

# User Guide - mSupply Mobile

# **Supplier Invoices - Returning Stock**

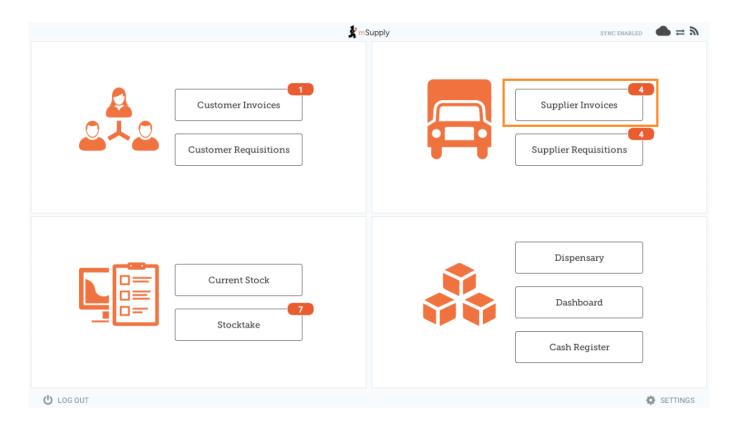
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



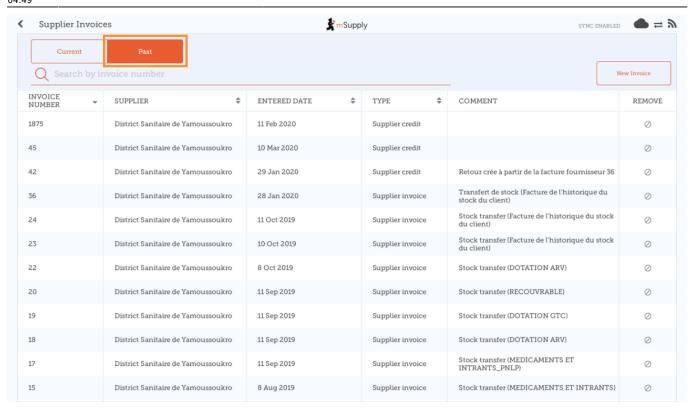
Note: to use this feature, the preference for the **supplier credit module** needs to be enabled for your store.

Let's go through each step...

#### **Click on Supplier Invoices**

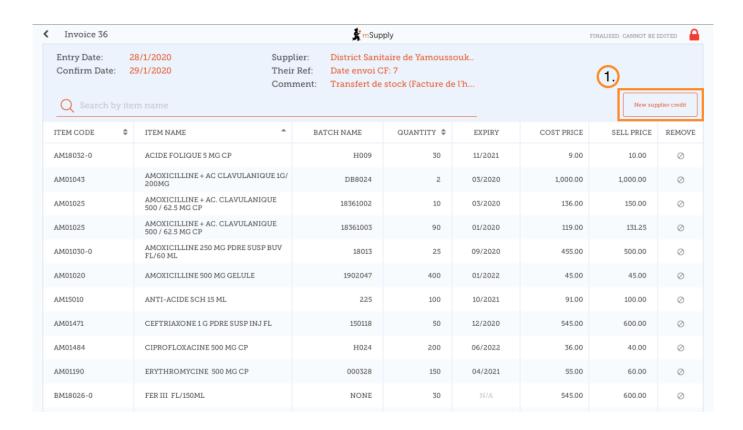


A list of Supplier Invoices will appear. Click on the toggle (highlighted) to select **Past** invoices. You can only return items against a **finalised** invoice.



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

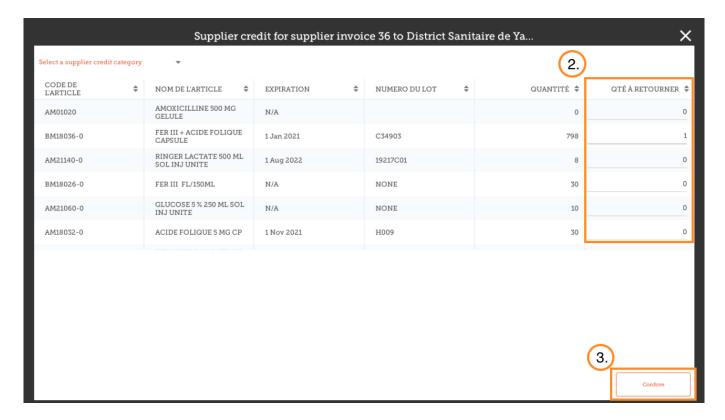
This will open the Supplier Invoice. Click on **New supplier credit** to begin.



## **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.

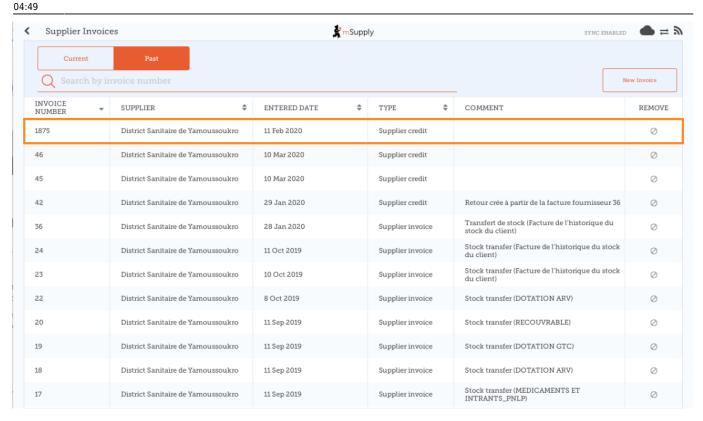
Select a **supplier credit category** using the list at the top left of the screen.



Click **Confirm** when you are finished.

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

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