User Guide - mSupply Mobile

Supplier Invoices

After you've sent a Supplier Requisition, (General Order or Program order) to your supply store, that information will be sent to the supplying store for processing. The supplying store processes your requisition into a **Customer Invoices** for your store. As these customer invoices are created, you will see a corresponding **Supplier Invoice** in your store. This is exactly like the hard-copy (paper) invoice you would usually receive with your order. You may still continue to receive a paper invoice when your order arrives, but this electronic version in mSupply is the one that you will need to work with.

> Only supplier invoices from mSupply stores in your system will appear automatically. If you are receiving stock from a supplier that is **not** an mSupply store, then a **Supplier Invoice** will **not** automatically appear. You will need to create it - see below.
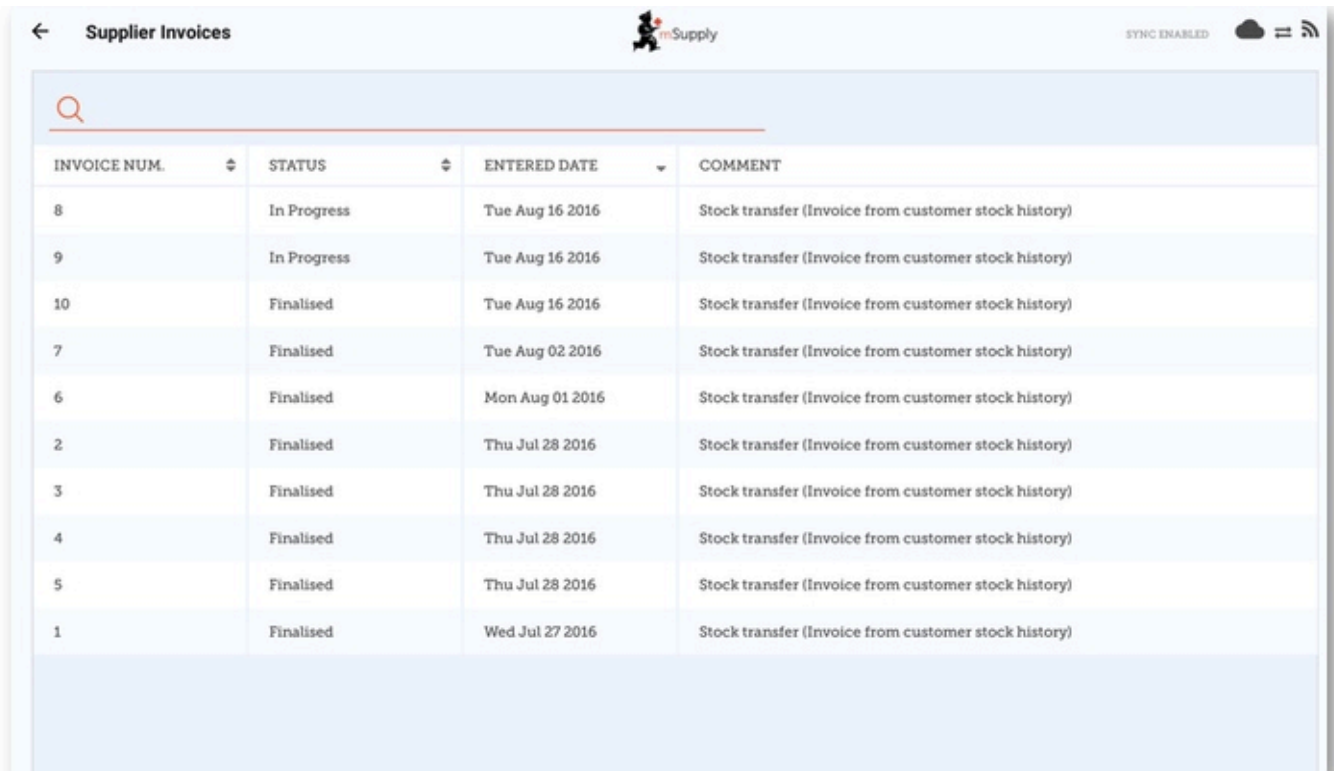
Let's go through each step…

Click on Supplier Invoices
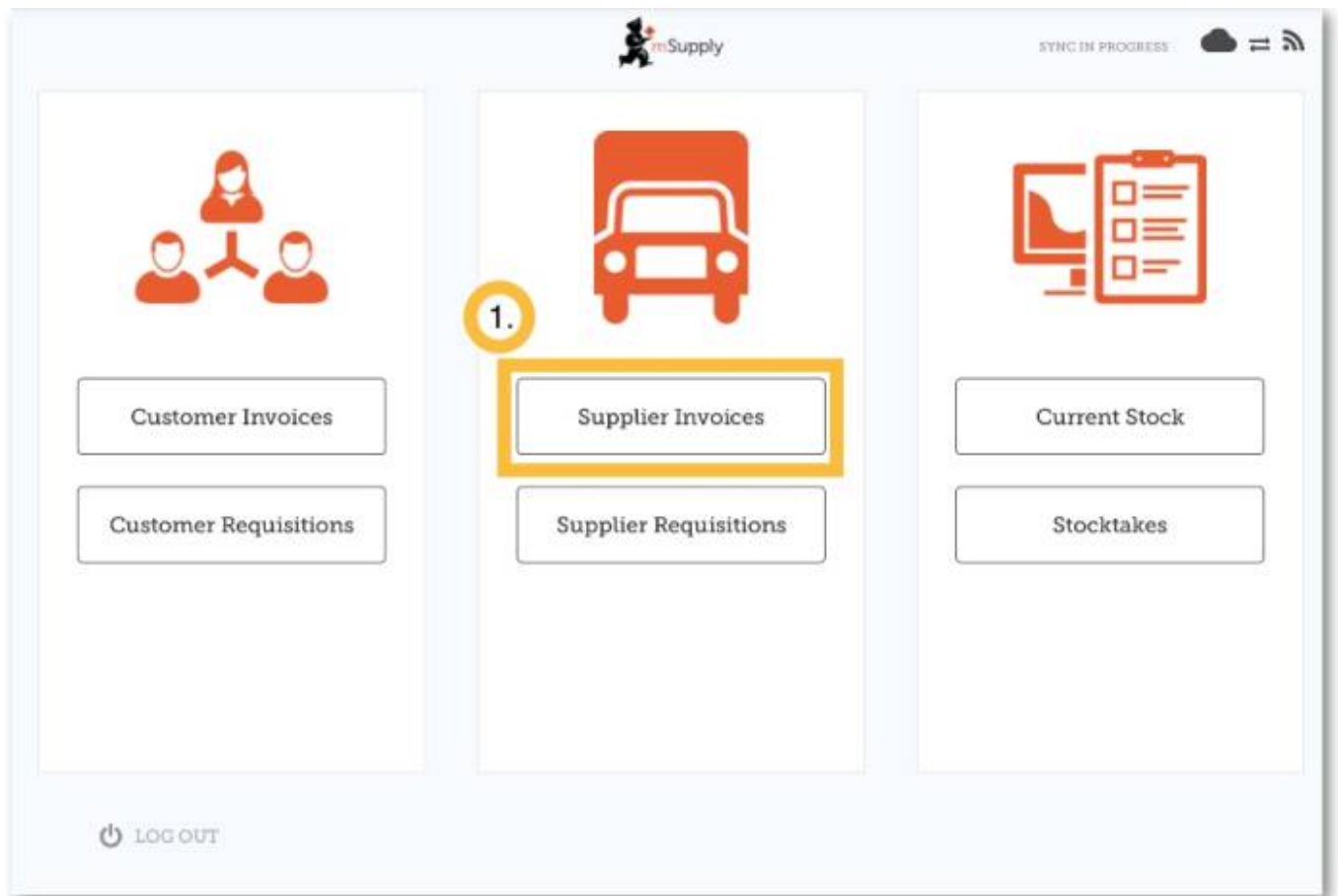
A list of Supplier Invoices will appear.

You can use the **Status** column to check the processing status of each invoice.

- **In Progress**: You have not yet processed the stock in to your store. It might not have even arrived yet!
- **Finalised**: You have processed the stock in to your store. You can not edit this supplier invoice.

INVOICE NUM. ⇕	STATUS ⇕	ENTERED DATE ⌄	COMMENT
8	In Progress	Tue Aug 16 2016	Stock transfer (Invoice from customer stock history)
9	In Progress	Tue Aug 16 2016	Stock transfer (Invoice from customer stock history)
10	Finalised	Tue Aug 16 2016	Stock transfer (Invoice from customer stock history)
7	Finalised	Tue Aug 02 2016	Stock transfer (Invoice from customer stock history)
6	Finalised	Mon Aug 01 2016	Stock transfer (Invoice from customer stock history)
2	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
3	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
4	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
5	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
1	Finalised	Wed Jul 27 2016	Stock transfer (Invoice from customer stock history)

> If you are receiving stock from a supplier that is not an mSupply store, then create a new Supplier Invoice by clicking on the **New Invoice** button.

Tap on the Supplier Invoice for the order you have been sent

This will open the Supplier Invoice.

> ⚠️ The Supplier Invoice *should* match the stock you are receiving, but it may not. Just as with paper invoices, it is very important that you check everything against the electronic invoice on mSupply Mobile when you order arrives.

Check each line on the supplier invoice in mSupply Mobile against what you have actually received. If you have received a different quantity to what is displayed, tap on the quantity and adjust it.

When you are satisfied that the Supplier Invoice matches the stock you have received, tap **Finalise** and then **Confirm**. This will accept it into your stock. Your **Stock On Hand** numbers will automatically update!