

# 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. At the moment it is not possible to receive stock using a barcode scanner (the functionality is coming soon though - watch this space) 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 or by finalising a goods received note). If the *We use barcode scanners* preference is turned on (see [Barcode scanning preferences](#)), this is what a blank supplier invoice window looks like:

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

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

The screenshot shows the 'Add/edit supplier invoice line...' dialog box. The 'Barcode' field is highlighted with a red rectangle. The dialog contains various input fields for item details, pricing, and location. The 'Barcode' field is currently empty, and the 'Location' field is also empty. The 'OK & Next' button is highlighted in blue.

The screenshot shows the 'Add/edit supplier invoice line...' dialog box with the 'Barcode' dropdown menu open. The dropdown menu displays the following options: 'Please select...', 'Add one...', 'Pack 1, Manuf. Test manufacturer 01', and 'Pack 10'. The 'OK & Next' button is highlighted in blue.

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

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