

15.03. Barcode scanning and receiving goods

Added: Version 4.01

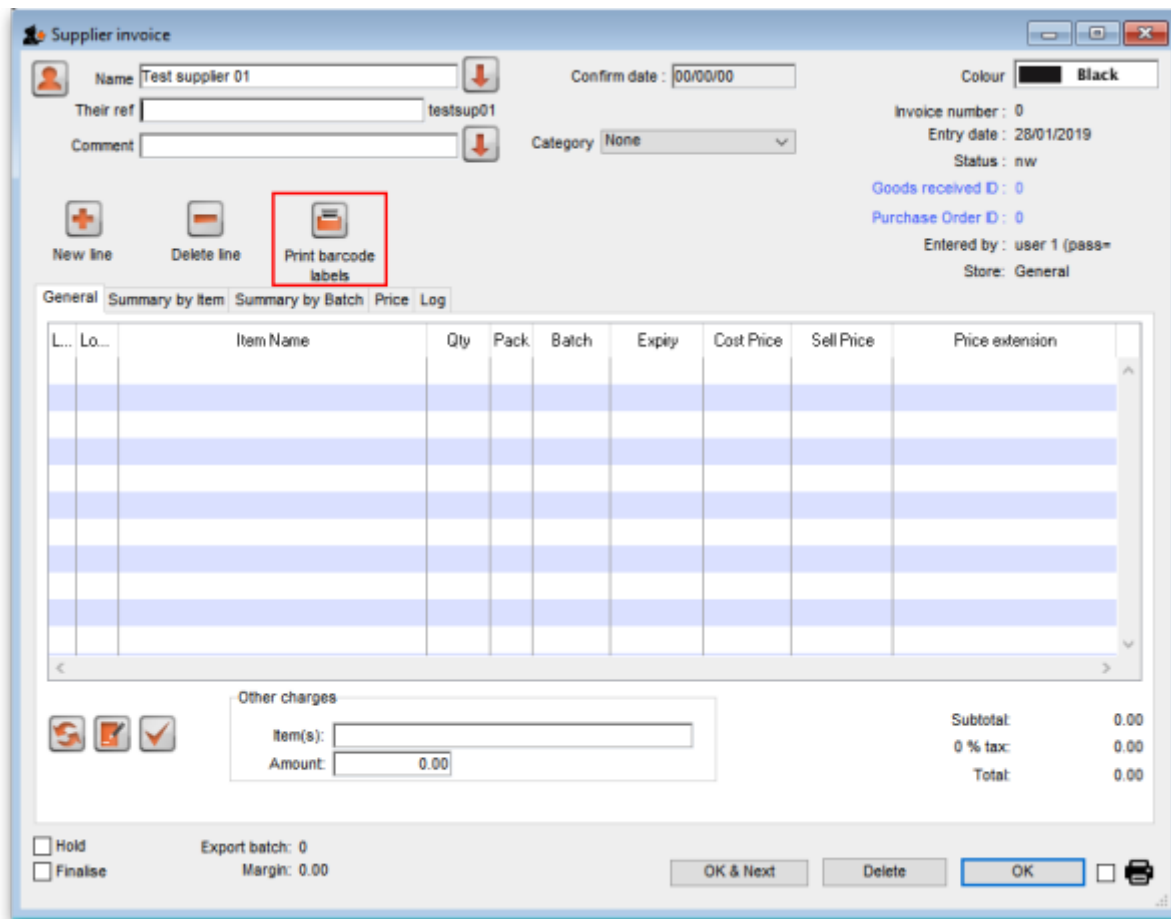
You can use barcode scanning in two different ways when receiving goods, depending on how the preferences are set:

1. Manually tell mSupply which barcode belongs to each line of stock (no scanning required but allows scanning to be used for the stock in other processes later e.g. stocktaking, picklist checking).
2. Full scanning. Use this process to minimise manual data entry. This is using simple barcode scanners tethered to the computer running mSupply. For scanning using independant handheld computer barcode scanners, please see the details on the [15.08. Barcode scanning with handheld computers \(The Zapp App\)](#) page.

Please see the [16.09. Barcode scanning preferences](#) page for details on how to set the preferences for barcode scanning. If the **Items, picklist checks and stocktakes** checkbox is checked and the **Receiving goods on a supplier invoice** checkbox is NOT checked then process 1 (manually telling mSupply which barcode belongs to each line of stock) is used.

If both the **Items, picklist checks and stocktakes** checkbox and the **Receiving goods on a supplier invoice** checkboxes are checked then process 2, full scanning, is used.

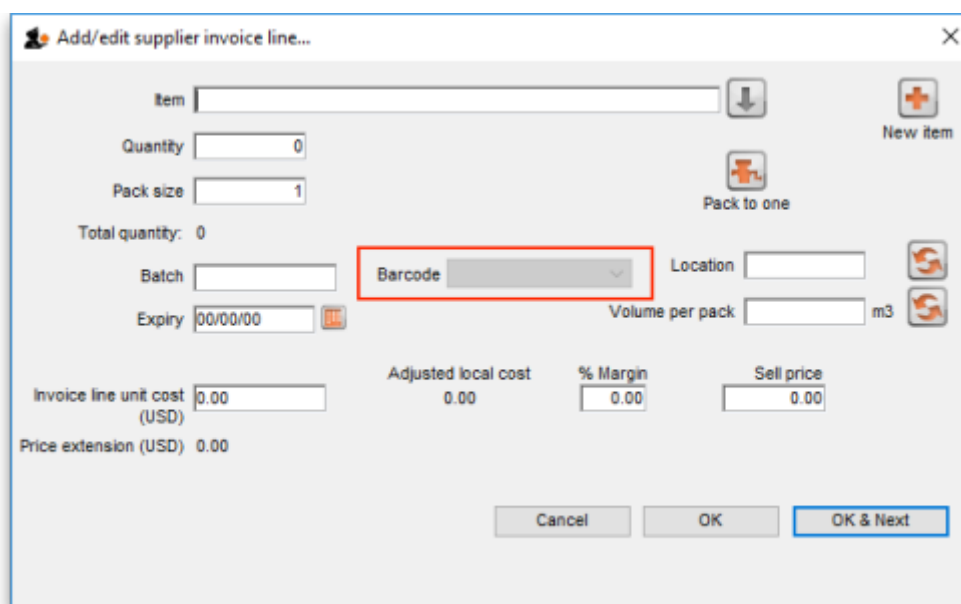
Both these processes are carried out on a **supplier invoice**. The supplier invoice can be created manually in the normal way (either manually (see [Receiving goods - a supplier invoice](#) or by finalising a goods received note (see [Goods receipt notes](#))). When the *We use barcode scanners* preference is turned on (see [Barcode scanning preferences](#)), this is what a blank supplier invoice window looks like:



The 'Supplier invoice' window displays a form for creating an invoice. 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), 'Entered by' (user 1), and 'Store' (General). 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. At the bottom, there are 'Other charges' fields, a 'Subtotal' (0.00), '0 % tax' (0.00), and 'Total' (0.00). There are also checkboxes for 'Hold' and 'Finalise', and buttons for 'OK & Next', 'Delete', and 'OK'.

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:



The 'Add/edit supplier invoice line...' window displays a form for adding a new line item. It includes fields for 'Item', 'Quantity' (0), 'Pack size' (1), 'Total quantity' (0), 'Batch', 'Expiry' (00/00/00), 'Barcode' (highlighted with a red box), 'Location', 'Volume per pack' (m3), 'Invoice line unit cost' (USD) (0.00), 'Adjusted local cost' (0.00), '% Margin' (0.00), 'Sell price' (0.00), and 'Price extension' (USD) (0.00). There are buttons for 'New item', 'Pack to one', and 'OK & Next'.

How this window behaves depends on whether you're using the manually barcode assignment or full barcode scanning processes described above.

Manually assigning barcodes

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:

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 this process, you must select a barcode from the *Barcode* drop down list, you will not be allowed to add the line without it.

Full barcode scanning

When full barcode scanning is chosen, scanning the GS1 barcode on the item to be received will fill in as many of the fields on the

Manually assigning barcodes to existing stock lines

Sometimes it might be necessary to manually add or edit the barcode that belongs to an existing stock line. For example, any stock lines you have in mSupply before you turn on the barcode

functionality will not have barcodes entered against them and 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:

Item details

Item name: Test item 01 Store: General

Item code: Tstitem01

Show zero lines Print Split Update sell prices Show related invoices Consolidate Labels Print barcode labels

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	

Stock

Minimum stock: 0 Total stock value: 600.00

Stock on hand: 2,000 Average unit cost: 0.30

Stock on order: 0 Total Volume: 0.00

Non stock items

Non stock item: ☐

Default customer:

Months Cover

Based on: 0 months usage Calculate

For stock on hand (months cover)

Including stock on order (months cover)

Exclude stock with expiry date less than: 3 months

Generating an order for: 0 months stock

will order a quantity of

Delete OK & Previous OK & Next Cancel 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 Hold ☐ Volume per pack m3

Sell price Location

Expiry date Pack size 10

Batch Quan per inner 0 Initial quantity 0

Supplier Global Fund Inners per Outer 0

Barcode 010400000000117

Donor

Note

Custom stock fields

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 to this stock line.

Previous: [15.02. Adding barcodes to items](#) | | Next: [15.04. Barcode scanning and stocktaking](#)

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