



# User Guide - mSupply Mobile

## Supplier Invoices - Returning Stock

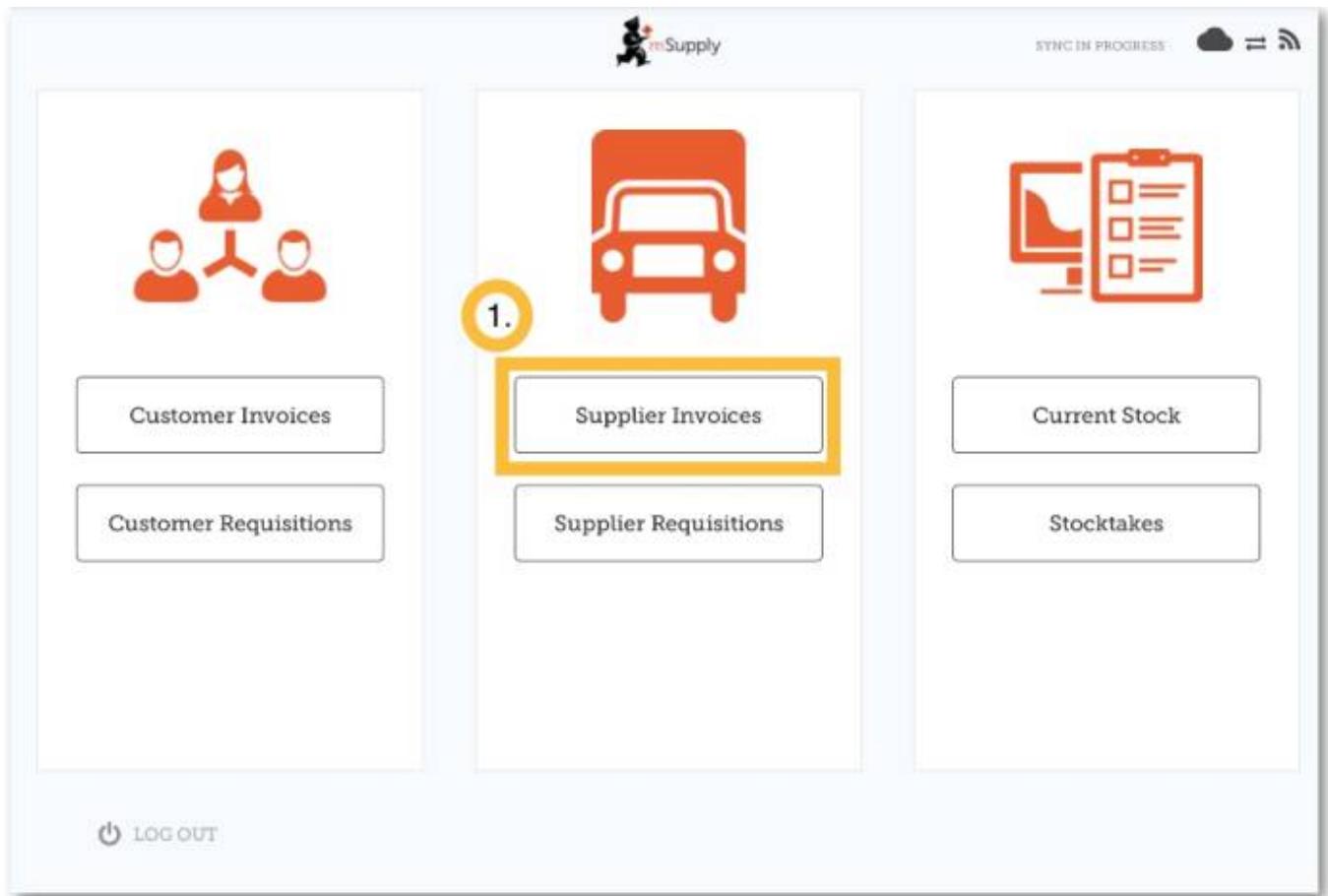
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



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.

**Supplier Invoices**

Current **Past** Search by invoice number New 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 been sent

This will open the Supplier Invoice. Click on **New supplier credit** to begin.

Invoice 36

mSupply

FINALISED. CANNOT BE EDITED 

1.

**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**.

Invoice 12

 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  |
|-----------|---|----------|--------|---|
| 04_0505   | Ampicillin Injection Powder Vial/1gm                          | 50       | mm/yy  |  |
| 03_2381   | Cotrimoxazole (Sulfamethoxazole+Trimethoprim) 400mg+80mg tabs | 100      | mm/yy  |  |

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