



User Guide - mSupply Mobile

Supplier Invoices - Returning Stock

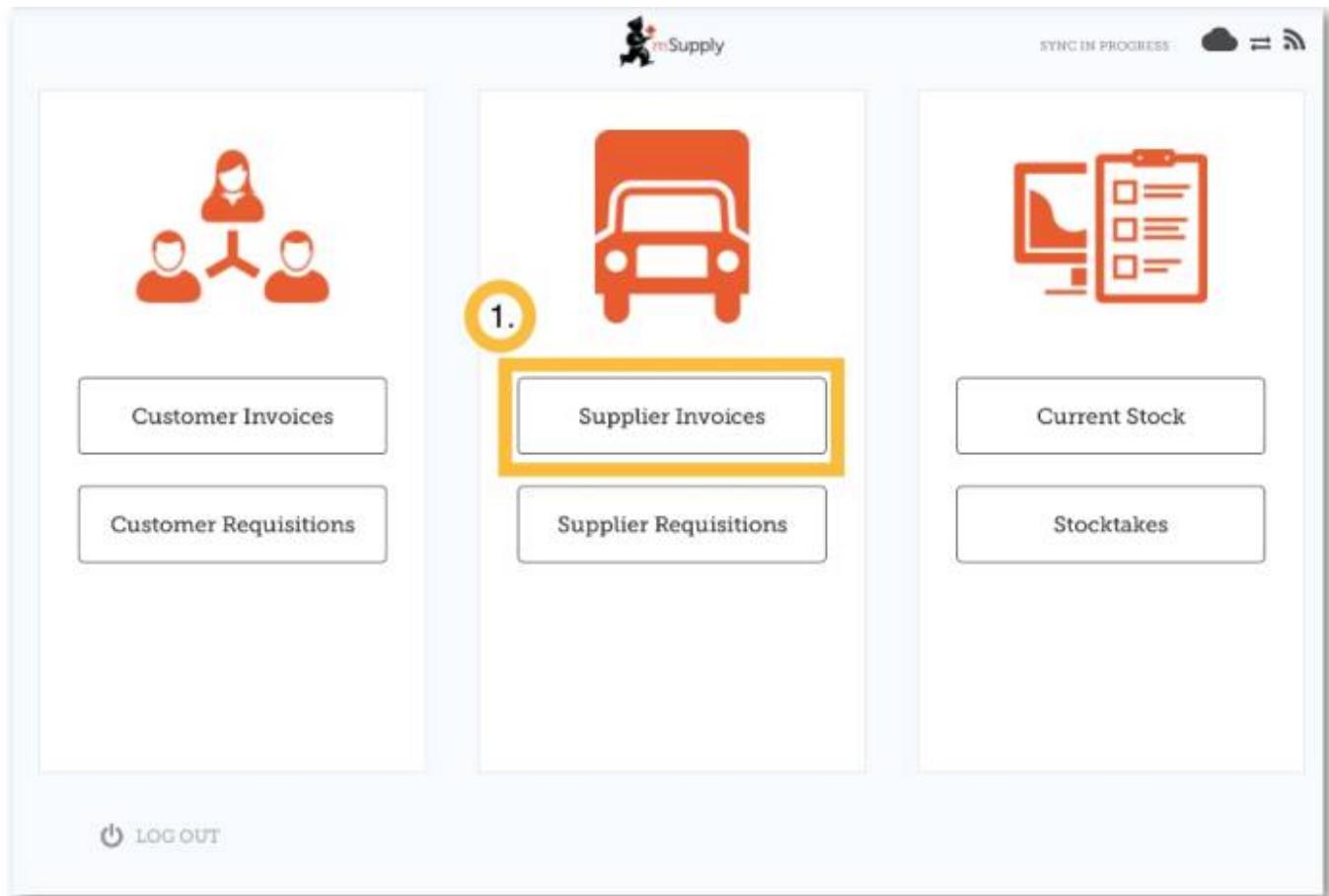
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



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. You can use the **Status** column to check which order have been sent, but not yet received.

The image shows the "Supplier Invoices" list screen. At the top, there is a back arrow, the text "Supplier Invoices", the msupply logo, and sync status. Below is a search bar with a magnifying glass icon. The main area is a table with the following columns: INVOICE NUM., STATUS, ENTERED DATE, and COMMENT. The table contains 10 rows of data, each with a unique invoice number, status (In Progress or Finalised), entered date, and a comment indicating it's a stock transfer from customer stock history.

INVOICE NUM.	STATUS	ENTERED DATE	COMMENT
8	In Progress	Tue Aug 16 2016	Stock transfer (Invoice from customer stock history)
9	In Progress	Tue Aug 16 2016	Stock transfer (Invoice from customer stock history)
10	Finalised	Tue Aug 16 2016	Stock transfer (Invoice from customer stock history)
7	Finalised	Tue Aug 02 2016	Stock transfer (Invoice from customer stock history)
6	Finalised	Mon Aug 01 2016	Stock transfer (Invoice from customer stock history)
2	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
3	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
4	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
5	Finalised	Thu Jul 28 2016	Stock transfer (Invoice from customer stock history)
1	Finalised	Wed Jul 27 2016	Stock transfer (Invoice from customer stock history)

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

This will open the Supplier Invoice. You can see the two items that we entered on the Requisition earlier.

ITEM CODE	ITEM NAME	QUANTITY	EXPIRY	REMOVE
04_0505	Ampicillin Injection Powder Vial/1gm	50	mm/yy	
03_2381	Cotrimoxazole (Sulfamethoxazole+Trimethoprim) 400mg+80mg tabs	100	mm/yy	

Once you are certain that the Quantity and Expiry Date columns are correct...

Click **Finalise** and then **Confirm**.

Invoice 12

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3.

FINALISE 

Entry Date:	26/6/2017	Supplier:	General (SAMES)
Confirm Date:	7/6/2017	Their Ref:	From invoice number: 13508
Comment:	Stock transfer (Invoice from requisition Fulan...)		

ITEM CODE	ITEM NAME	QUANTITY	EXPIRY	REMOVE
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