

# 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.

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:

Item details...

General  
Misc  
Usage  
**Stock**  
Ledger  
Quotes  
Backorders  
Notes  
Reconcile  
Bill of materials  
Purchase Orders  
Order options  
Dispensing  
Reporting  
Log  
Requisitions  
Stores  
Barcodes

Item name: Test item 02  
Item code: test02  
Store: General

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    | Expiry date | Supplier   | Manufacturer | Location | Cost Price | Sell Price | Status | Tot... |
|------|-----------------|-------------|--------------------------|-----------|----------|-------------|------------|--------------|----------|------------|------------|--------|--------|
| 1    | 1998            | 1998        | <input type="checkbox"/> | 1         | uiop6... | 31/01/2020  | testsup... |              | b1       | 0.00       | 0.00       |        | 0      |
| 2    | 3000            | 3000        | <input type="checkbox"/> | 2         | zxcv67   | 30/04/2023  | testsup... |              | a2       | 0.00       | 0.00       |        | 0      |
| 3    | 200000          | 2000...     | <input type="checkbox"/> | 1         | cvbrv... | 30/04/2024  | testsup... |              |          | 0.06       | 0.06       |        | 0      |

Stock

Minimum stock: 0 Total stock value: 12,000.00  
Stock on hand: 207,998 Average unit cost: 0.05  
Stock on order: 0 Total Volume: 0.00

Non stock items

Non stock item: ☐  
Default customer:

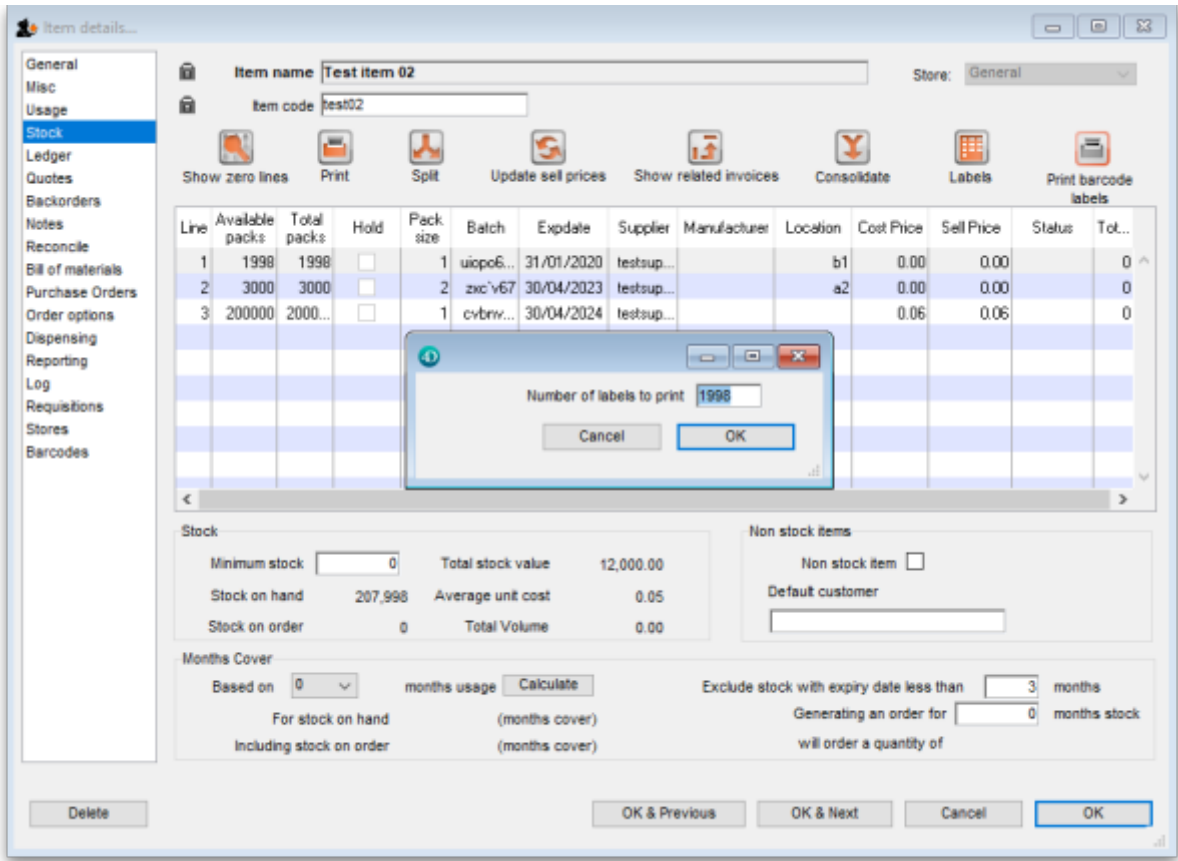
Months Cover

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

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 new *Print barcode labels* button:

Supplier invoice

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 (pass=  
Store: General

New line Delete line **Print barcode labels**

| L... | Lo... | Item Name | Qty | Pack | Batch | Expiry | Cost Price | Sell Price | Price extension |
|------|-------|-----------|-----|------|-------|--------|------------|------------|-----------------|
|      |       |           |     |      |       |        |            |            |                 |
|      |       |           |     |      |       |        |            |            |                 |
|      |       |           |     |      |       |        |            |            |                 |
|      |       |           |     |      |       |        |            |            |                 |
|      |       |           |     |      |       |        |            |            |                 |
|      |       |           |     |      |       |        |            |            |                 |
|      |       |           |     |      |       |        |            |            |                 |

Other charges  
Item(s):   
Amount: 0.00

Subtotal: 0.00  
0 % tax: 0.00  
Total: 0.00

☐ Hold  
☐ Finalise  
Export batch: 0  
Margin: 0.00

OK & Next Delete OK

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 box with '1000' and 'OK'/'Cancel' buttons. The main table has columns: L, Lo..., Item Name, Qty, Pack, Batch, Expiry, Cost Price, Sell Price, and Price extension. It contains two rows: '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, 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       | 90.00           |

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:

Supplier invoice

Name

Test supplier 01

Their ref

testsup01

Comment

Confirm date

00/00/00

Colour

Black

Invoice number

4

Entry date

28/01/2019

Status

nw

Goods received ID

0

Purchase Order ID

0

Entered by

user 1 (pass=

Store

General

New line

Delete line

Print barcode labels

General

Summary by Item

Summary by Batch

Price

Log

| 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 | 30   | 100  | fdgh678 | 31/07/2022 | 3.00       | 3.00       | 90.00           |

Other changes

Item(s):

Amount:

0.00

Subtotal:

100.00

0 % tax:

0.00

Total:

100.00

☐ Hold

☐ Finalise

Export batch:

0

Margin:

0.00

OK & Next

Delete

OK

Confirm...

This will print a label for each pack of the selected lines. OK to proceed?

No

Yes

Stock list

Stock

Item Name or Code

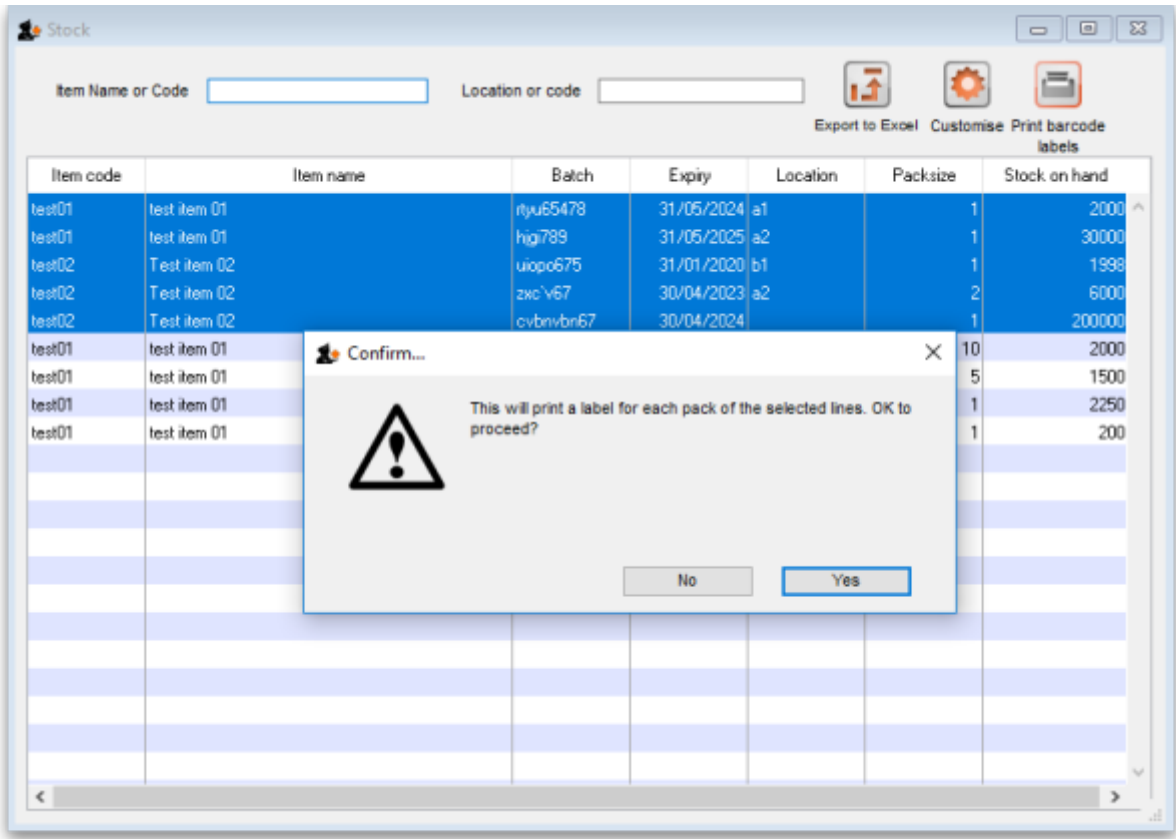
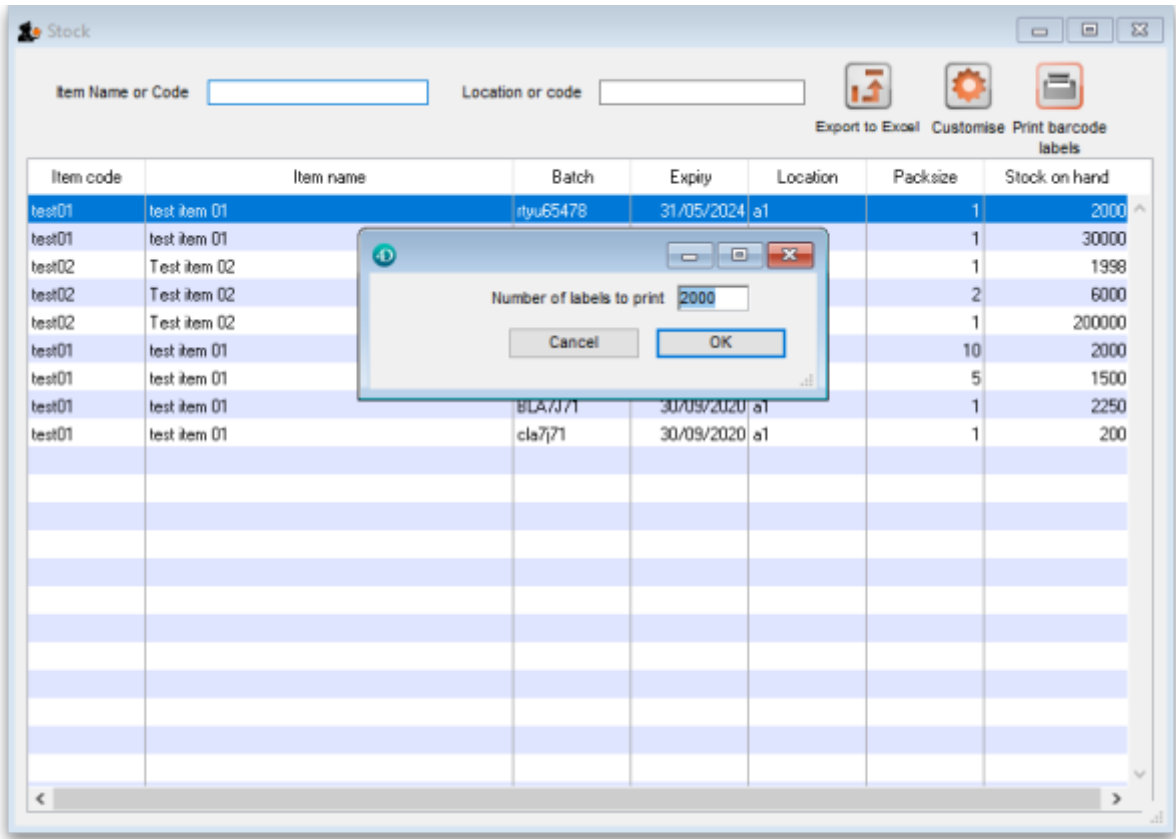
Location or code

Export to Excel

Customise

Print barcode labels

| Item code | Item name    | Batch     | Expiry     | Location | Pack size | Stock on hand |
|-----------|--------------|-----------|------------|----------|-----------|---------------|
| test01    | test item 01 | rtYu65478 | 31/05/2024 | a1       | 1         | 2000          |
| test01    | test item 01 | hgi789    | 31/05/2025 | a2       | 1         | 30000         |
| test02    | Test item 02 | uioPo675  | 31/01/2020 | b1       | 1         | 1998          |
| test02    | Test item 02 | zxc`v67   | 30/04/2023 | a2       | 2         | 6000          |
| test02    | Test item 02 | cVbrvbn67 | 30/04/2024 |          | 1         | 200000        |
| test01    | test item 01 | ghrtY6547 | 31/05/2023 |          | 10        | 2000          |
| test01    | test item 01 | dsLgt67   |            |          | 5         | 1500          |
| test01    | test item 01 | BLA7J71   | 30/09/2020 | a1       | 1         | 2250          |
| test01    | test item 01 | clA7j71   | 30/09/2020 | a1       | 1         | 200           |



Previous: [Pick list checking](#) Next: [Why an HIS module for mSupply?](#)

From:  
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Last update: **2019/02/12 11:06**

