

# **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**

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	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 Invoice	es	🛃 m Supp	ly	SYNC ENABLED	•=
Current Q Search by in	Past woice number			50	w Invoice
NVOICE IUMBER -	SUPPLIER \$	ENTERED DATE \$	туре 🗘	COMMENT	REMOVI
875	District Sanitaire de Yamoussoukro	11 Feb 2020	Supplier credit		$\oslash$
5	District Sanitaire de Yamoussoukro	10 Mar 2020	Supplier credit		$\oslash$
2	District Sanitaire de Yamoussoukro	29 Jan 2020	Supplier credit	Retour crée à partir de la facture fournisseur 36	$\oslash$
6	District Sanitaire de Yamoussoukro	28 Jan 2020	Supplier invoice	Transfert de stock (Facture de l'historique du stock du client)	$\oslash$
4	District Sanitaire de Yamoussoukro	11 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	$\oslash$
3	District Sanitaire de Yamoussoukro	10 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	$\oslash$
2	District Sanitaire de Yamoussoukro	8 Oct 2019	Supplier invoice	Stock transfer (DOTATION ARV)	$\oslash$
0	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (RECOUVRABLE)	$\oslash$
)	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION GTC)	$\oslash$
3	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (DOTATION ARV)	$\oslash$
7	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS_PNLP)	$\oslash$
3	District Sanitaire de Yamoussoukro	8 Aug 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS)	$\otimes$

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

This will open the Supplier Invoice.

If the invoice has stock which can be credited, then the button which normally allows adding of items is renamed **New supplier credit** and is for returning items.

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

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Invoice 36			🛓 m Sup	ply		713	ALISED. CANNOT BE I	IDITED 🔒
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       1.         Q       Search by item name       New supplier:							plier credit	
ITEM CODE	ITEM NAME	≜ Bi	ATCH NAME	QUANTITY \$	EXPIRY	COST PRICE	SELL PRICE	REMOVE
AM18032-0	ACIDE FOLIQUE 5 MG CP		H009	30	11/2021	9.00	10.00	$^{\oslash}$
AM01043	AMOXICILLINE + AC CLAVULANIG 200MG	UE 1G/	DB8024	2	03/2020	1,000.00	1,000.00	$\oslash$
AM01025	AMOXICILLINE + AC. CLAVULANIO 500 / 62.5 MG CP	UE	18361002	10	03/2020	136.00	150.00	Ø
AM01025	AMOXICILLINE + AC. CLAVULANIO 500 / 62.5 MG CP	UE	18361003	90	01/2020	119.00	131.25	Ø
AM01030-0	AMOXICILLINE 250 MG PDRE SUSF 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	FL	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	*			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. Contirm

Click **Confirm** when you are finished.

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

<ul> <li>Supplier Invoices</li> </ul>		<b>m</b> Sup	pły	SYNC ENABLED		
Current Q Search by in	Past nvoice number				lew Invoice	
INVOICE NUMBER	SUPPLIER \$	ENTERED DATE	туре 🗢	COMMENT	REMOVE	
1875	District Sanitaire de Yamoussoukro	11 Feb 2020	Supplier credit		Ø	
46	District Sanitaire de Yamoussoukro	10 Mar 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)	$^{\oslash}$	

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