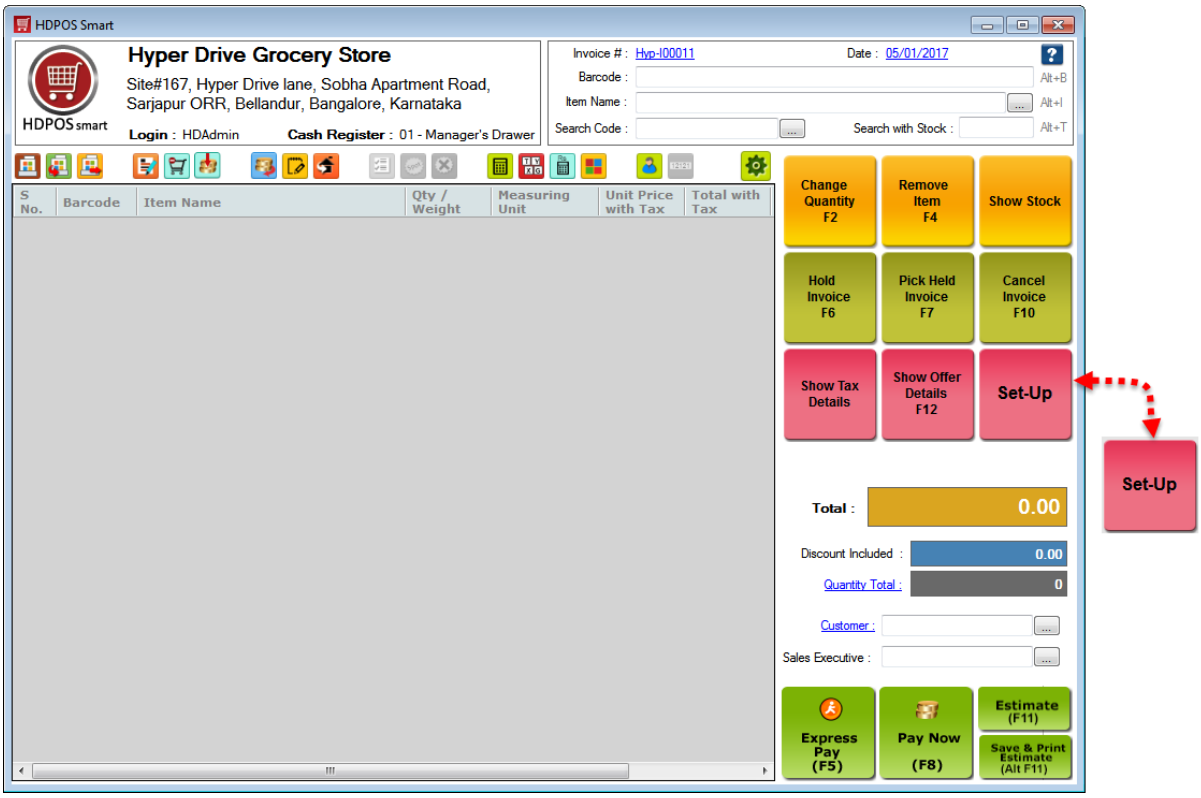
How to do bulk upload of item's reorder quantity?

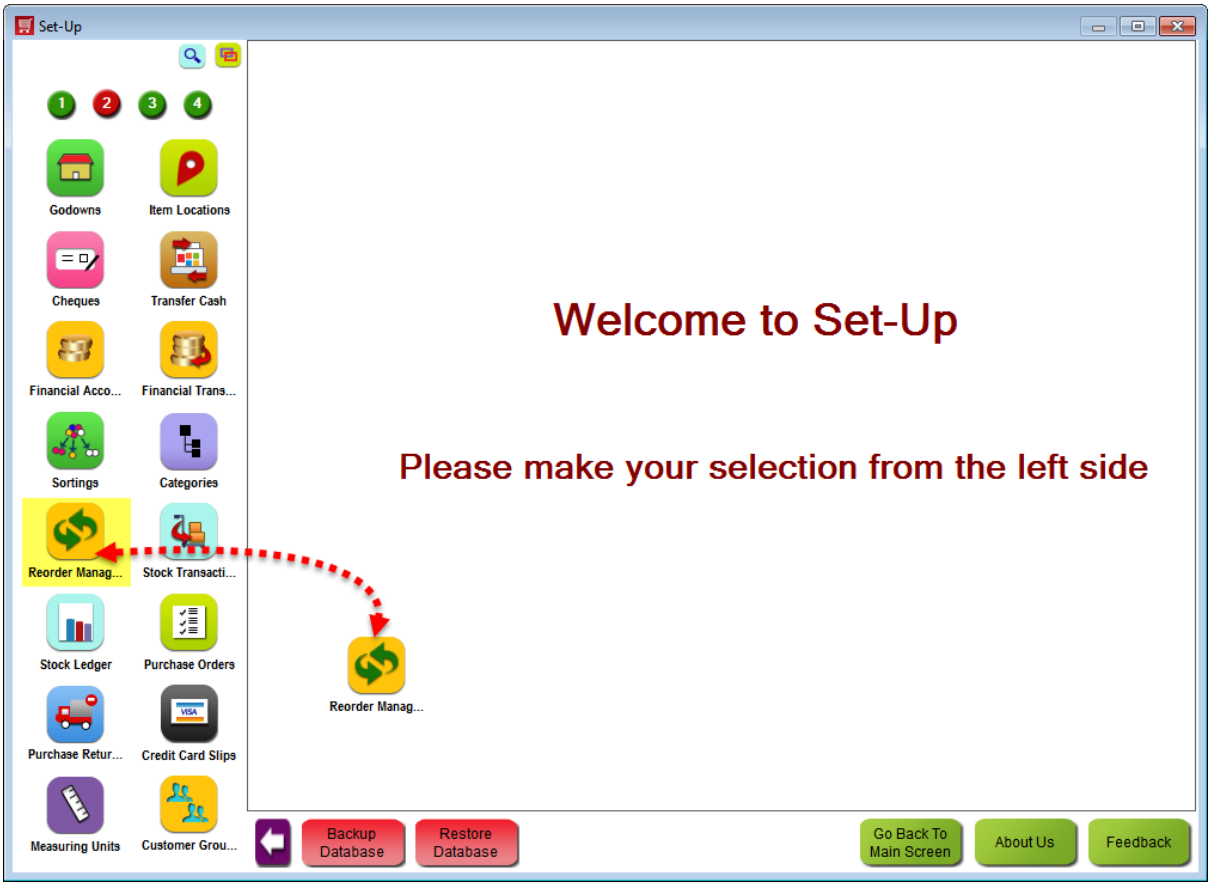
HDPOS smart Tutorials

To do bulk upload of item's reorder quantity, follow the steps below.

1. Run **HDPOS smart**. Click on the **Set-Up** button in the main screen.



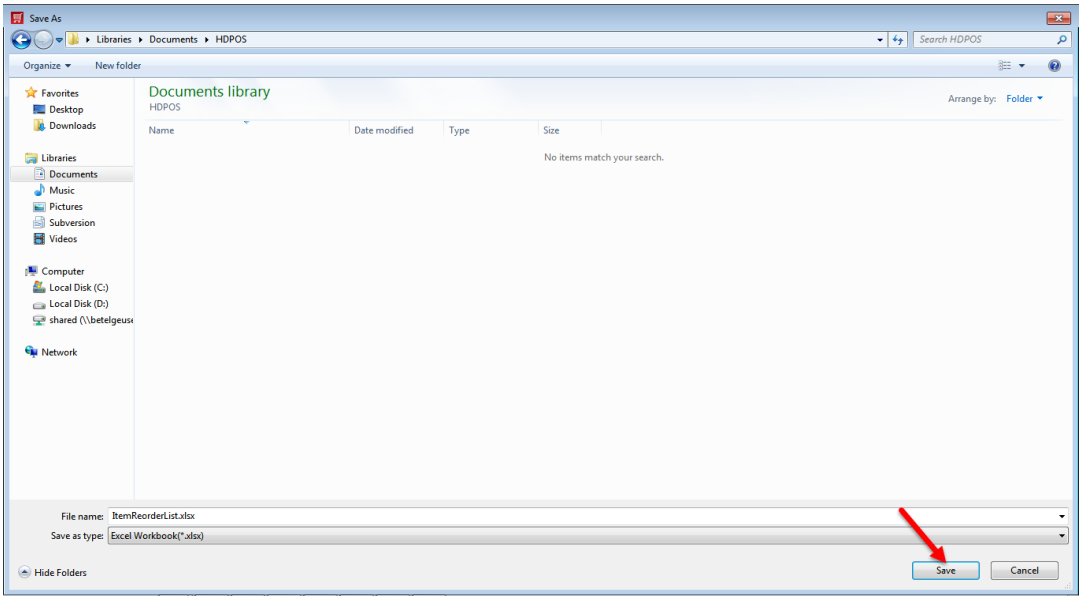
2. From 2nd page of Set-up screen, click on **Reorder Manager**.



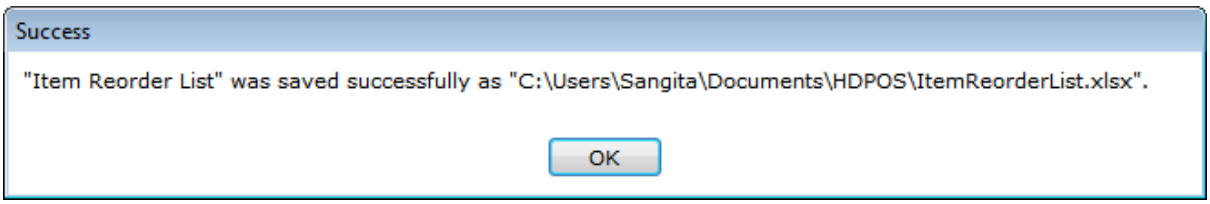
3. You will see the **Reorder Management** screen with the Business Location and godown names on left hand side.
4. Select a **business location** and you will see all the items in your database in the right hand side.
5. Click on **Export Assign Reorder Quantity** button.



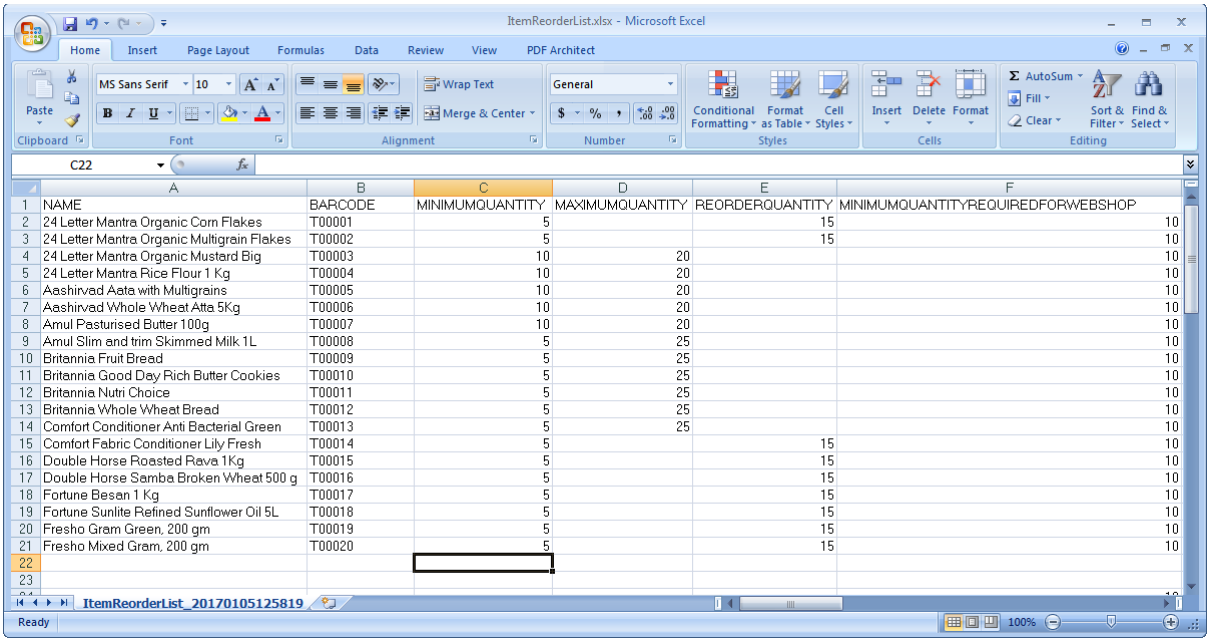
6. You will see a screen to save the excel file to where all items are exported. Save the file in a location.



7. You will see the saved location of this excel file as shown below. Click on OK.



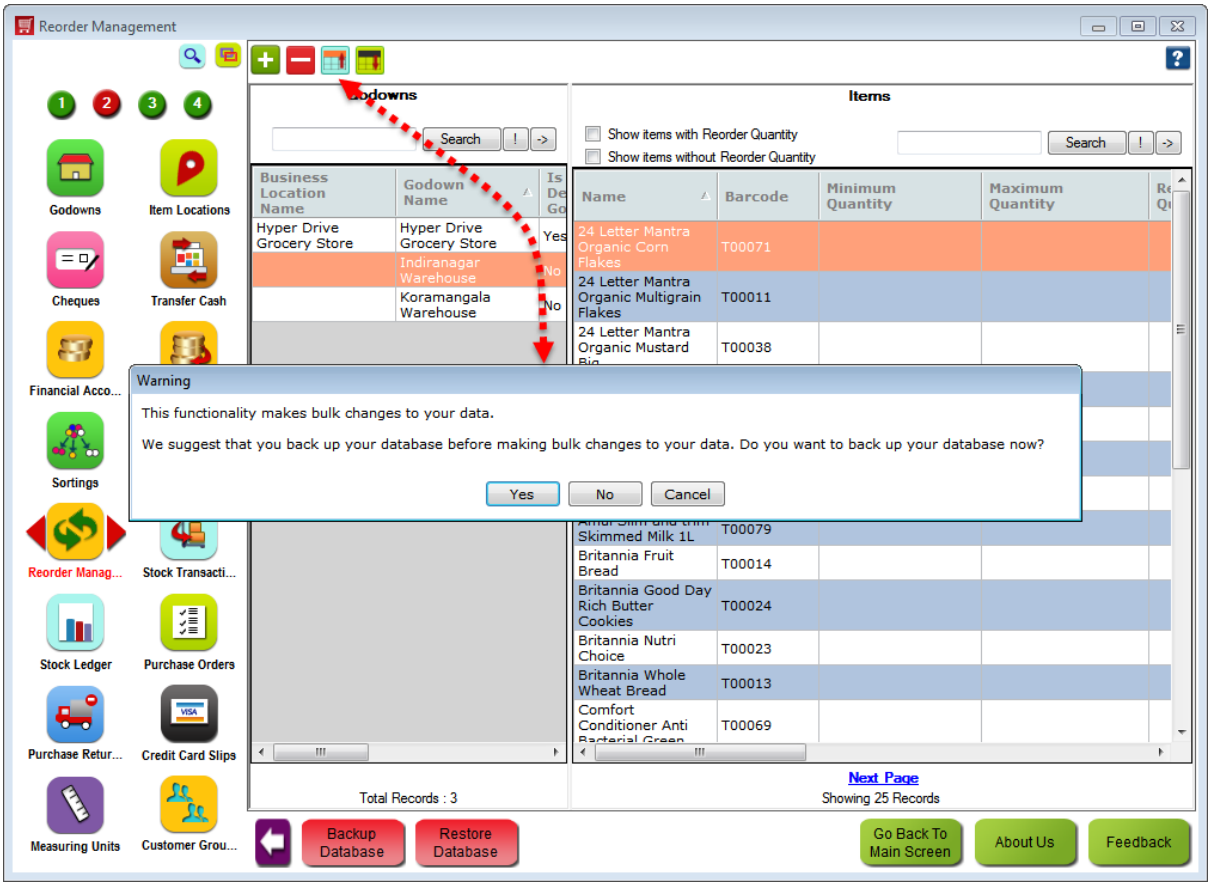
8. The excel file will be opened for you to enter the values of reorder quantity. Fill up all the values and save the excel file and close it.
    a. Name and Barcode fields are populated from your database.
    b. Enter the values for Minimum Quantity, Maximum Quantity, Reorder Quantity and Minimum Quantity Required for Web Shop.
    c. **Item Minimum Quantity:** This is the minimum quantity of stock of an item. If the stock is lesser than this value you would need to reorder stock. For instance if you have set the minimum quantity to 5, the moment our stock quantity reaches to 4 or less then for It would show up in the stock screen if **Show only items to be reordered** check box is selected. If no value is entered it will take zero as the minimum quantity.
    d. **Item Maximum Quantity:** This maximum quantity for an items means-- when you are reordering you should at least have stock equal to the Item Maximum Quantity set.
    e. **Item Reorder Quantity:** This is the quantity of stock you need to reorder if stock of an item has reached the item minimum quantity.
        - If no value is specified in **Reorder quantity** and you have a value in **Item Maximum Quantity** specified then at the time of **Reordering or Generating stock request** it will take the **Reorder quantity as Current stock quantity in godown – Item Maximum Quantity.**
        - If no **Minimum quantity** is specified & **Item Maximum Quantity** is specified then the **Item Maximum quantity** specified will be taken as **Reorder quantity.**
    f. **eShop Minimum Quantity:** This is useful if you have an eShop associated with HDPOS smart. This is the minimum quantity of stock that needs to be available for the item to be displayed in eShop. For example if the eShop quantity is set 10, if the stock is less than 5 then the item will not be displayed in our eShop.



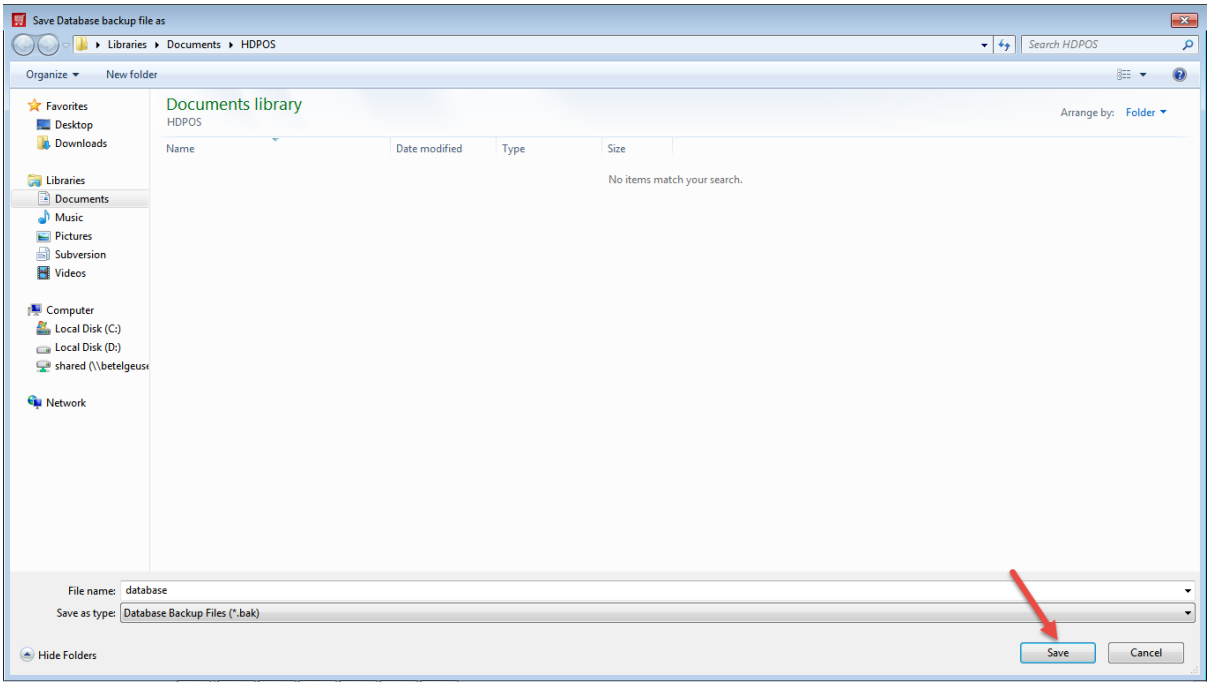
ItemReorderList.xlsx - Microsoft Excel

	NAME	BARCODE	MINIMUMQUANTITY	MAXIMUMQUANTITY	REORDERQUANTITY	MINIMUMQUANTITYREQUIREDFORWEBSHOP
2	24 Letter Mantra Organic Corn Flakes	T00001	5		15	10
3	24 Letter Mantra Organic Multigrain Flakes	T00002	5		15	10
4	24 Letter Mantra Organic Mustard Big	T00003	10	20		10
5	24 Letter Mantra Rice Flour 1 Kg	T00004	10	20		10
6	Aashirvad Aata with Multigrains	T00005	10	20		10
7	Aashirvad Whole Wheat Atta 5Kg	T00006	10	20		10
8	Amul Pasturised Butter 100g	T00007	10	20		10
9	Amul Slim and trim Skimmed Milk 1L	T00008	5	25		10
10	Britannia Fruit Bread	T00009	5	25		10
11	Britannia Good Day Rich Butter Cookies	T00010	5	25		10
12	Britannia Nutri Choice	T00011	5	25		10
13	Britannia Whole Wheat Bread	T00012	5	25		10
14	Comfort Conditioner Anti Bacterial Green	T00013	5	25		10
15	Comfort Fabric Conditioner Lily Fresh	T00014	5		15	10
16	Double Horse Roasted Rava 1Kg	T00015	5		15	10
17	Double Horse Samba Broken Wheat 500 g	T00016	5		15	10
18	Fortune Besan 1 Kg	T00017	5		15	10
19	Fortune Sunlite Refined Sunflower Oil 5L	T00018	5		15	10
20	Fresho Gram Green, 200 gm	T00019	5		15	10
21	Fresho Mixed Gram, 200 gm	T00020	5		15	10

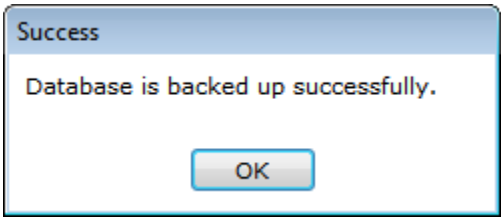
9. From Reorder Manager screen, click on **Import Assign Reorder Quantity** button. You will see a warning message asking you to take the database back up. Click on **Yes**.



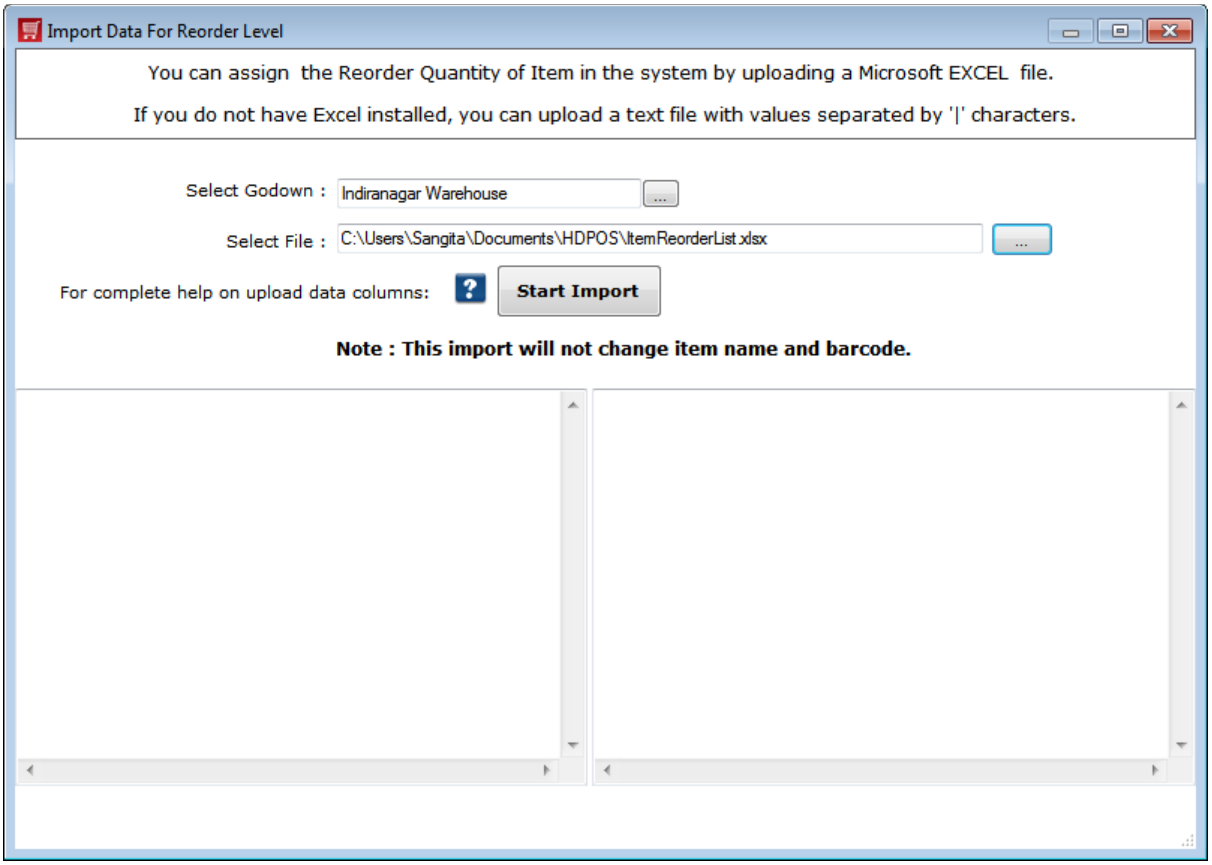
10. Save the database back up in a location.



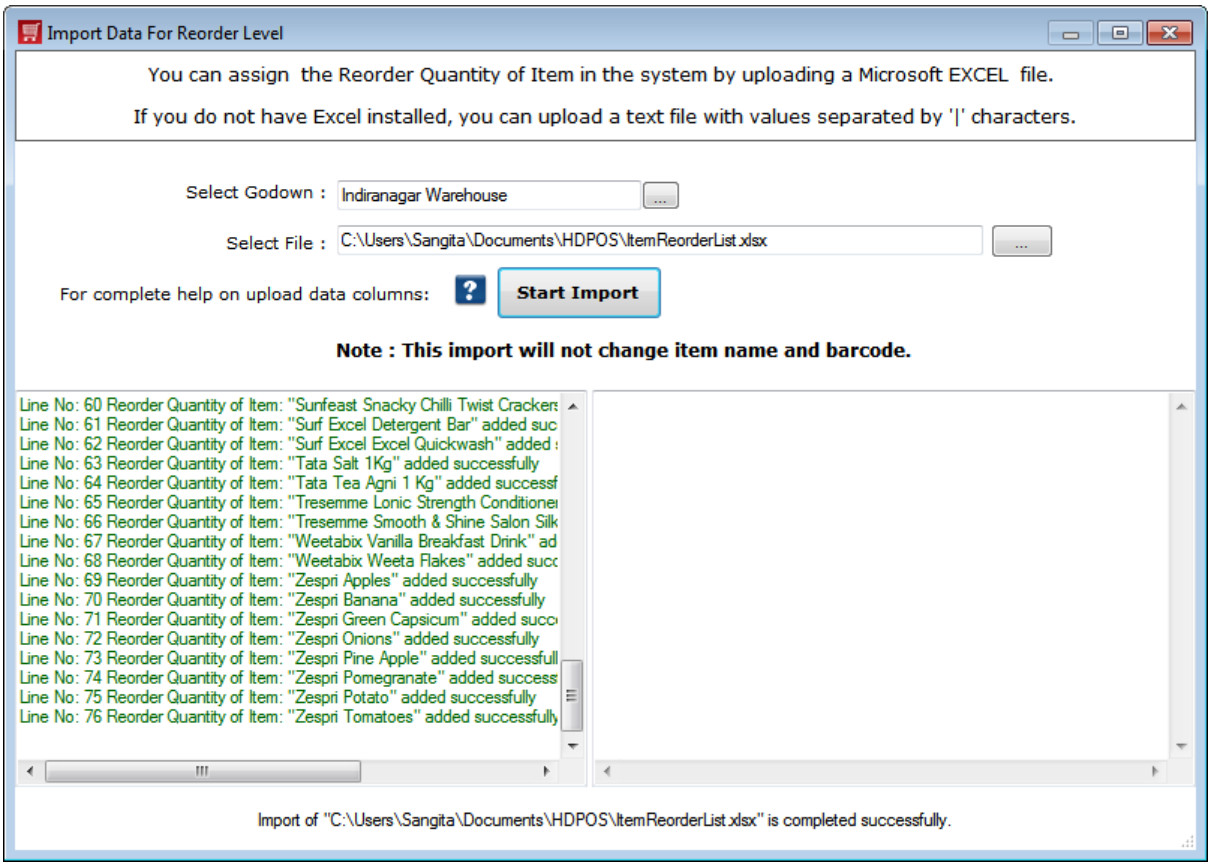
11. You will see the following success message. Click on **OK**.



12. You will see the following **Import Data for Reorder Level** screen. Select the excel file where you entered the values for reorder quantity and click on **Start Import**.



13. All the reorder level quantities will be uploaded into your HDPOS smart.



14. Close this screen and you can see all the assigned reorder level quantities.

