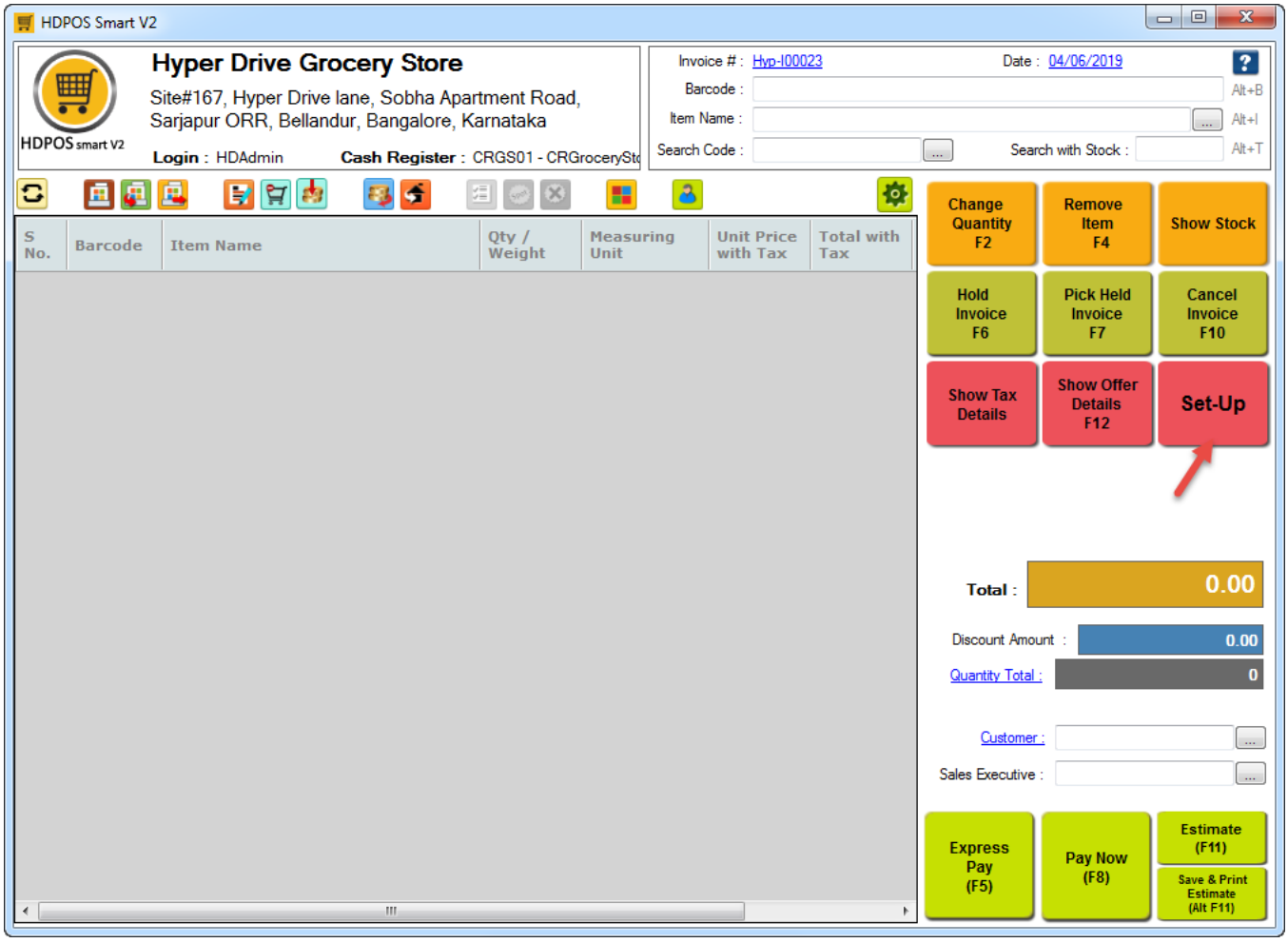
How to add attachment in GRN?

To add attachments like any hard copies of purchase bills or notes from your supplier in GRN, follow the steps below.

1. Run **HDPOSsmart**.

2. From main screen click on **Set-Up** button.

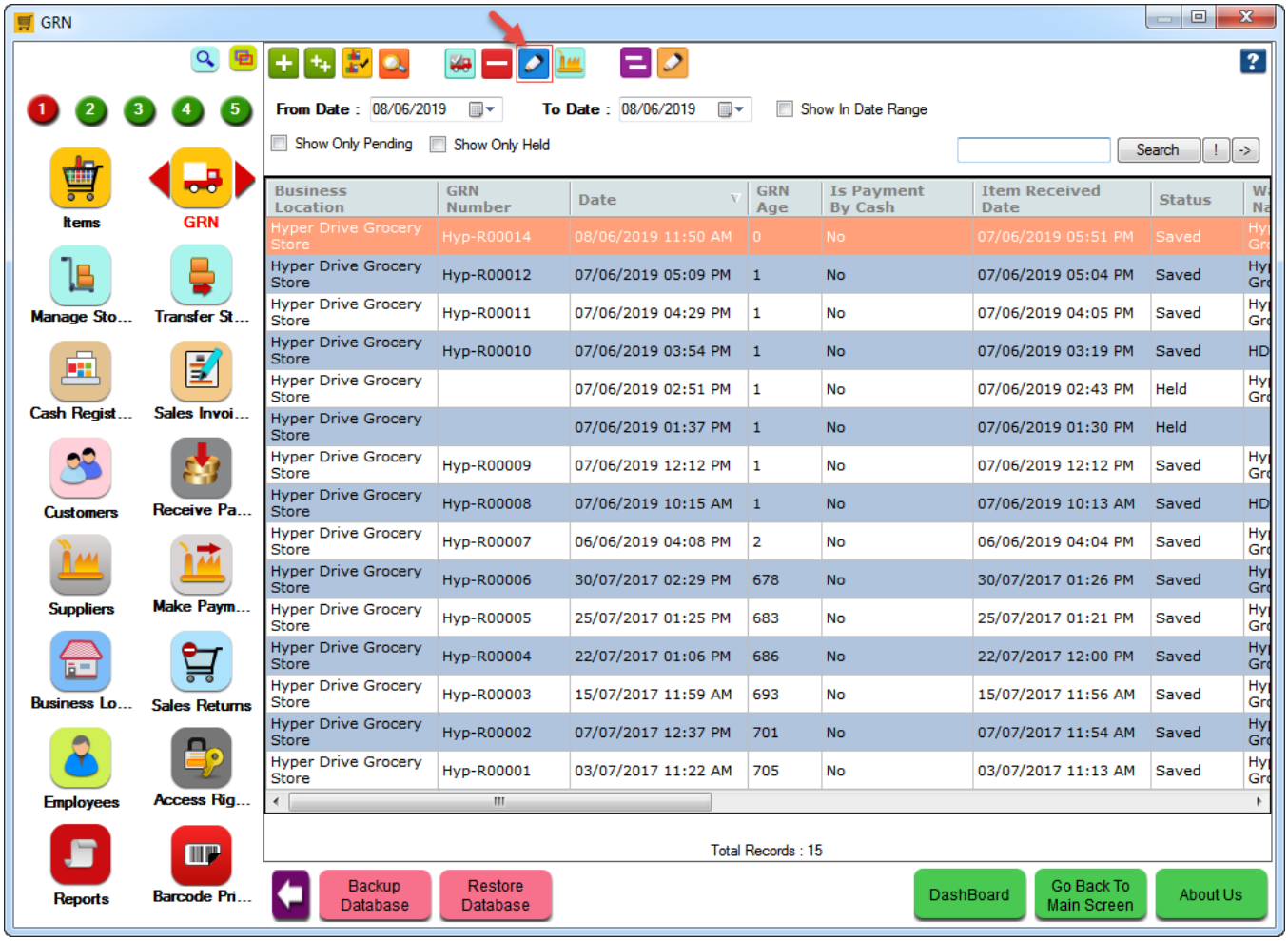


3. From **1st page** of Set-Up click on **GRN**.

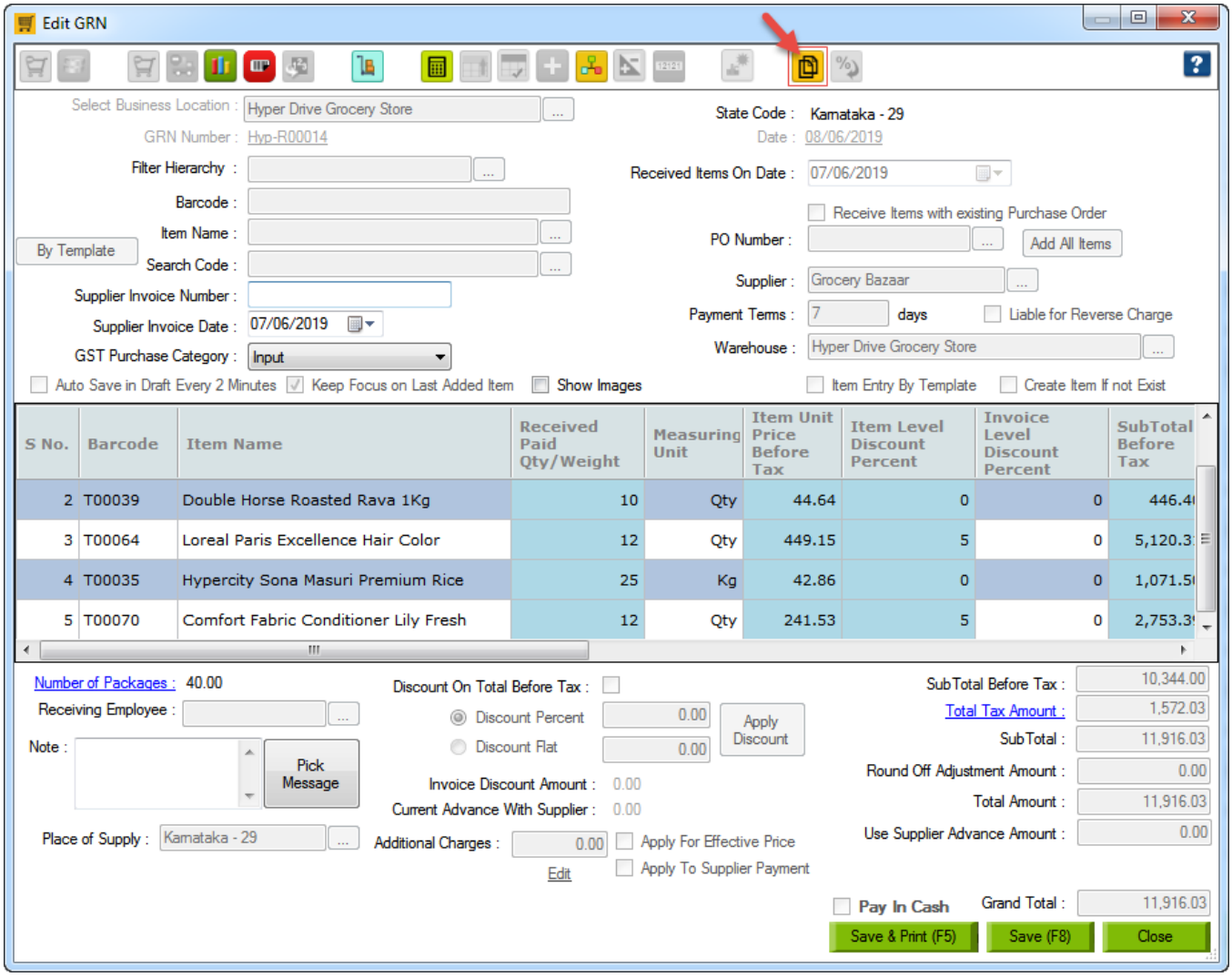


4. From **GRN Manager** screen.

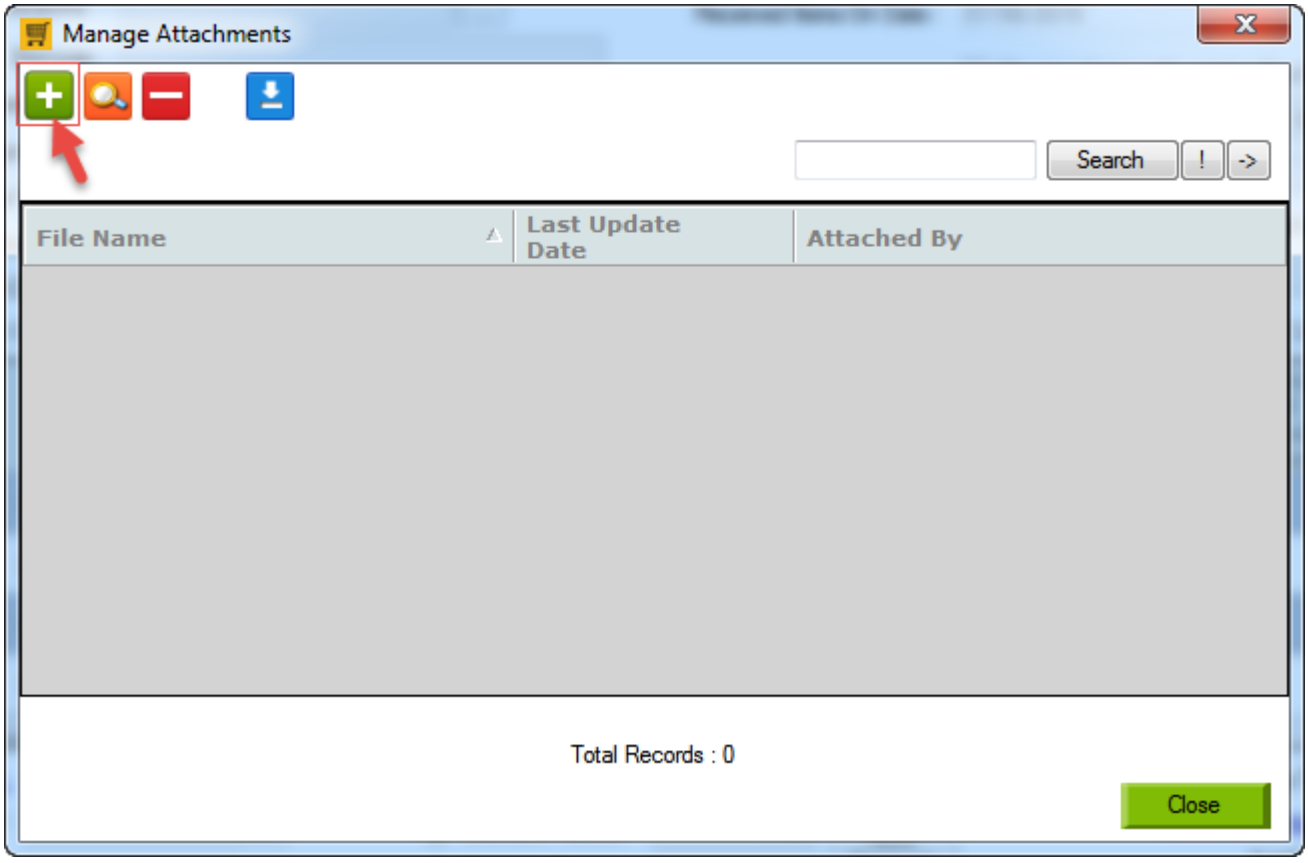
5. Select any **GRN** in which you want to add attachment and click on **Edit GRN** button on tool strip.



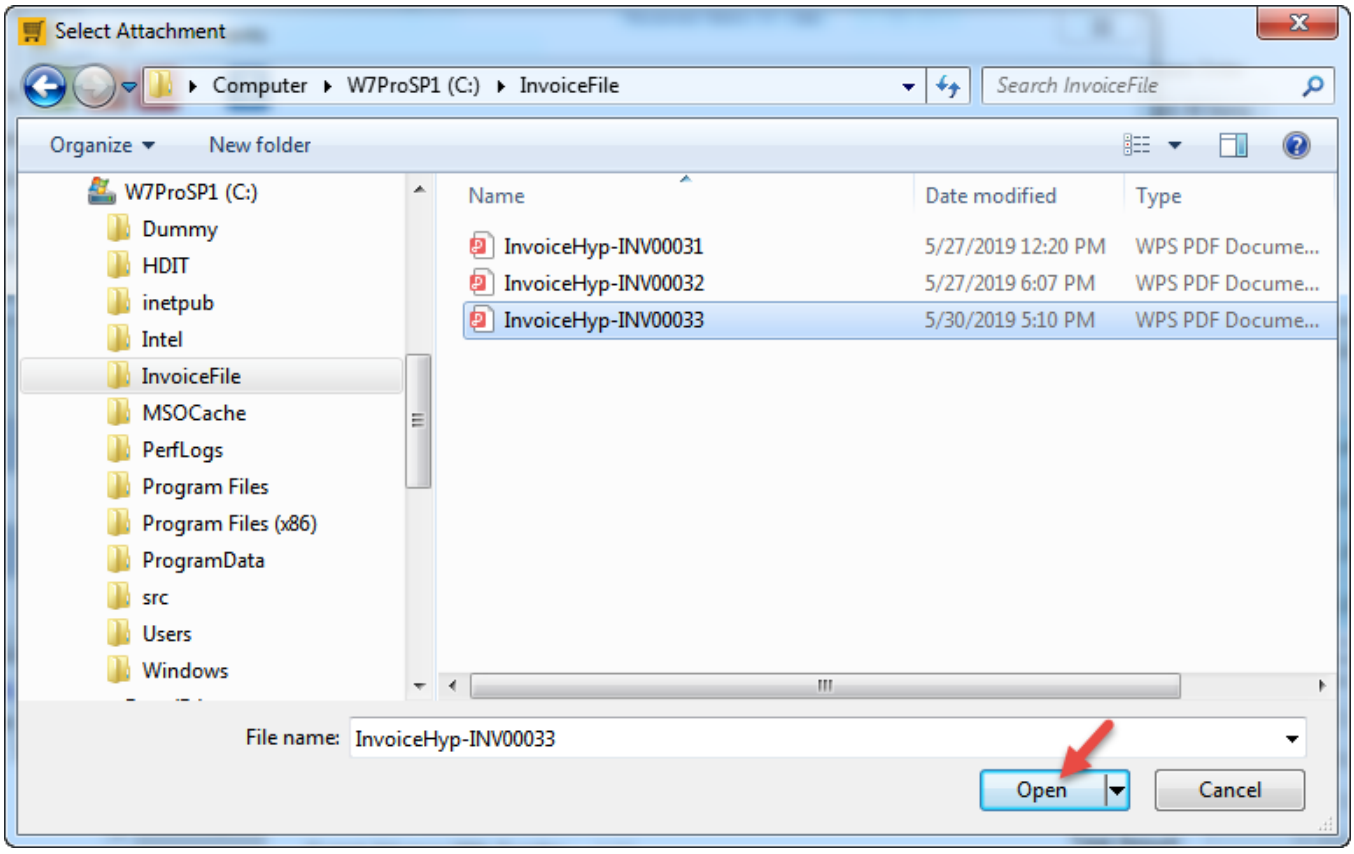
6. From **Edit GRN** screen click on **Attachments** button over there.



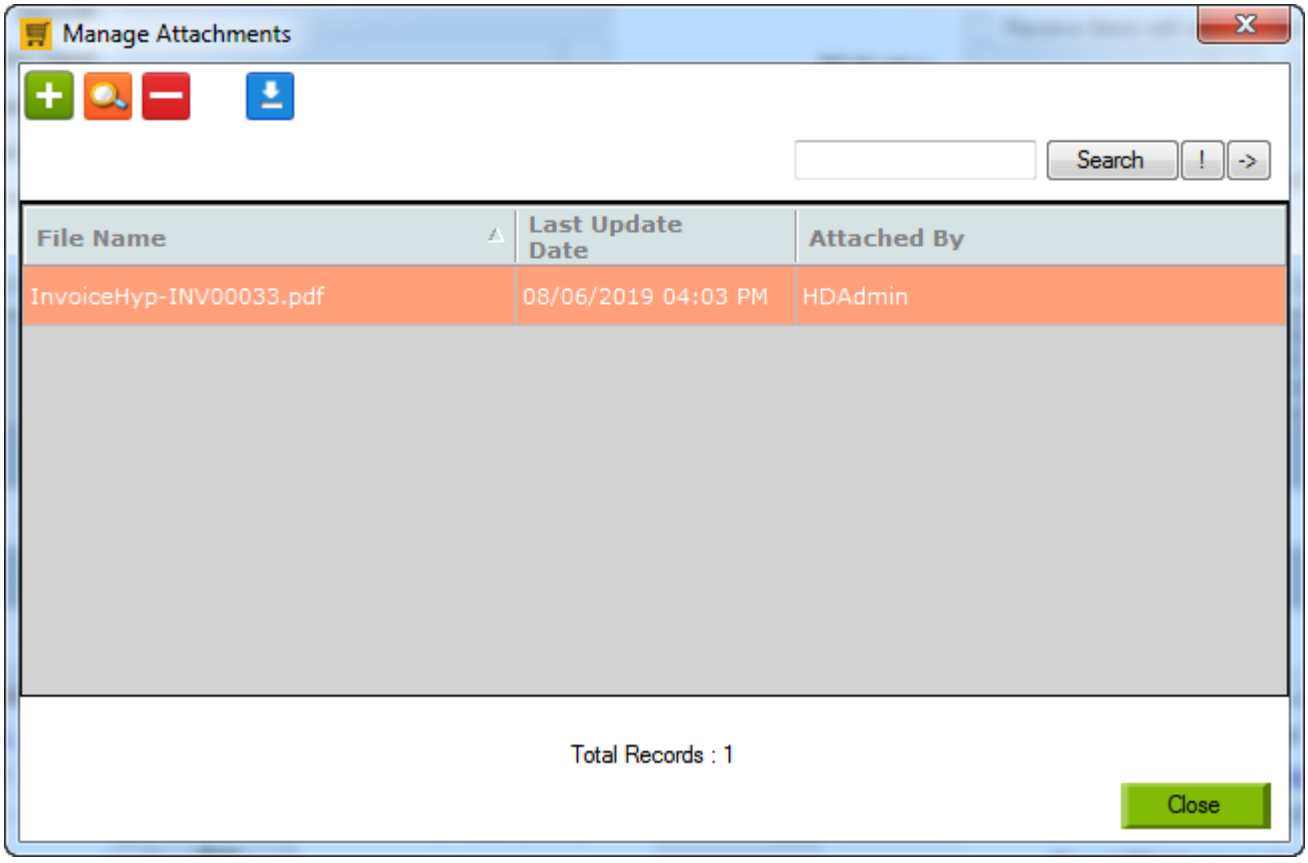
7. In **Manage Attachments** screen click on **Add Attachments** button over there.



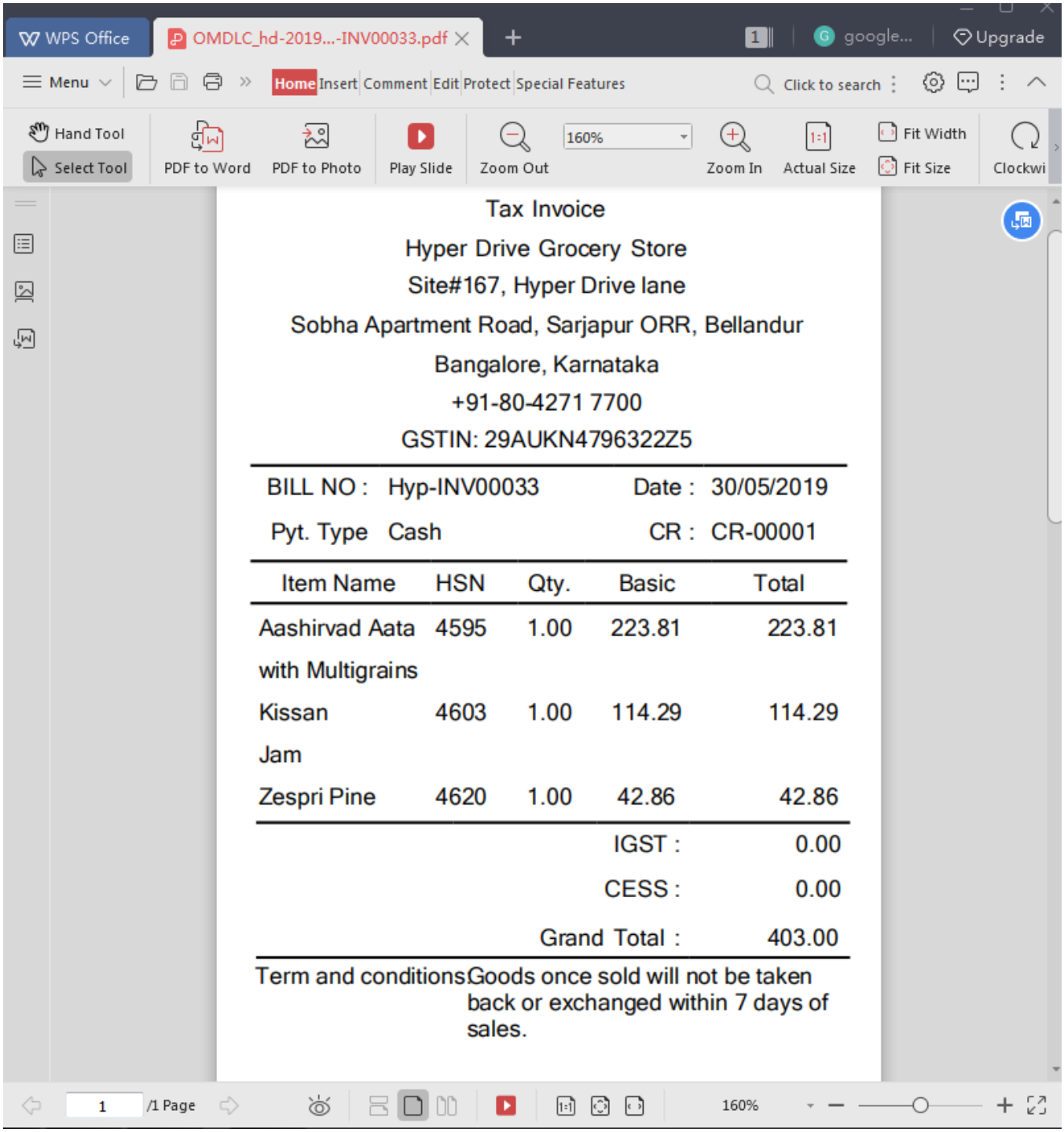
8. You will get the screen of **Select Attachment**. You can select the attachment over there. Click on **Open**.



9. You can see that attachment has been added on **Manage Attachment** screen.



10. If you want to see that attachment file then double click on that attachment file or select that attachment and click on **View attachment** tool strip button.



Tax Invoice

Hyper Drive Grocery Store
Site#167, Hyper Drive lane
Sobha Apartment Road, Sarjapur ORR, Bellandur
Bangalore, Karnataka
+91-80-4271 7700
GSTIN: 29AUKN479632Z5

BILL NO :	Hyp-INV00033	Date :	30/05/2019
Pyt. Type	Cash	CR :	CR-00001

Item Name	HSN	Qty.	Basic	Total
Aashirvad Aata with Multigrains	4595	1.00	223.81	223.81
Kissan Jam	4603	1.00	114.29	114.29
Zespri Pine	4620	1.00	42.86	42.86

IGST :	0.00
CESS :	0.00
Grand Total :	403.00

Term and conditions: Goods once sold will not be taken back or exchanged within 7 days of sales.