

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

	🛔 mSupply	SYNC ENABLED $\blacksquare \rightleftharpoons \eth$
	1 Customer Invoices Customer Requisitions	4 Supplier Invoices 4 Supplier Requisitions
	Current Stock 7 Stocktake	Dispensary Dashboard Cash Register
ப் LOG OUT		SETTINGS

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.

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Supplier Invoic	es	* mSupp	ly	SYNC ENABLED 🌰 ≓		
Current Q Search by ir	Past voice number	N	New Invoice			
INVOICE NUMBER -	SUPPLIER \$	ENTERED DATE \$	туре 💠	COMMENT	REMOVE	
1875	District Sanitaire de Yamoussoukro	11 Feb 2020	Supplier credit		\oslash	
45	District Sanitaire de Yamoussoukro	10 Mar 2020	Supplier credit		\oslash	
42	District Sanitaire de Yamoussoukro	29 Jan 2020	Supplier credit	Retour crée à partir de la facture fournisseur 36	\oslash	
36	District Sanitaire de Yamoussoukro	28 Jan 2020	Supplier invoice	Transfert de stock (Facture de l'historique du stock du client)	\oslash	
24	District Sanitaire de Yamoussoukro	11 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	\oslash	
23	District Sanitaire de Yamoussoukro	10 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	\oslash	
22	District Sanitaire de Yamoussoukro	8 Oct 2019	Supplier invoice	Stock transfer (DOTATION ARV)	\oslash	
20	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (RECOUVRABLE)	\oslash	
19	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION GTC)	\oslash	
18	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION ARV)	\oslash	
17	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS_PNLP)	\oslash	
15	District Sanitaire de Yamoussoukro	8 Aug 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS)	\oslash	

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.

Invoice 36	🛃 m Supply				FI	NALISED. CANNOT BE	EDITED
Entry Date: 28/1/2020 Supplier: District Sanitaire de Yamoussouk Confirm Date: 29/1/2020 Their Ref: Date envoi CF: 7 Comment: Transfert de stock (Facture de l'h) Image: Comment: Q Search by item name New supplier credit							
TEM CODE 🗘	ITEM NAME	BATCH NAME	QUANTITY 🗘	EXPIRY	COST PRICE	SELL PRICE	REMOV
AM18032-0	ACIDE FOLIQUE 5 MG CP	H009	30	11/2021	9.00	10.00	\oslash
AM01043	AMOXICILLINE + AC CLAVULANIQ 200MG	JE 1G/ DB8024	2	03/2020	1,000.00	1,000.00	\oslash
AM01025	AMOXICILLINE + AC. CLAVULANIQ 500 / 62.5 MG CP	UE 18361002	10	03/2020	136.00	150.00	\oslash
AM01025	AMOXICILLINE + AC. CLAVULANIQ 500 / 62.5 MG CP	UE 18361003	90	01/2020	119.00	131.25	\oslash
AM01030-0	AMOXICILLINE 250 MG PDRE SUSP FL/60 ML	BUV 18013	25	09/2020	455.00	500.00	\oslash
AM01020	AMOXICILLINE 500 MG GELULE	1902047	400	01/2022	45.00	45.00	\oslash
AM15010	ANTI-ACIDE SCH 15 ML	225	100	10/2021	91.00	100.00	\oslash
AM01471	CEFTRIAXONE 1 G PDRE SUSP INJ F	L 150118	50	12/2020	545.00	600.00	\oslash
AM01484	CIPROFLOXACINE 500 MG CP	H024	200	06/2022	36.00	40.00	\oslash
AM01190	ERYTHROMYCINE 500 MG CP	000328	150	04/2021	55.00	60.00	\oslash
BM18026-0	FER III FL/150ML	NONE	30	N/A	545.00	600.00	\oslash

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.

	Supplier cre	dit for supplier invoi	ce 36 to District Sani	taire de Ya	×
Select a supplier credit category	Ŧ			2.	
CODE DE L'ARTICLE	NOM DE L'ARTICLE 🗘	EXPIRATION \$	NUMERO DU LOT \$	QUANTITÉ 🗘	QTÉ À RETOURNER 🌻
AM01020	AMOXICILLINE 500 MG GELULE	N/A		0	0
BM18036-0	FER III + ACIDE FOLIQUE CAPSULE	1 Jan 2021	C34903	798	1
AM21140-0	RINGER LACTATE 500 ML SOL INJ UNITE	1 Aug 2022	19217C01	8	0
BM18026-0	FER III FL/150ML	N/A	NONE	30	0
AM21060-0	GLUCOSE 5 % 250 ML SOL INJ UNITE	N/A	NONE	10	0
AM18032-0	ACIDE FOLIQUE 5 MG CP	1 Nov 2021	H009	30	o
					3
					Confirm

Click **Confirm** when you are finished.

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

Last

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Supplier Invo	mSupply			SYNC ENABLE	∞ ● ≓ ୭	
Current Past Q Search by invoice number						New Invoice
INVOICE NUMBER	SUPPLIER \$	ENTERED DATE	¢	туре 🗢	COMMENT	REMOVE
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17	District Sanitaire de Yamoussoukro	11 Sep 2019		Supplier invoice	Stock transfer (MEDICAMENTS ET	\oslash

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