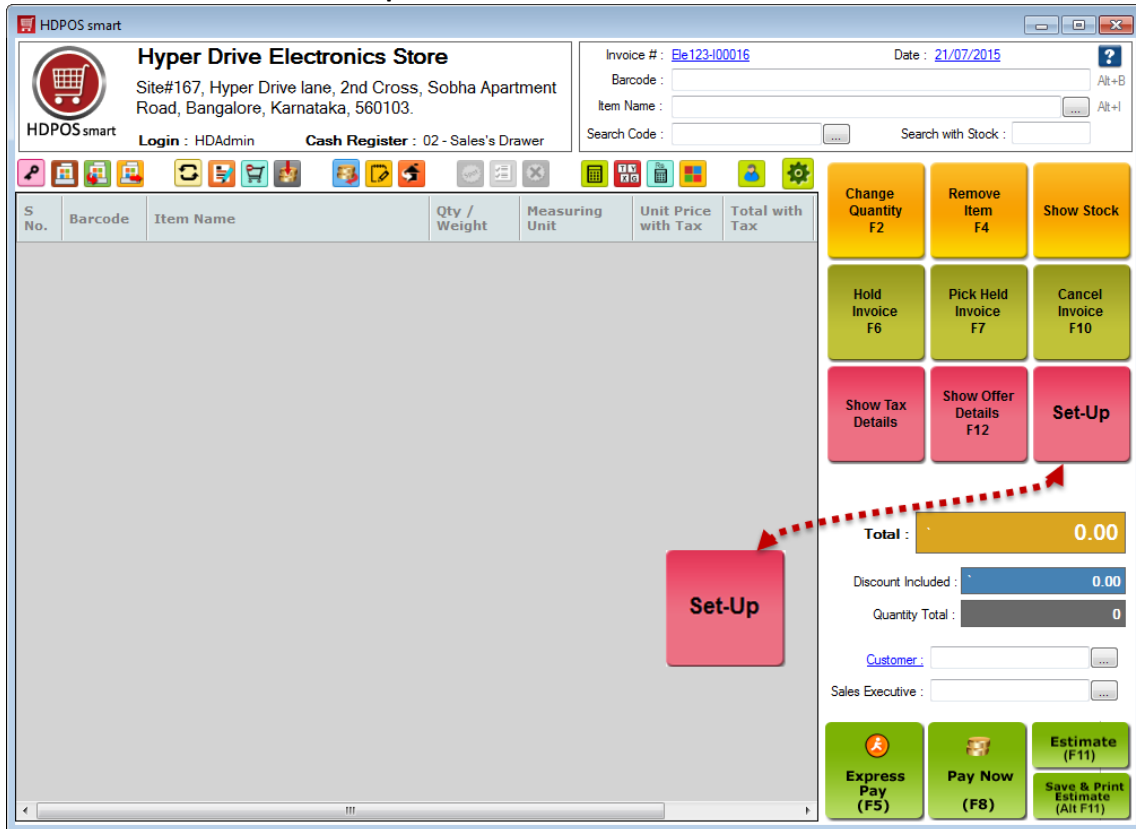


How to add attachment in RIE?

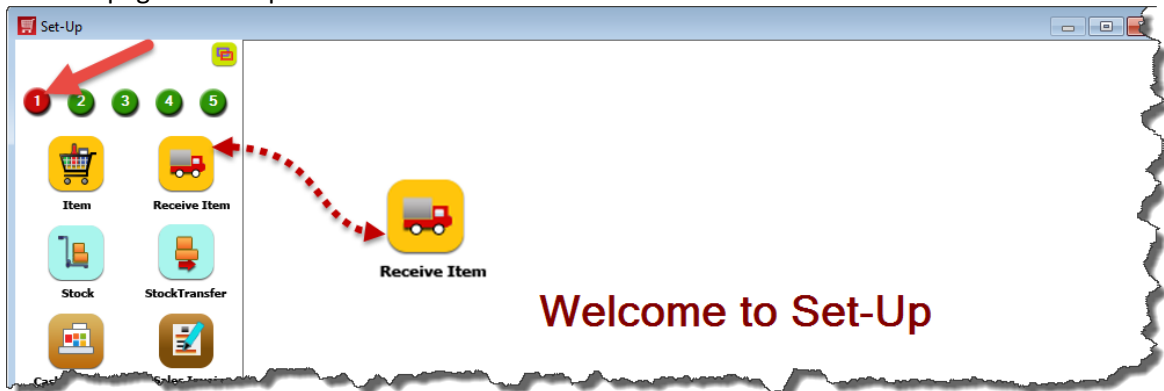


To add attachments like any hard copies of purchase bills or notes from your supplier in Receive Item Entry, follow the steps below.

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

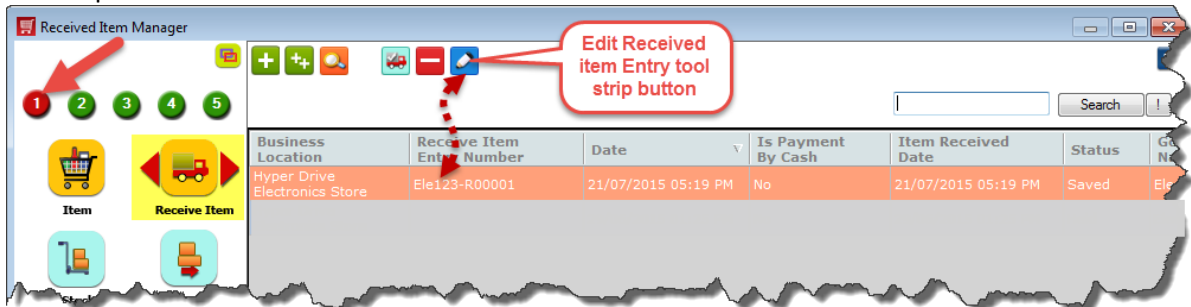


3. From 1st page of Set-Up click on **Receive Item**.

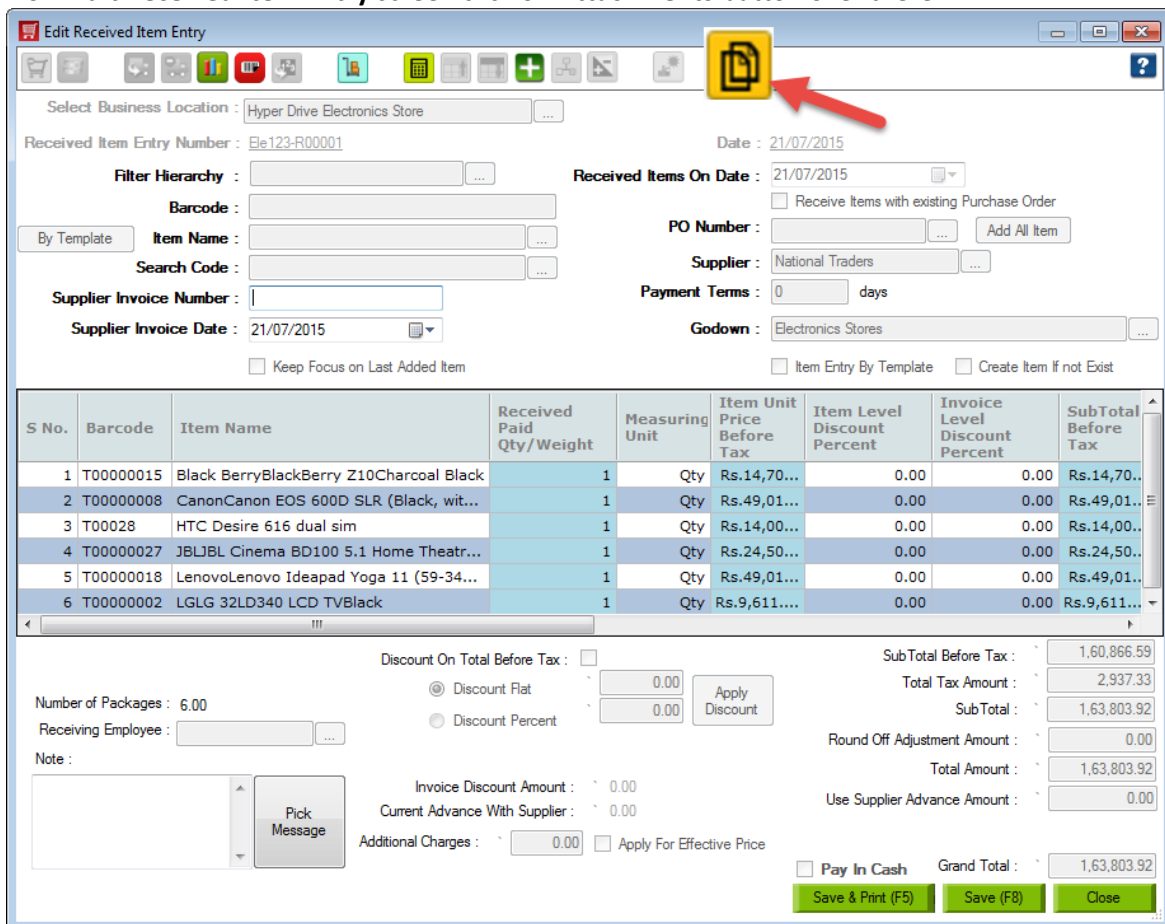




4. From **Received Item Manager** screen.
5. Select any **RIE** in which you want to add attachment and click on **Edit Received Item Entry** button on tool strip.

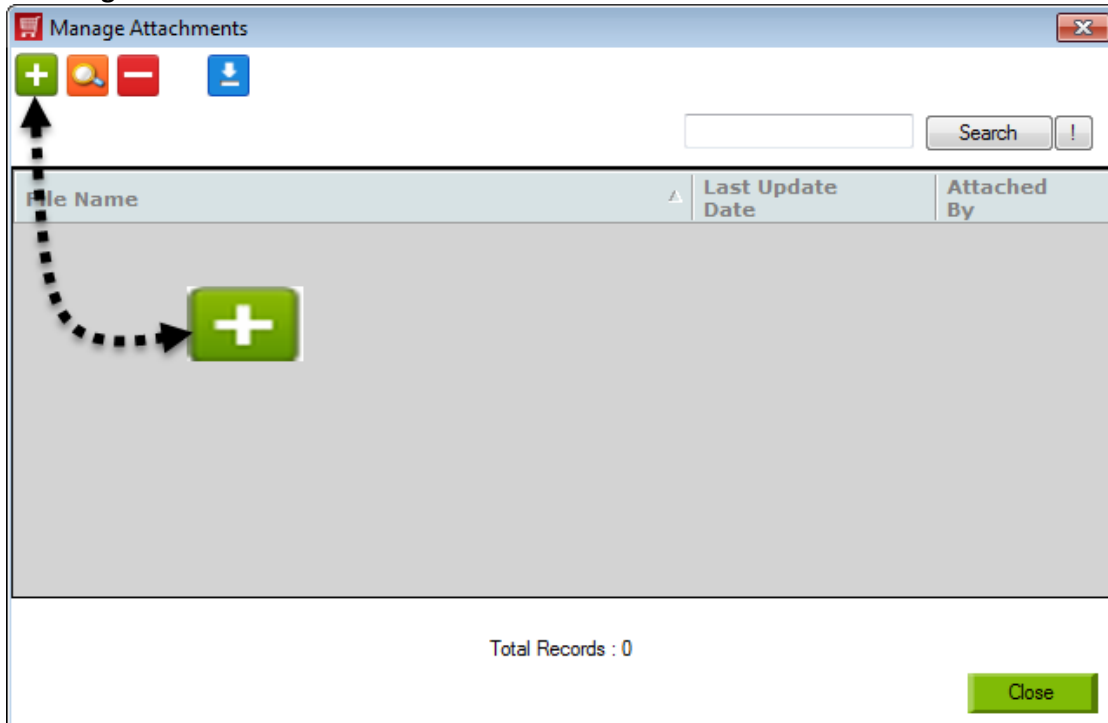


6. From **Edit Received Item Entry** screen click on **Attachments** button over there.

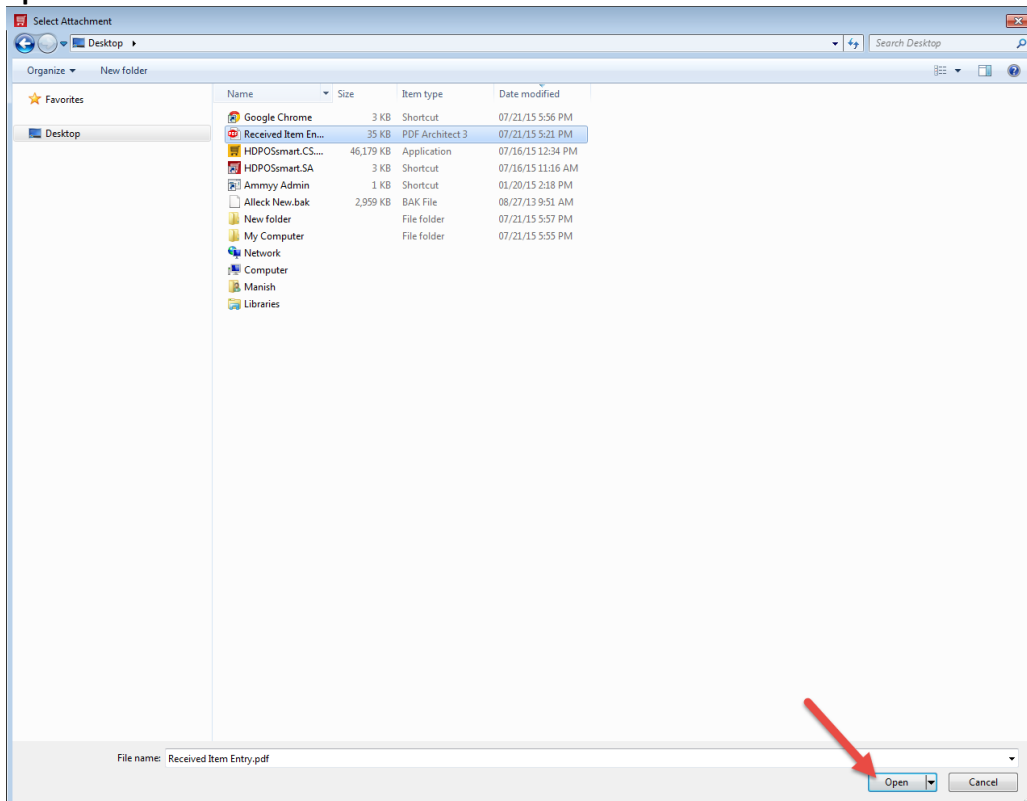




7. In **Manage Attachments** screen click on **Add Attachments** button over there.



8. You will get the screen of **Select Attachment**. You can select the attachment over there. Click on **Open**.





9. You can see that attachment has been added on **Manage Attachment** screen.

The screenshot shows a window titled "Manage Attachments" with a search bar and a table. The table has three columns: "File Name", "Last Update Date", and "Attached By".

File Name	Last Update Date	Attached By
Received Item Entry.pdf	21/07/2015 05:59 PM	HDAdmin

Below the table, it says "Total Records : 1" and there is a "Close" button.

10. If you want to see that attachment file then double click on that attachment file or select that attachment and click on **View attachment tool strip** button.

The screenshot shows a PDF viewer displaying a document titled "Received Item Entry". The document contains a table with columns for Sr. No, Item Code, Item Name, Received Quantity, Free Quantity, Total Quantity, Mes Unit, Item Level Discount %, Tax Name, Item Unit Price After Tax, Effective Rate Per Unit, and Total After Tax.

Sr. No	Item Code	Item Name	Received Quantity	Free Quantity	Total Quantity	Mes Unit	Item Level Discount %	Tax Name	Item Unit Price After Tax	Effective Rate Per Unit	Total After Tax
1	T0000015	Black BerryBlackBerry 2100Charcoal Black	1.00	0.00	1.00	Qty	0.00	pp	Rs.15,000.00	Rs.15,000.00	Rs.15,000.00
2	T0000008	CanonCanon EO 6000 SLR (Black, with kit II EF S18-135mm IS Lens)Black	1.00	0.00	1.00	Qty	0.00	pp	Rs.50,000.00	Rs.50,000.00	Rs.50,000.00
3	T00028	HTC Desire 616 Dual sim	1.00	0.00	1.00	Qty	0.00	pp	Rs.14,000.00	Rs.14,000.00	Rs.14,000.00
4	T00000027	JBLBL Cinema BD100 5.1 Home Theatre SystemBlack	1.00	0.00	1.00	Qty	0.00	pp	Rs.25,000.00	Rs.25,000.00	Rs.25,000.00
5	T00000018	LenovoLenovo Ideapad Yoga 11 (59-345700) Netbook (Tegre Quad-core/ 2GB/ 64GB SSD/ Win RT)Razor Gray	1.00	0.00	1.00	Qty	0.00	pp	Rs.50,000.00	Rs.50,000.00	Rs.50,000.00
6	T00000002	LG LG 32LD340 LCD TVBlack	1.00	0.00	1.00	Qty	0.00	pp	Rs.9,803.92	Rs.9,803.92	Rs.9,803.92

Summary table at the bottom right:

Sub Total	Rs.1,63,803
Round Off Adjustment Amount	Rs.0.00
Total Amount	Rs.1,63,803
Use Supplier Advance Amount	Rs.0.00
Grand Total	Rs.1,63,803

