

# How to create a price list?



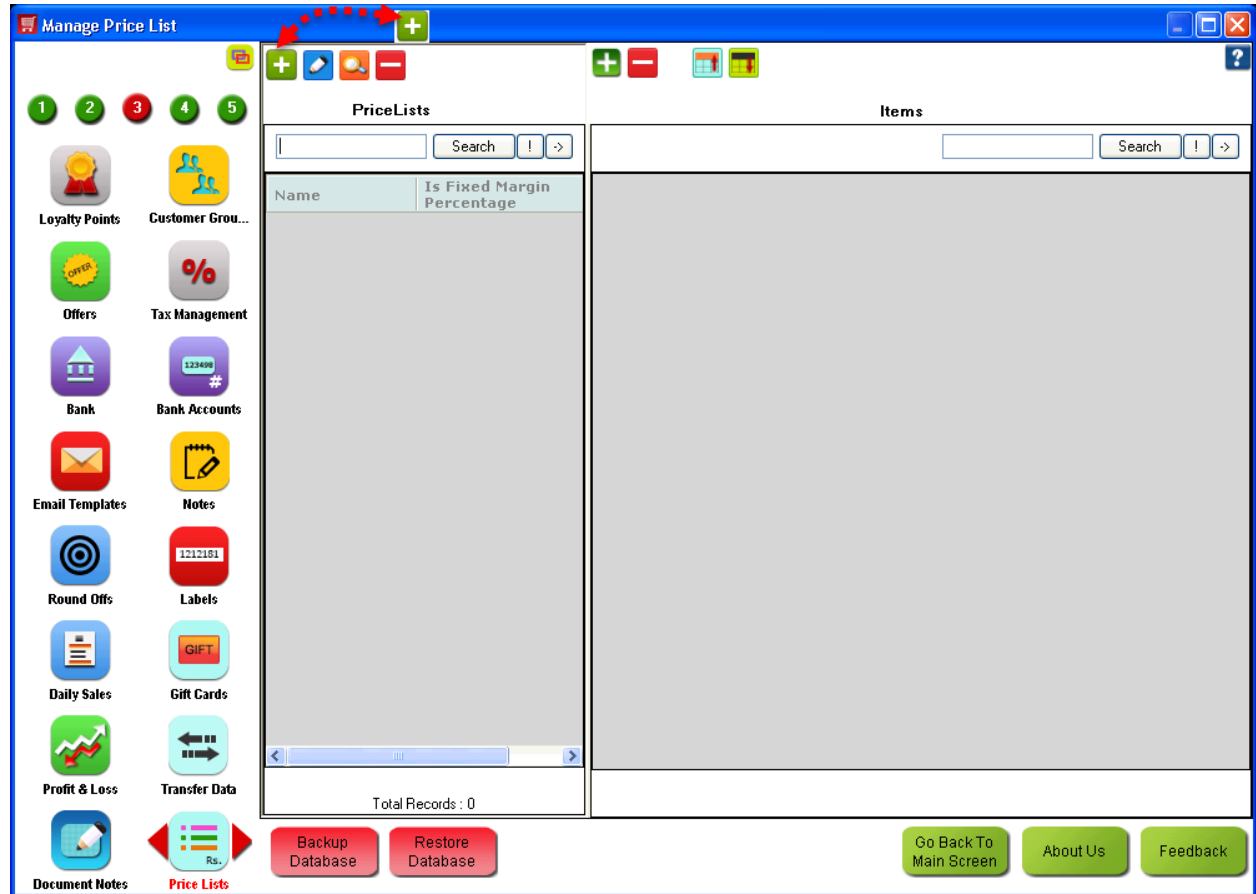
HDPOS smart Tutorials

To create a pricelist in HDPOS smart, follow the steps below:

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

S No.	Barcode	Item Name	Qty / Weight	Unit Price with Tax	Total with Tax	Item Level Discount Amount	Measurin Unit
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2. In Set-Up screen, go to 3<sup>rd</sup> page and click on **Price List**.
3. In **Manage Price List** screen, click on **Add Price List** button.



#### 4. In Add Item Price List screen,

- Enter **name** of the price list.
- **Default Price:**
  - i. Use Default Discount: If you want to create a pricelist for which you want to keep discounted prices than the default sales price, check the checkbox **“Use Default Discount”**. When you check this checkbox, you will see **Default Discount** textbox. Enter the discount % value in the textbox.
  - ii. Use Default Increase: If you want to create a pricelist for which you want to keep more prices than the default sales price, check the checkbox **“Use Default Increase”**. When you check this checkbox, you will see **Increase Amount by** textbox. Enter the increase % value in the textbox.
- **Select Business Location:** You can see all business locations are listed here in the grid below.
  - i. Applicable to all Business locations: Select this radio button if you want to apply the pricelist for all business locations.
  - ii. Applicable only for selected Business Locations: Select this radio button if you want to apply the price list for selected business locations. You can check the checkboxes beside the Business Location name that appear in the grid below.
- **Select Customer Group:** You can see all Customer Groups are listed here in the grid below.



- i. Applicable to all Customer Groups: Select this radio button if you want to apply the pricelist for all Customer Groups.
- ii. Applicable only for selected Customer Groups: Select this radio button if you want to apply the price list for selected Customer Groups. You can check the checkboxes beside the Customer Group names that appear in the grid below.

- Click on **OK**.

**Add Item Price List**

Price List Name :

**Default Price**

Use Default Discount  
Default Discount :  %

Use Default Increase  
Increase Amount by :  %

**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

Amazon  
 Regular  
 Wholesale

5. You can see the new price list that got created as shown here.
  - You can also see the **Default Basic Sales Price, Default Sales Price with Tax, Default MRP** and **Item Name**.
  - You can see the **Basic Sales Price, Sales Price with Tax** and **MRP** columns that will show the new prices of the price list.
  - To add the new prices click on **Add Item Price** button in the tool strip as shown below in the screen.



Manage Price List

**PriceLists**

Name	Is Fixed Margin Percentage
New Price List	No

Total Records : 1

**Items**

Basic Sales Price	Sales Price With Tax	MRP	Default Basic Sales Price	Default Sales Price With Tax	Default MRP	Name
0.00			243.90	250.00	250.00	The C...
0.00			175.61	180.00	180.00	To Kill...
0.00			234.15	240.00	240.00	Train f...
0.00			146.34	150.00	150.00	Midnig...
0.00			307.32	315.00	315.00	Shank
0.00			419.51	430.00	430.00	Byomi...
0.00			97.56	100.00	100.00	Great...
0.00			302.44	310.00	310.00	Malgu...
0.00			97.56	100.00	100.00	Grand...
0.00			146.34	150.00	150.00	Panch...
0.00			175.61	180.00	180.00	Where...
0.00			258.54	265.00	265.00	Ganit
0.00			170.73	175.00	175.00	Aao K
0.00			146.34	150.00	150.00	IST A...

Showing 21 Records

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

6. You will see **Add New Price** screen as shown below. Enter the **new Sales Price and MRP**. Click on **OK**

**Add New Price**

Sales Price (My MRP) :

Ctrl+P MRP (Printed MRP) :

7. You can see the new prices as shown below.

Basic Sales Price	Sales Price With Tax	MRP	Default Basic Sales Price	Default Sales Price With Tax	Default MRP	Name
341.46	350.00	350.00	243.90	250.00	250.00	The C...