

15.03. 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. It is not possible to receive stock using a barcode scanner in mSupply, 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 (see [Receiving goods - a supplier invoice](#) or by finalising a goods received note (see [Goods receipt notes](#))). If the *We use barcode scanners* preference is turned on (see [Barcode scanning preferences](#)), this is what a blank supplier invoice invoice window looks like:

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

Clicking on the *Add line* button shows an extra *Barcode* field on the invoice line window:

Add/edit supplier invoice line...

Item:

Quantity:

Pack size:

Total quantity: 0

Batch: **Barcode** Location:

Expiry: Volume per pack:

Invoice line unit cost (USD): Adjusted local cost: 0.00 % Margin: Sell price:

Price extension (USD): 0.00

When the item has been selected in the usual way, the *Barcode* drop down list is filled with a list of all the barcodes already assigned to the item, showing the pack size and manufacturer for each:

Add/edit supplier invoice line...

Item: test01

Quantity:

Pack size:

Total quantity: 0

Batch: **Barcode** Location:

Expiry: Volume per pack: m3

Invoice line unit cost (USD): Adjusted local cost: 0.00 % Margin: Sell price:

Price extension (USD): 0.00

Barcode dropdown list:

- Please select...
- Add one...
- Pack 1, Manuf. Test manufacturer 01
- Pack 10

If one of the barcodes matches the stock that is being received, select it: this will set the *Pack size* field to match the pack size that belongs to the barcode. You can still manually edit the *Pack size* field but if it doesn't match the barcode you have selected when you click on the *OK* or *OK & Next* buttons, you will be warned and told to correct it (either select another barcode with a matching pack size or alter the pack size).

If none of the barcodes in the drop down list match the one on the stock, you can click on the *Add one...* option. This will immediately open the Add barcode window so you can add the new barcode. See [Adding barcodes to items](#) for details.

Note that once you have selected a barcode, the *Please select...* option in the **Barcode** drop down list becomes *Remove barcode* to show that selecting this option will remove the barcode from this line.

When you are using barcode scanning, you must select a barcode from the *Barcode* drop down list, you will not be allowed to add the line without it.

Manually assigning barcodes to stock lines

Sometimes it might be necessary to manually add or edit the barcode that belongs to a stock line. For example, any stock you have in mSupply before you turn on the barcode functionality will not have barcodes entered against it they will need to be added manually. Or an incorrect scan may have been made at goods receipt and the barcode might need to be changed.

To do this, first choose Items > Show items from the menus, search for the item whose stock you wish to edit and open its details window by double-clicking on it. Then click on the *Stock* tab:

The screenshot shows the 'Item details' window for 'Test item 01'. The 'Stock' tab is selected in the left sidebar. The main area displays a table of stock lines with the following data:

Line	Available packs	Total packs	Hold	Pack size	Batch	Expdate	Supplier	Manufacturer	Donor	Location	Cost Price	Sell Price	S
1	200	200	<input type="checkbox"/>	10	12.../01	31/05/2026	G/F				3.00	3.00	

Below the table, there are sections for 'Stock' and 'Non stock items'. The 'Stock' section includes fields for Minimum stock (0), Stock on hand (2,000), Stock on order (0), Total stock value (600.00), Average unit cost (0.30), and Total Volume (0.00). The 'Non stock items' section includes a checkbox for 'Non stock item' and a 'Default customer' field.

At the bottom, there is a 'Months Cover' section with a 'Based on' dropdown (set to 0), a 'months usage' dropdown (set to Calculate), and an 'Exclude stock with expiry date less than' dropdown (set to 3 months). There are also buttons for 'OK & Previous', 'OK & Next', 'Cancel', and 'OK'.

Now double-click on the stock line whose barcode you wish to change. This will open the stock line details window:

Item stock line details...

Item code Tstitem01

Item name Test item 01

General

Ledger

Status

Reference documents

Log

Quantity according to stock

Total Quantity 200

Available 200

Cost price

3

Hold

☐

Volume per pack

0

m3

Sell price

3

Location

None

Expiry date

31/05/2026

Pack size

10

Batch

1234ABC/01

Quan per inner

0

Initial quantity

0

Supplier

Global Fund

Inners per Outer

0

Barcode

Pack 10

010400000000117

Donor

None

Change donor

Note

Custom stock fields

Cancel

OK

The **Barcode** drop down list displays the current barcode assigned to the stock line (it will say *Please select...* if it has no barcode assigned). The current barcode will also be shown to the right of the drop down list, as in the screenshot, if one is currently assigned.

Click on the drop down list and you will be shown a list of all the barcodes of the same packsize as this stock line for this item. You can select any one of these or the *Add one...* option to open a new window to add a new barcode (see the [14.02. Adding barcodes to items](#) page for details on that window).

If a barcode is already assigned to the stock line, the first option in the **Barcode** drop down list will be *Remove barcode* - select this if you want to remove the barcode current assigned ot this stock line.

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