User Guide - mSupply Mobile

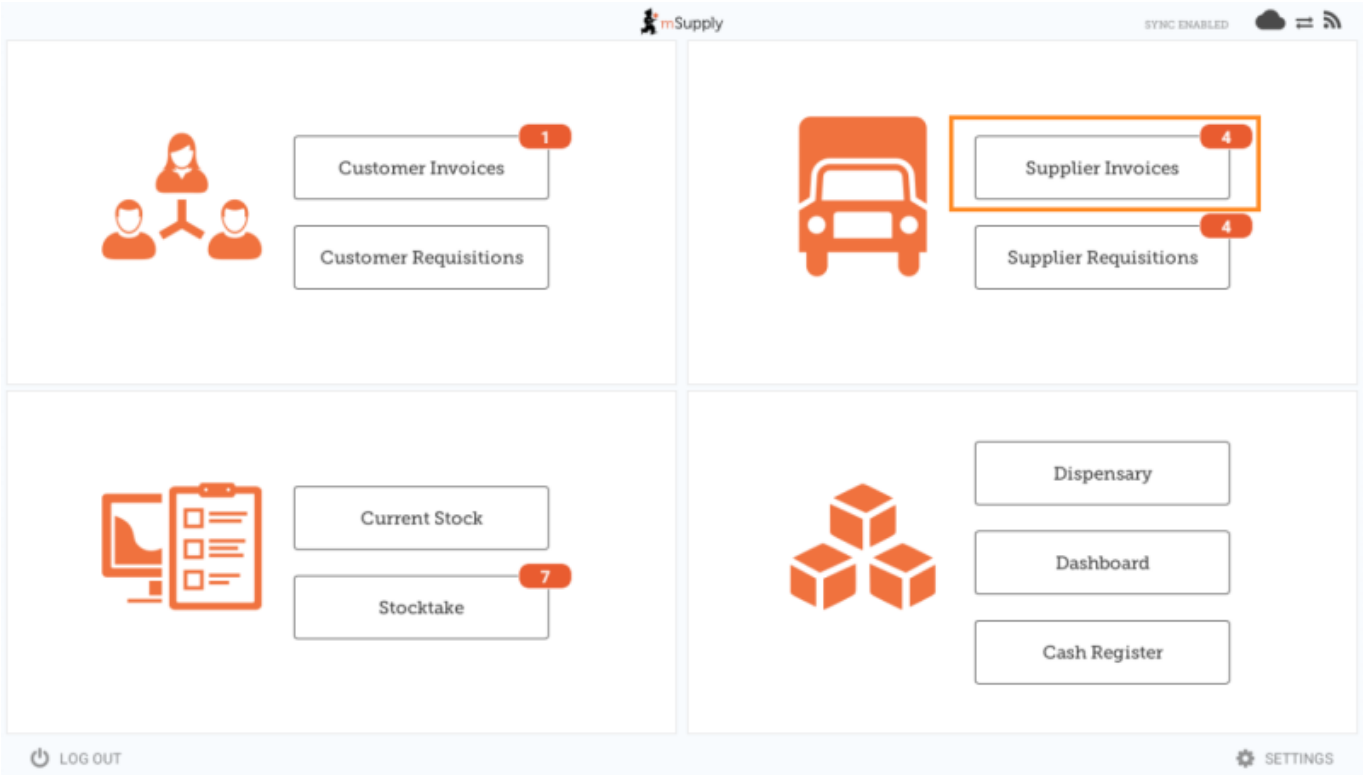
Supplier Invoices - Returning Stock

If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.

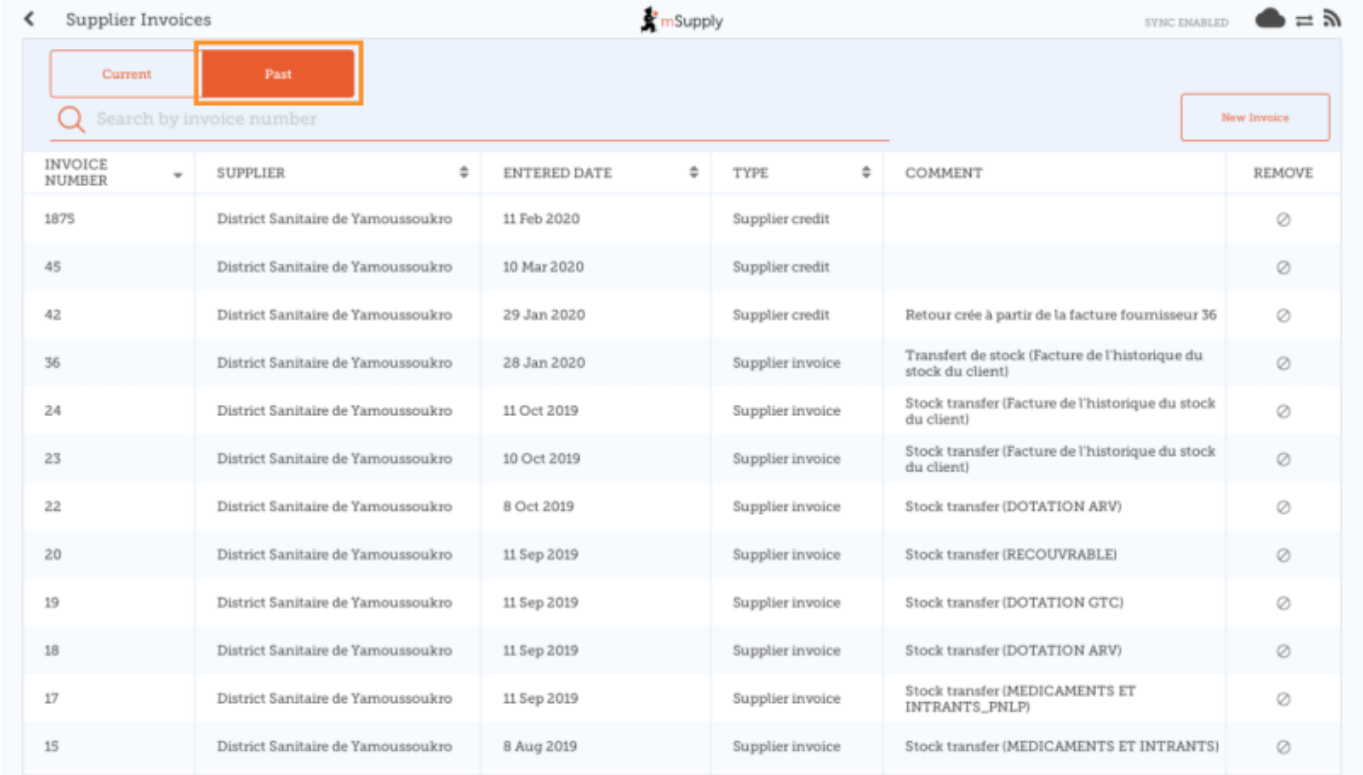
Note: to use this feature, the preference for the **supplier credit module** needs to be enabled for your store.

Let's go through each step...

Click on Supplier Invoices



A list of Supplier Invoices will appear. Click on the toggle (highlighted) to select **Past** invoices. You can only return items against a **finalised** invoice.



INVOICE NUMBER	SUPPLIER	ENTERED DATE	TYPE	COMMENT	REMOVE
1875	District Sanitaire de Yamoussoukro	11 Feb 2020	Supplier credit		
45	District Sanitaire de Yamoussoukro	10 Mar 2020	Supplier credit		
42	District Sanitaire de Yamoussoukro	29 Jan 2020	Supplier credit	Retour crée à partir de la facture fournisseur 36	
36	District Sanitaire de Yamoussoukro	28 Jan 2020	Supplier invoice	Transfert de stock (Facture de l'historique du stock du client)	
24	District Sanitaire de Yamoussoukro	11 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	
23	District Sanitaire de Yamoussoukro	10 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	
22	District Sanitaire de Yamoussoukro	8 Oct 2019	Supplier invoice	Stock transfer (DOTATION ARV)	
20	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (RECOUVRABLE)	
19	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION GTC)	
18	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION ARV)	
17	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS_PNLP)	
15	District Sanitaire de Yamoussoukro	8 Aug 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS)	

Click on the Supplier Invoice for the order you have received

This will open the Supplier Invoice.

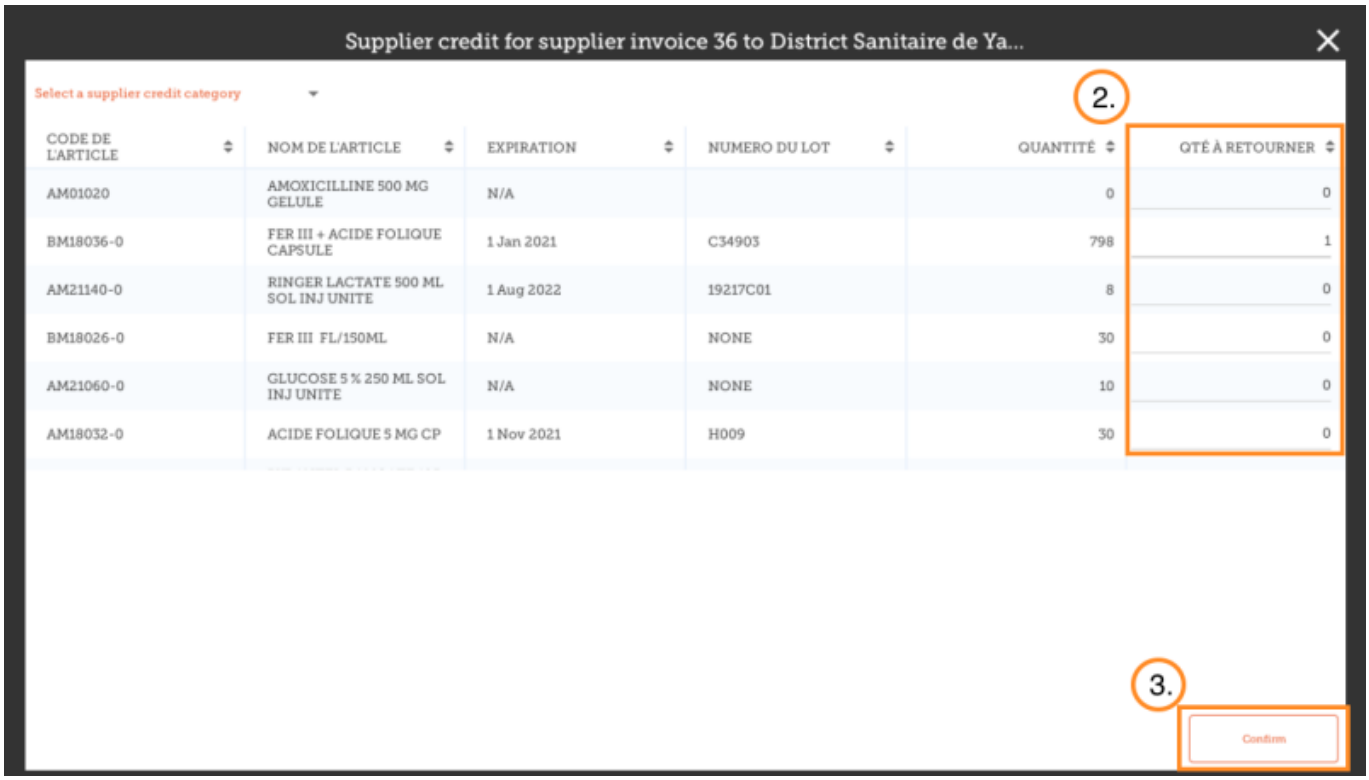
If the invoice has stock which can be credited, then the button which normally allows adding of items is renamed **New supplier credit** and is for returning items.

Click on **New supplier credit** to begin.

Enter quantities to return

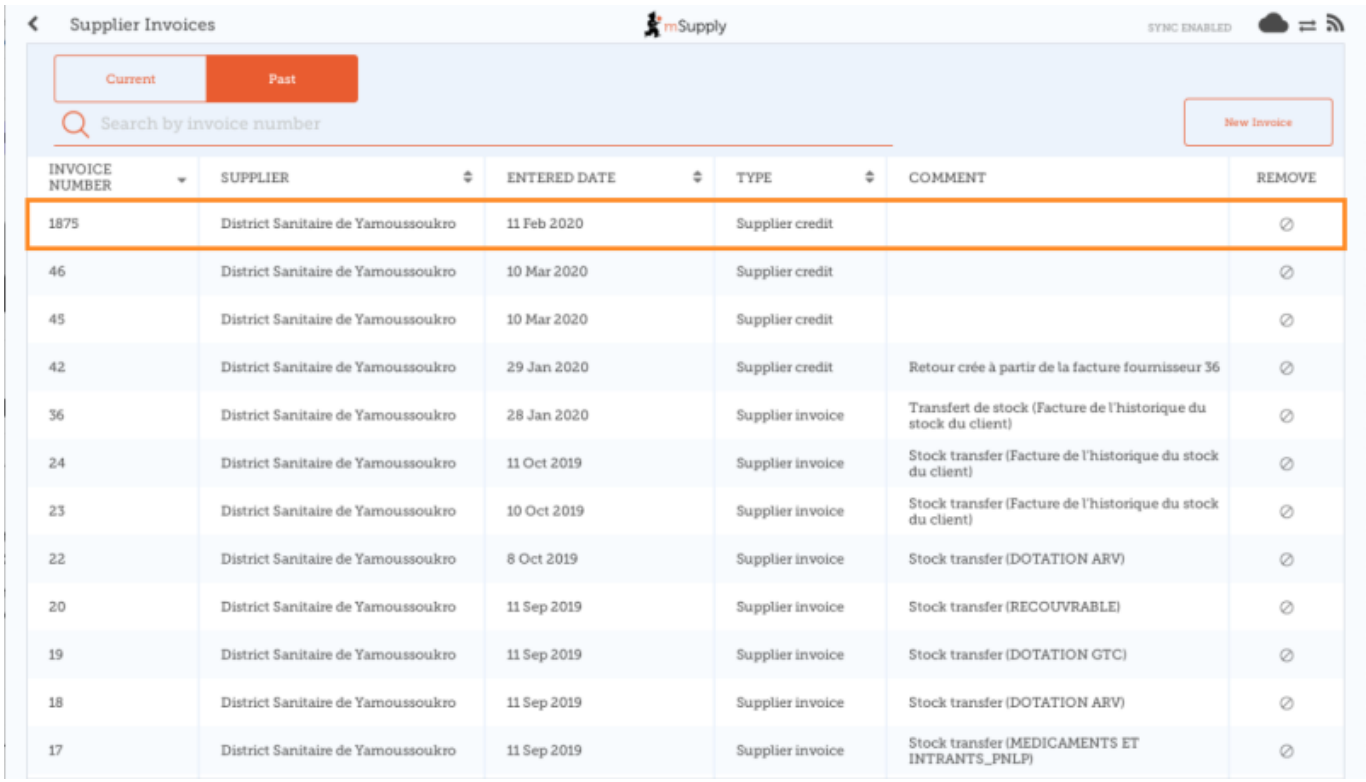
Enter the quantity for each item you want to return. You do not need to return all items nor the whole quantity of an item.

Select a **supplier credit category** using the list at the top left of the screen.



Click **Confirm** when you are finished.

You can then see a new **Supplier Credit** in the supplier invoice list



INVOICE NUMBER	SUPPLIER	ENTERED DATE	TYPE	COMMENT	REMOVE
1875	District Sanitaire de Yamoussoukro	11 Feb 2020	Supplier credit		
46	District Sanitaire de Yamoussoukro	10 Mar 2020	Supplier credit		
45	District Sanitaire de Yamoussoukro	10 Mar 2020	Supplier credit		
42	District Sanitaire de Yamoussoukro	29 Jan 2020	Supplier credit	Retour crée à partir de la facture fournisseur 36	
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18	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION ARV)	
17	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS_PNLP)	

*Previous: **Supplier Invoices** | | Next: **Current Stock***

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