

How to assign preferred supplier to Items?

HDPOS allows for having preferred suppliers for items. These preferred suppliers are used to auto generate purchase orders when the stock of the item is less than reorder level.

The steps to select preferred supplier for items are as shown below :

Method 1: Assign Preferred Supplier to items individually

1. Run **HDPOS smart**, and click on **Set-Up**.

HDPOS Smart V2

Hyper Drive Electricals
167, Hyper Drive Lane, 2nd Cross, Sobha Apartment
Road, Sarjapur ORR Bellandur, Bengaluru, Karnataka,
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice # : Hyp-100011 Date : 29/05/2019 ?
Barcode : Alt+B
Item Name : Alt+I
Search Code : Search with Stock : Alt+T

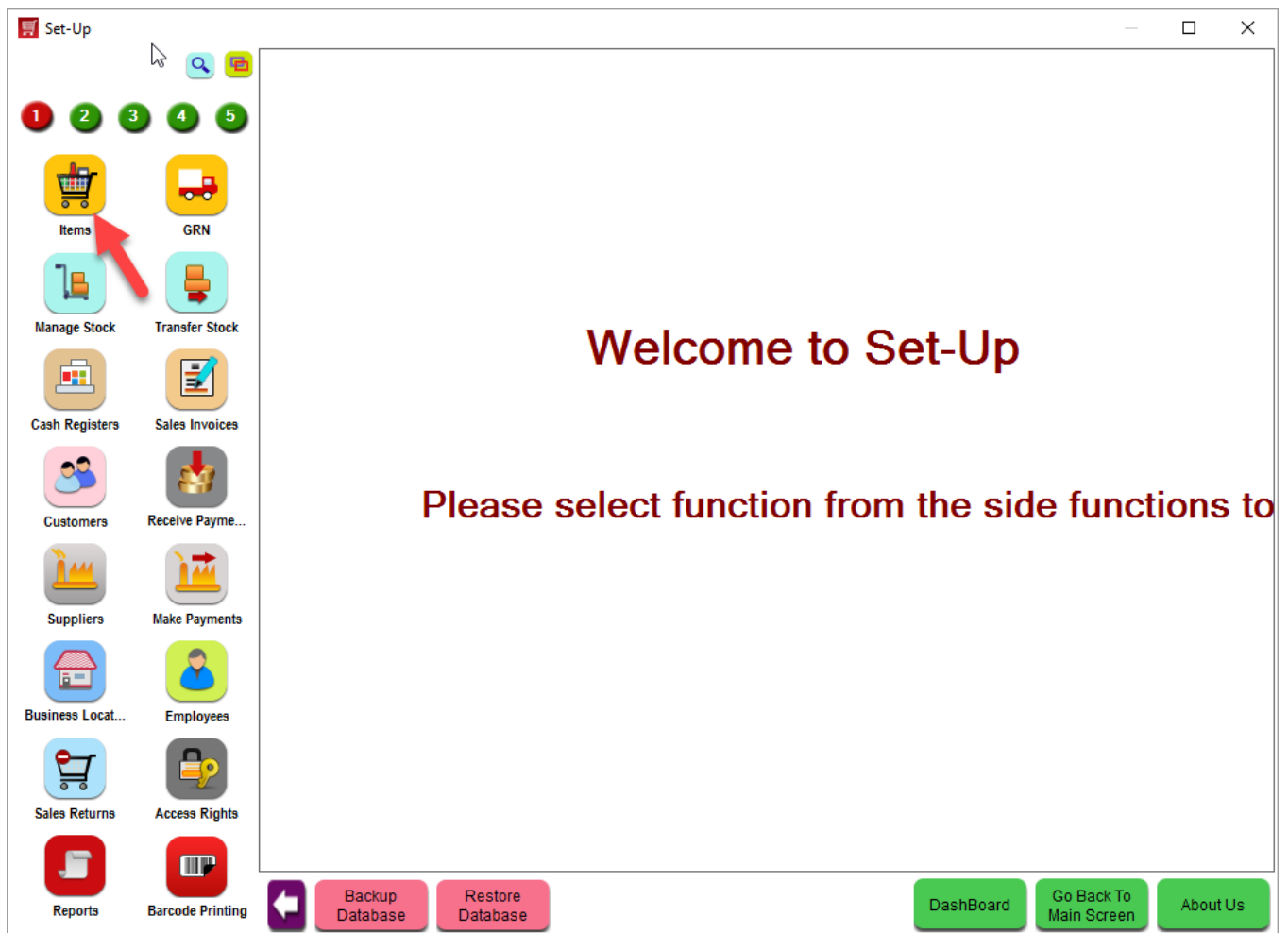
Change Quantity F2 Remove Item F4 Show Stock
Hold Invoice F6 Pick Held Invoice F7 Cancel Invoice F10
Show Tax Details Show Offer Details F12 **Set-Up**

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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Total : 0.00
Discount Amount : 0.00
Quantity Total : 0
Customer : ...
Sales Executive : ...

Express Pay (F5) Pay Now (F8) Estimate (F11)
Save & Print Estimate (Alt F11)

2. Click on **Items**.



3. Select the item for which you intend to select the preferred supplier, and click on **Edit Item**.

Items

1 2 3 4

Items

GRN

Manage Stock

Transfer Stock

Cash Registers

Sales Invoices

Customers

Receive Payme...

Suppliers

Make Payments

Business Locat...

Employees

Sales Returns

Access Rights

Reports

Barcode Printing

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Items

☐ Show Inactive Items Only
 ☐ Show Images
 ☐ Show Purchase Price

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measuring Unit	Purchase Measuring Unit	S
Beckett SF294BS 2-Light Semi Flush Mount	T00022		6,250.00	6,250.00	Qty	Qty	GS
Beckett VS18503-ORB 3-Light Bath Vanity	T00033		7,600.00	7,600.00	Qty	Qty	GS
Crompton Windflo 12" Blue Wall Fan	T00002		2,000.00	2,000.00	Qty	Qty	GS
Crompton Windflo 12" White Wall Fan	T00029		2,123.23	2,123.23	Qty	Qty	GS
Finolex 1.5mm 270mtr FRLS House Wire Black	T00027		4,155.00	4,155.00	Qty	Qty	GS
Finolex 1.5mm Wire Black	T00037		17.00	17.00	meter	Qty	GS
Finolex 1.5mm Wire Red	T00038		17.00	17.00	meter	Qty	GS
Finolex 16mm 100m Black Flexible Wire	T00021		12,650.00	12,650.00	Qty	Qty	GS
Finolex 16mm 100m Blue Flexible Wire	T00025		12,650.00	12,650.00	Qty	Qty	GS
Finolex 4mm 180mtr FRLS House Wire Yellow	T00014		6,360.00	6,360.00	Qty	Qty	GS
Havells 1.5mm Wire Yellow	T00040		20.00	20.00	meter	Qty	GS
Havells 16mm							

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Showing "17" Records

⬅️ Backup Database

➡️ Restore Database


Dashboard

Go Back To Main Screen

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4. Select the **Preferred Supplier** for the item.

Edit Item



Stock

Edit Opening Stock

HSN/SAC :

Keywords :

Display Index : 0

Accessories Keywords :

Item Description

Item Description For Website

Preferred Supplier : Sarojini Enterprises

Attachments

Item Fields

User Field List

Type : Flexible Wires

Color : Black

Brand : Finolex

Barcode : T00021

Define my own

Auto-Generate

Name : Finolex 16mm 100m Black Flexible Wire

Item Name Template

Item Unique Name : Finolex 16mm 100m Black Flexible Wire

Item Group Name : Finolex 16mm 100m Black Flexible Wire

Group Name Template

Name In Regional Language :

Settings...

Category : Cables

Search Code :

Item Attributes

☒ Is Active

☐ Not For Sale

☒ Is Purchased

☐ Is Service Item

☐ HasBOM

☐ Is Auto Make

☐ Is Auto Break

☐ Is Sortable Item

☐ Has Manual Batch

☐ Has Auto Batch

☐ Is Gift Card

☐ Create Time Token

☐ Has Label

☒ Need To Print Barcode Sticker

☐ Is Measured at the time of sale

☐ Use Measuring denomination

☐ Weighing scale used while selling

☐ Is a Kit

☐ Provides AMC

☐ Is AMC Item

☐ Only For Online Shop

☐ Not For Online Shop

☐ Allow to purchase on eShop when not in stock

Tax Detail

Tax paid while purchasing : GST@28 (In State)

Tax collected while selling : GST@28 (In State)

☒ My Sales Price Includes Tax

Packaging

Purchase Measuring Unit : Qty

Sales Measuring Unit : Qty

1 Purchase unit is equal to : 1 Sales Units.

Pricing

Last Purchase Unit Price : 10,120.00

Sales Price Before Tax : 9,882.81

Sales Price (My MRP) : 12,650.00

MRP (Printed MRP) : 12,650.00

Add Item Price

Show Sales Price History

Show Purchase History

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Update & Clone (F6)

Update & Continue (F7)

Update (F8)

Cancel

5. Click on **Update**.

Method 2: Using Bulk Update

1. From **Items** window, click on **Bulk Update**.

Items

1 2 3 4

Items

GRN

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Items

Show Inactive Items Only

Show Images

Show Purchase Price

Search

->

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2. Select the preferred supplier and check the preferred supplier checkbox.

Bulk Edit

Item Attributes

Apply

Is Active

Apply

Not For Sale

Apply

Is Purchased

Apply

Need To Print Barcode Sticker

Apply

Has Label

Apply

Is Sortable Item

Apply

Allow to purchase on eShop when not in stock

Apply

Only For Online Shop

Apply

Not For Online Shop

Packaging

Purchase Measuring Unit :

Sales Measuring Unit :

1 Purchase unit is equal to :

Sales Units.

Tax Detail

Tax paid while purchasing :

Tax collected while selling :

Category :

Preferred Supplier :

Sarajini Enterprises

Append

Replace

Keywords :

Append

Replace

Accessories Keywords :

Item Description :

Append

Replace

Prepend

Pricing

You can only specify percentage increase and decrease.

Last Purchase Unit Price :

0.00

%

Sales Price Before Tax :

0.00

%

MRP (Printed MRP) :

0.00

%

% Increase By

% Decrease By

User Field List

Type :

Color :

Brand :

Apply to selected Item

Apply to all with search condition

Cancel

3. Click on **Apply to selected item/Apply to all with search condition** as required.