

Barcode scanning and receiving goods

Added: Version 4.01

When you receive goods into mSupply, that is when you tell mSupply about the barcode that belongs to each line of stock. At the moment it is not possible to receive stock using a barcode scanner (the functionality is coming soon though - watch this space) but this is still the point in your process where you tell mSupply about the barcode that belongs to each line of stock.

This is a vitally important step: once the barcode associated with the stock you receive is recorded, mSupply can recognise it anywhere when you scan it later.

The linking of barcodes with received stock is carried out on a supplier invoice.

Create a supplier invoice in the normal way (either manually or by finalising a goods received note). If the *We use barcode scanners* preference is turned on (see [Barcode scanning preferences](#)), this is what a blank supplier invoice window looks like:

It is exactly the same as a standard supplier invoice, except for the Print barcode labels button (see [Barcode label printing](#) for details)

The screenshot shows the 'Add/edit supplier invoice line...' dialog box. The 'Barcode' field is highlighted with a red rectangle. The dialog contains various input fields for item details, pricing, and location. The 'Barcode' field is currently empty, and the 'Location' field is also empty. The 'OK & Next' button is highlighted in blue.

The screenshot shows the 'Add/edit supplier invoice line...' dialog box with the 'Barcode' dropdown menu open. The dropdown menu lists several options: 'Please select...', 'Add one...', 'Pack 1, Manuf. Test manufacturer 01', and 'Pack 10'. The 'Barcode' field is currently set to 'Please select...'. The 'Location' field is set to 'None'. The 'OK & Next' button is highlighted in blue.

Previous: [Adding barcodes to items](#) Next: [Barcode scanning and stocktaking](#)

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