



User Guide - mSupply Mobile

Supplier Invoices - Returning Stock

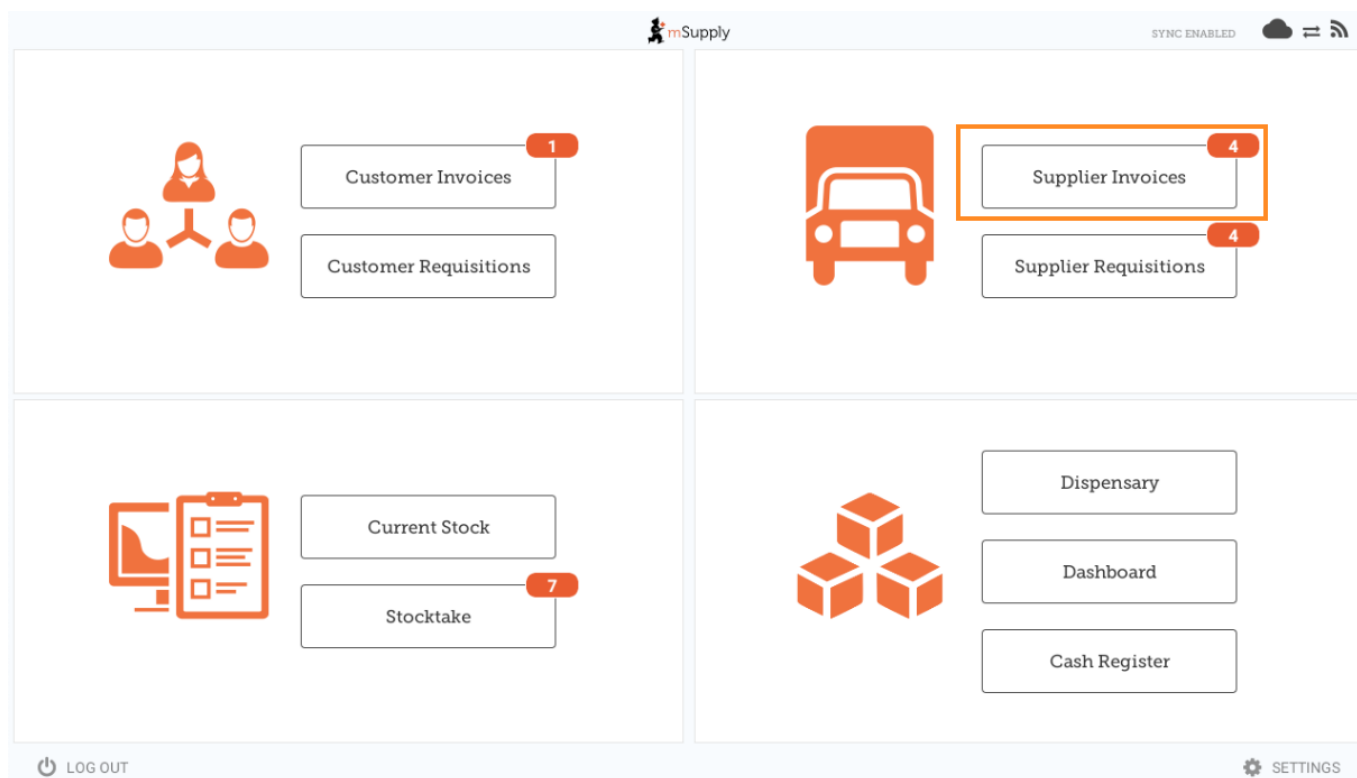
If you have a problem with the stock supplied and need to return something, you can do this against the **Supplier Invoice**.



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.

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

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

Invoice 12




FINALISE 



3.

Entry Date: 26/6/2017
Confirm Date: 7/6/2017

Supplier: General (SAMES)
Their Ref: From invoice number: 13508
Comment: Stock transfer (Invoice from requisition Fulan...



New Line

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	

Previous: [Supplier Invoices](#) | | Next: [Current Stock](#)

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