

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:

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 screenshot shows the 'Add/edit supplier invoice line...' dialog box. The 'Barcode' dropdown menu is highlighted with a red rectangle. The dialog contains fields for Item, Quantity, Pack size, Total quantity, Batch, Expiry, Location, Volume per pack, Invoice line unit cost (USD), Adjusted local cost, % Margin, and Sell price. There are also buttons for 'Cancel', 'OK', and 'OK & Next'.

When the item has been selected in the usual way, the Barcode drop down list is filled with a list of all the barcodes assigned to the item, showing the pack size and manufacturer for each:

The screenshot shows the 'Add/edit supplier invoice line...' dialog box with the 'Barcode' dropdown menu open. The dropdown menu displays a list of barcodes, including 'Please select...', 'Add one...', 'Pack 1, Manuf. Test manufacturer 01', and 'Pack 10'. The 'Item' field is set to 'test item 01' and the 'Location' field is set to 'None'.

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

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Last update: 2019/01/28 15:57

