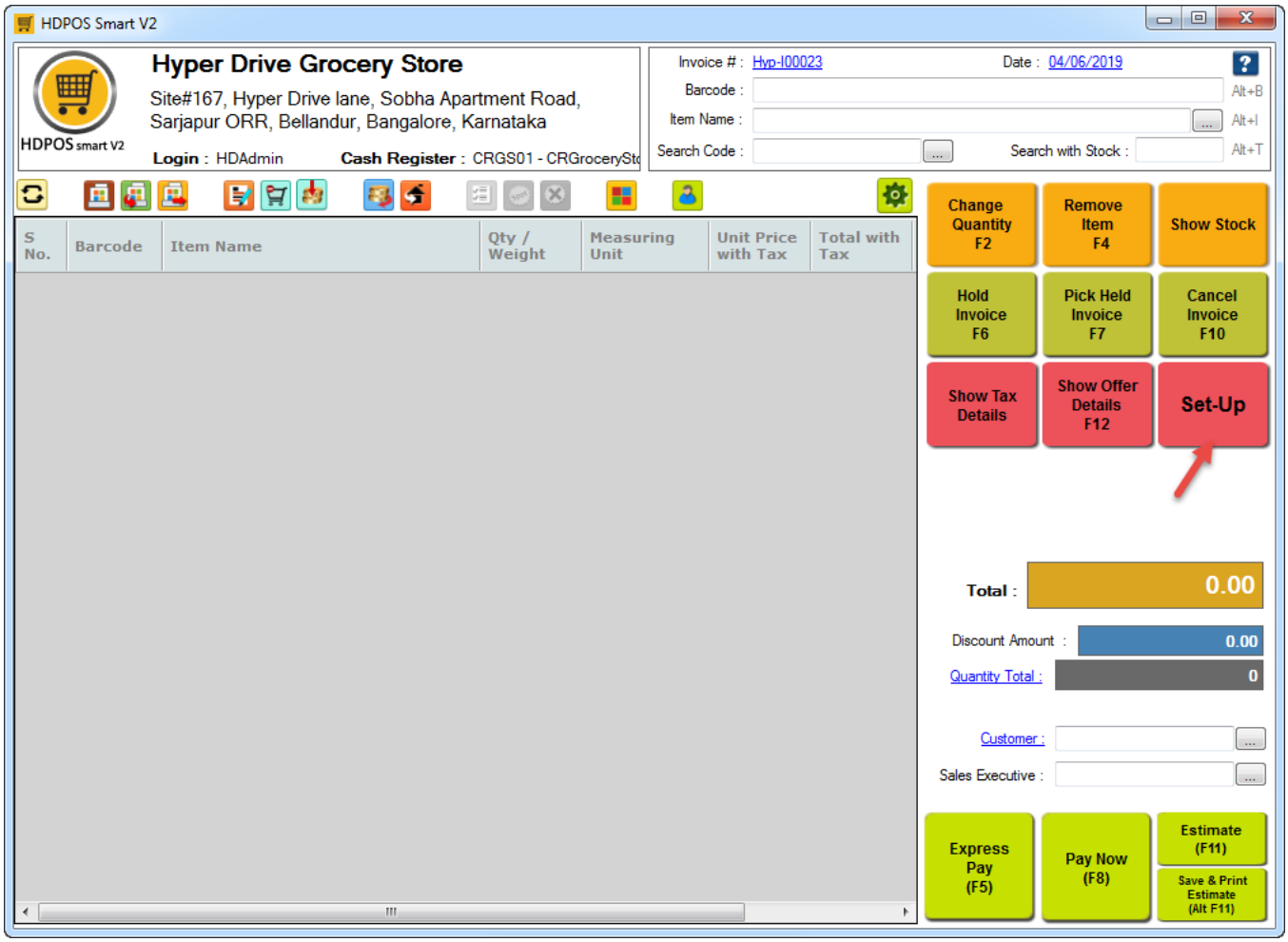
How to do excel upload of Suppliers into HDPOS smart?

To do excel upload of Suppliers into HDPOS smart, please follow the below steps:

1. Run **HDPOS smart**.

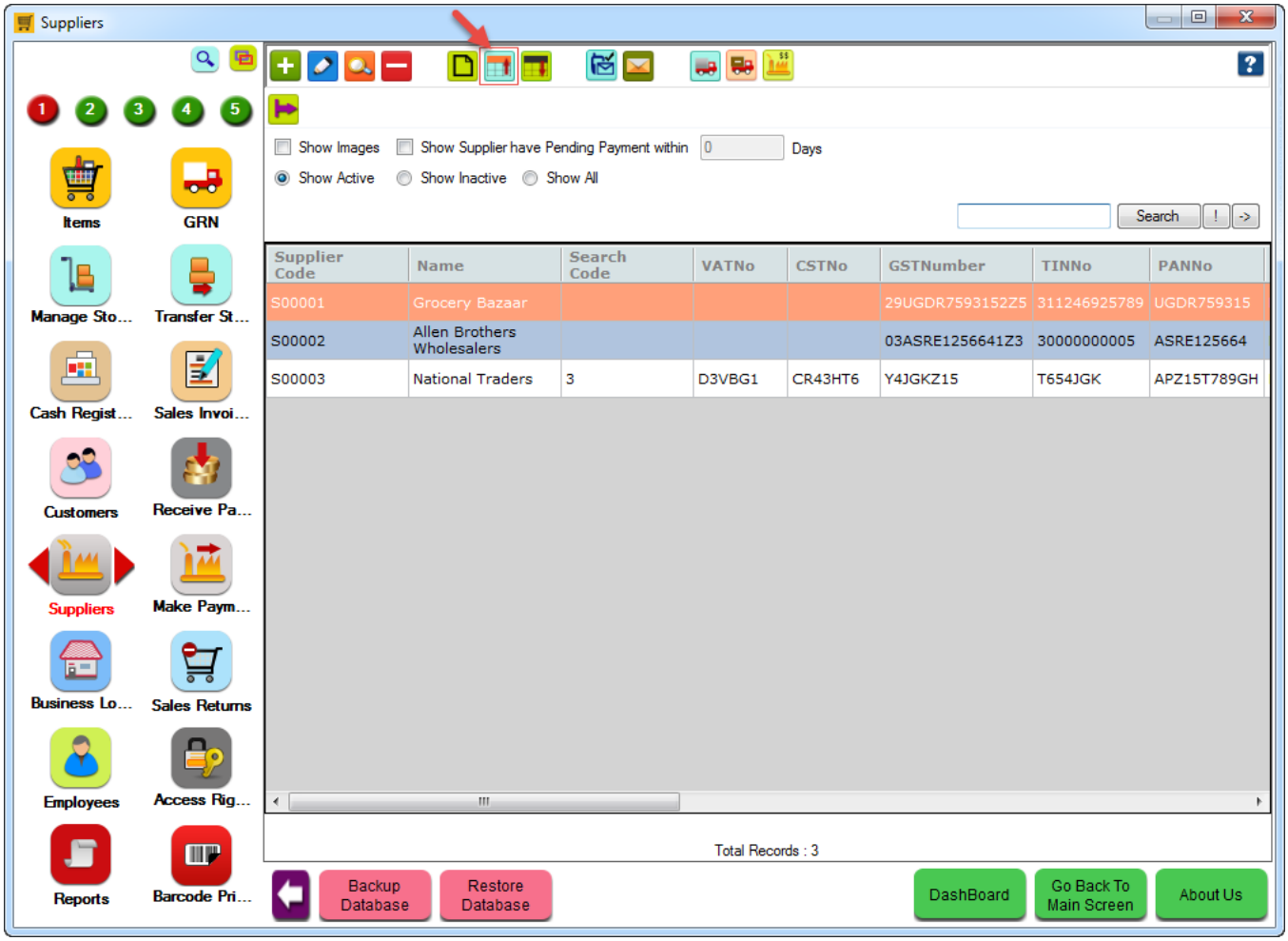
2. From the main invoice screen, click on **Set-Up**.



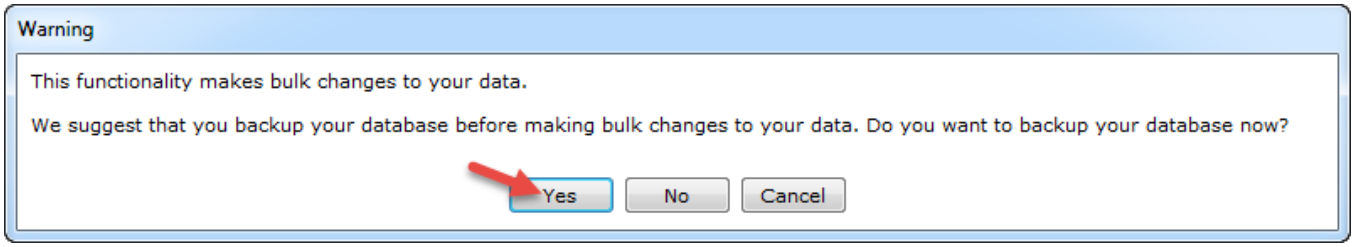
3. From **1st** page of Set-Up, click on **Supplier**.



4. From **Manage Supplier** screen, click on **Upload Suppliers** button.

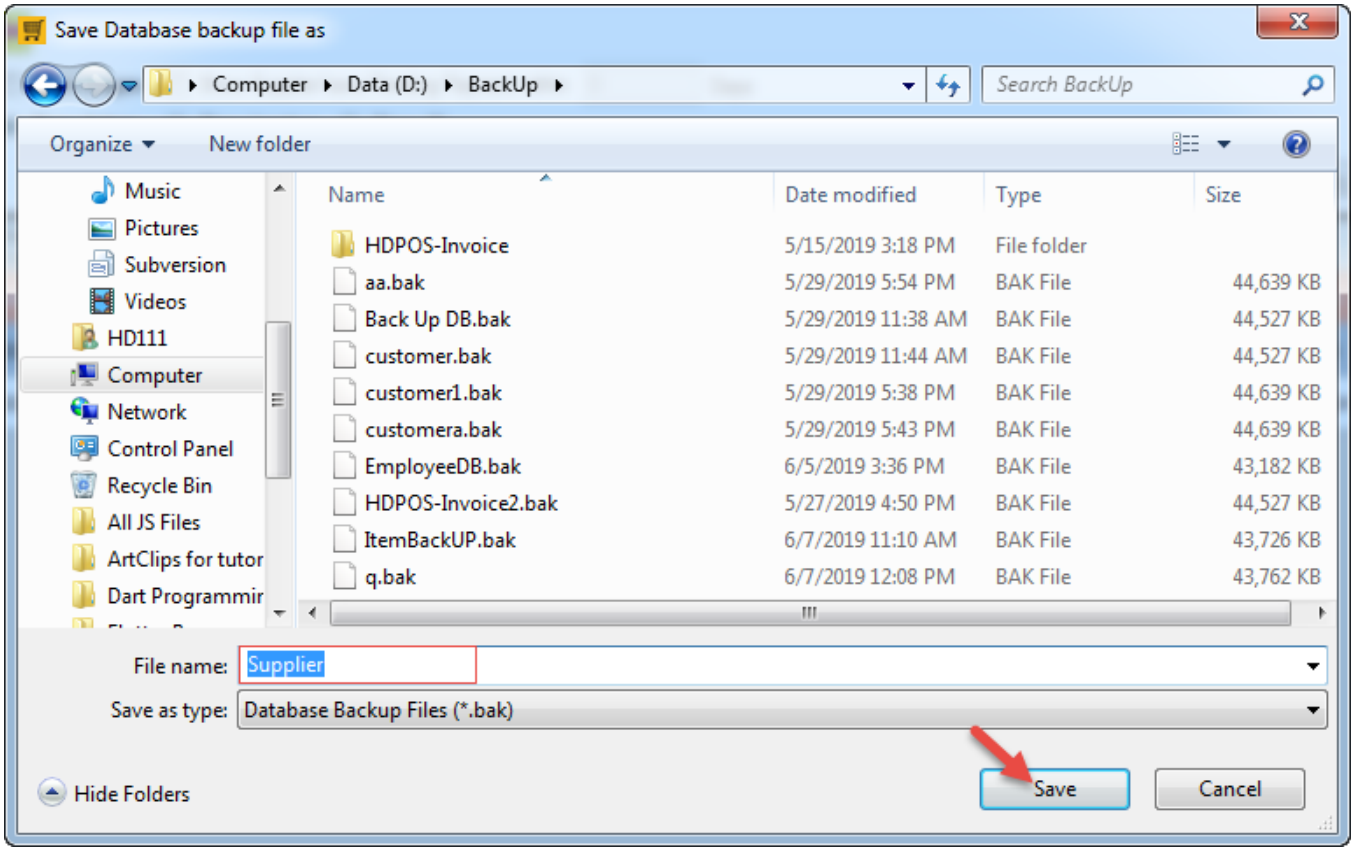


5. A warning message will be displayed for you to take the back up of database.

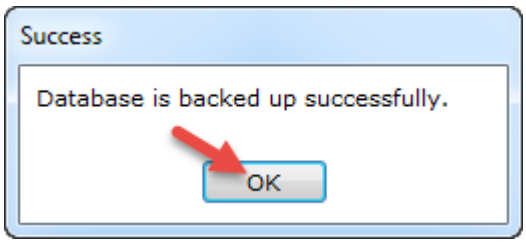


6. Click on **Yes** to take a back up of your database.

- A screen will be shown to you to save this back up file. Choose a folder and enter any name for back up file. Click on **Save**.

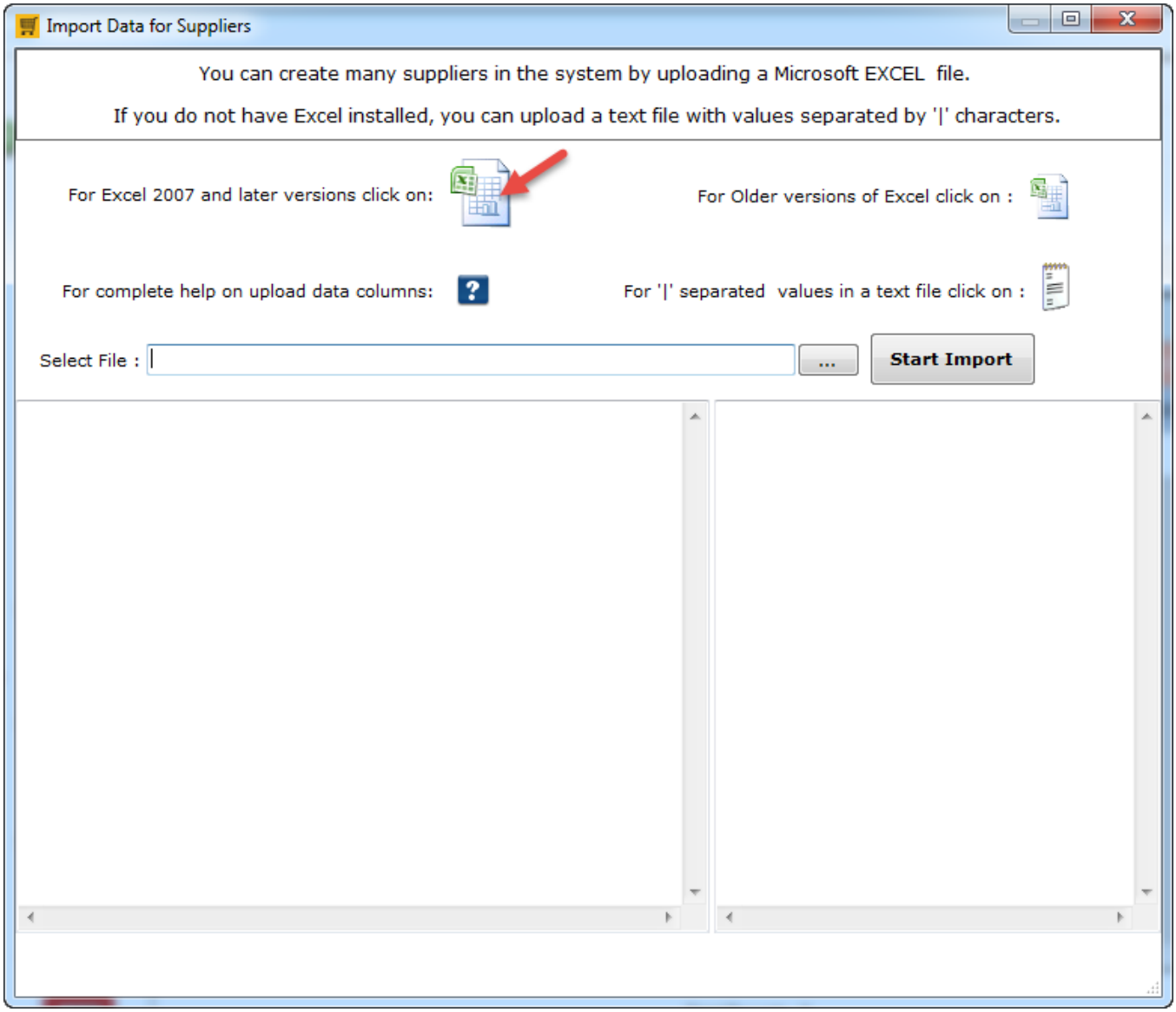


7. A message will be shown to you as database back up gets completed. Click on **OK**.



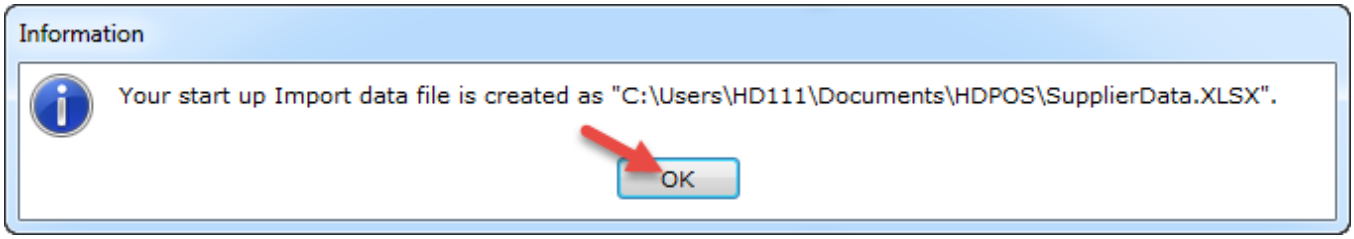
8. Click on **No**, You will get the screen of **Import data for Suppliers**.

9. Click on **Excel Template image** button according to the version of Excel you have installed at your computer.



10. An Information message will be shown with the location of the excel file that gets created to enter details of Suppliers.

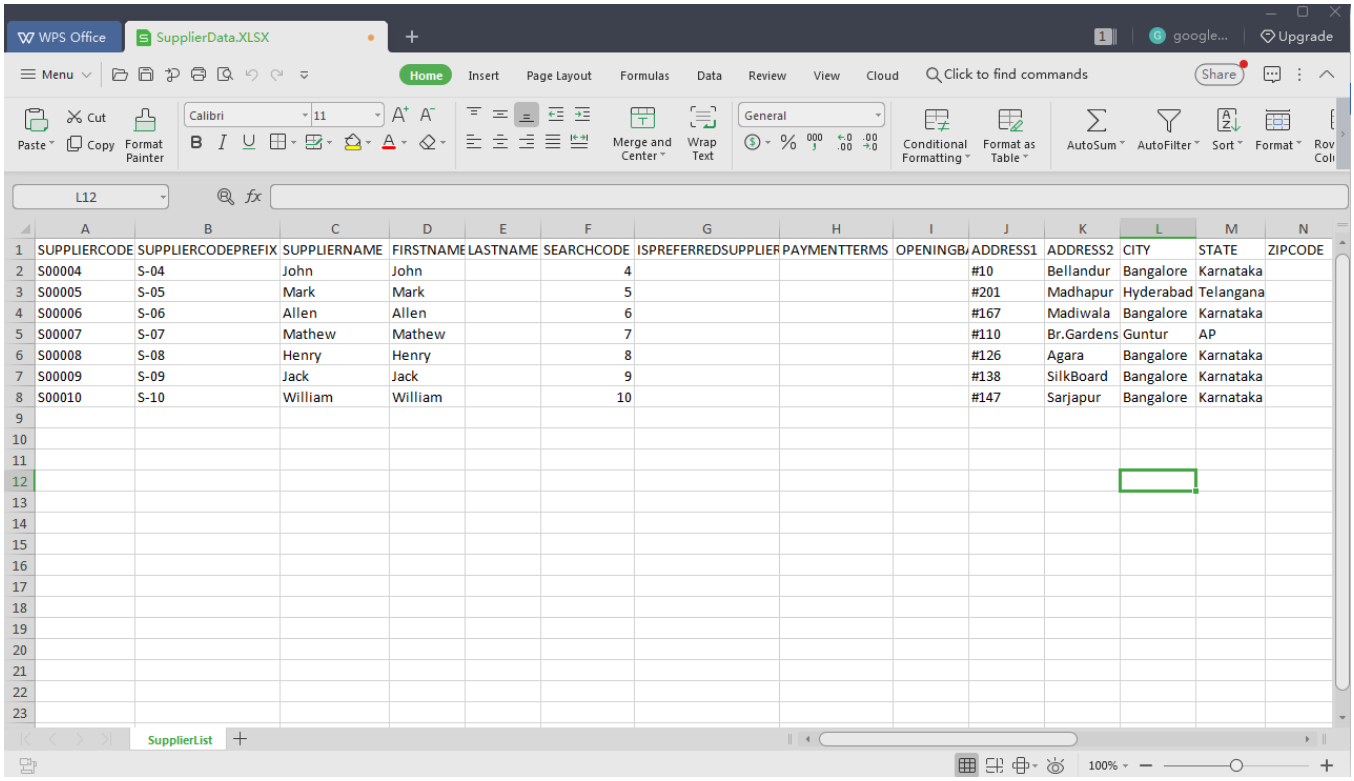
11. Click on **OK**.



12. In the excel file that got opened, enter all the details of Suppliers for your business.

a) Mandatory Field in this excel file is **First Name**.

b) If you don't enter any **Supplier Code**, it will be generated automatically by the HDPOS.

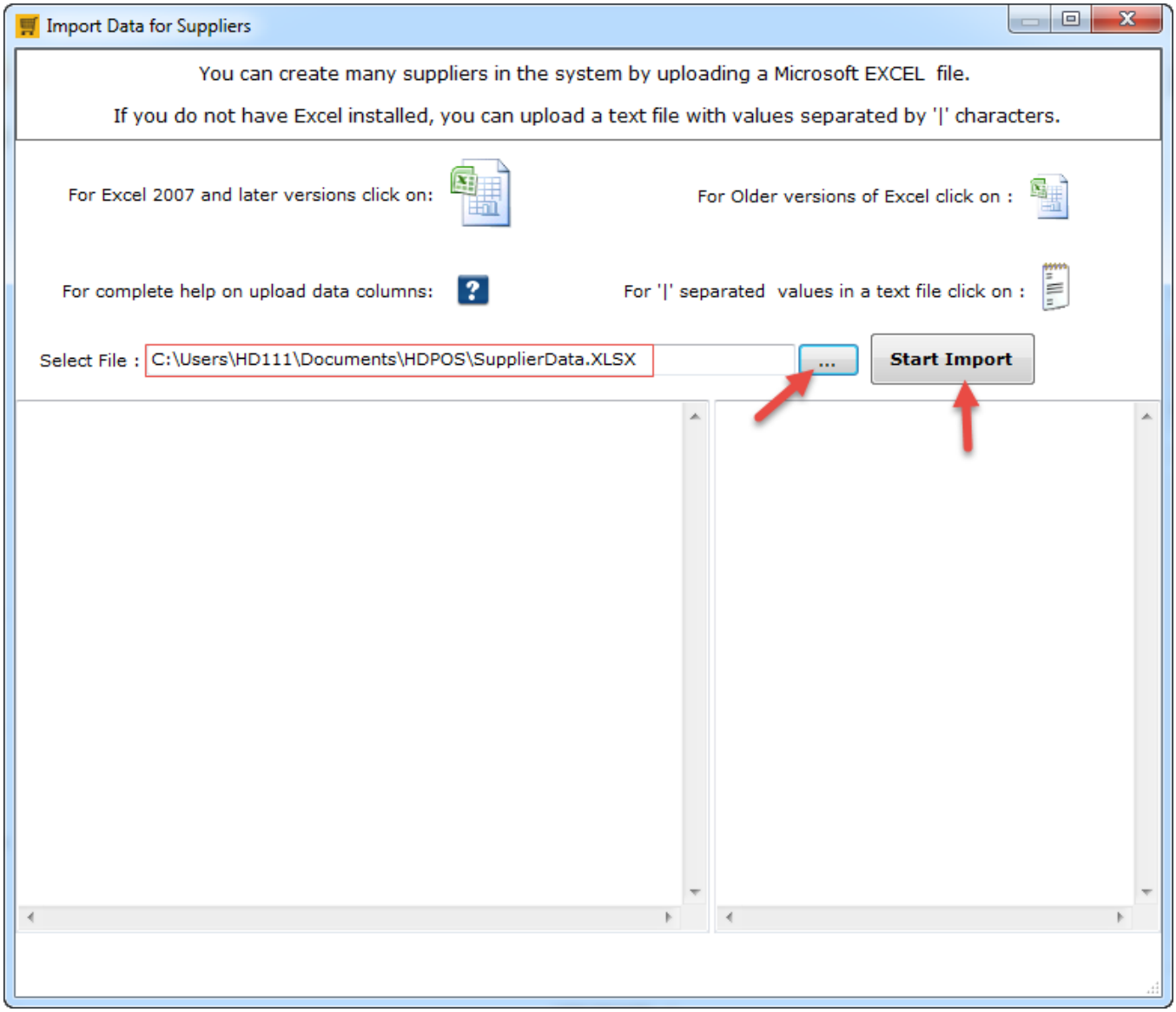


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SUPPLIERCODE	SUPPLIERCODEPREFIX	SUPPLIERNAME	FIRSTNAME	LASTNAME	SEARCHCODE	ISPREFERREDSUPPLIER	PAYMENTTERMS	OPENINGBA	ADDRESS1	ADDRESS2	CITY	STATE	ZIPCODE
2	S00004	S-04	John	John		4				#10	Bellandur	Bangalore	Karnataka	
3	S00005	S-05	Mark	Mark		5				#201	Madhapur	Hyderabad	Telangana	
4	S00006	S-06	Allen	Allen		6				#167	Madiwala	Bangalore	Karnataka	
5	S00007	S-07	Mathew	Mathew		7				#110	Br.Gardens	Guntur	AP	
6	S00008	S-08	Henry	Henry		8				#126	Agara	Bangalore	Karnataka	
7	S00009	S-09	Jack	Jack		9				#138	SilkBoard	Bangalore	Karnataka	
8	S00010	S-10	William	William		10				#147	Sarjapur	Bangalore	Karnataka	
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														

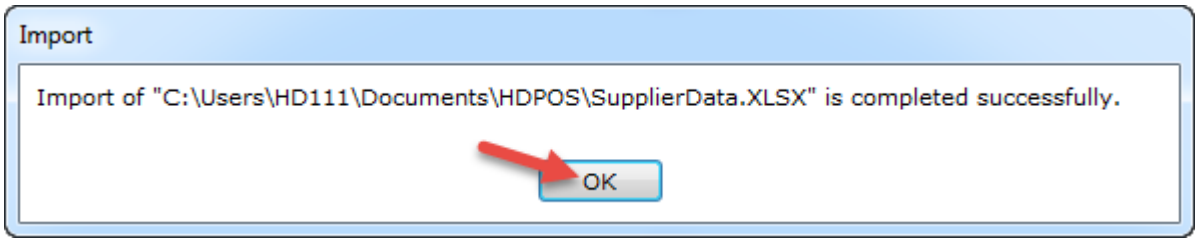
13. After entering all details of Suppliers, **Save** and **close** the excel file.

14. Go back to **HDPOSsmart**. In **Import Data for Suppliers** screen, select the saved excel file of items by clicking on 3 dotted button beside on **Select File** field.

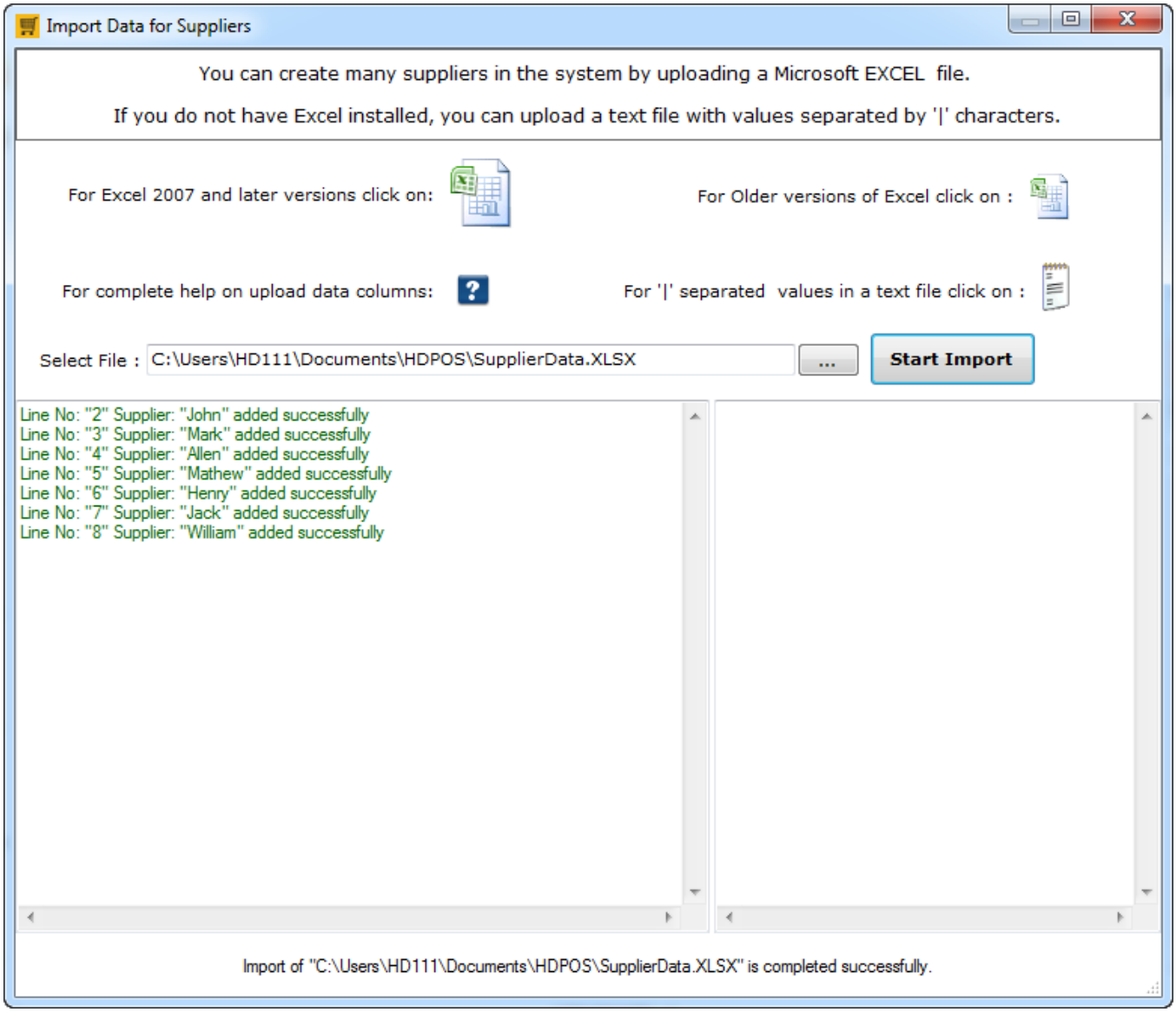
15. Click on **Start Import** button.



16. All details will be validated and a message will be shown to you. Click on **OK**.



17. You can see all Supplier details have been added onto the screen.



18. Close the above screen and you can see all Suppliers details got uploaded onto **Manage Supplier screen**.


Suppliers
Items
GRN
Manage Sto...
Transfer St...
Cash Regist...
Sales Invoi...
Customers
Receive Pa...
Suppliers
Make Paym...
Business Lo...
Sales Returns
Employees
Access Rig...
Reports
Barcode Pri...
Show Images
Show Supplier have Pending Payment within
0
Days
Show Active
Show Inactive
Show All
Search
Supplier Code
Name
Search Code
VATNo
CSTNo
GSTNumber
TINNo
PANNo
S00001
Grocery Bazaar
29UGDR7593152Z5
311246925789
UGDR759315
S00002
Allen Brothers Wholesalers
03ASRE1256641Z3
30000000005
ASRE125664
S00003
National Traders
3
D3VBG1
CR43HT6
Y4JGKZ15
T654JGK
APZ15T789GH
S00004
John
4
S00005
Mark
5
S00006
Allen
6
S00007
Mathew
7
S00008
Henry
8
S00009
Jack
9
S00010
William
10
Total Records : 10
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
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