

# How do I make bill through Amazon/Flipkart?



HDPOS smart Tutorials

When you sell items through third party vendors like Amazon/Flipkart, you will be in need of sales invoices made for the customer who purchases the items. You can make such sales invoice from HDPOS smart by following steps below:

1. Define a Finance Agency for Amazon/Flipkart.
2. Define a Customer Group for Amazon/Flipkart.
3. Define a Price List for above Customer Group.
4. Define a Customer and assign the Customer Group.
5. Make the Sales Invoice for the customer.

Now you will see the explanation of these steps.

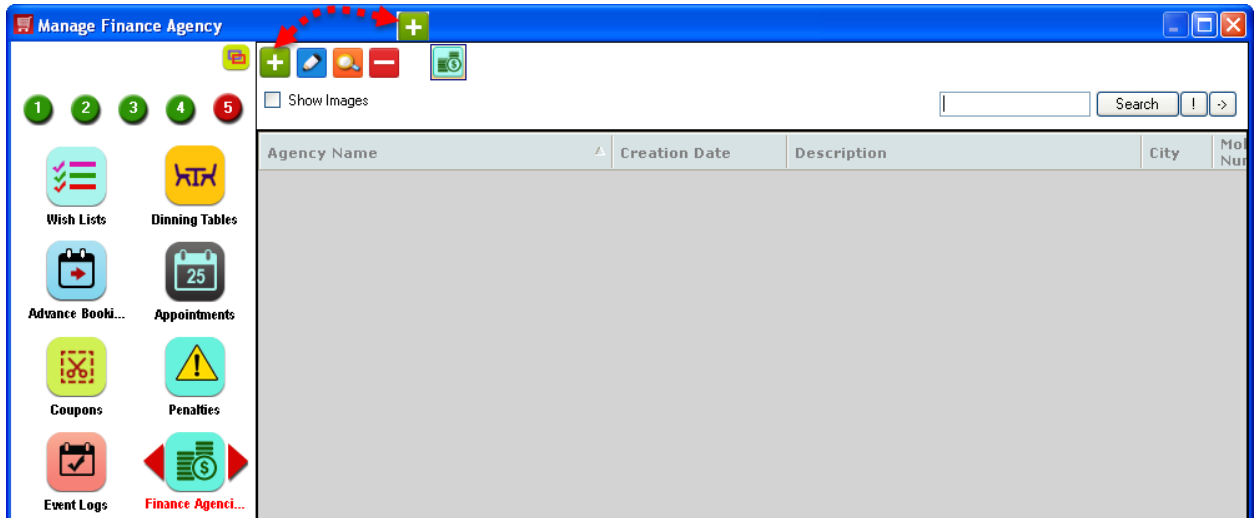
## **Step1: Define Finance Agency:**

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





- From Set-Up screen, go to 5<sup>th</sup> page and click on **Finance Agency**.
  - Click on **Add Finance Agency** button from the tool strip.



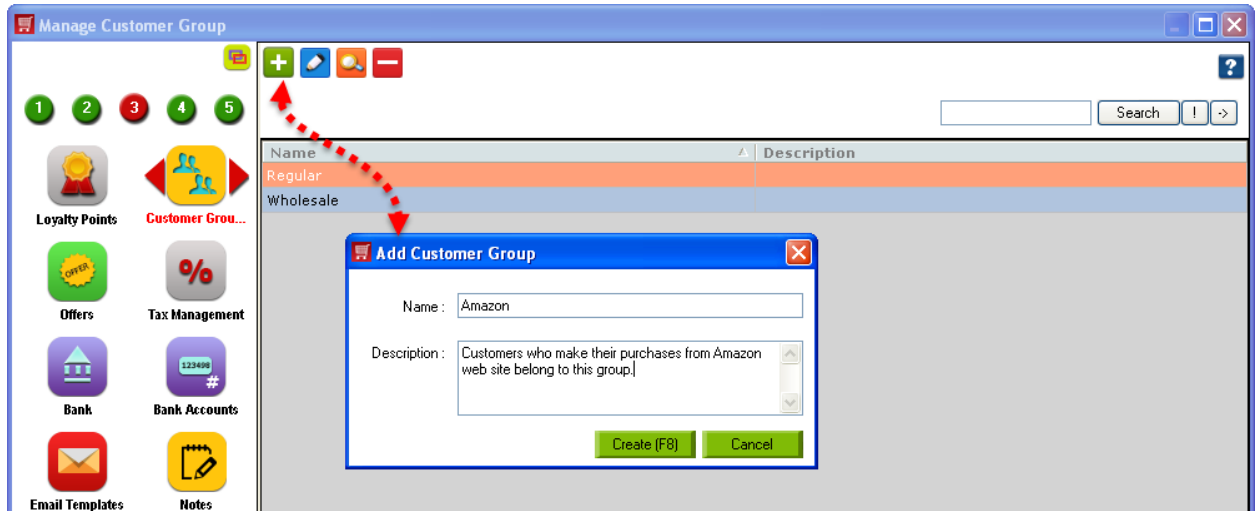
- In **Add Finance Agency** screen, enter all details as shown below and click on **Save**.
  - **Processing Fee Request:** When you sell items through third party vendors like Amazon or Flipkart, they will take some charges for advertising your product in their web sites and bringing it to the customer who purchases them. These processing charges can be entered in % here.





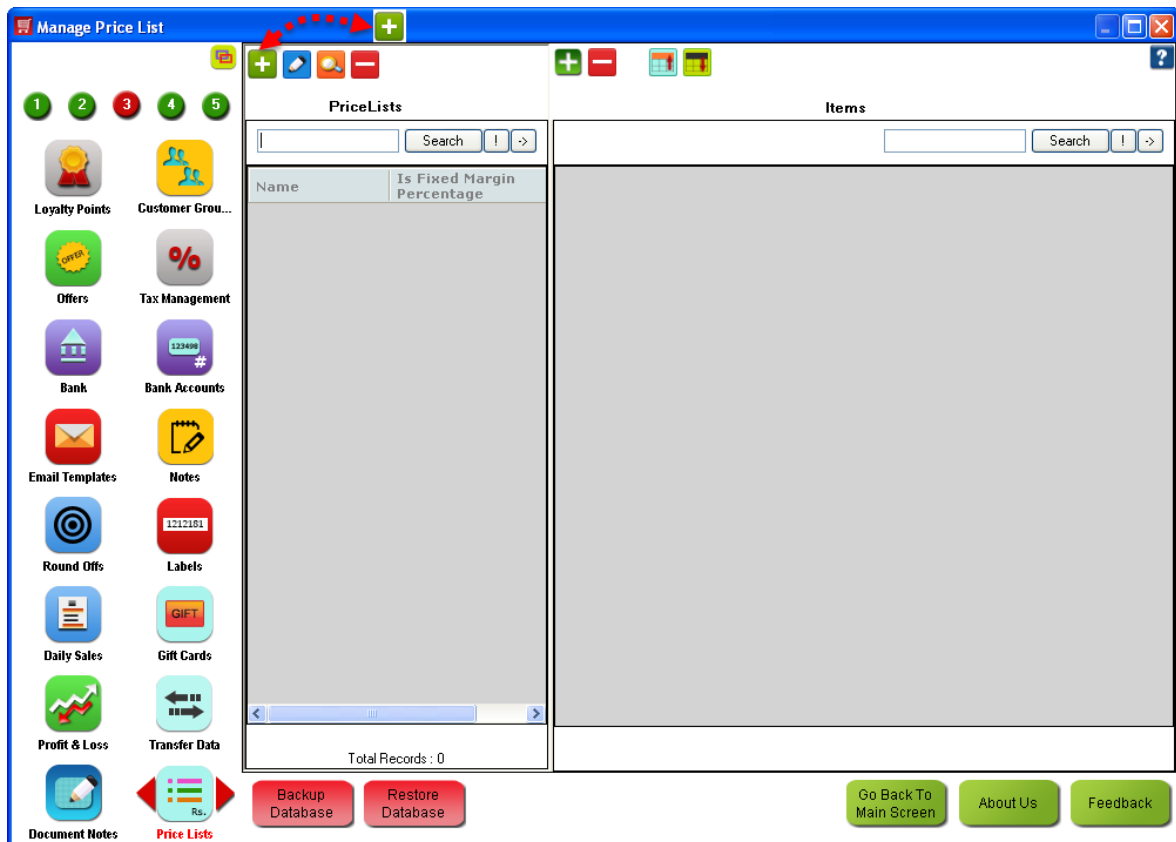
### Step2: Define Customer Group:

- From 3<sup>rd</sup> page of Set-Up screen, click on **Customer Group**.
- Click on **Add Customer Group** button in the tool strip.
- Click on **Create** button.



### Step3: Define Price List for the Customer Group

- From 3<sup>rd</sup> page of Set-Up screen, click on **Price List**.
- From **Manage Price List** screen, click on **Add Price List** button in the tool strip.





- In **Add Item Price List** screen, enter all details and click on **OK**.
  - Enter a **name** for Price List.
  - In **Default Price** section, check the checkbox **Use Default Increase** and enter the Increase Amount by value equal to the processing fee of above defined Finance Agency (Third party vendor--Amazon).  
For eg. I entered the Processing fee as 20%, so the default increase by value is also 20%.
  - Select the **business location(s)** for which this price list will be applied.
  - Select the **customer group** defined in Step2 for which this price list will be applied.

**Add Item Price List**

Price List Name : Amazon Price List

**Default Price**

Use Default Discount  
Default Discount : 0 %

Use Default Increase  
Increase Amount by : 20 %

**Select Business Location**

Applicable To All Business Locations  
 Applicable Only For Selected Business Locations

HD Electronics Store  
 HD Stores  
 HDIT Variety Store

**Select Customer Group**

Applicable To All Customer Groups  
 Applicable Only For Selected Customer Groups

Customer Group...

Amazon  
 Regular  
 Wholesale

OK (F8) Cancel

- You can see the price list that is updated as per default increase value as shown below.



**Manage Price List**

**PriceLists**

Name	Is Fixed Margin Percentage
Amazon Price List	Yes

Total Records : 1

**Items**

Sales Price	MRP	Default Sales Price	Default MRP	Name	Barcode
300.00	250.00	250.00	250.00	The Complete Sherlock Holmes: All 4 Novels and 56 Short Stories (Set of 2 Volumes)	
216.00	180.00	180.00	180.00	To Kill a Mockingbird	
288.00	240.00	240.00	240.00	Train to Pakistan	
180.00	150.00	150.00	150.00	Midnight's Children	
378.00	315.00	315.00	315.00	Shanku Samagra	
516.00	430.00	430.00	430.00	Byomkesh Samagra	
120.00	100.00	100.00	100.00	Great Stories for Children	
372.00	310.00	310.00	310.00	Malgudi Days	
120.00	100.00	100.00	100.00	Grandma's Bag of Stories	
180.00	150.00	150.00	150.00	Panchtantra Ke Moti	
216.00	180.00	180.00	180.00	Where is Amma?/Amma kahan hai?	
318.00	265.00	265.00	265.00	Ganit Ke Khel	
210.00	175.00	175.00	175.00	Aao Kare Yoga	
180.00	150.00	150.00	150.00	IST ACTIVITY BOOK	

Showing 21 Records

Buttons: Backup Database, Restore Database, Go Back To Main Screen, About Us, Feedback

**Step4: Define a Customer and assign Customer Group**

- From 1<sup>st</sup> page of Set-Up, click on **Customer**.
- From **Manage Customer** screen, click on **Add Customer** button.

**Manage Customer**

**Customer**

Show Images       Show Only Customer With Pending Payment  
 Show Active    Show Inactive    Show All      Pending for more than Days :

Customer Code	Name	Search Code	Customer Group Name	Is Enrolled For Loyalty Points	Loyalty Number	Curr Stor
C00005	Amit		Wholesale	Yes	LN00001	
C00006	Hari			No		
C00007	Jolly			No		
C00002	Nitya		Wholesale	Yes	LN00002	



- In **Add New Customer** screen:
  - Enter all details like name, address and mobile number.
  - Enter the customer group of this customer as the one that is created in Step2.
  - Click on **Create**.

**Add New Customer**

Customer Code : C00008 Define my own Code Add Photo Remove Photo

**Customer Details**

First Name : Raghav  
Last Name : S  
Search Code : 4  
Birth Date :  Clear  
Anniversary Date :  Clear  
 Is Active  
VAT No :  CST No :   
TIN No :  PAN No :

**Customer Loyalty**

Is Enrolled For Loyalty Points  
Loyalty Number :  Auto-Generate Number  
Enrollment Date : ...  
Loyalty Points : 0.00  
Referred By :  ...  
 Is Loyalty Points to Referrer on Every Invoice

**Customer Display Name**

Customer Name For Display : Raghav S Name by Template

**User Field List**

Is Allowed for Home Delivery : Yes ...

**Shipping Address** **Billing Address**

Address Line 1 : #34, Sadashiv Nagar  
Address Line 2 : Malleswaram  
City : Bangalore  
State : Karnataka  
Zip Code : 560234  
Telephone Number :  Mobile Number : 9887678978  
E Mail : raghav@gmail.com

**Credit Limit / FA**

Use System Default Credit Limit  
Credit Limit : 0.00  
FA Balance : 0.00

**Customer Group**

Customer Group : Amazon ...

**Financial Account**

Opening Balance : 0.00 Cr Change

Attachments Save (FB) Cancel

**Step5: Make Invoice for the Customer:**

- Add items to the main invoice screen.
- Items will be added with default price as you can see in the screen below.



HDPOS Smart

**HDIT Variety Store**  
#167, Green Glen Layout, Bellandur, Bengaluru,  
Karnataka, 560013.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDI-H00064 Date: 04/03/2016  
Barcode:  Alt+B  
Item Name:  Alt+I  
Search Code:  Search with Stock:  Alt+T

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00043	Barbie Doll	1	Qty	1,500.00	1,500.00
2	T00008	Bat Man	1	Qty	1,000.00	1,000.00
3	T00007	Donald Duck soft toy	1	Qty	1,500.00	1,500.00
4	T00001	Hot wheels Blue Car	1	Qty	1,260.00	1,260.00

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

Total Before Discount: 5,260.00  
Discount Included: 0.00  
**Total: 5,260.00**  
Quantity Total: 4  
Customer:   
Sales Executive:

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

- Select the customer whom you defined in Step4. You can see the prices will get changed as per the price list defined in Step3. Click on **Pay Now** button.

HDPOS Smart

**HDIT Variety Store**  
#167, Green Glen Layout, Bellandur, Bengaluru,  
Karnataka, 560013.  
Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: HDI-H00064 Date: 04/03/2016  
Barcode:  Alt+B  
Item Name:  Alt+I  
Search Code:  Search with Stock:  Alt+T

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
1	T00043	Barbie Doll	1	Qty	1,800.00	1,800.00
2	T00008	Bat Man	1	Qty	1,200.00	1,200.00
3	T00007	Donald Duck soft toy	1	Qty	1,800.00	1,800.00
4	T00001	Hot wheels Blue Car	1	Qty	1,512.00	1,512.00

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

Total Before Discount: 6,312.00  
Discount Included: 0.00  
**Total: 6,312.00**  
Quantity Total: 4  
Customer: Raghav S  
Sales Executive: Chitra K

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



- In **Pay Now** screen, select the **Approved Pending** payment mode.
  - Enter the **amount**.
  - Check the check box **“Use Finance Agency”**.
  - Select the **Agency Name**.
  - Click on **Save Invoice/ Save & Print Invoice** button.

The screenshot shows the 'Pay Now' window with the following details:

- Invoice Number:** HDI-100064
- Invoice Date:** 04/03/2016
- Customer Info:** Customer: Raghav S, Sales Executive: Chitra K, Customer Email: raghav@gmail.com, Customer Mobile Number: 9887678978.
- Invoice Info:** Total Before roundoff: 6,312.00, Roundoff Amount: 0.00, Total: 6,312.00. Quantity Total: 4, Number of Items: 4, Discount Included: 0.00, Tax Included: 115.38.
- Payment Detail:** Payment mode: **Approved Pending**. Amount: 6,312.00.  Use Finance Agency. Agency Name: Amazon.
- Summary:** Pending Amount: 0.00, Approved Pending: 6,312.00, Total Received Amount: 6,312.00, Returnable Balance: 0.00.
- Buttons:** Save & Print Estimate (F11), Save Estimate (F12), Save & Print Booking (F6), Save Booking (F7), **Save & Print Invoice (F5)**, Save Invoice (F8), Cancel.

- You can see the Financial Transactions that are created for this invoice as shown below.
  - Sales A/c got credited and Amazon a/c got debited.

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Narration Text
HDIT Variety Store	Credit	VAT Payable A/c	04/03/2016 11:36 AM	115.38	0.00	Credited based on the Invoice Reference Number.HDI-100053
HDIT Variety Store	Credit	VAT Expense A/c	04/03/2016 11:36 AM	0.00	115.38	Debited based on the Invoice Reference Number.HDI-100053
HDIT Variety Store	Credit	Sales A/c	04/03/2016 11:36 AM	6,312.00	0.00	Credited based on the Invoice Reference Number.HDI-100053
HDIT Variety Store	Credit	Amazon A/c	04/03/2016 11:36 AM	0.00	6,312.00	Debited based on the Invoice Reference Number.HDI-100053





- When you get payment from Amazon for this invoice, they will deduct the processing fee charges and send you the rest of payment.
  - You can do this by making a receive payment from the Finance Agency as shown below.
  - You can see processing fee and the received amount from Amazon.

**Receive Payment**

Received Payment Number : **HDI-RP00004** Date : **04/03/2016**

Business Location : HDIT Variety Store Select Cash Register : 01 - Manager's Drawer

Agency Information

Finance Agency : Amazon Alt+C

Other Pending Amount : 0.00

Clear Other Pending Amount :  Current Payable Amount : 0.00

Invoice Info

Select For Payment	Customer	Invoice Number	Invoice Date	Number Of Days Due	Pending Amount	Adjusted Amount	Processing Fee	Adjust Balance
<input checked="" type="checkbox"/>	Raghav S	HDI-100064	04/03/2016	0	6,312.00	6,312.00	1262.4	<a href="#">Adjust Balance</a>

Payment Detail

Total Selected Payable Amount : **6,312.00** Pending Amount : **0.00**

Cash Card Bank Transfer

Amount Received : **5,049.60** Alt+A Ctrl+P

Processing Fee : **1,262.40**  
Cash : **5,049.60**

Remaining Amount After This Payment : **0.00**

Note :  Pick Message

Total Commission Expense : **0.00**

Total Received Amount : **6,312.00**

Returnable Balance : **0.00**

**Save & Print (F5)** **Save (F8)** **Cancel**

- You can see the Financial Transaction entries for this as shown below.
  - You can see the Processing fee expense A/c , where the commission got debited and Amazon A/c got credited with the same amount.



## HDPOS smart Tutorials

Business Location	Transaction Type	Account Name	Transaction Date	Credit Amount	Debit Amount	Narration Text
HDIT Variety Store	Cash	Amazon A/c	04/03/2016 11:48 AM	5,049.60	0.00	Credited based on the payment received with Received Payment No. HDI-RP00004 for the Invoice Reference No.HDI-I00053
HDIT Variety Store	Cash	Petty Cash A/c (HDIT Variety Store)	04/03/2016 11:48 AM	0.00	5,049.60	Debited based on the payment received with Received Payment No. HDI-RP00004 for the Invoice Reference No.HDI-I00053
HDIT Variety Store	Sales	Chitra K[E-E00002] A/c	04/03/2016 11:48 AM	631.20	0.00	Credited Sales Commission Amount for the Invoice Reference Number.HDI-I00053
HDIT Variety Store	Sales	Sales Commission Expense A/c	04/03/2016 11:48 AM	0.00	631.20	Debited Sales Commission Amount for the Invoice Reference Number.HDI-I00053
HDIT Variety Store	Processing Fee	Amazon A/c	04/03/2016 11:48 AM	1,262.40	0.00	Credited based on the payment received with Received Payment No. HDI-RP00004 for the Invoice Reference No.HDI-I00053
HDIT Variety Store	Processing Fee	Amazon Processing Fee Expense A/c	04/03/2016 11:48 AM	0.00	1,262.40	Debited based on the payment received with Received Payment No. HDI-RP00004 for the Invoice Reference No.HDI-I00053