User Guide - mSupply Mobile

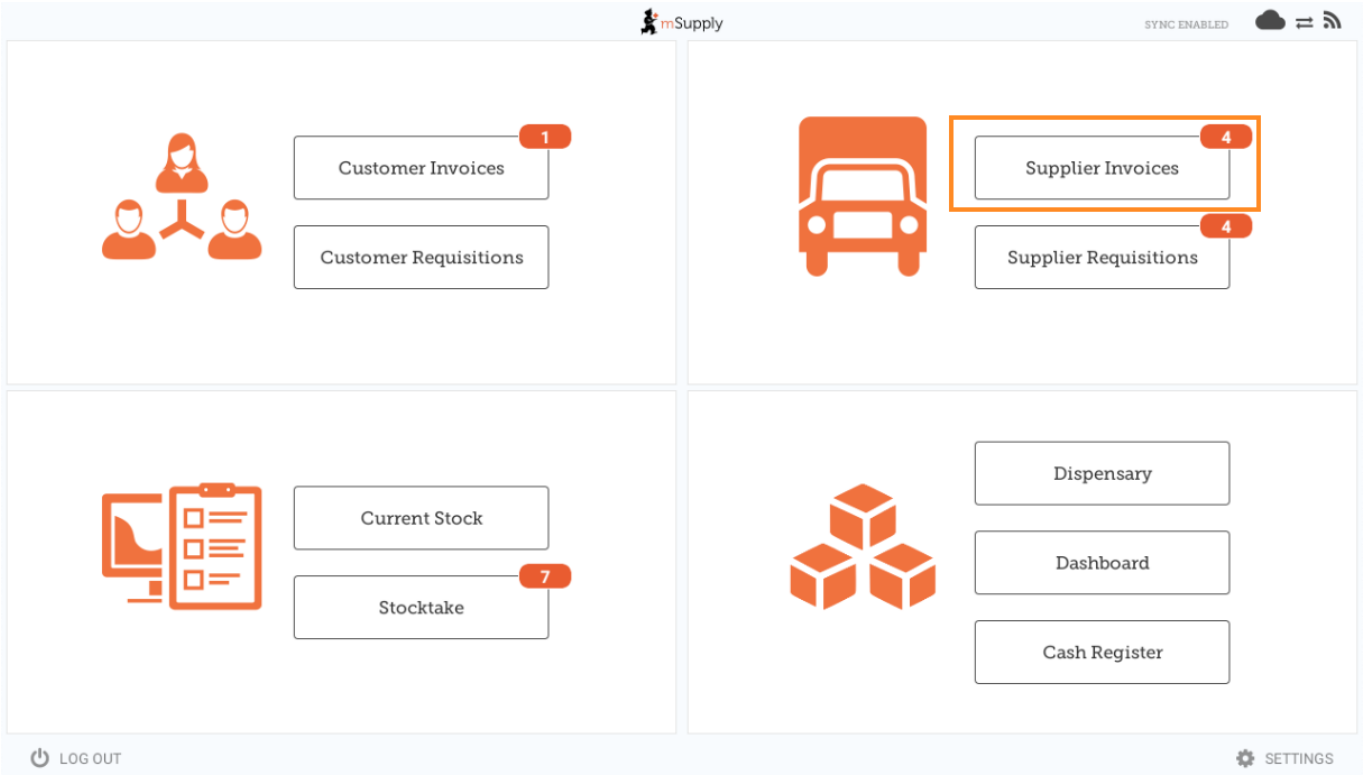
Supplier Invoices - Returning Stock

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

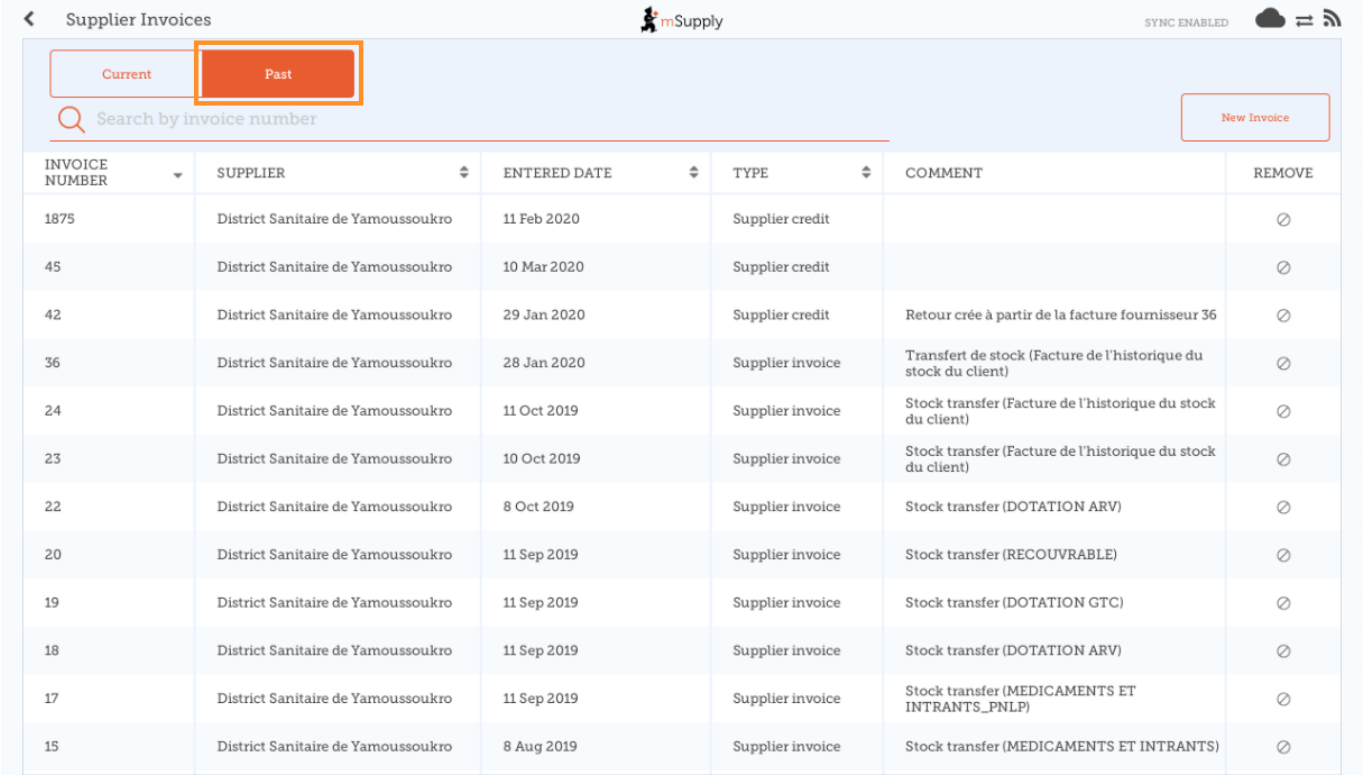
> Note: to use this feature, the preference for the **supplier credit module** needs to be enabled for your store.

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.



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

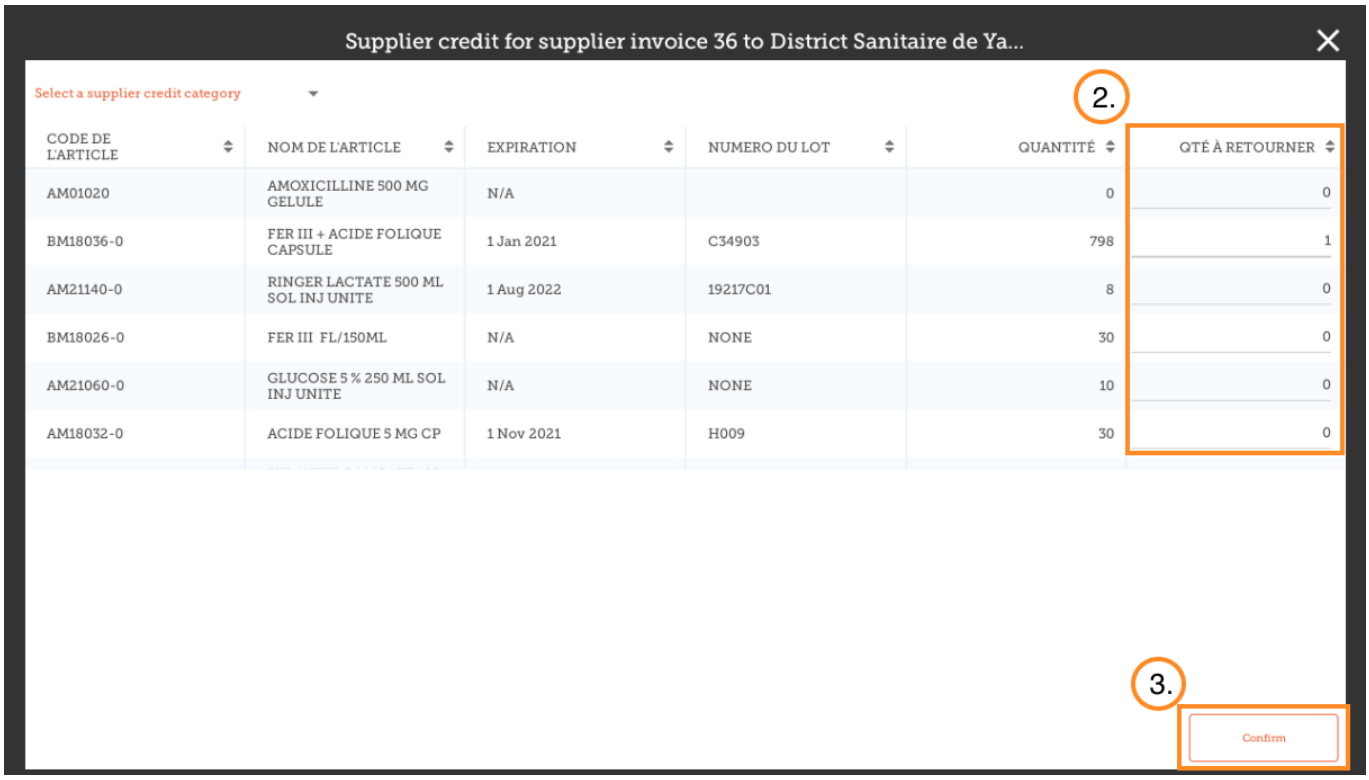
This will open the Supplier Invoice. Click on **New supplier credit** to begin.

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	

Enter quantities to return

Enter the quantity for each item you want to return. You do not need to return all items nor the whole quantity of an item.

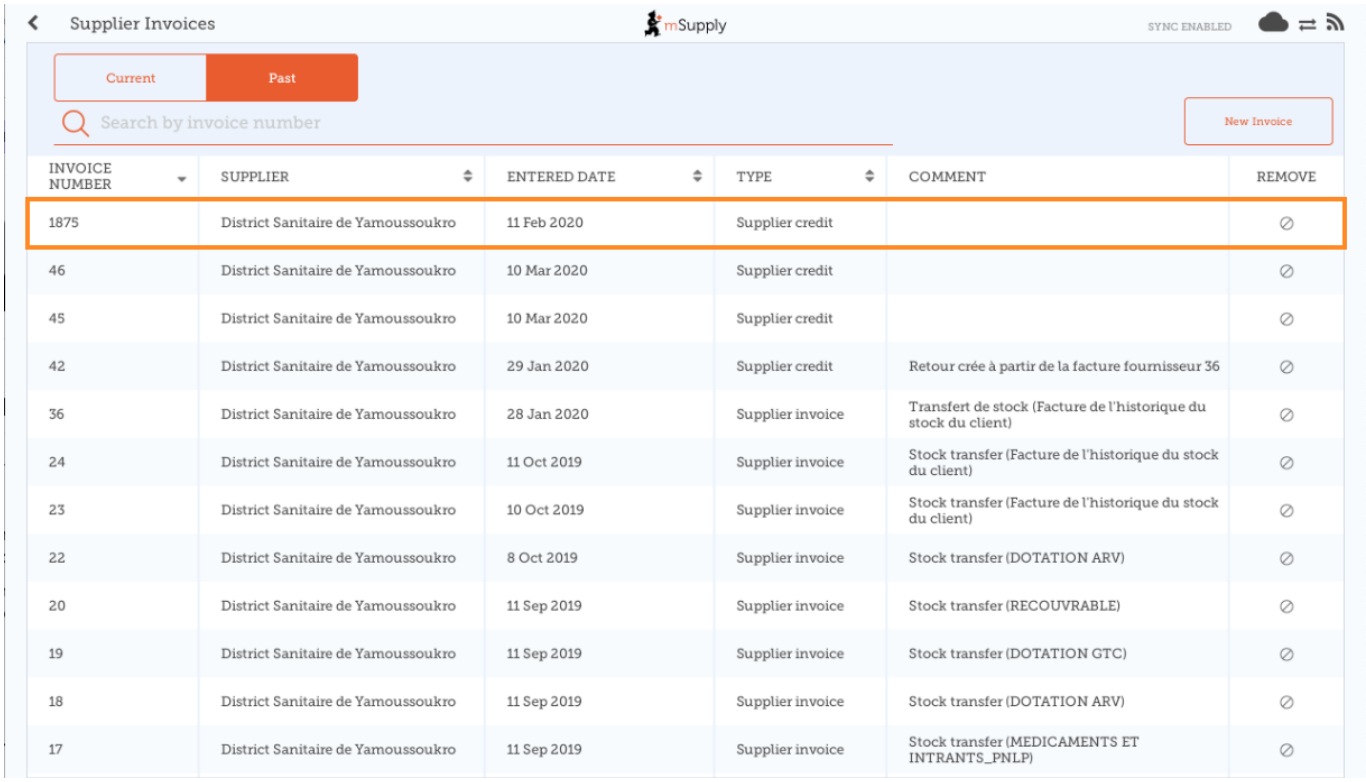
Select a **supplier credit category** using the list at the top left of the screen.



CODE DE L'ARTICLE	NOM DE L'ARTICLE	EXPIRATION	NUMERO DU LOT	QUANTITÉ	QTÉ À RETOURNER
AM01020	AMOXICILLINE 500 MG GELULE	N/A		0	0
BM18036-0	FER III + ACIDE FOLIQUE CAPSULE	1 Jan 2021	C34903	798	1
AM21140-0	RINGER LACTATE 500 ML SOL INJ UNITE	1 Aug 2022	19217C01	8	0
BM18026-0	FER III FL/150ML	N/A	NONE	30	0
AM21060-0	GLUCOSE 5 % 250 ML SOL INJ UNITE	N/A	NONE	10	0
AM18032-0	ACIDE FOLIQUE 5 MG CP	1 Nov 2021	H009	30	0

Click **Confirm** when you are finished.

You can then see a new **Supplier Credit** in the supplier invoice list



INVOICE NUMBER	SUPPLIER	ENTERED DATE	TYPE	COMMENT	REMOVE
1875	District Sanitaire de Yamoussoukro	11 Feb 2020	Supplier credit		⊘
46	District Sanitaire de Yamoussoukro	10 Mar 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)	⊘
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23	District Sanitaire de Yamoussoukro	10 Oct 2019	Supplier invoice	Stock transfer (Facture de l'historique du stock du client)	⊘
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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)	⊘
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17	District Sanitaire de Yamoussoukro	11 Sep 2019	Supplier invoice	Stock transfer (MEDICAMENTS ET INTRANTS_PNLP)	⊘

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