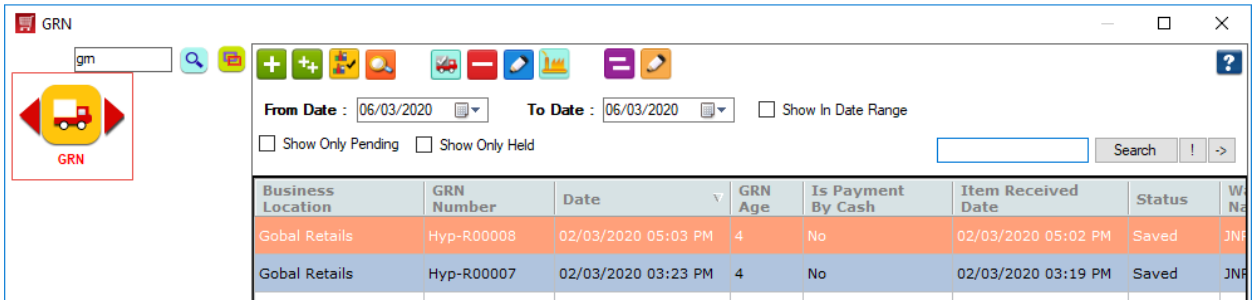
How to receive stock for a manual batch item?

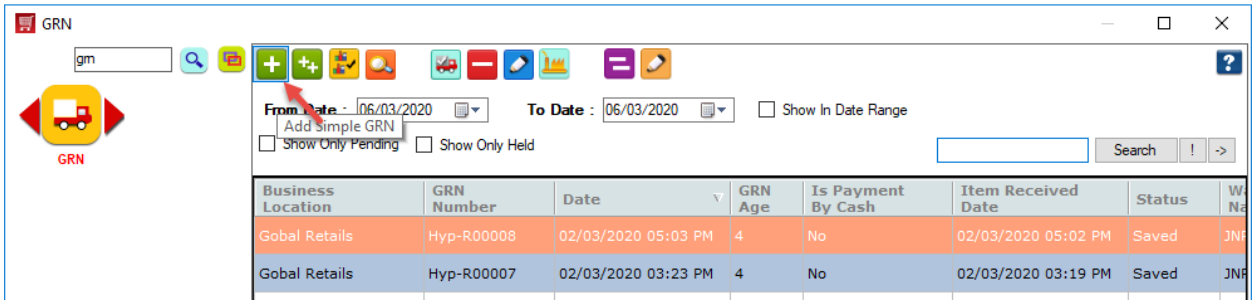
HDPOS smart v2 Tutorials

Run HDPOS smart.

1. From main invoice screen, click on Set-Up.
2. Go to **GRN** module.



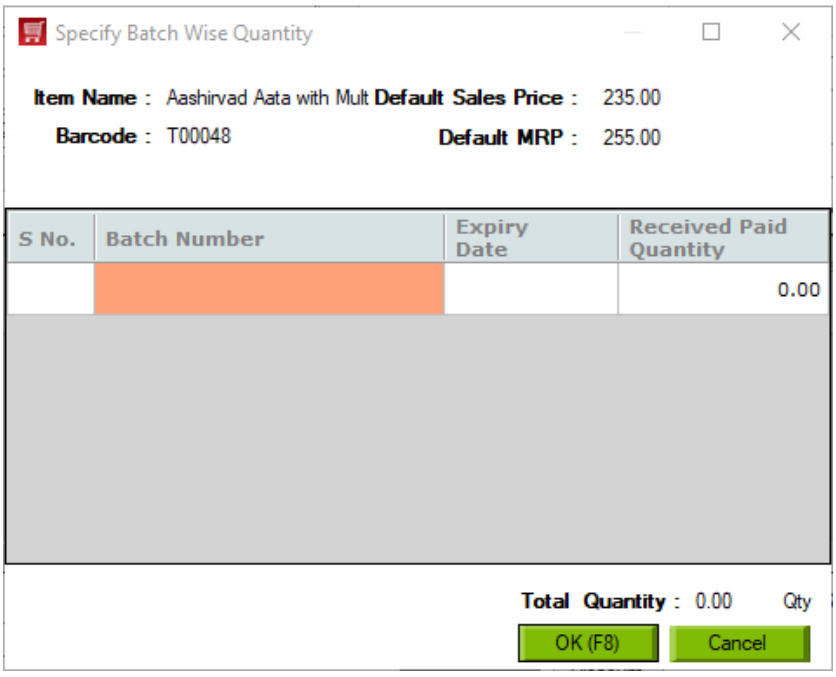
3. From **GRN** module , click on **Add Simple GRN** button from the tool strip



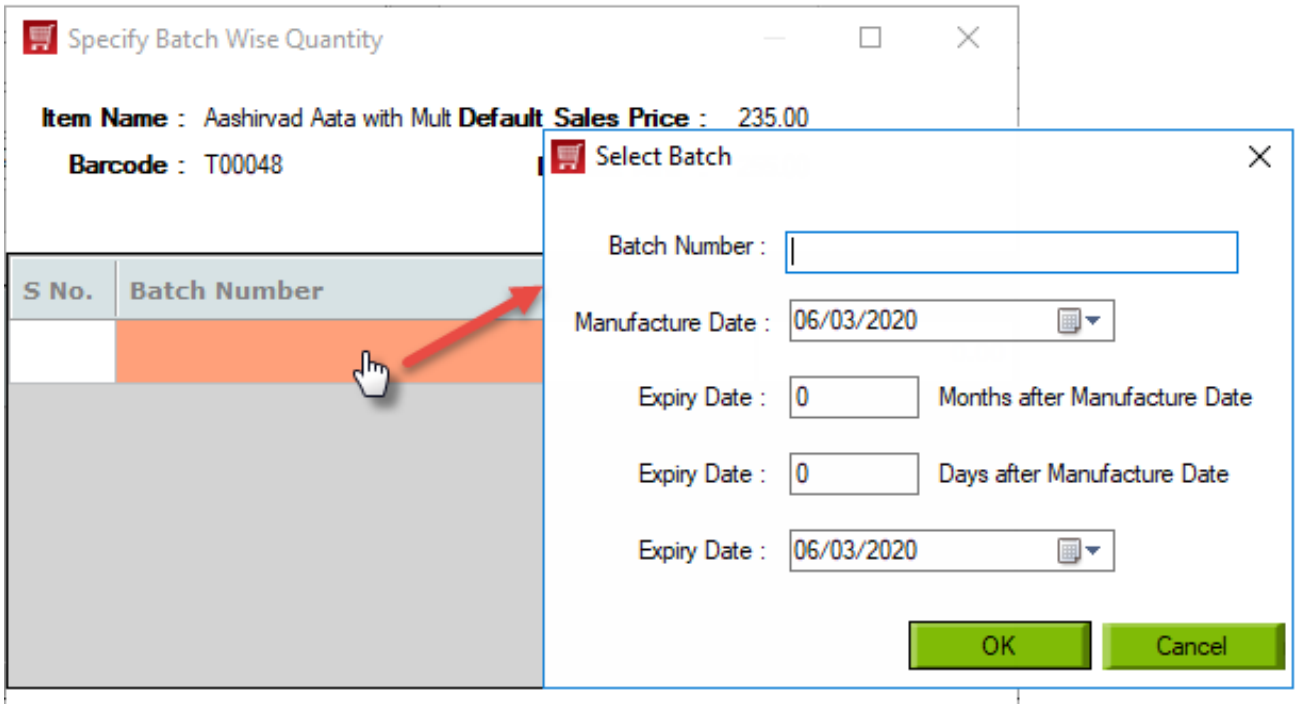
4. From the **New GRN** screen,

a. Select the manual batch item by scanning its barcode or selecting it from item name field.

i. Once you enter the item, you will see the 'Specify Batch Wise Quantity' screen as shown below where batch details for the item should be added.

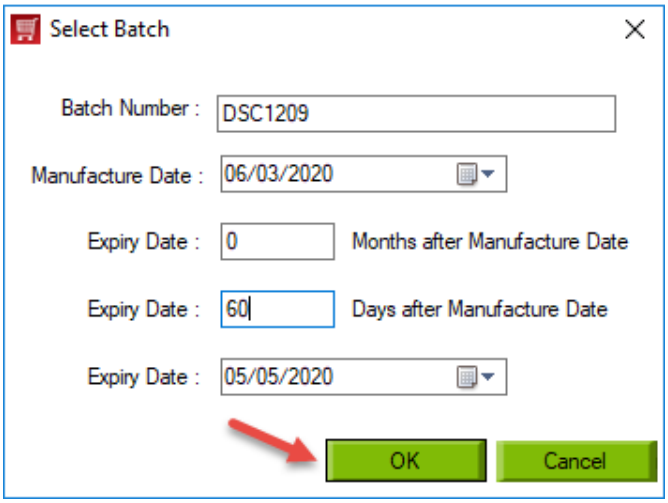


ii. Click on Batch Number field, you will see ‘Select Batch’ screen to enter the batch batch details of the item.



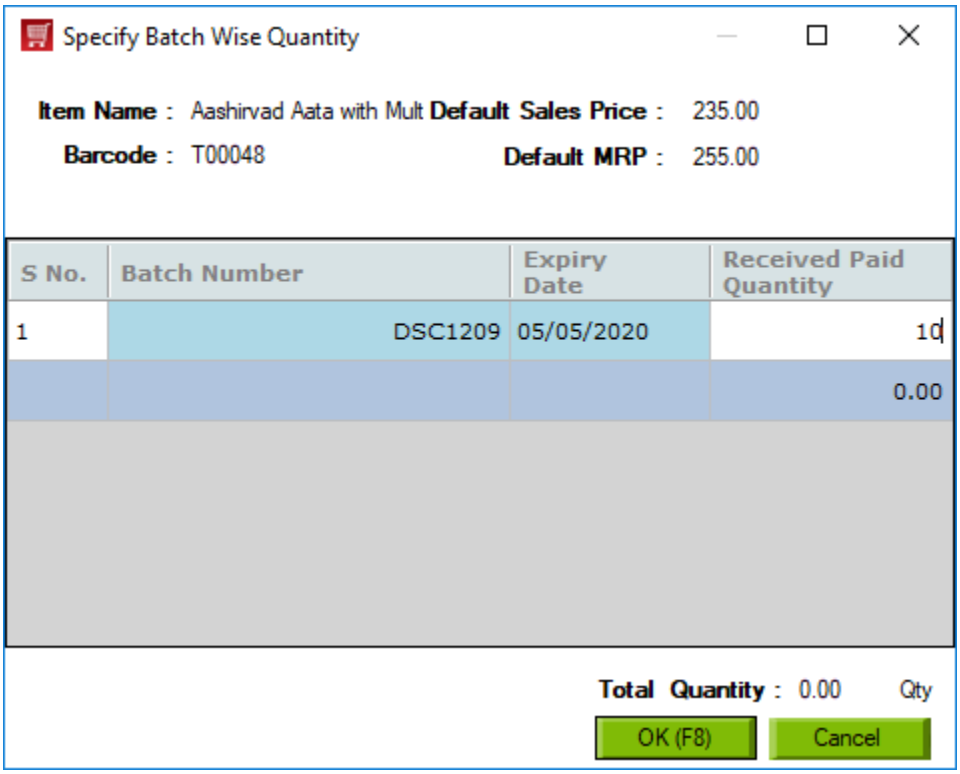
- **Batch Number:** Enter the batch number of the item you are receiving.
- **Manufactured Date:** Enter the manufactured date of the item.
- **Expiry Date (in Months after Manufacture Date):** Enter the number of months after which the item will be expired. When you enter this value, Expiry Date field will be adjusted accordingly.
- **Expiry Date (in Days after Manufacture Date):** Enter the number of days after which the item will be expired. When you enter this value, Expiry Date field will be adjusted accordingly.

- **Expiry Date:** You can directly enter an expiry date or when you enter value for Expiry Date (in Months)/ (in Days) the date will be adjusted automatically.
- Click on **OK.**

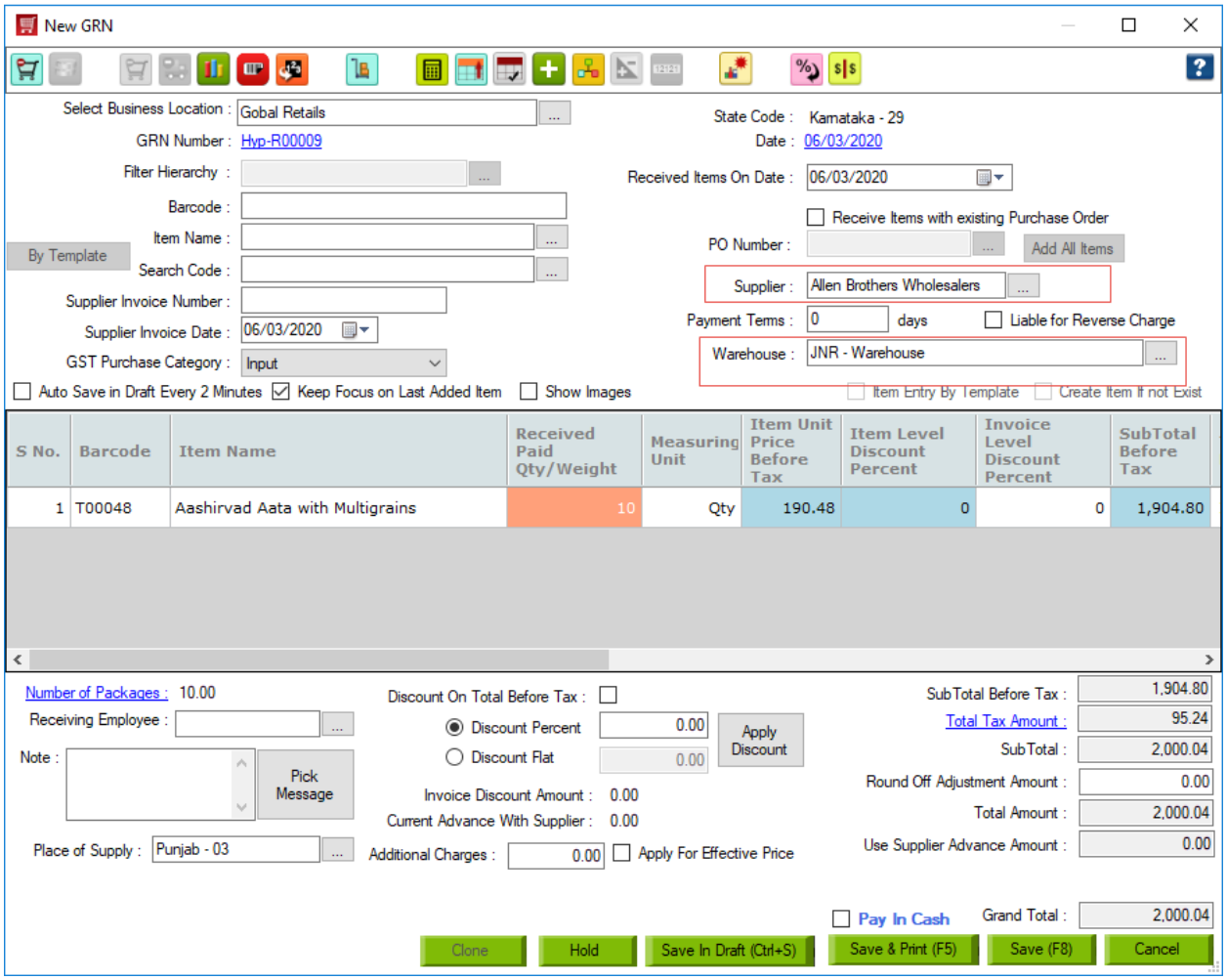


Note: Repeat this step to add multiple batches details of which you are receiving stock.

iii. You will see the 'Specify Batch wise Quantity' screen changed as below. It will have the details of batch number and expiry date. Enter the amount of quantity you have received. Click on **OK.**



a. Select the supplier name from who m the stock is being received.
b. Select the warehouse into which the stock will be added.
c. Enter the received quantity.
d. Enter the unit price for item.
e. Click on **Save**.



5. You can see the stock of that item as below from Manage Stock screen,

