User Guide - mSupply Mobile

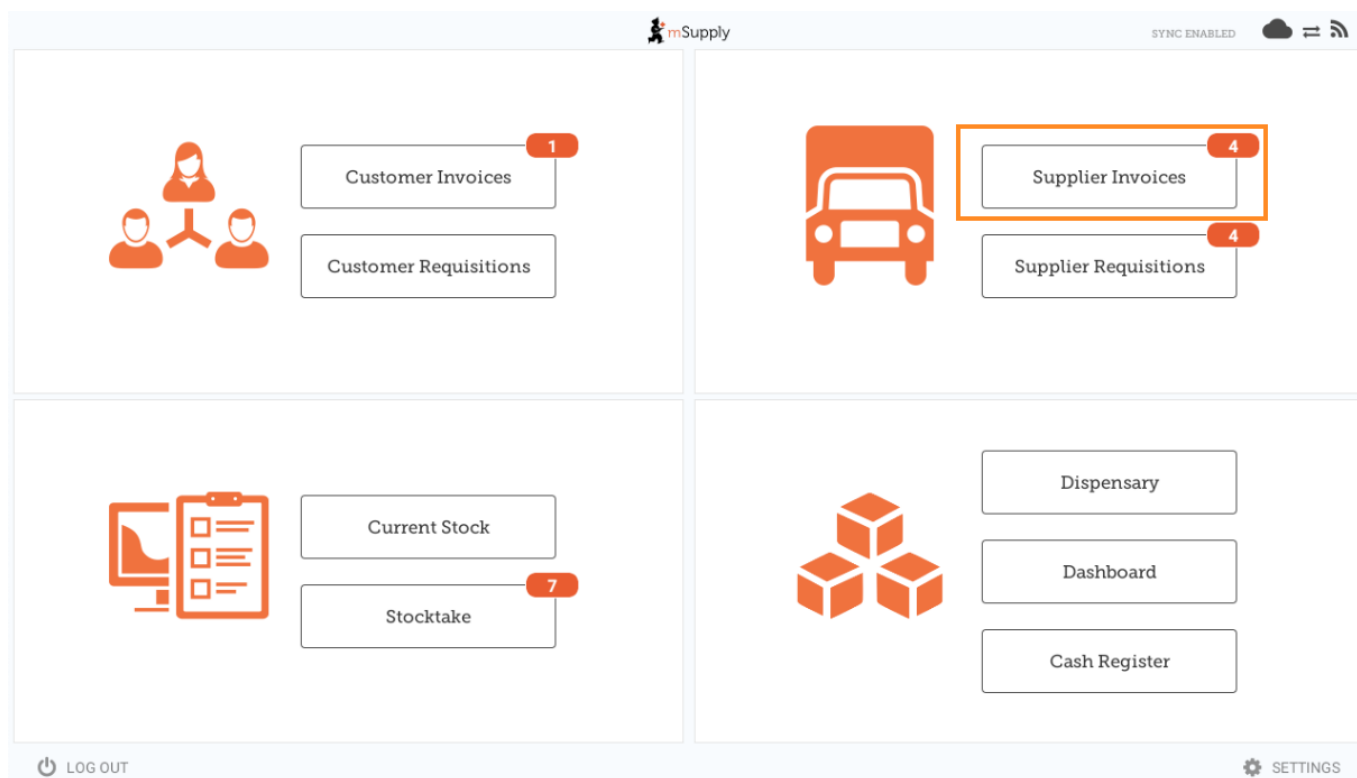
Supplier Invoices - Returning Stock

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.

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

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

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