



# User Guide - mSupply Mobile

## Supplier Invoices - Returning Stock

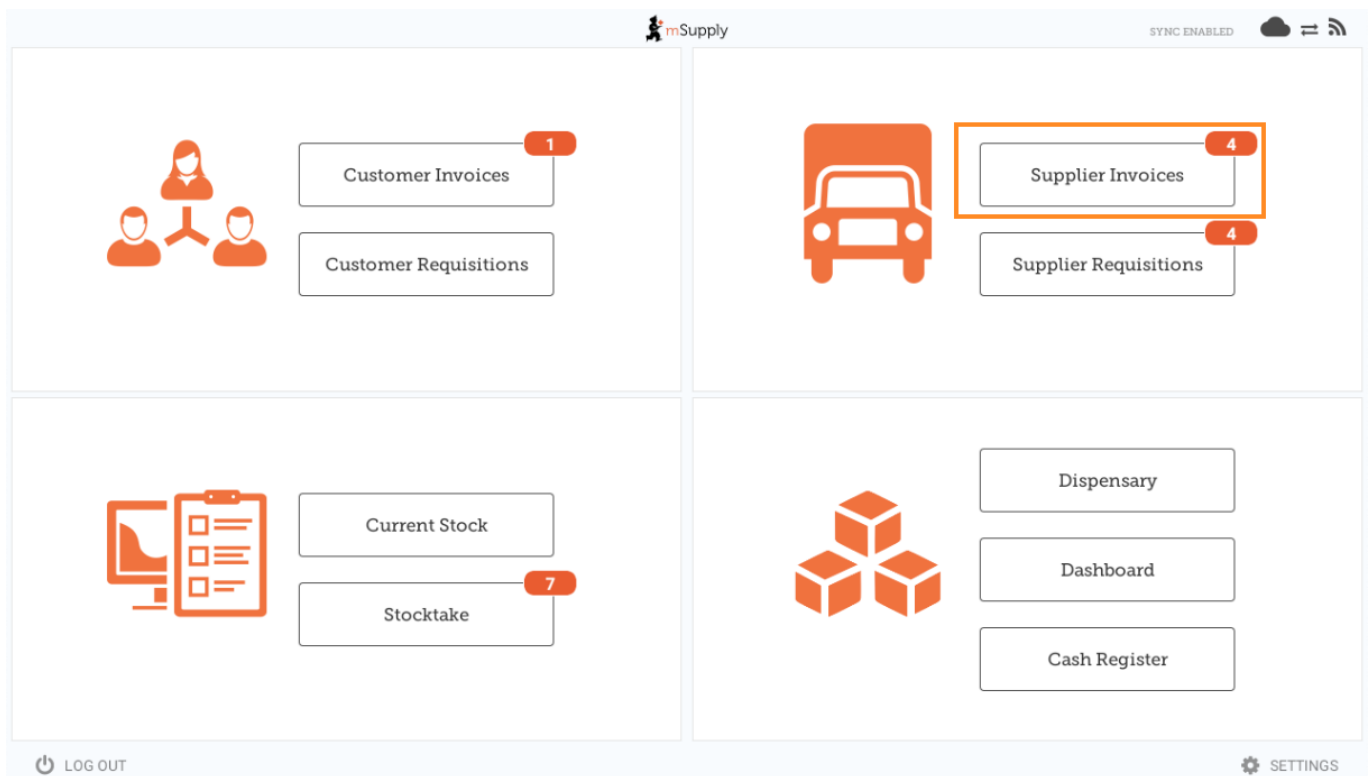
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



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_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. Click on **New supplier credit** to begin.

The button is the one normally available for adding items to an invoice and is now for returning items.f

Invoice 36 mSupply FINALISED. 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...)

Search by item name New supplier credit

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	CEFTRIAZONE 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	⊗

### 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 credit for supplier invoice 36 to District Sanitaire de Ya... ✕

Select a supplier credit category

CODE DE L'ARTICLE	NOM DE L'ARTICLE	EXPIRATION	NUMERO DU LOT	QUANTITE	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	0

Confirm

Click **Confirm** when you are finished.

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

Supplier Invoices mSupply SYNC ENABLED

Current Past

Search by invoice number New Invoice

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46	District Sanitaire de Yamoussoukro	10 Mar 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	⊗
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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_PNL)	⊗

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