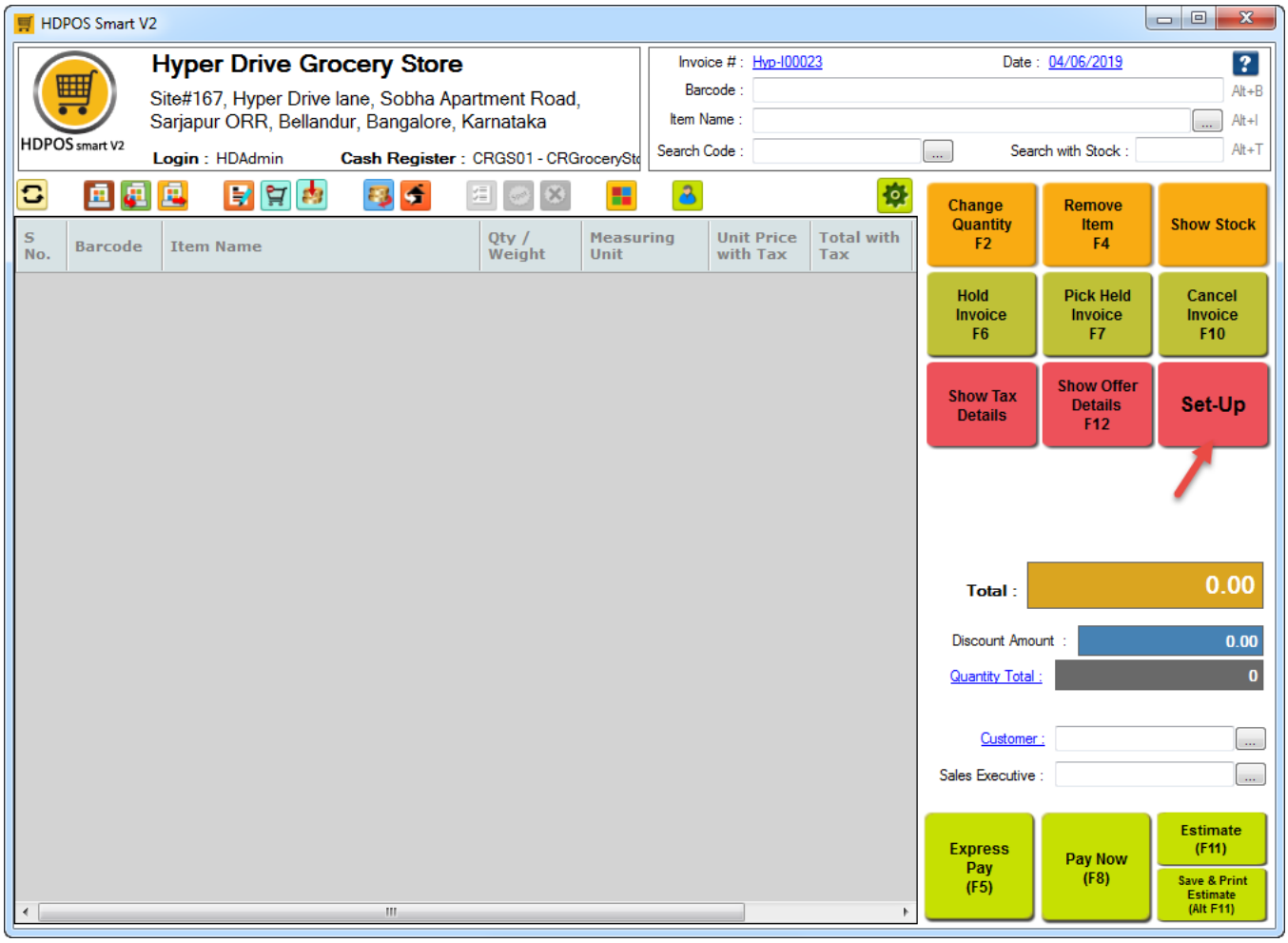
How to generate a Purchase Order for stock below reorder level?

To generate a Purchase Order for stock below reorder level, follow the steps below:

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

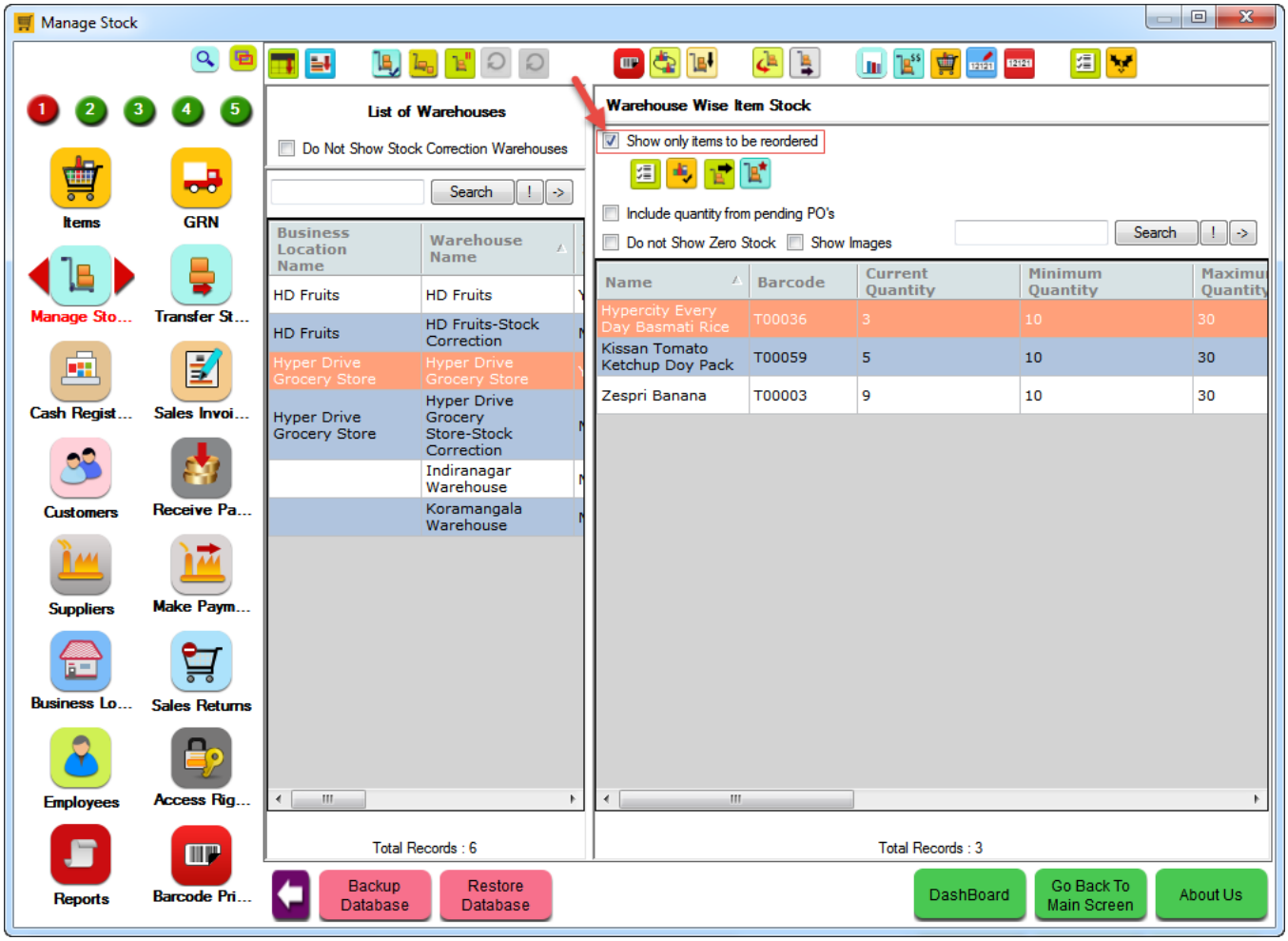


2. From 1st page of **Set-Up**, click on **Manage Stock.**



3. Check the **Show only Items to be reordered** checkbox.

This will show all the items whose stock is below the reorder level.



4. You can see 4 buttons below the Show only items to be reordered check box.

a. **Generate PO**

b. **Generate PO for all Items**

c. **Generate Stock Request**

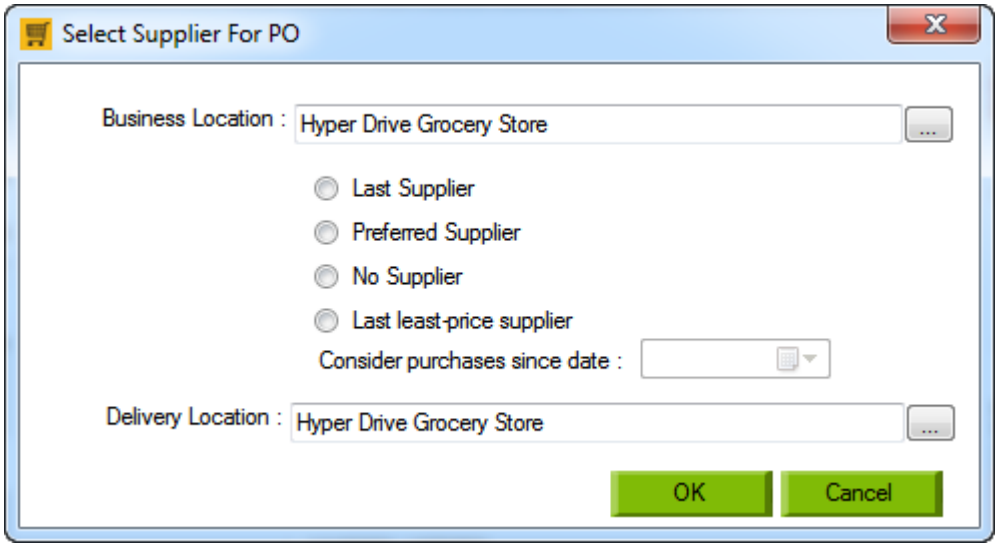
d. **Generate Stock Request for all Items**

5. Click on **Generate PO** or **Generate PO for all Items** buttons to generate purchase order.

a. **Generate PO** will generate purchase order for selected item and

b. **Generate PO for all Items** will generate purchase order for all items.

6. **Select Supplier for PO** window is displayed.



i. Select **Business Location** for creating purchase order.

ii. Select supplier for creating PO.

a. **Last Supplier**: The supplier from whom the item was purchased last time will be selected for PO generation. If different items were purchased from different suppliers, multiple Purchase Orders will be created.

b. **Preferred Supplier**: Each item will have a preferred supplier specified in item definition. The Purchase order for the items will be created based on the preferred supplier mentioned for the items.

c. **No Supplier**: No supplier for PO is selected, so that once all the items are added to the Purchase order window, you can select any of the suppliers manually, before saving.

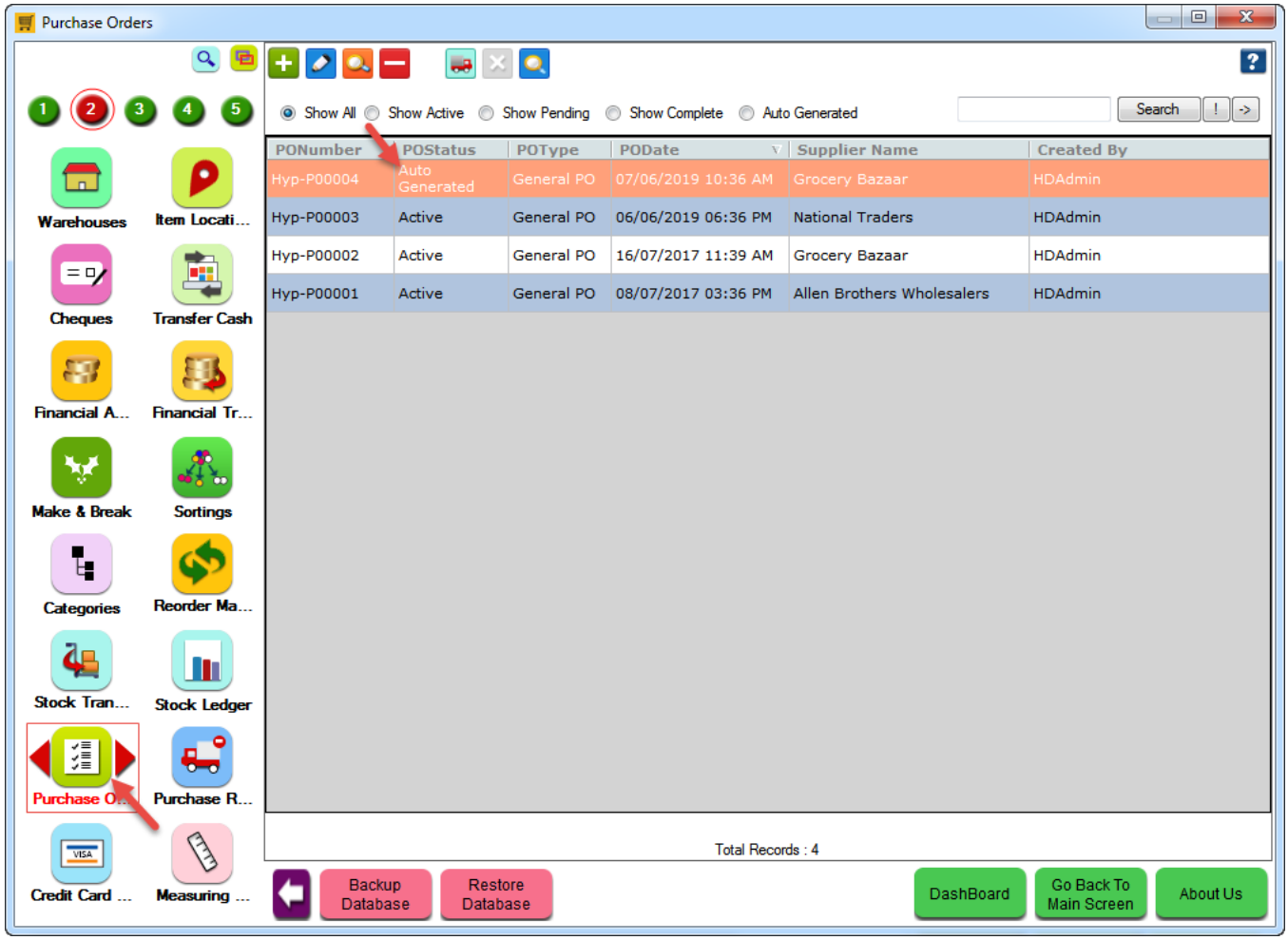
d. **Last least-price supplier**: Suppliers for each of the items will be considered based on the last purchases made for the item, and the supplier who had provided the item at the least price is selected for the item's purchase order creation. On selecting this option, **Consider purchases since date** section is enabled, where you can provide a date, and only the purchases made since that date are considered for selecting the supplier.

iii. Select the **Delivery Location** for the purchase order.

iv. Click on **OK.**

NOTE: When Last Supplier, Preferred Supplier, or Last least-price supplier is selected, the purchase order is automatically created. But when **No Supplier** is selected, the **New Auto Generate General PO** window is opened with all the selected items, where you have to select the supplier before saving.

7. Go to **Purchase Orders** from 2nd page of **Setup** to view the purchase orders created.


Purchase Orders
Show All
Show Active
Show Pending
Show Complete
Auto Generated
Search
PONumber
POStatus
POType
PODate
Supplier Name
Created By
Hyp-P00004
Auto Generated
General PO
07/06/2019 10:36 AM
Grocery Bazaar
HDAdmin
Hyp-P00003
Active
General PO
06/06/2019 06:36 PM
National Traders
HDAdmin
Hyp-P00002
Active
General PO
16/07/2017 11:39 AM
Grocery Bazaar
HDAdmin
Hyp-P00001
Active
General PO
08/07/2017 03:36 PM
Allen Brothers Wholesalers
HDAdmin
Total Records : 4
Warehouses
Item Locati...
Cheques
Transfer Cash
Financial A...
Financial Tr...
Make & Break
Sortings
Categories
Reorder Ma...
Stock Tran...
Stock Ledger
Purchase O...
Purchase R...
Credit Card ...
Measuring ...
Backup Database
Restore Database
DashBoard
Go Back To Main Screen
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