# User Guide - mSupply Mobile

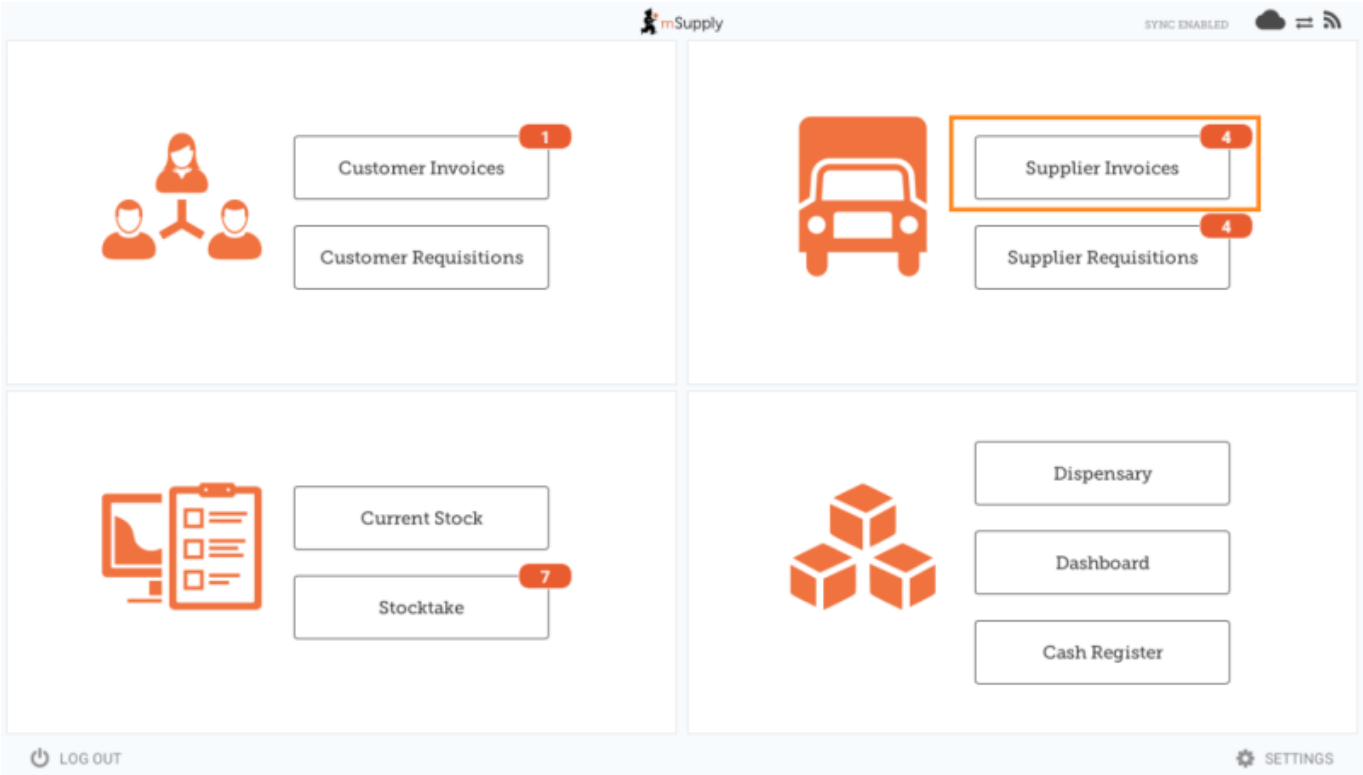
## Supplier Invoices - Returning Stock

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

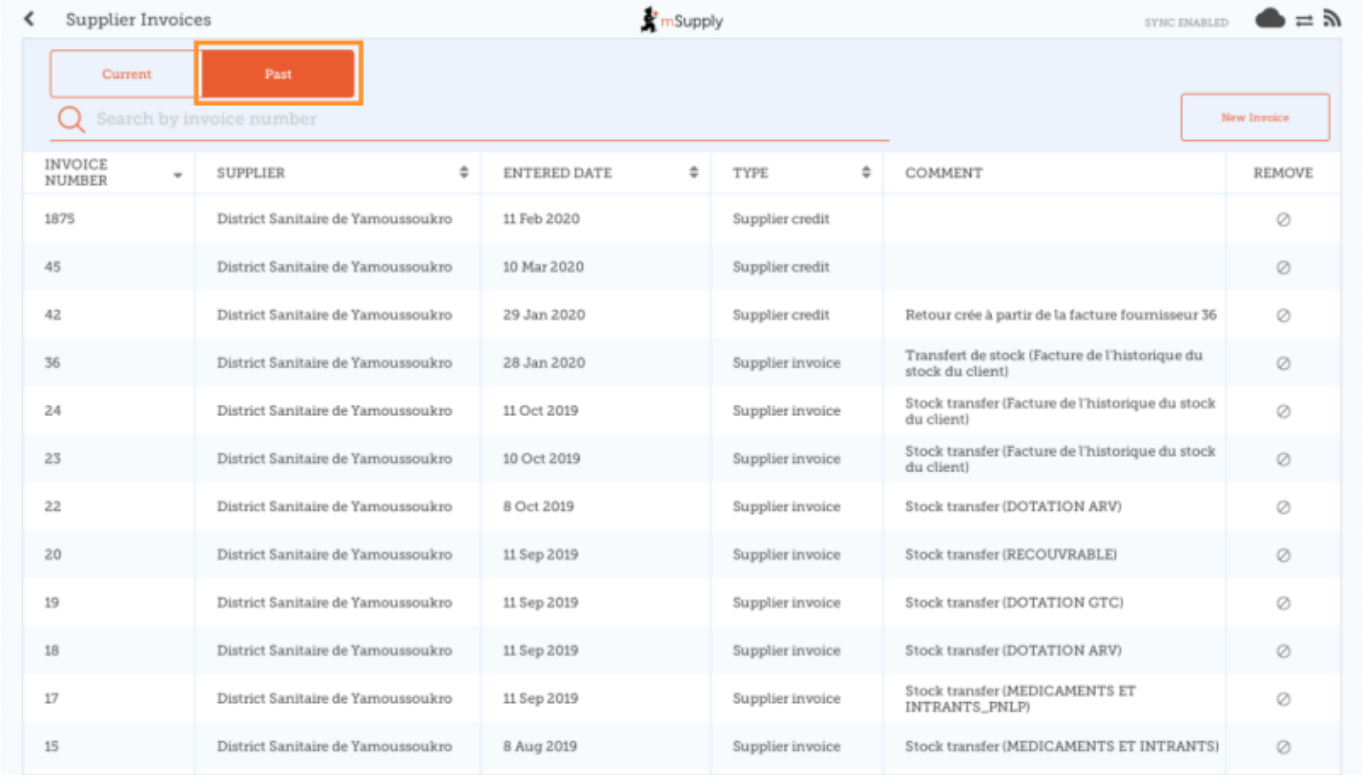
> Note: to use this feature, the preference for the **supplier credit module** needs to be enabled for your store.

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 received

This will open the Supplier Invoice.

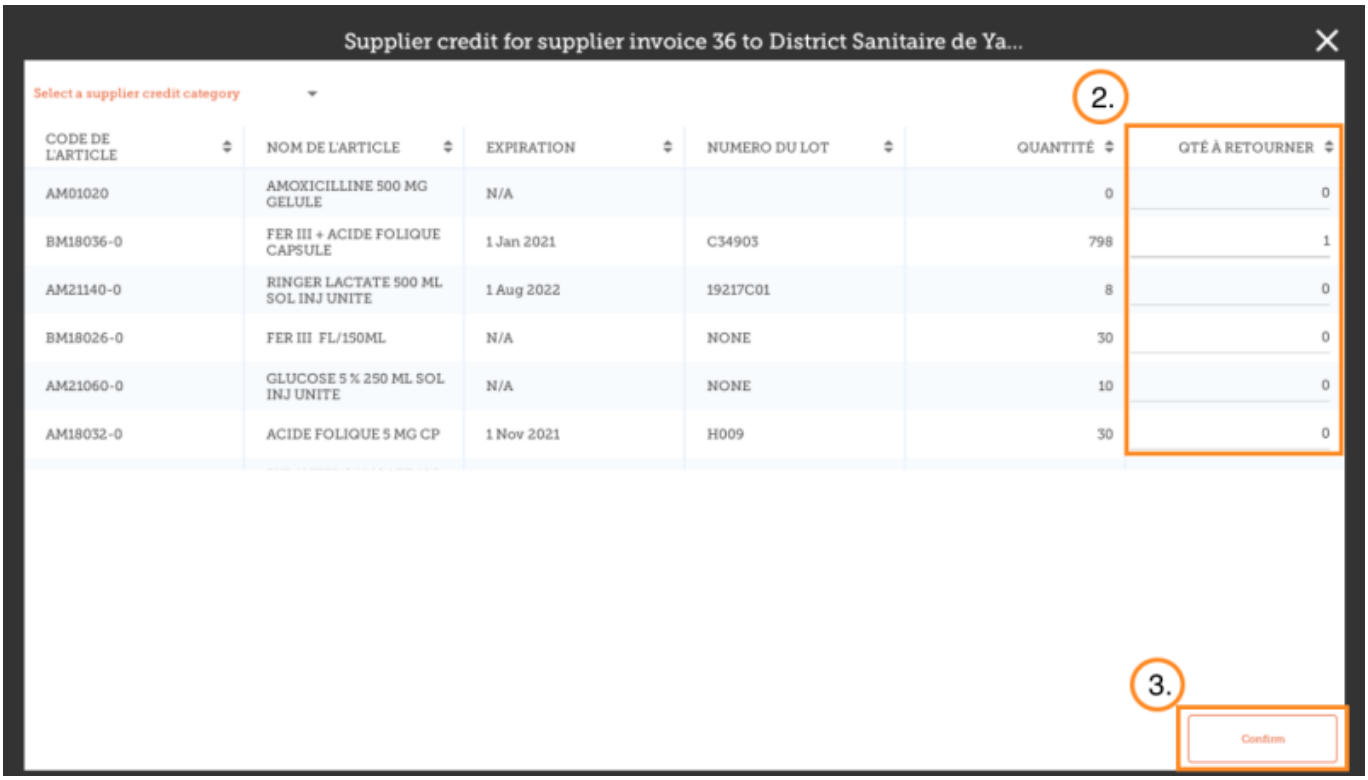
If the invoice has stock which can be credited, then the button which normally allows adding of items is renamed **New supplier credit** and is for returning items.

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

## Enter quantities to return

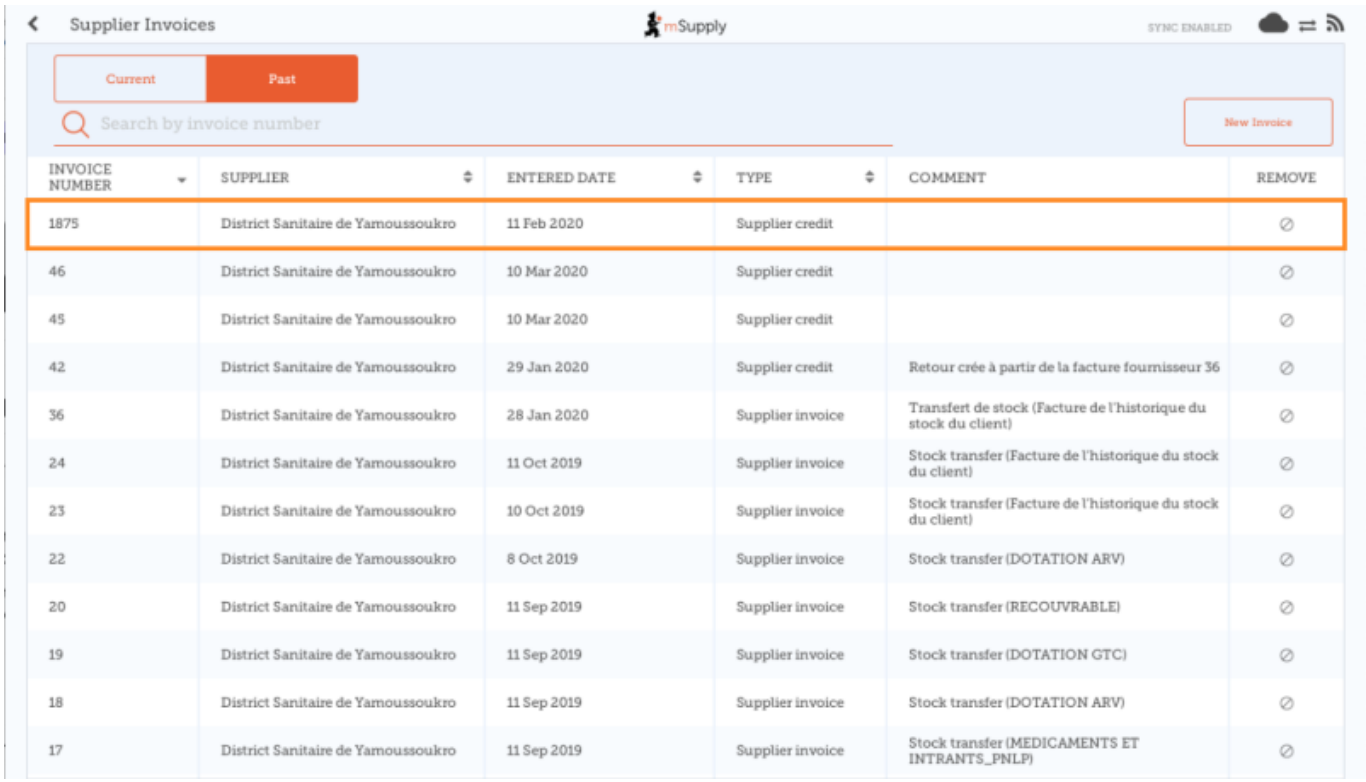
Enter the quantity for each item you want to return. You do not need to return all items nor the whole quantity of an item.

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




| INVOICE NUMBER | SUPPLIER | ENTERED DATE | TYPE | COMMENT | REMOVE |
|---|---|---|---|---|---|
| 1875 | District Sanitaire de Yamoussoukro | 11 Feb 2020 | Supplier credit | | |
| 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 | |
| 36 | District Sanitaire de Yamoussoukro | 28 Jan 2020 | Supplier invoice | Transfert de stock (Facture de l'historique du stock du client) | |
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| 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) | |

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

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