User Guide - mSupply Mobile

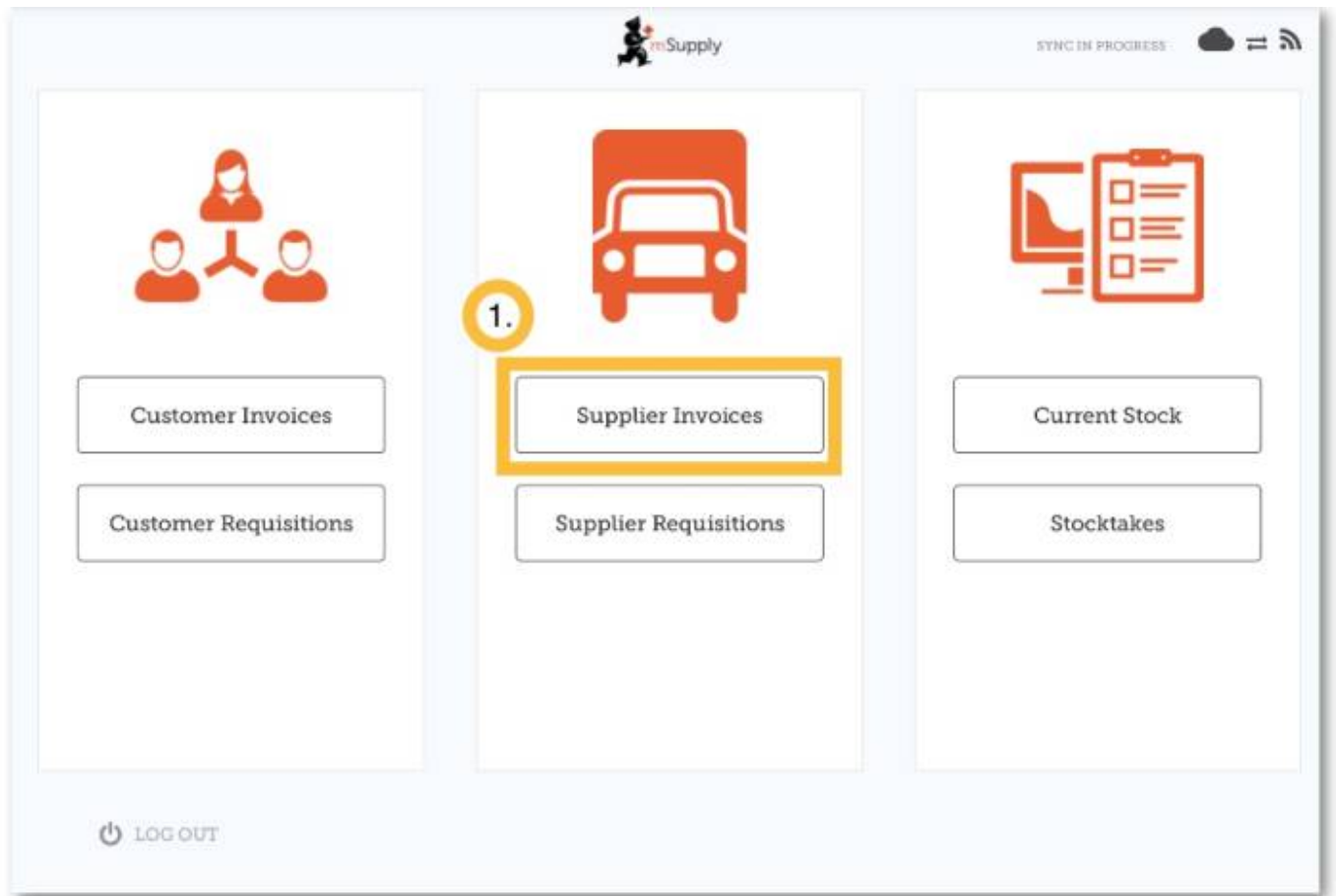# Supplier Invoices - Returning Stock

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.

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		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	CEFTRIAXONE 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	⊘

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

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

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