User Guide - mSupply Mobile

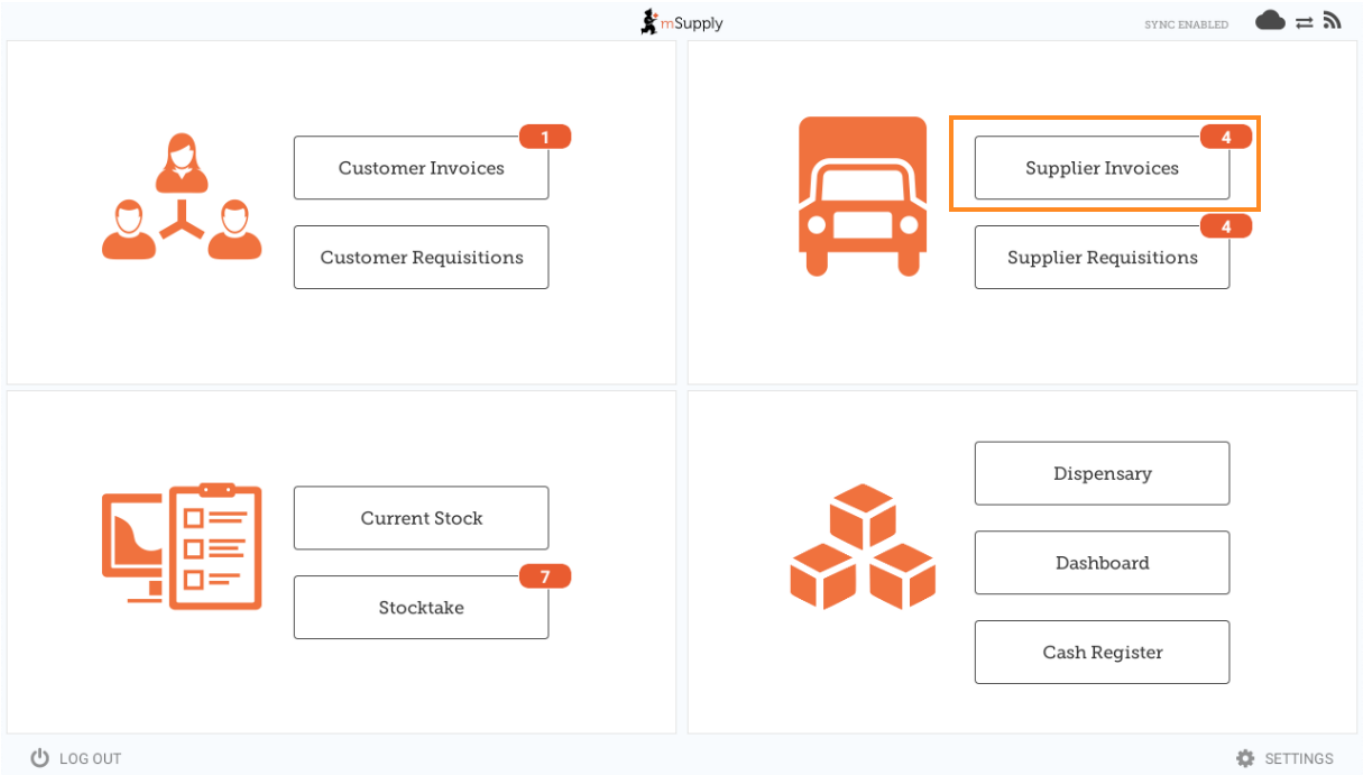
Supplier Invoices - Returning Stock

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

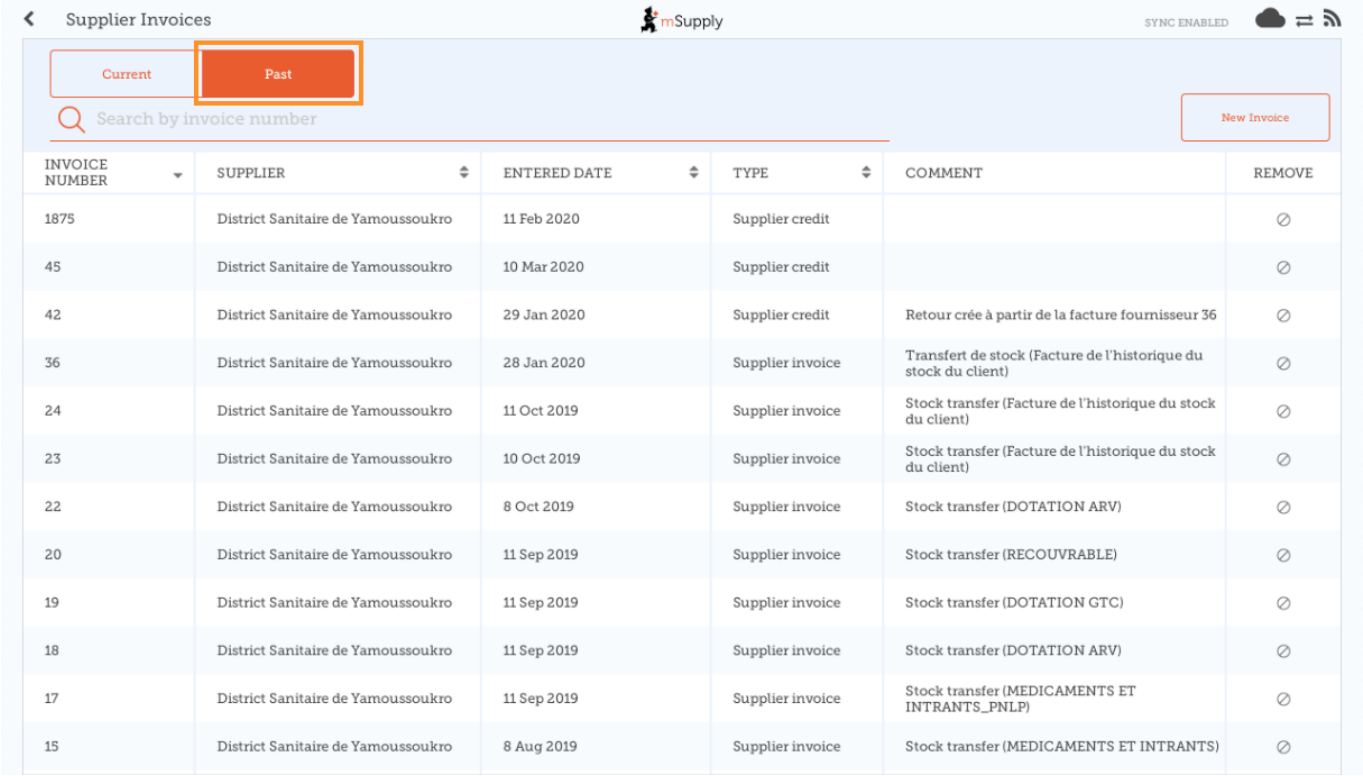
> Note: to use this feature, the preference for the **supplier credit module** needs to be enabled for your store.

Let's go through each step...

Click on Supplier Invoices



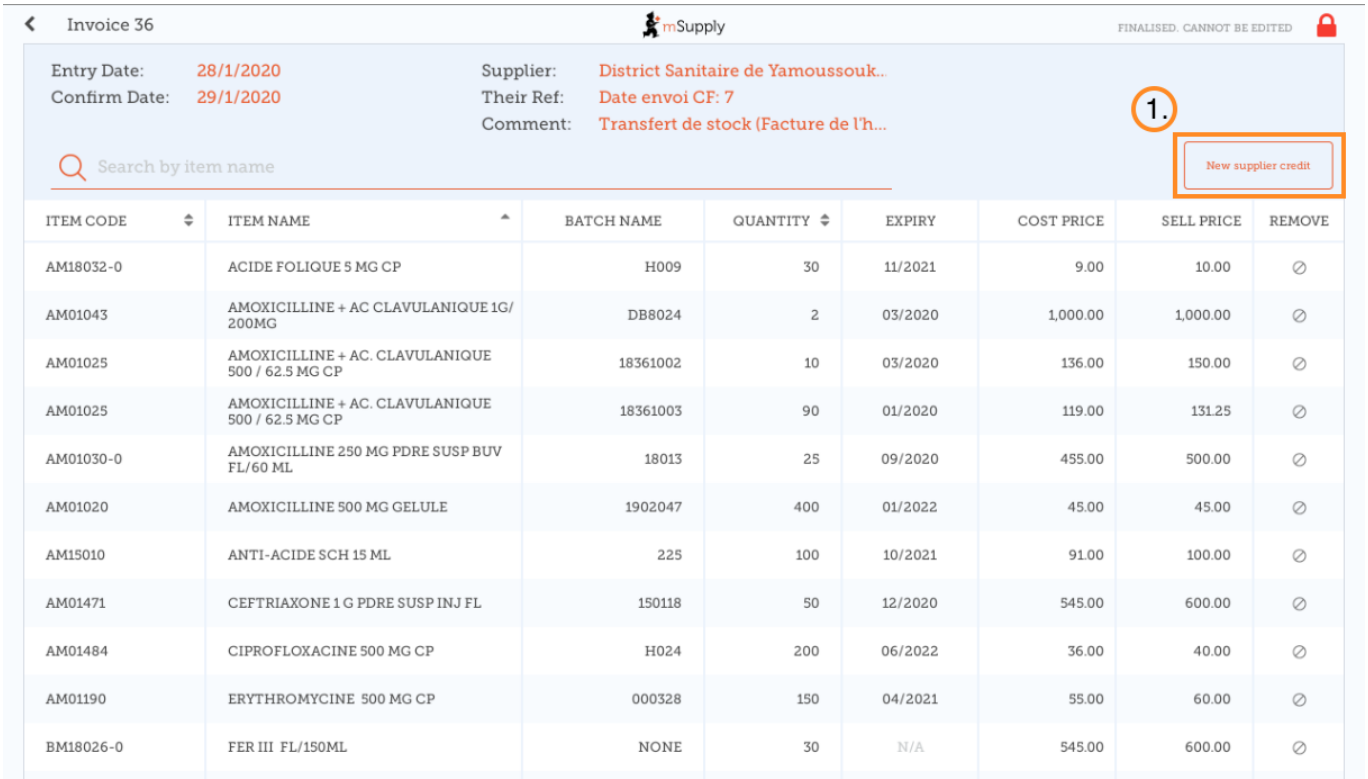
A list of Supplier Invoices will appear. Click on the toggle (highlighted) to select **Past** invoices. You can only return items against a **finalised** invoice.



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 been sent

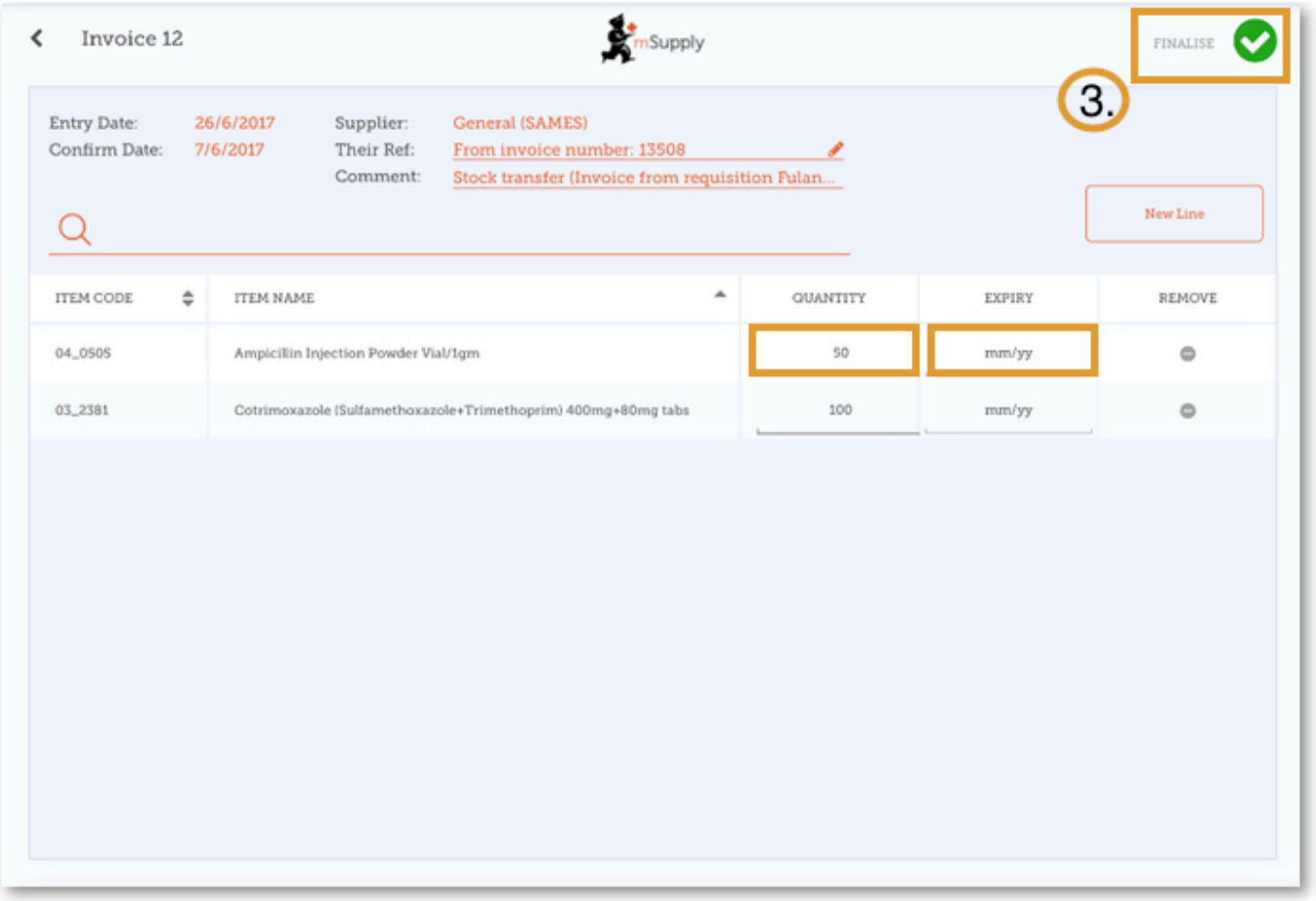
This will open the Supplier Invoice. Click on **New supplier credit** to begin.



ITEM CODE	ITEM NAME	BATCH NAME	QUANTITY	EXPIRY	COST PRICE	SELL PRICE	REMOVE
AM18032-0	ACIDE FOLIQUE 5 MG CP	H009	30	11/2021	9.00	10.00	⊘
AM01043	AMOXICILLINE + AC CLAVULANIQUE 1G/ 200MG	DB8024	2	03/2020	1,000.00	1,000.00	⊘
AM01025	AMOXICILLINE + AC. CLAVULANIQUE 500 / 62.5 MG CP	18361002	10	03/2020	136.00	150.00	⊘
AM01025	AMOXICILLINE + AC. CLAVULANIQUE 500 / 62.5 MG CP	18361003	90	01/2020	119.00	131.25	⊘
AM01030-0	AMOXICILLINE 250 MG PDRE SUSP BUV FL/60 ML	18013	25	09/2020	455.00	500.00	⊘
AM01020	AMOXICILLINE 500 MG GELULE	1902047	400	01/2022	45.00	45.00	⊘
AM15010	ANTI-ACIDE SCH 15 ML	225	100	10/2021	91.00	100.00	⊘
AM01471	CEFTRIAXONE 1 G PDRE SUSP INJ FL	150118	50	12/2020	545.00	600.00	⊘
AM01484	CIPROFLOXACINE 500 MG CP	H024	200	06/2022	36.00	40.00	⊘
AM01190	ERYTHROMYCINE 500 MG CP	000328	150	04/2021	55.00	60.00	⊘
BM18026-0	FER III FL/150ML	NONE	30	N/A	545.00	600.00	⊘

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

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



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

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Last update: **2020/03/10 04:33**