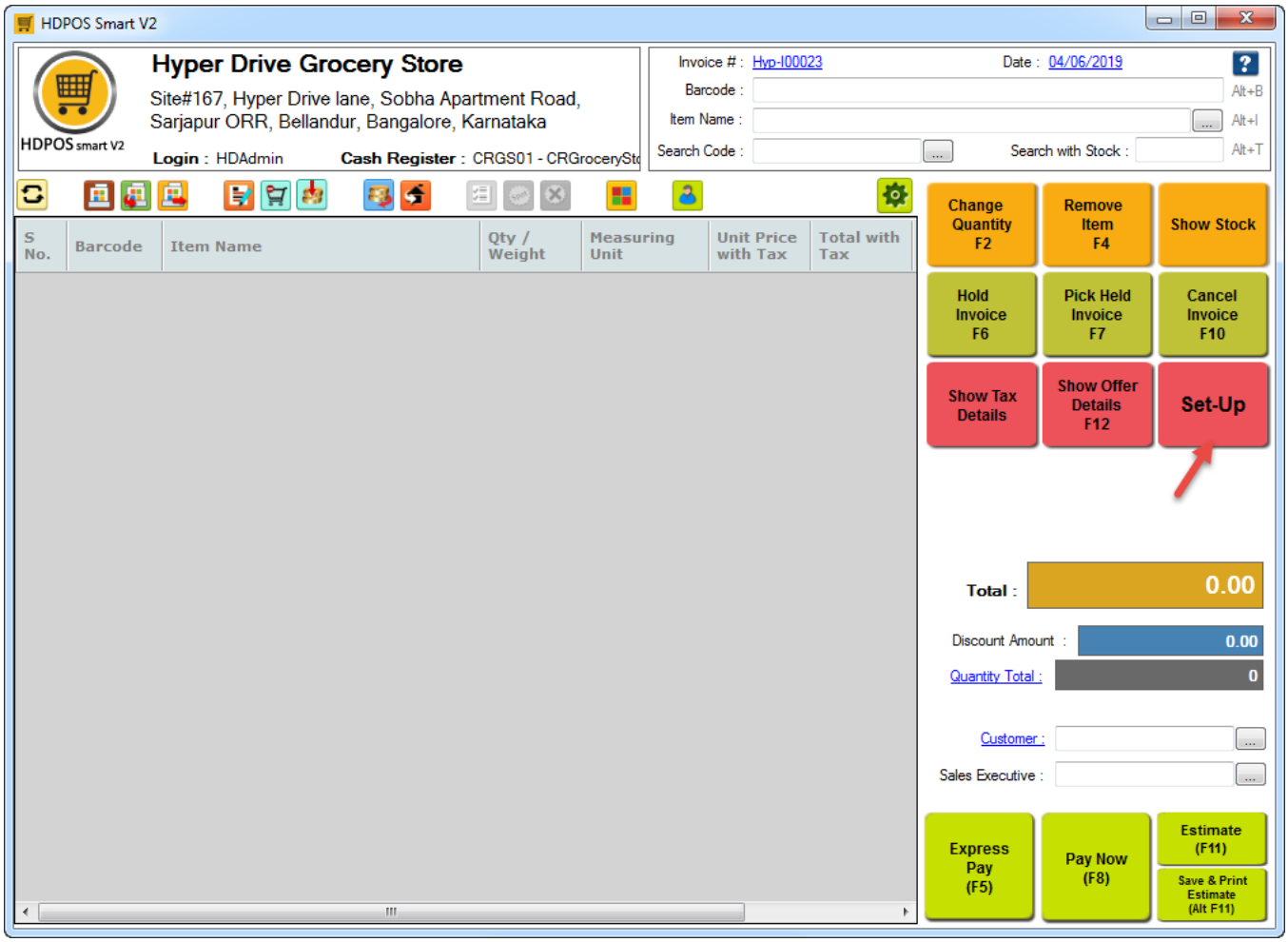
# How to Import items in Purchase Order?

Many times when we are creating a purchase order for orders to be placed it may not be convenient to add each and every item and add quantity to each of them separately. In such cases we can quickly enter the barcode or item name we want to order and the quantity to be ordered in excel and upload the same in PO.

Here are the steps to Import items in Purchase Order in HDPOSsmart.

1. Run **HDPOS smart**.

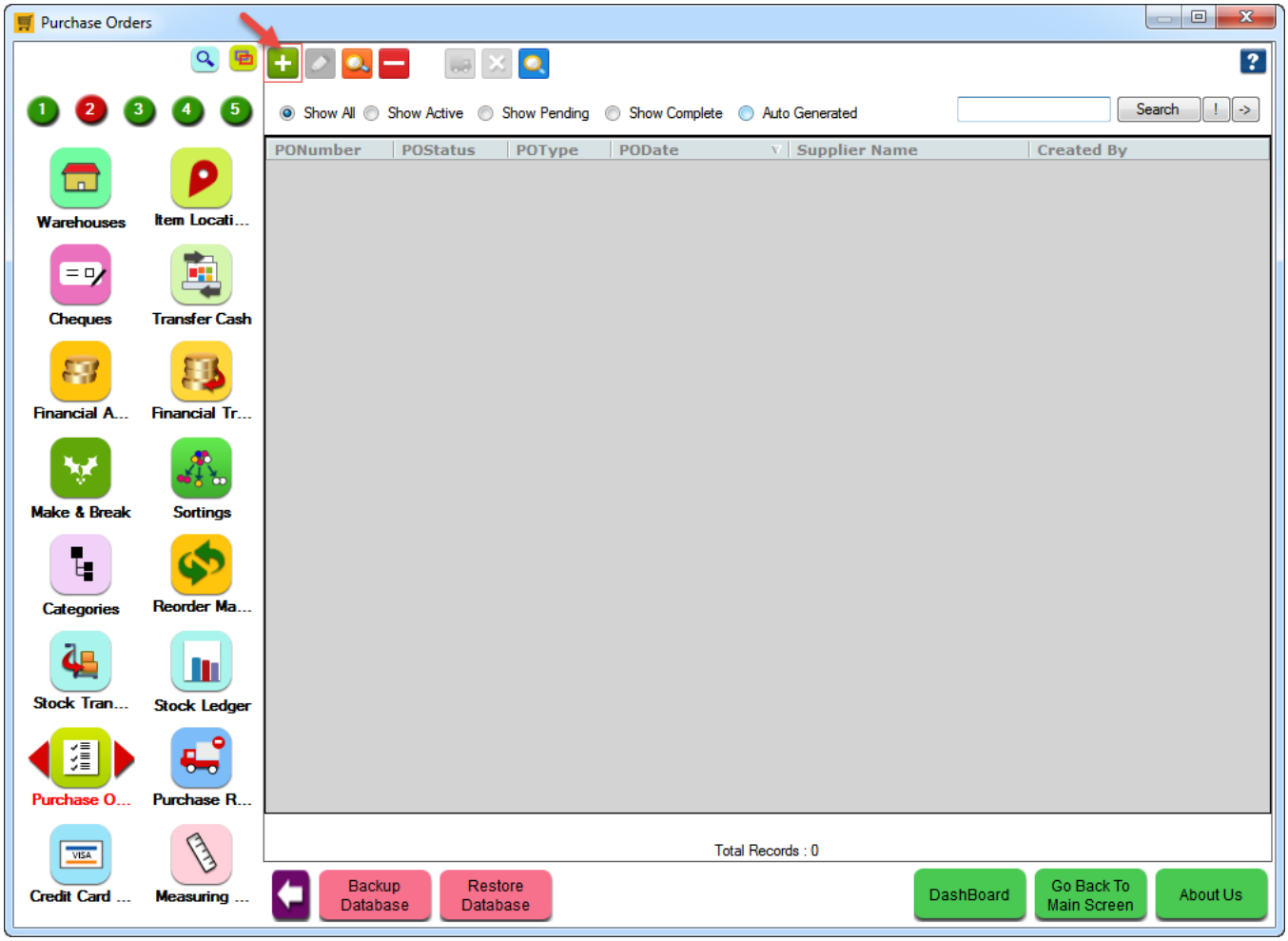
2. From main screen click on **Set-Up** button.



3. From **2nd** Page of Set-Up click on **Purchase order**.




4. From **PO Manager** screen click on **Create PO** tool strip button.

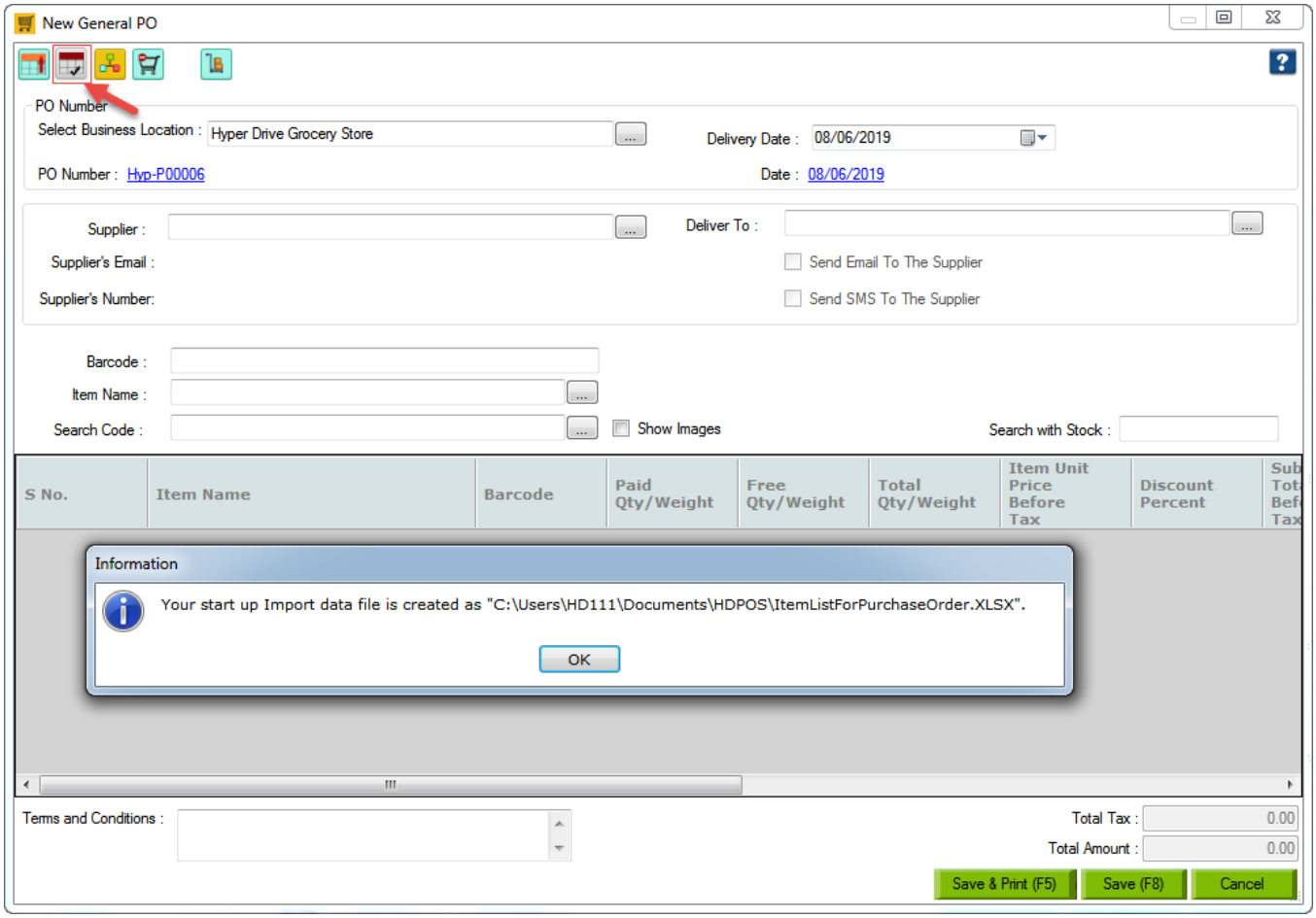



5. You will get the **New General PO** screen

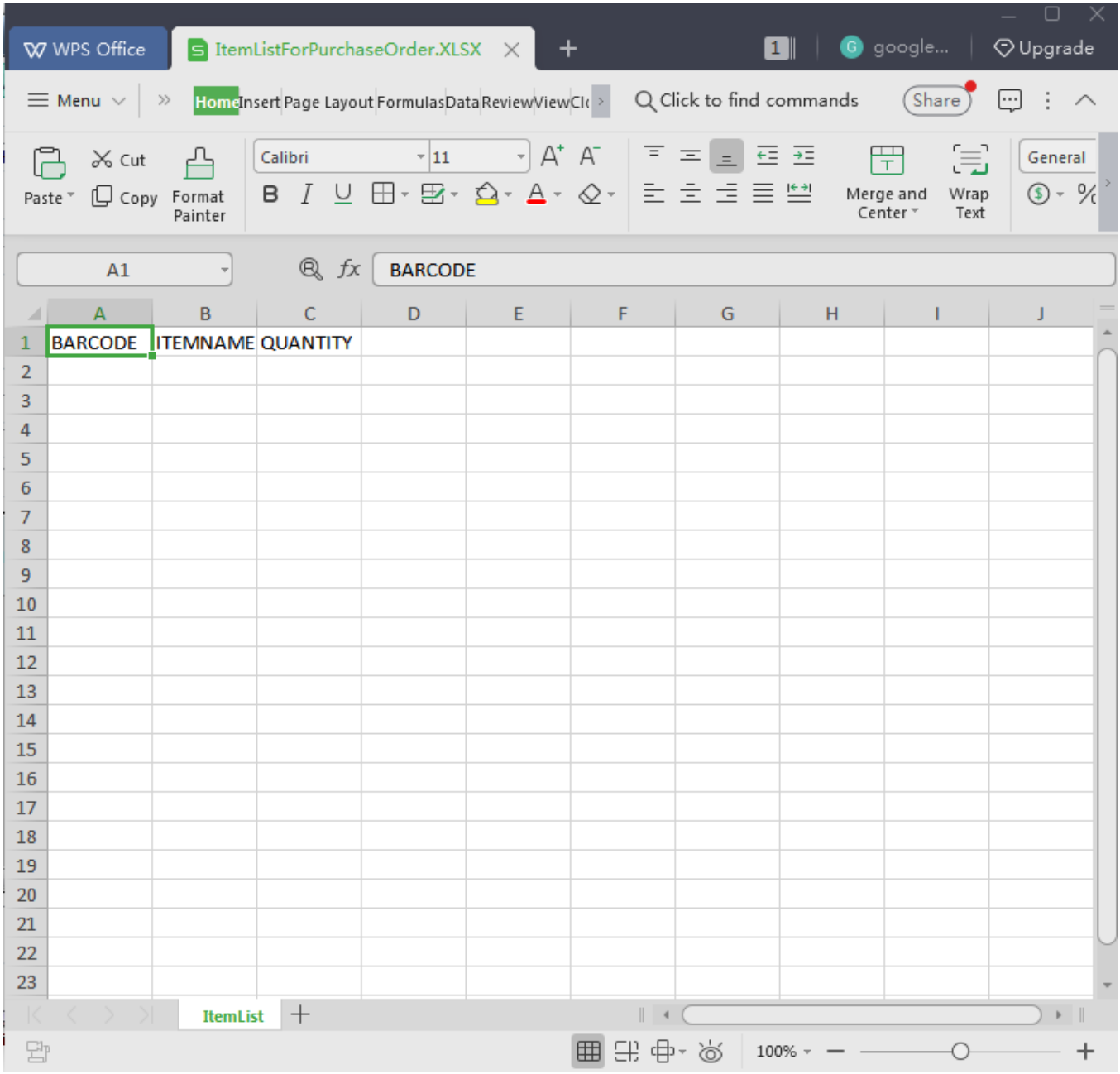
a. Click on '**Create Template for PO**' option from the tool strip.

b. This will bring up a pop message informing you of where your excel file will get created by default.

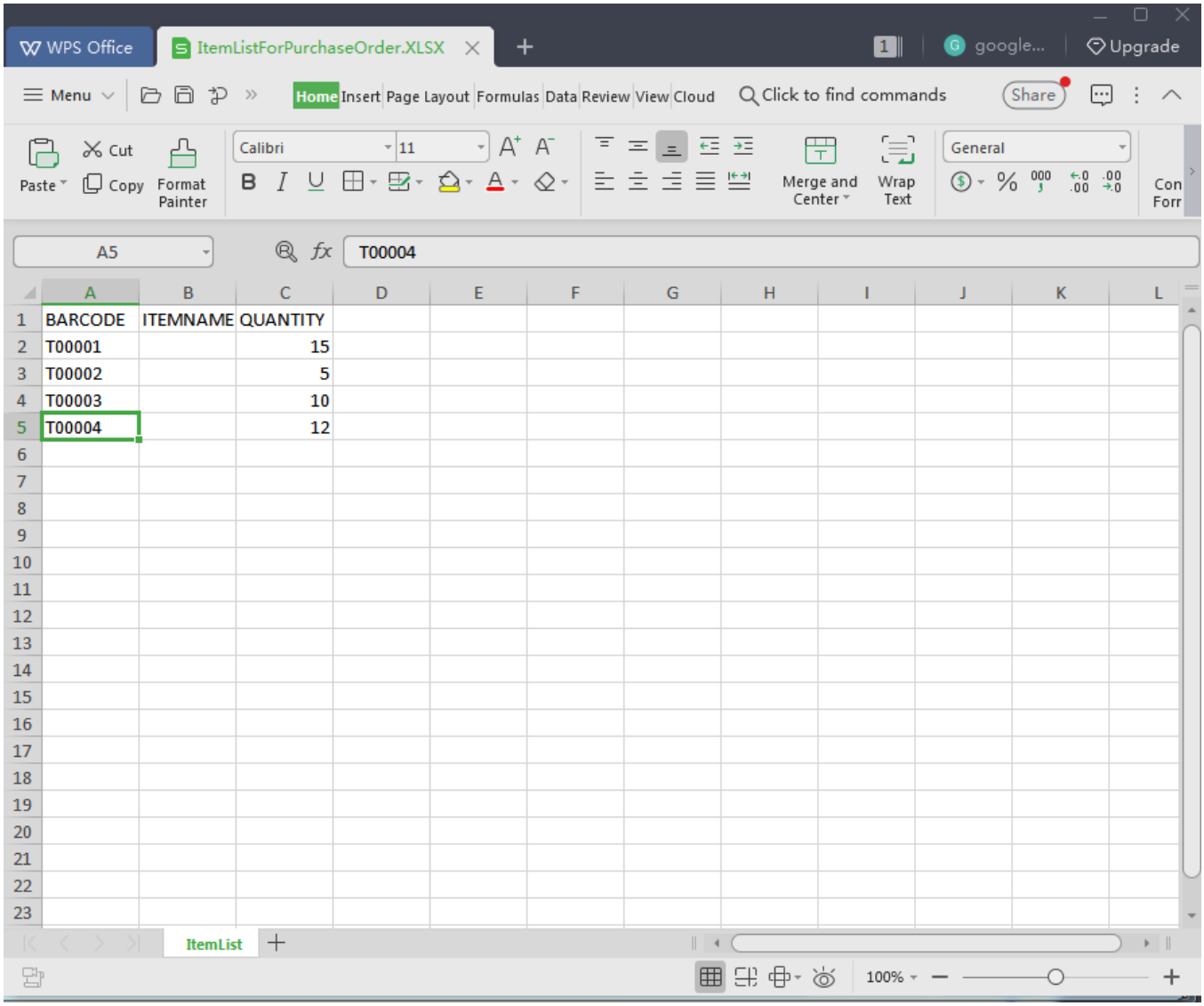
c. Click on **OK.**




d. This will open an excel sheet as shown below.



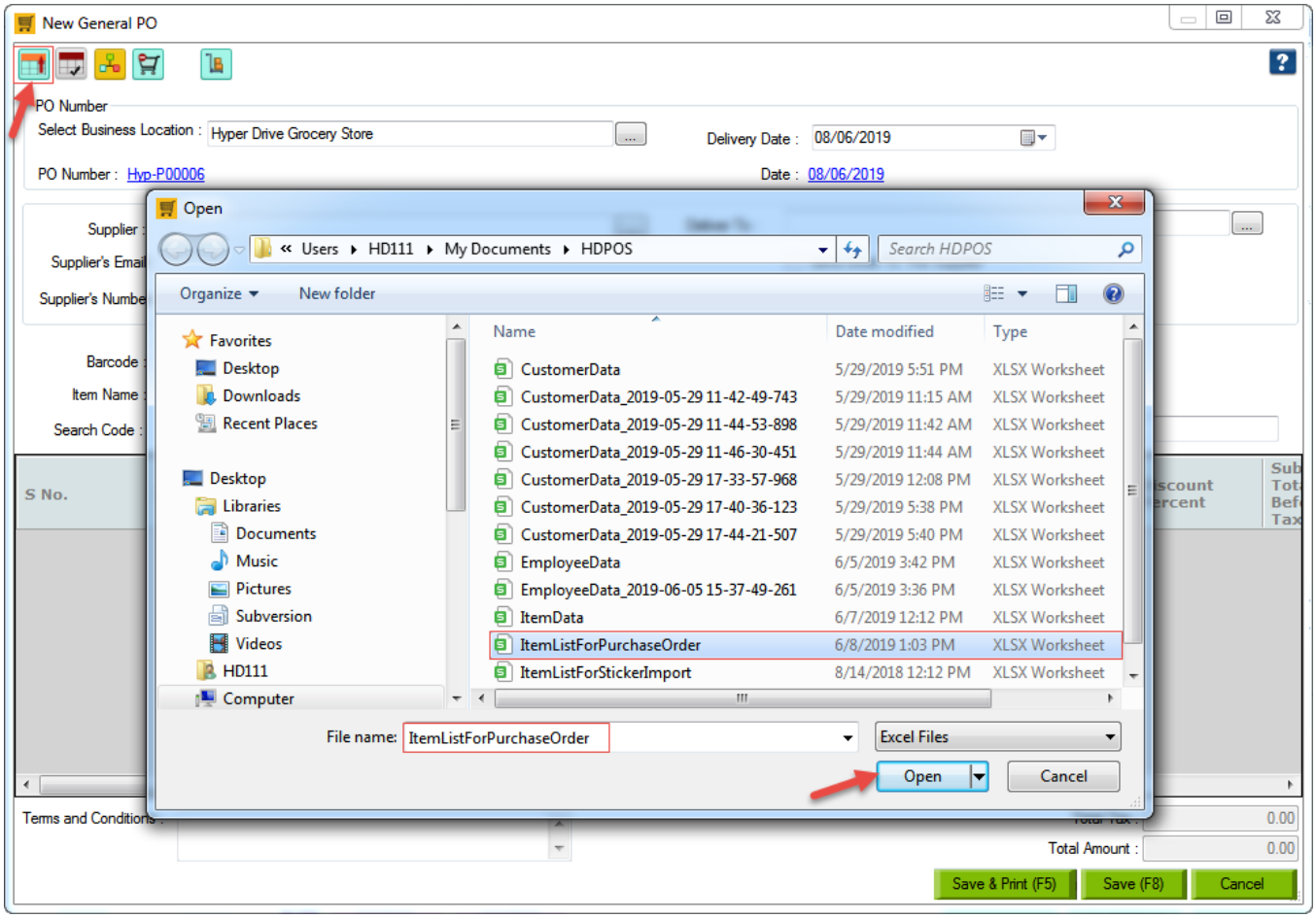

e. Here you can enter the **Barcode**, **item name** (optional) and **required quantity** for which the purchase order needs to be created.



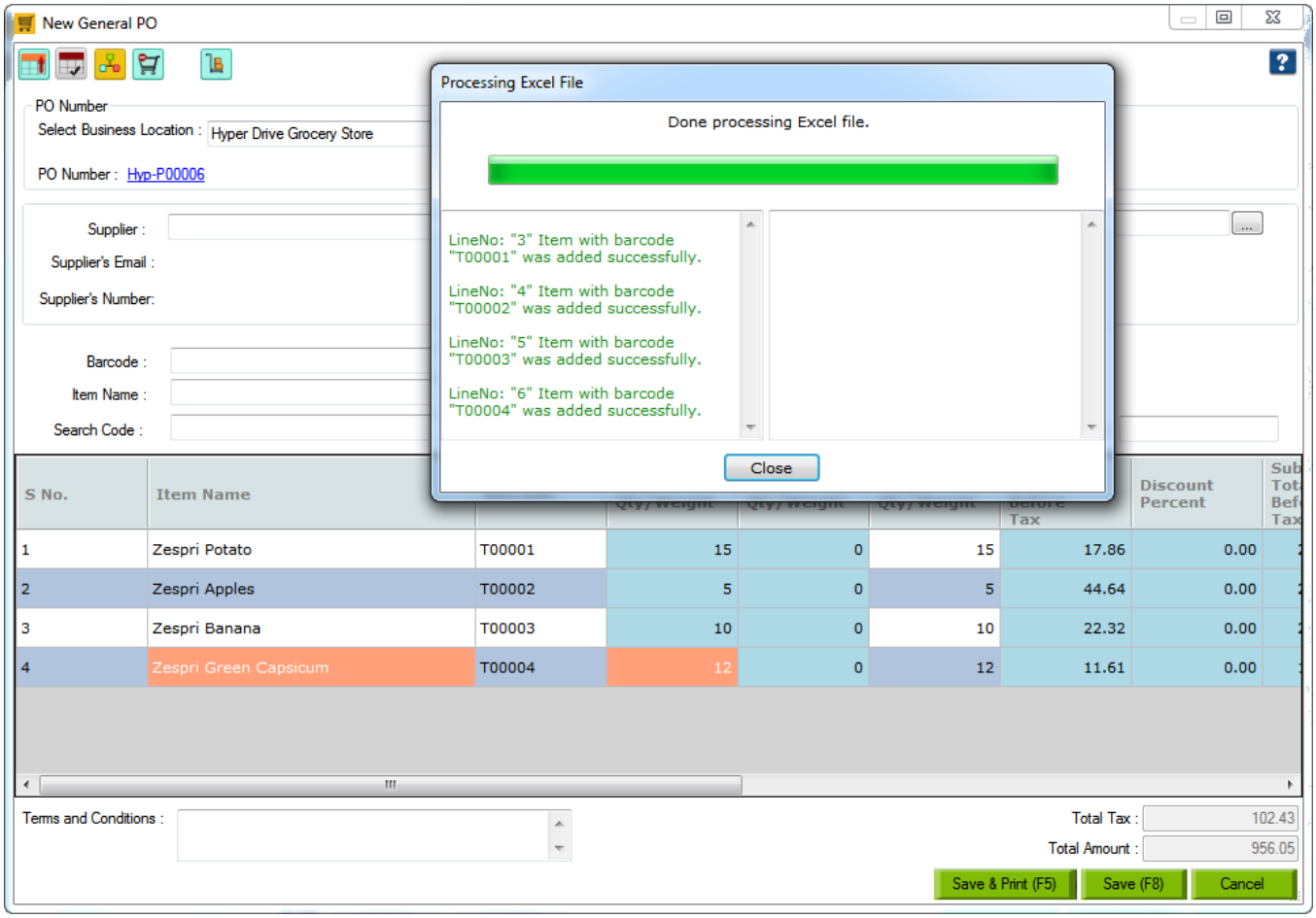

f. **Save** the file.

g. Click on '**Import Items from Excel**' option from the tool strip.

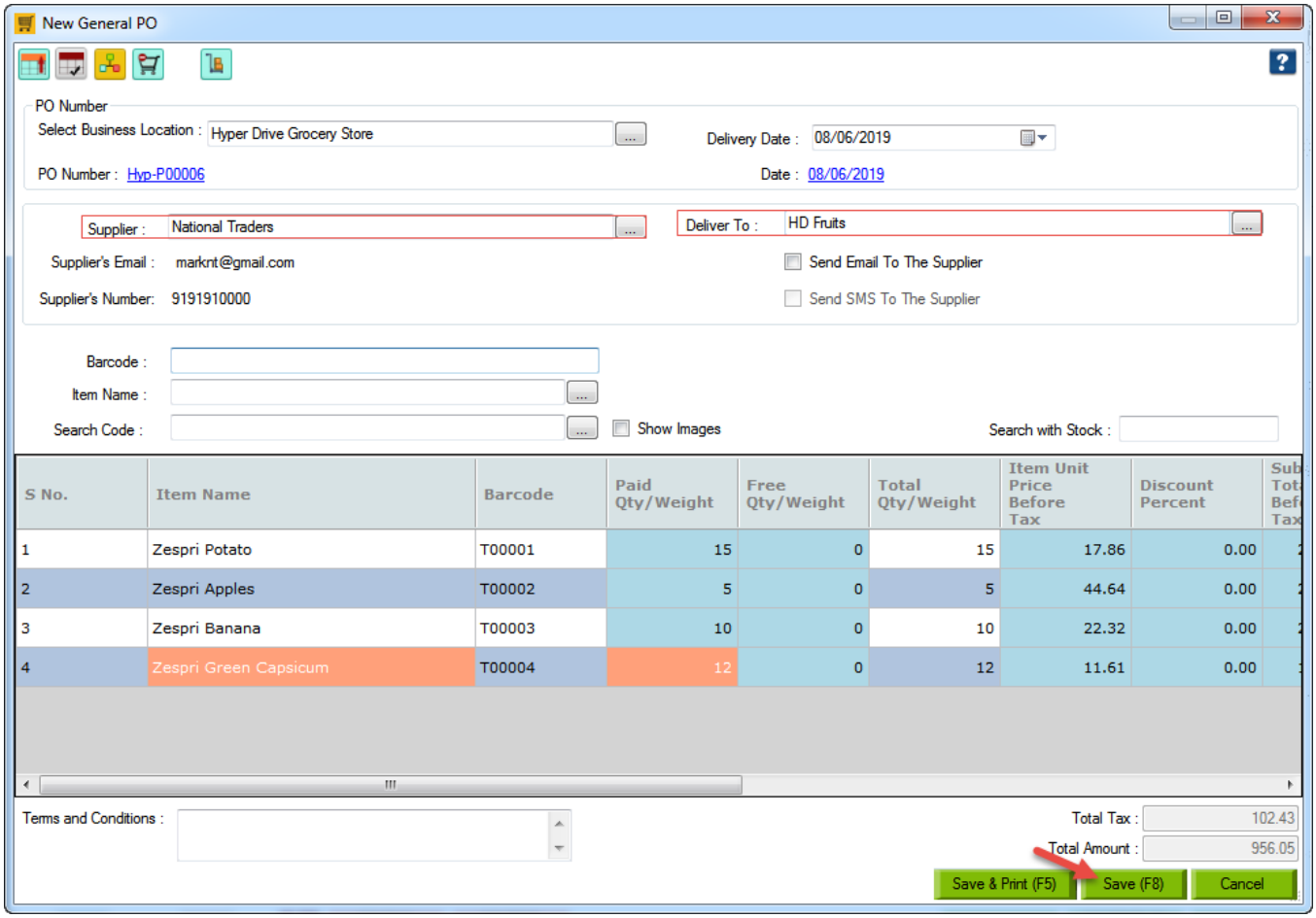
h. **Select the file** that you saved.




i. This will now process your data and will **populate all the items** in the grid.




j. Once you items get added you can now select the **supplier** and **delivery location** and **save** or **Save and print** the purchase order.


New General PO
PO Number
Select Business Location : Hyper Drive Grocery Store
Delivery Date : 08/06/2019
PO Number : Hyp-P00006
Date : 08/06/2019
Supplier : National Traders
Deliver To : HD Fruits
Supplier's Email : marknt@gmail.com
Send Email To The Supplier
Supplier's Number: 9191910000
Send SMS To The Supplier
Barcode :
Item Name :
Search Code :
Show Images
Search with Stock :
S No.
Item Name
Barcode
Paid Qty/Weight
Free Qty/Weight
Total Qty/Weight
Item Unit Price Before Tax
Discount Percent
1 Zespri Potato T00001 15 0 15 17.86 0.00
2 Zespri Apples T00002 5 0 5 44.64 0.00
3 Zespri Banana T00003 10 0 10 22.32 0.00
4 Zespri Green Capsicum T00004 12 0 12 11.61 0.00
Terms and Conditions :
Total Tax : 102.43
Total Amount : 956.05
Save & Print (F5)
Save (F8)
Cancel