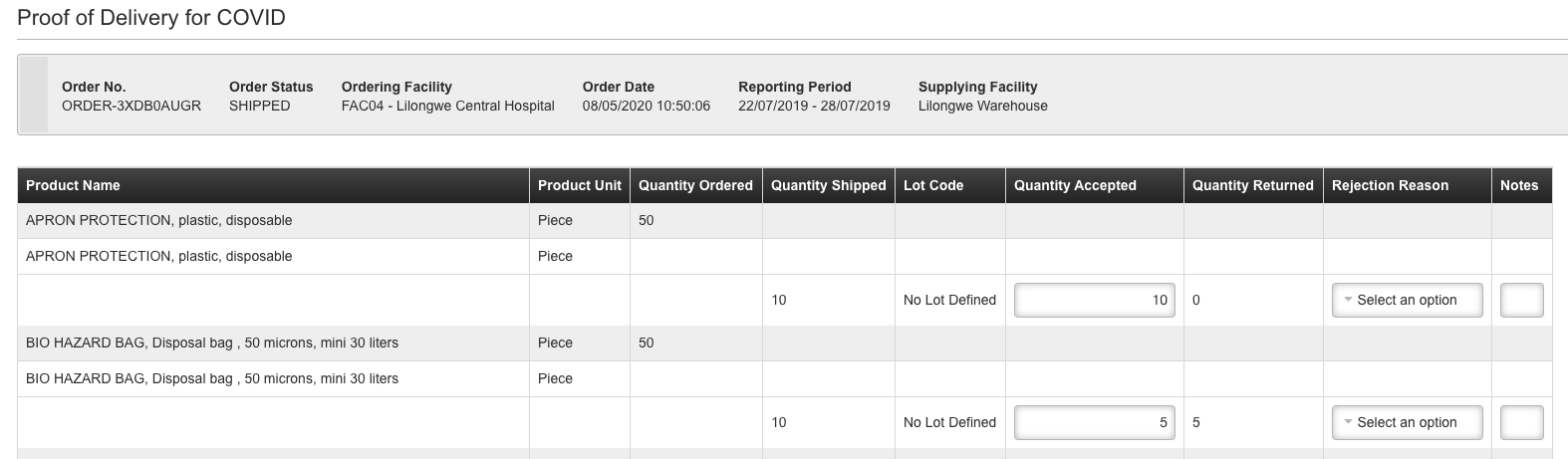
1. Select the **Requesting Facility** and **Program** from the dropdown menu



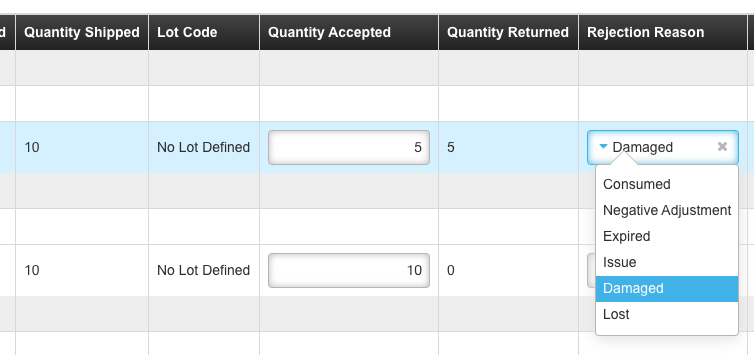
1. Click **Search**
2. To print a hard copy of the POD, click **Print** for the order for which you want the POD.
3. To complete the POD in OpenLMIS, click **Manage**



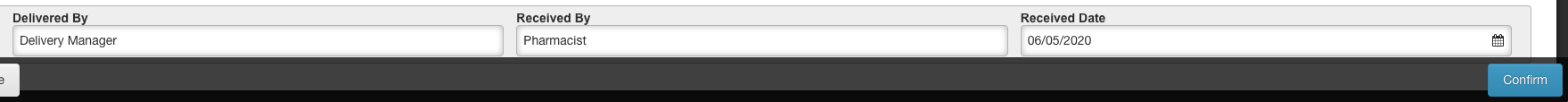
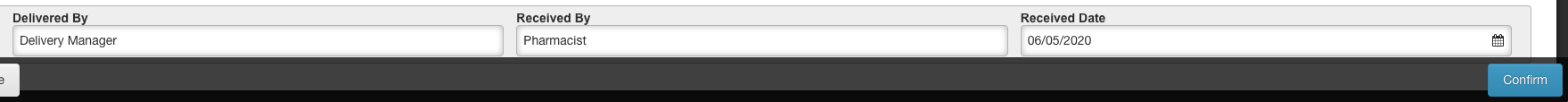
1. For each product that was ordered and shipped, enter the **Quantity Accepted**



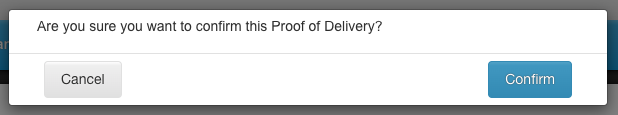
1. If the quantity accepted is different than the quantity shipped, select a **Rejection Reason** to indicate why the products were rejected.



1. Record who the shipment was **Delivered By**, **Received By**, and the **Received Date**.



1. Click **Confirm**.



1. Click **Confirm** on the confirmation notice.