



User Guide - mSupply Mobile

Supplier Invoices - Returning Stock

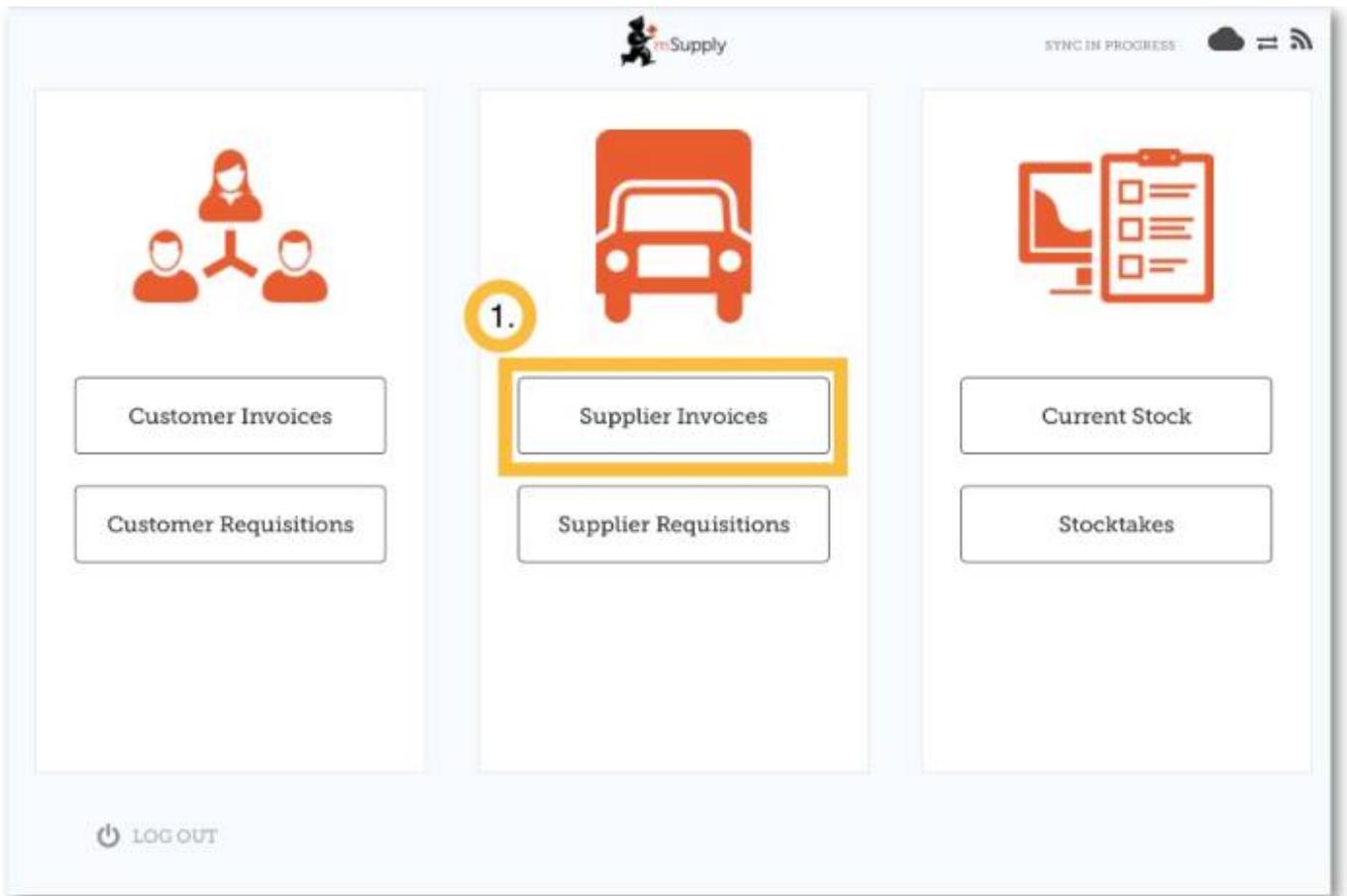
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



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.

Supplier Invoices

Current **Past** New Invoice

Search by invoice number

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_PNLPI)	⊗
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 been sent

This will open the Supplier Invoice. You can see the two items that we entered on the Requisition earlier.

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	

Once you are certain that the Quantity and Expiry Date columns are correct...

Click **Finalise** and then **Confirm**.

Invoice 12  FINALISE 

3.

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