



# 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.

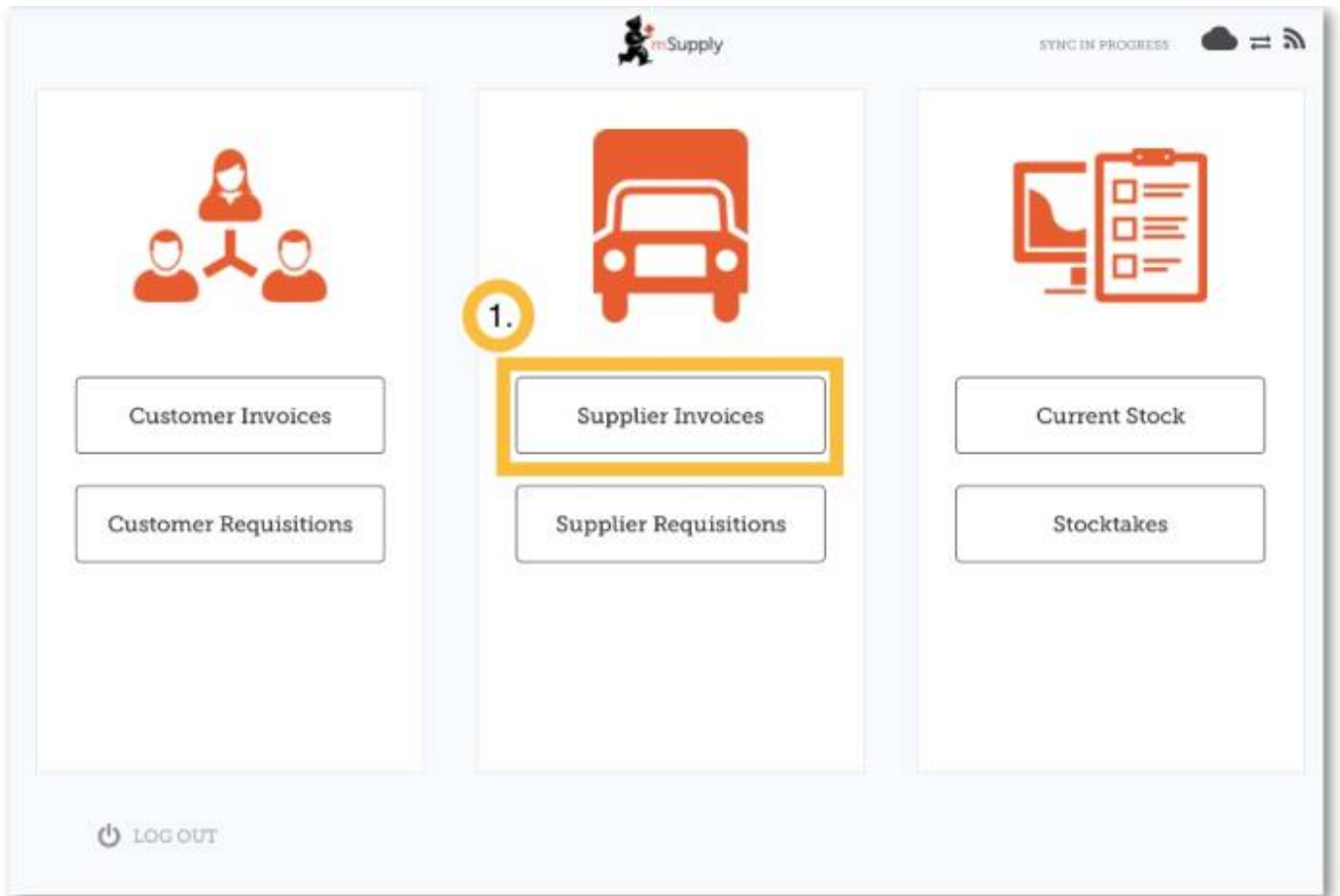


Only supplier invoices from mSupply stores in your system will appear automatically. If you are receiving stock from a supplier that is **not** an mSupply store, then a Supplier Invoice will **not** automatically appear. You will need to create it - see [Create a new Supplier Invoice for a non-mSupply supplier](#).

Let's go through each step...

### Open Supplier Invoices

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 you will need to create it manually - see [Create a new Supplier Invoice for a non-mSupply supplier](#).



## Edit the supplier invoice

Tap on the Supplier Invoice for the order you have received. This will open the Supplier Invoice.

Invoice 12  FINALISE 

Entry Date: 26/6/2017 Supplier: General (SAMES)  
Confirm Date: 7/6/2017 Their Ref: From invoice number: 13508  
Comment: Stock transfer (Invoice from requisition Fulan...

 New Line

ITEM CODE	ITEM NAME	QUANTITY	EXPIRY	REMOVE
04_0505	Ampicillin Injection Powder Vial/1gm	50	mm/yy	
03_2381	Cotrimoxazole (Sulfamethoxazole+Trimethoprim) 400mg+80mg tabs	100	mm/yy	



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!

Invoice 12

Entry Date: 26/6/2017    Supplier: General (SAMES)  
Confirm Date: 7/6/2017    Their Ref: From invoice number: 13508  
Comment: Stock transfer (Invoice from requisition Fulan...)

3. FINALISE ✓

New Line

ITEM CODE	ITEM NAME	QUANTITY	EXPIRY	REMOVE
04_0505	Ampicillin Injection Powder Vial/Igm	50	mm/yy	⊖
03_2381	Cotrimoxazole (Sulfamethoxazole+Trimethoprim) 400mg+80mg tabs	100	mm/yy	⊖

### Create a new Supplier Invoice for a non-mSupply supplier

If you are receiving stock from a supplier that is not an mSupply store, then you will need to:

1. Create a new Supplier Invoice by clicking on the **New Invoice** button
2. Add the supplier you are wanting to receive stock from
3. Add items to the Supplier Invoice and edit the quantities, batch and expiry details
4. Once you are happy with the details, **Finalise** the Supplier Invoice

Previous: [Supplier Requisitions \(Program Orders\)](#) | | Next: [Supplier Invoices - Returning Stock](#)

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