

13.06. Barcode label printing

Added: Version 4.01

You might want to print barcode labels for your stock if an existing label is damaged, if you break a box down into smaller pack sizes and the contents don't have individual GS1 barcodes or if some stock comes into your warehouses and it doesn't have valid GS1 barcodes on it.

mSupply prints barcode labels onto stocky labels using a label printer. Before you try to print any barcode labels you must setup your printer. See for [Label printing preferences](#) details.

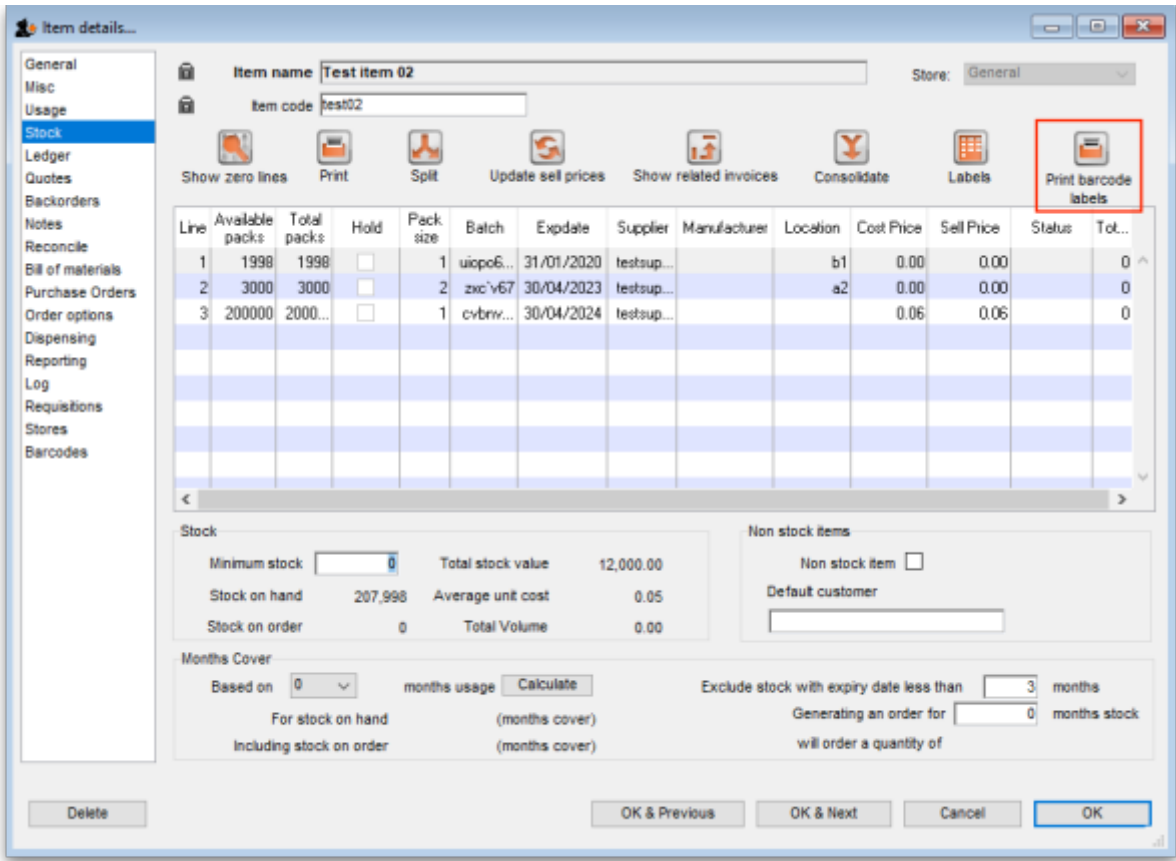


Please note that any stock or invoice lines that are not associated with a barcode will NOT have a label printed for them. If all lines you have selected to print labels for have no barcodes associated with them then no labels will be printed. The association of invoice and stock lines with a barcode is carried out during goods receipt (see [Barcode scanning and receiving goods](#))

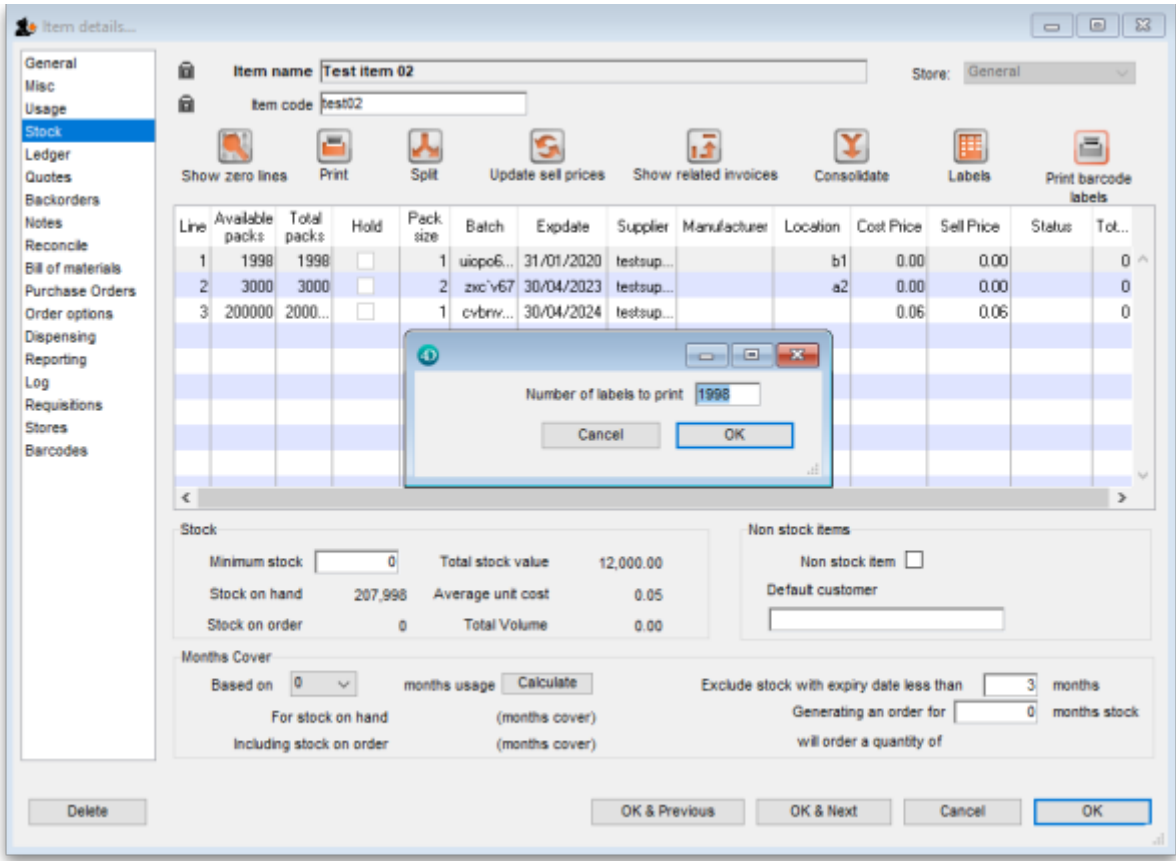
There are several places in mSupply where you can print barcode labels for your stock.

Item details page

You can print out the barcode labels for a single line at a time. Select the line you want to print the labels for then click on the *Print barcode labels* button:



mSupply will offer to print a label for each pack in the selected line by default:



You can edit the number to something else if you wish. When you click on the **OK** button, the entered number of labels will be printed from your label printer.

Supplier invoice

When the preference to use barcode scanners is turned on, a supplier invoice has a *Print barcode labels* button:

The screenshot shows the 'Supplier invoice' window. At the top, there are fields for 'Name' (Test supplier 01), 'Their ref' (testsup01), 'Comment', 'Confirm date' (00/00/00), 'Category' (None), 'Colour' (Black), 'Invoice number' (0), 'Entry date' (28/01/2019), 'Status' (nw), 'Goods received ID' (0), 'Purchase Order ID' (0), and 'Entered by' (user 1 (pass=)). Below these are buttons for 'New line', 'Delete line', and 'Print barcode labels' (highlighted with a red box). The main area is a table with columns: L..., Lo..., Item Name, Qty, Pack, Batch, Expiry, Cost Price, Sell Price, and Price extension. The table is currently empty. At the bottom, there are checkboxes for 'Hold' and 'Finalise', a field for 'Export batch' (0), and a field for 'Margin' (0.00). There are also buttons for 'OK & Next', 'Delete', and 'OK'. A small 'Other charges' section is visible with fields for 'Item(s)' and 'Amount' (0.00). A summary section on the right shows 'Subtotal: 0.00', '0 % tax: 0.00', and 'Total: 0.00'.

After adding lines to the supplier invoice you can print barcode labels for them. If you select a single line then click the button, mSupply will by default offer to print a label for each pack in the line:

The screenshot shows the 'Supplier invoice' window in mSupply. At the top, there are fields for 'Name' (Test supplier 01), 'Their ref' (testsup01), 'Comment', 'Confirm date' (00/00/00), 'Category' (None), 'Colour' (Black), 'Invoice number' (4), 'Entry date' (28/01/2019), 'Status' (nw), 'Goods received ID' (0), 'Purchase Order ID' (0), 'Entered by' (user 1), and 'Store' (General). Below these are buttons for 'New line', 'Delete line', and 'Print barcode labels'. A modal dialog titled 'Number of labels to print' is open, showing a text input field with '1000' and 'OK'/'Cancel' buttons. The main table lists items with columns: L, Lo..., Item Name, Qty, Pack, Batch, Expiry, Cost Price, Sell Price, and Price extension. Two items are listed: 'test item 01' (Qty 1000, Pack 1, Batch asd, Expiry 31/05/2021, Cost Price 0.01, Sell Price 0.01, Price extension 10.00) and 'Test item 03' (Qty 3.00, Pack 1, Batch asd, Expiry 31/05/2021, Cost Price 0.01, Sell Price 3.00, Price extension 90.00). At the bottom, there are 'Other charges' fields, a 'Subtotal' of 100.00, '0 % tax' of 0.00, and a 'Total' of 100.00. There are also checkboxes for 'Hold' and 'Finalise', and buttons for 'OK & Next', 'Delete', and 'OK'.

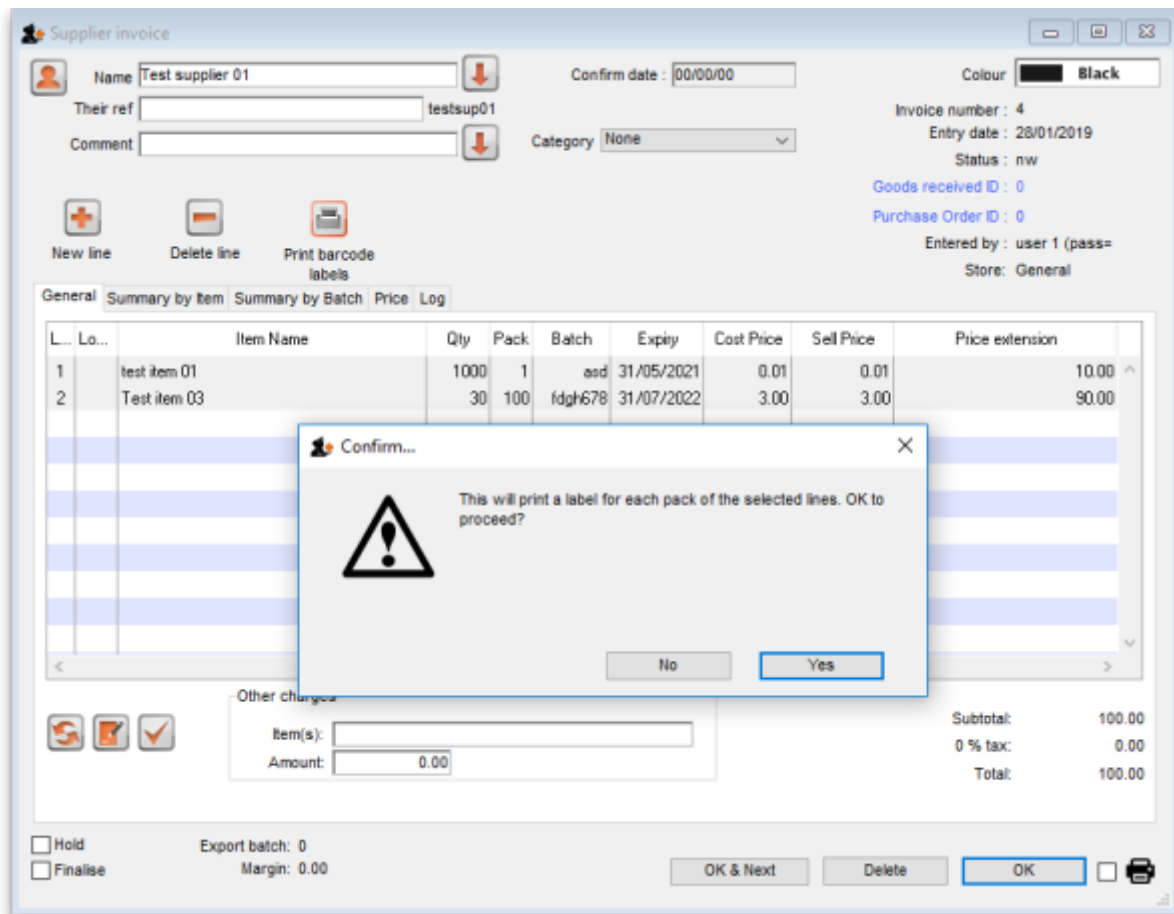
L	Lo...	Item Name	Qty	Pack	Batch	Expiry	Cost Price	Sell Price	Price extension
1		test item 01	1000	1	asd	31/05/2021	0.01	0.01	10.00
2		Test item 03	3.00	1	asd	31/05/2021	0.01	3.00	90.00

Other charges	
Item(s):	
Amount:	0.00

Summary	
Subtotal:	100.00
0 % tax:	0.00
Total:	100.00

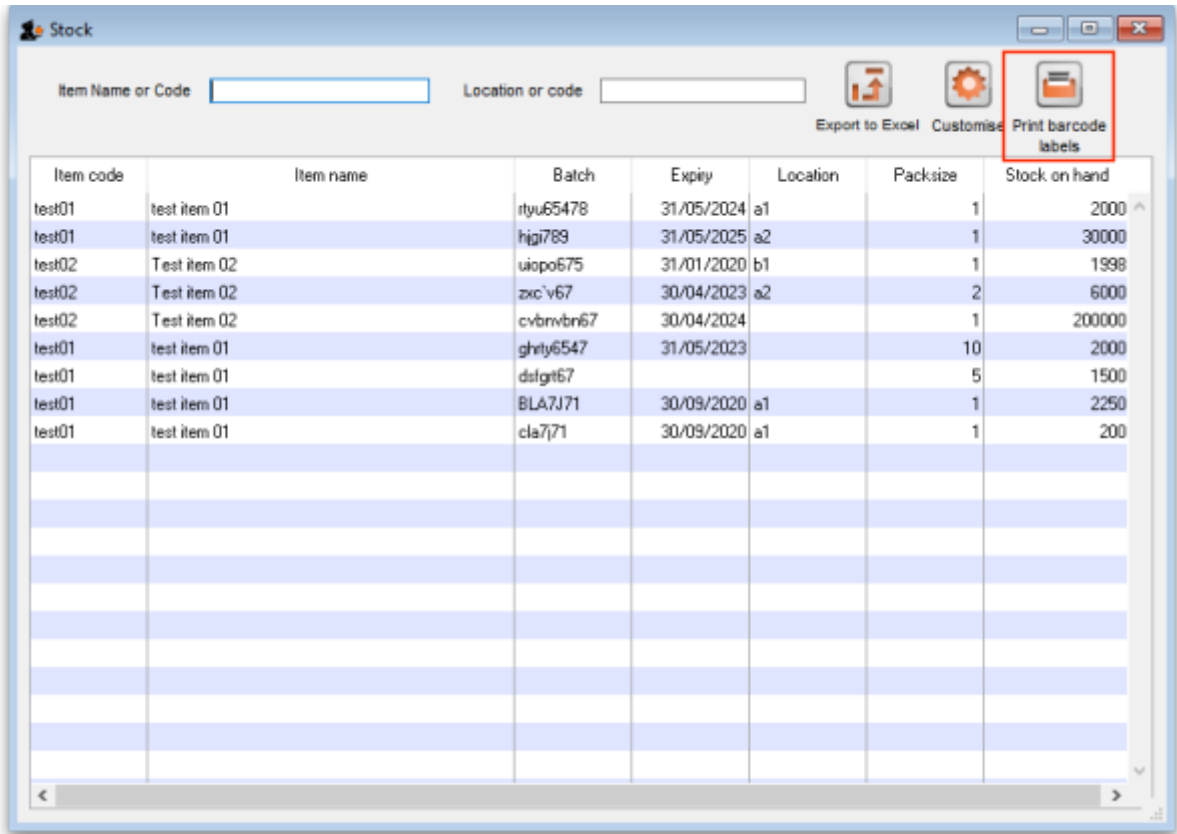
You can edit the number to something else if you wish. When you click on the **OK** button, the entered number of labels will be printed from your label printer.

If you select multiple lines on the supplier invoice before clicking on the *Print barcode labels* button, mSupply will print a label for each pack in the lines selected. This could be a lot of labels so mSupply asks you to confirm before telling the label printer to print them all:

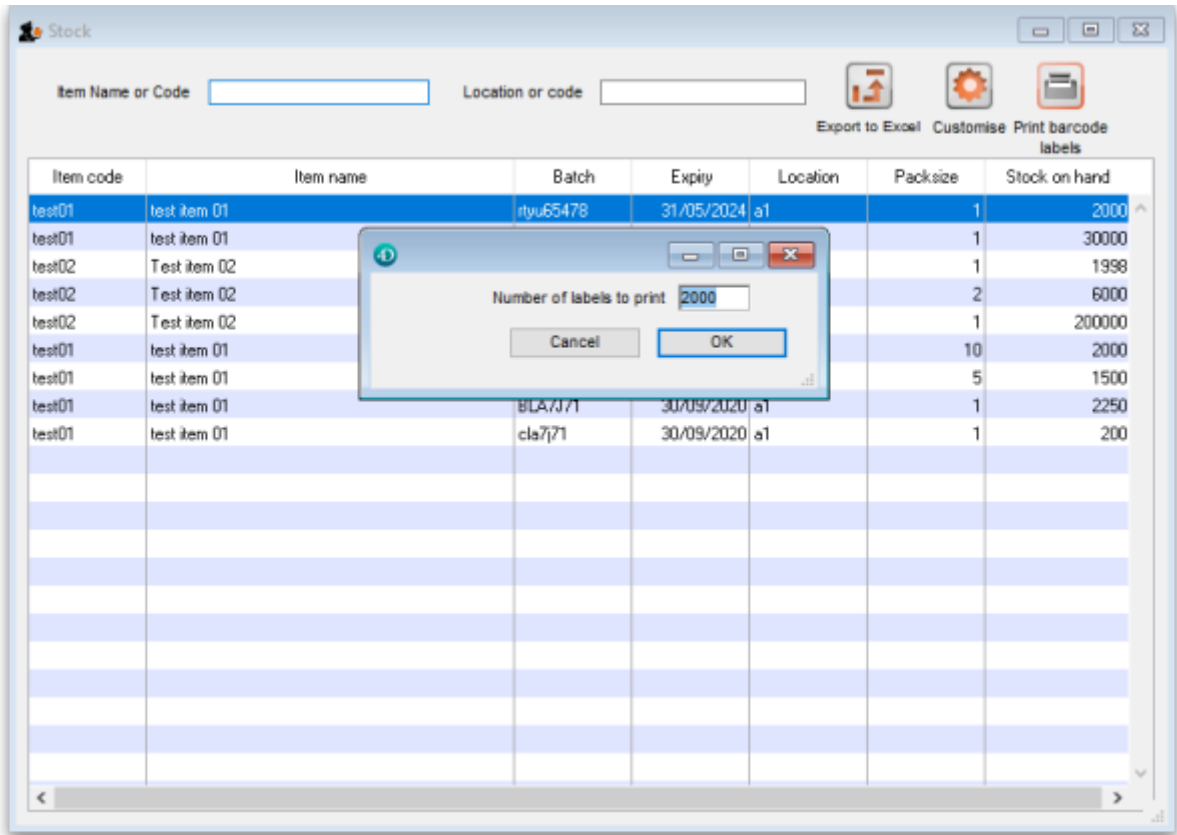


Stock list

Like a supplier invoice, the stock window (*Item > Show items with stock* on the menus) has a *Print barcode labels* button when the preference to use barcode scanners is turned on:

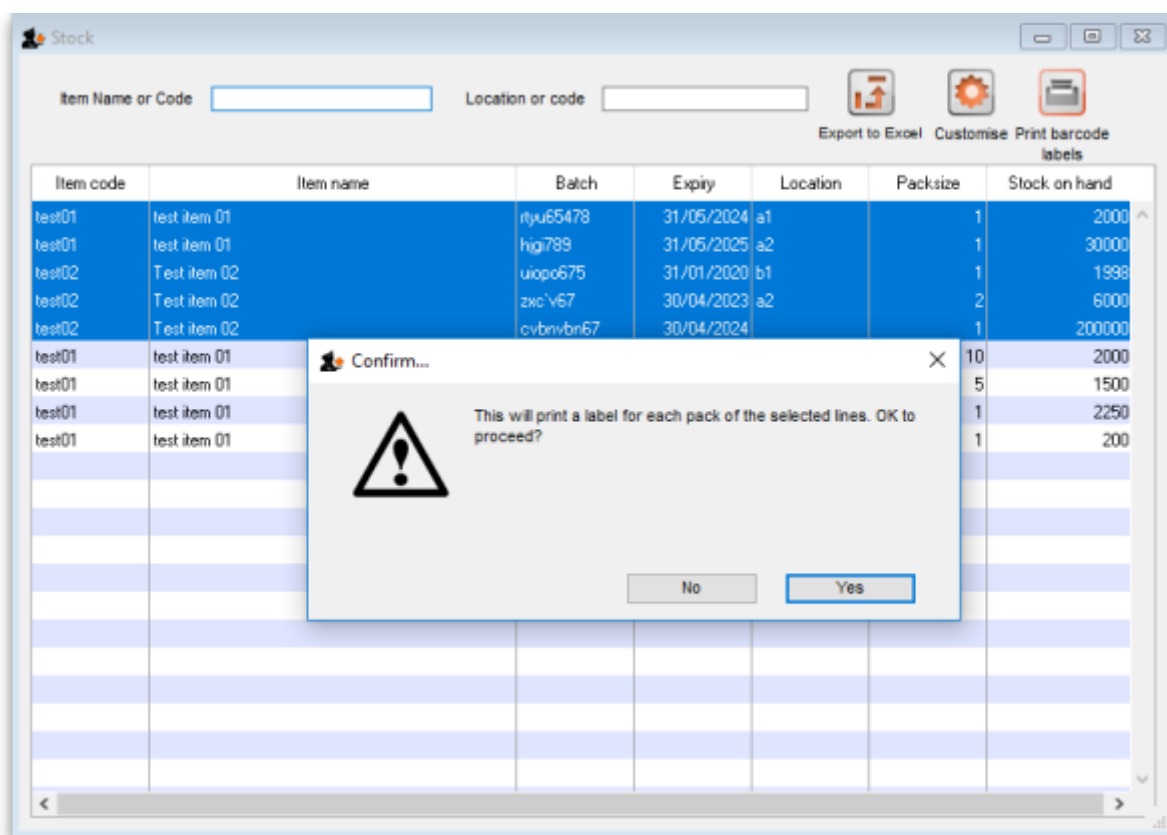


You can click on a single line before clicking on the *Print barcode labels* button, in which case mSupply offers to print a label for each pack in the selected line. You can edit the number to something else if you wish:



When you click on the *OK* button, the number of labels entered will be printed from your label printer.

You can also select multiple lines before clicking on the *Print barcode labels* button. If you do that, mSupply will offer to print a label for each pack in all the lines you have selected. Obviously, this could be a lot of labels, so mSupply asks you to confirm before it asks the printer to print them all:



Previous: **13.05. Barcode scanning and pick list checking** | | Next: **14. Preferences**

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