

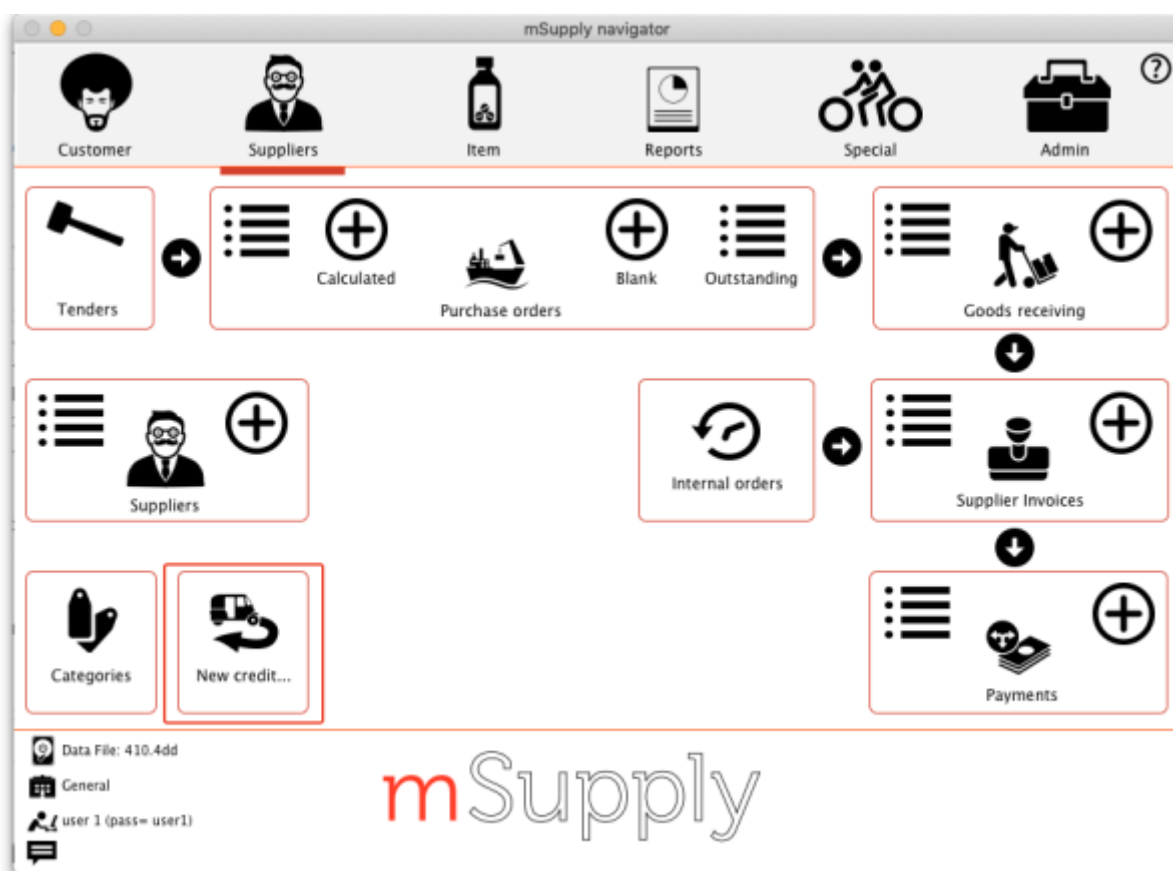
9.01. Return goods to a supplier

Goods are returned to a supplier using a supplier credit transaction. There are two ways to create one:

1. Manually create a supplier credit
2. Create a supplier credit from a finalised supplier invoice

Manually create a supplier credit

On the Supplier tab of the navigator, click on the **New credit...** icon:



This will open the new supplier credit window:

In the *Name* text box, type the first few characters of the supplier's name then press the Tab key on the keyboard and select the correct supplier in the usual way. Enter a reference and comment in the *Their ref* and *Comment* fields if needed.

Now click on the *New line* button to open the new line window:

Just as you do on a customer invoice, you enter the name of the item and then select the line of stock you wish to return to the supplier (obviously, you're selecting what to return from what you already have in stock). So type the first few characters of the item's name or code in the *Item* field and press the tab key on the keyboard to select the item in the usual way. When you have selected the item, you will be shown the list of all batches you have in stock:

Add item...

Item Amoxycillin 500mg Capsule

Line 1

Quan 0 of 200

Pack 1000

Bulk/Outer pack size 0

AMOS00T

New item

Line	Issue	Available	Tot in st...	Pack	Hold	Batch	Expdate	Supplier	Location	Cost Price	Sell price	Sta
1	0	200	200	1000		MDO345/56	30/04/2022	testsup01		1.98	1.98	

Total quantity issued 0

Total quantity available 200000

Cancel

OK

OK & Next

Enter the number of packs to return in the *Quan* field and click on *OK* or *OK & Next* if you want to add another item. When you've finished adding items you'll be back at the supplier credit window:

Supplier credit

Name Test supplier 01

Their ref testsup01

Comment

New line

Delete line

Confirm date : 00/00/00

Category None

Invoice number : 2

Entry date : 13/03/2020

Status : nw

Goods received ID : 0

Purchase Order ID : 0

Requisition ID : 0

Entered by : user 1 (pass= user1)

Store : General

Colour Black

General

Summary by Item

Summary by Batch

Log

...	Ln...	Item code	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1		AMOS00T	Amoxycillin 500mg Capsule	3	1000	MD...56	30/04/2022	1.98	1.98	-5.94

Other charges

Item(s):

Amount: 0.00

Subtotal: -5.94

0 % tax: 0.00

Total: -5.94

Hold

Finalise

Export batch: 0

Margin: ~200.00

OK & Next

Delete

OK

Click on the *OK* button and the supplier credit will be automatically confirmed and the stock will be taken out of your system. If you need to print out a packing list or delivery note the click on the printer icon on the bottom right hand corner of the supplier credit window before clicking on the *OK* button.

If the supplier is another store

If the supplier in the *Name* field is another store, mSupply will create an on-hold customer credit in that store so that the users there can easily receive the goods in when they physically arrive at their warehouse. However, just as with normal customer invoice stock transfers, the customer credit will only be created when this supplier credit is finalised. So, if you have not checked the *Finalise* checkbox on the supplier credit before you clicked on the *OK* button, you will be shown this confirmation message:



If you click on the *Finalise* button the supplier credit will be finalised and the customer credit will be created in the supplier store. If you click on the *Leave as confirmed* button the supplier credit will be left at confirmed status (so the goods will still have been deducted from your store) but the customer credit will not be created in the supplier store. You can open the supplier credit again later and finalise it to create the customer credit in the supplier store.

Create a supplier credit from a finalised supplier invoice

Rest coming soon!

Previous: [8. Issuing Goods](#) | | Next: [8.02. Viewing customer invoices](#)

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