

User Guide - mSupply Mobile

Supplier Invoices - Returning Stock

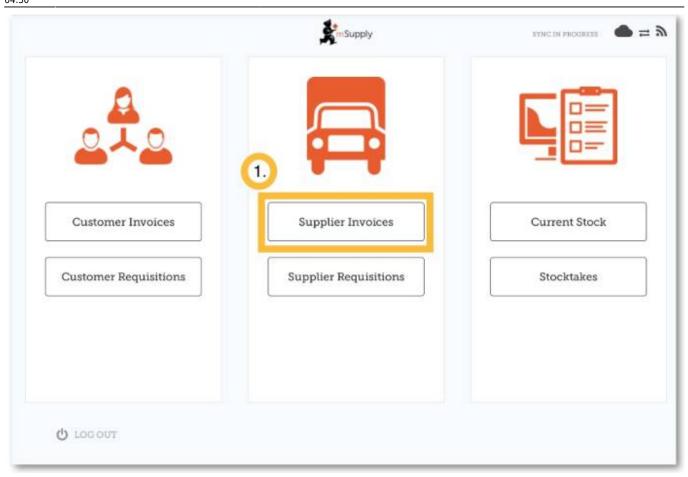
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



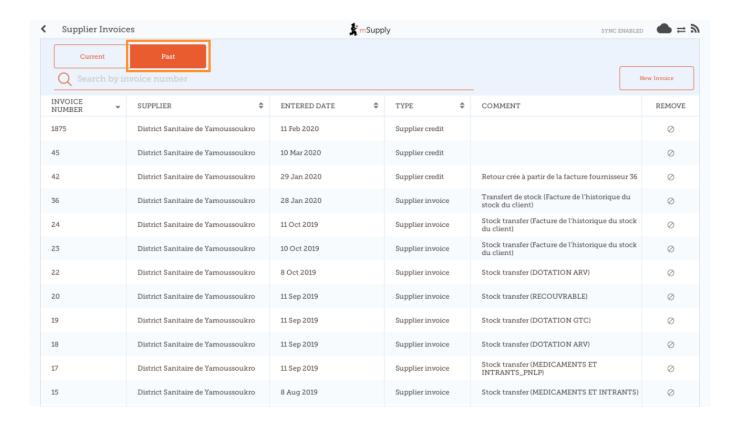
Note: to use this feature, the preference for the **supplier credit module** needs to be enabled for your store.

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.



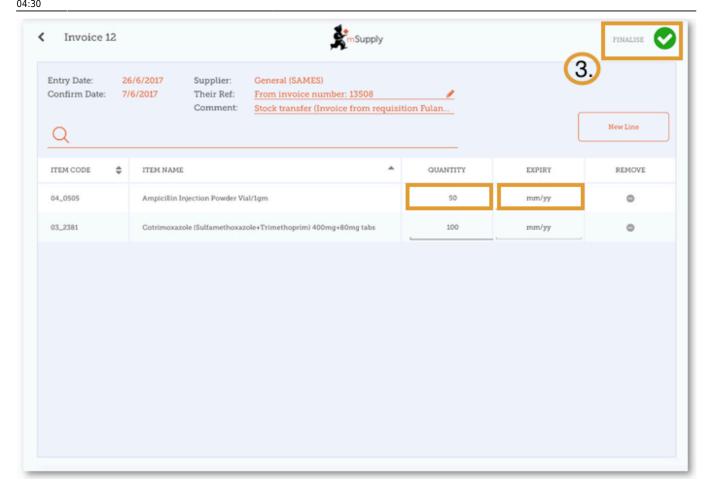
Click on the Supplier Invoice for the order you have been sent

This will open the Supplier Invoice. Click on **New supplier credit** to begin.



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

Click Finalise and then Confirm.



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