

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.

Field	Value
Item	
Quantity	0
Pack size	1
Total quantity	0
Batch	
Expiry	00/00/00
Barcode	
Location	
Volume per pack	m3
Invoice line unit cost (USD)	0.00
Adjusted local cost	0.00
% Margin	0.00
Sell price	0.00
Price extension (USD)	0.00

Buttons: Cancel, OK, OK & Next

The screenshot shows the 'Add/edit supplier invoice line...' dialog box with the 'Barcode' dropdown menu open. The menu options are: 'Please select...', 'Add one...', 'Pack 1, Manuf. Test manufacturer 01', and 'Pack 10'.

Field	Value
Item	test item 01
Quantity	0
Pack size	1
Total quantity	0
Batch	
Expiry	00/00/00
Barcode	Please select...
Location	None
Volume per pack	0 m3
Invoice line unit cost (USD)	0.00
Adjusted local cost	0.00
% Margin	0.00
Sell price	0.00
Price extension (USD)	0.00

Buttons: Cancel, OK, OK & Next

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

From:
<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:
https://docs.msupply.org.nz/barcode_scanning:receiving_goods?rev=1548689861

Last update: 2019/01/28 15:37

