

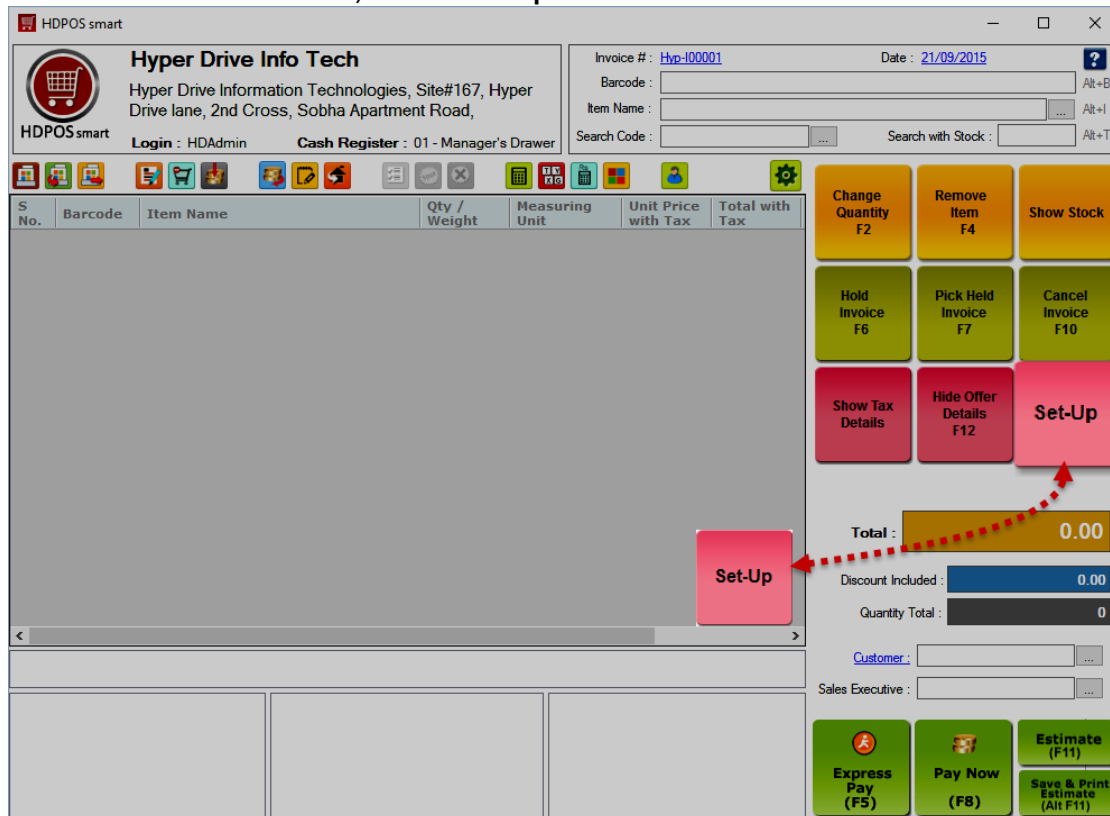
How to do excel upload of Suppliers into HDPOS smart?



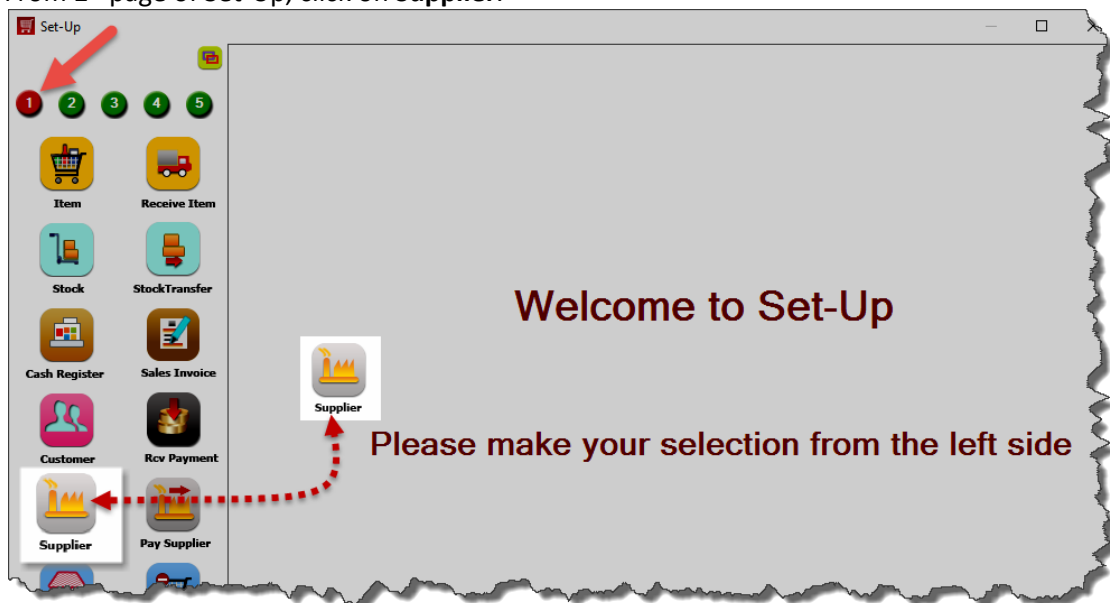
HDPOS smart Tutorials

To do excel upload of Suppliers into HDPOSsmart, please follow the below steps:

1. Run **HDPOSsmart**.
2. From the main invoice screen, click on **Set-Up**.

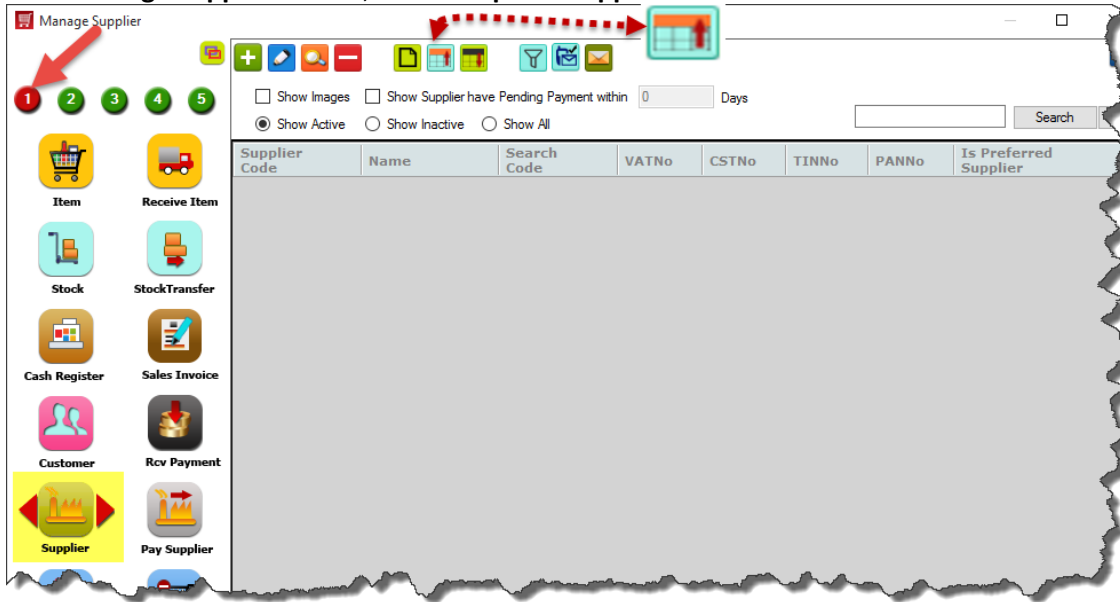


3. From 1st page of Set-Up, click on **Supplier**.

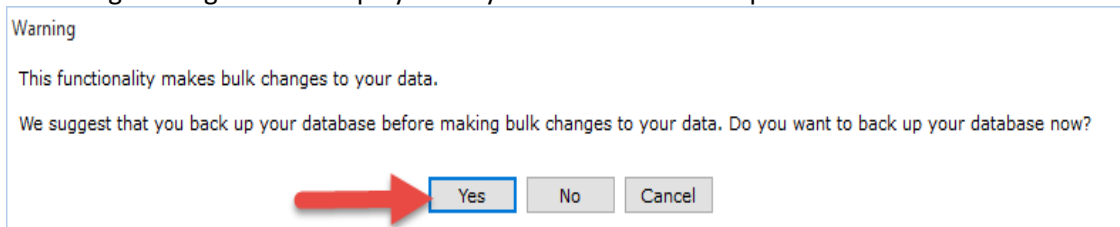




4. From **Manage Supplier** screen, click on **Upload Suppliers** button.

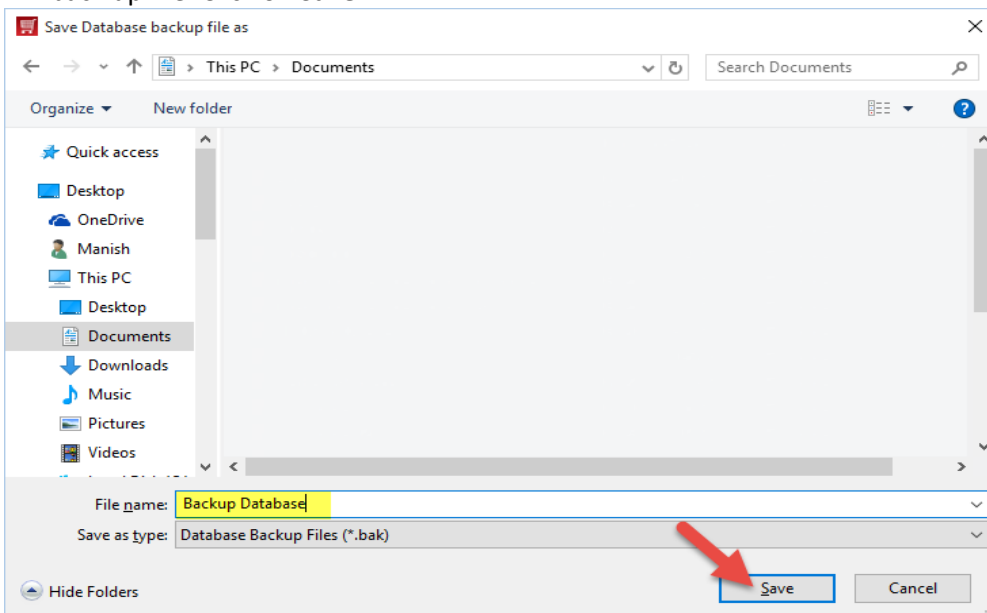


5. A warning message will be displayed for you to take the back up of database.



6. Click on **Yes** to take a back up of your database.

- A screen will be shown to you to save this back up file. Choose a folder and enter any name for back up file. Click on **Save**.

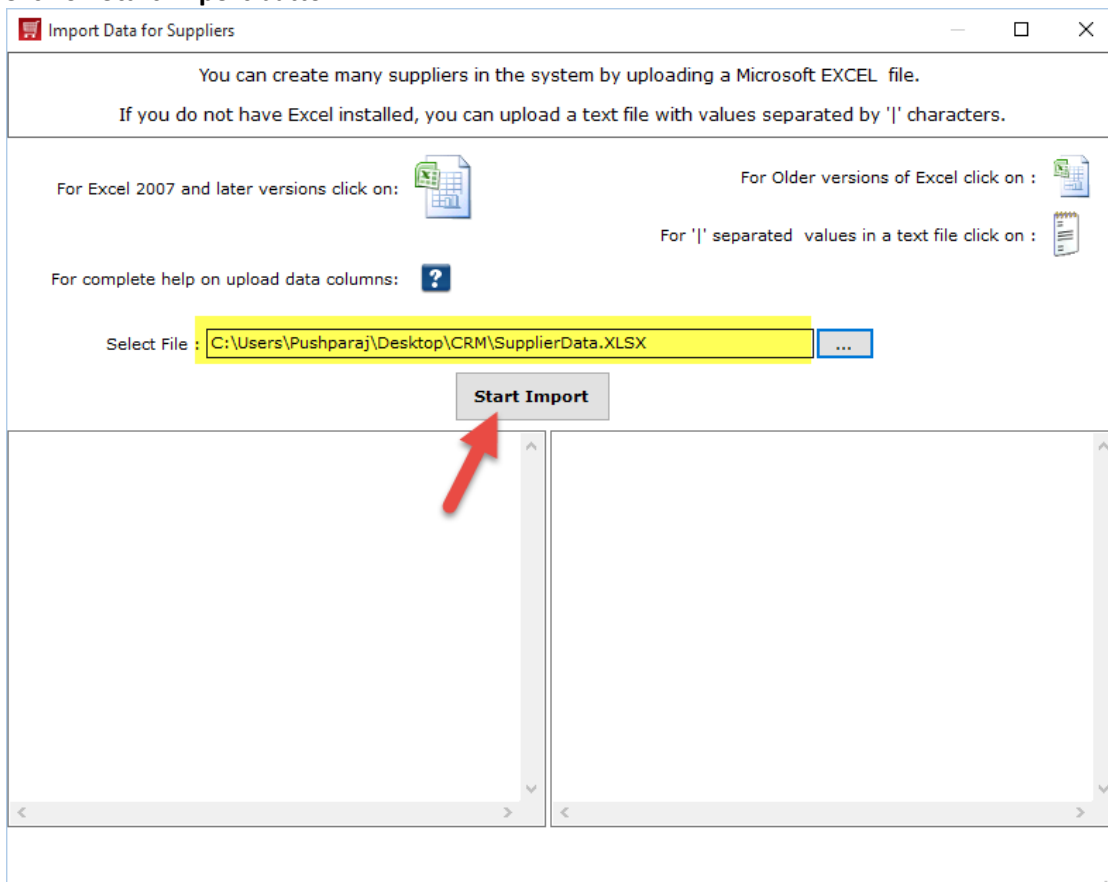




12. In the excel file that got opened, enter all the details of Suppliers for your business.
 - a) Mandatory Field in this excel file is **First Name**.
 - b) If you don't enter any **Supplier Code**, it will be generated automatically by the HDPOS.

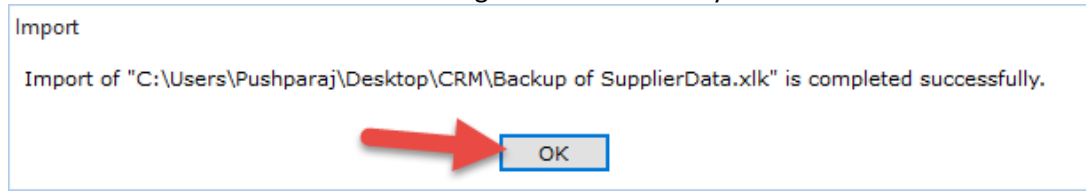
	A	B	C	D	E	F	G	H	I	J	K	L
1	SUPPLIERCODE	SUPPLIERCODEPREFIX	SUPPLIERNAME	FIRSTNAME	LASTNAME	SEARCHCODE	ISPREFERREDSUPPLIER	PAYMENTTERMS	ADDRESS1	CITY	STATE	ZIPCODE
2	S00001	S-01Grv	Gaurav	Gaurav	kumar	1		7	Bangalore	Bangalore	Karnataka	
3	S00002	S-02Pjv	Rajiv	Rajiv	Singh	2		10	Dehli	Dehli	Dehli	
4	S00003	S-01Skt	Shakthi	Shakthi	Sahu	3		7	Orisha	Orisha	Orisha	
5	S00004	S-01Lksh	Lokesh	Lokesh	Jain	4		21	MP	MP	MP	
6	S00005	S-01Prd	Pradip	Pradip	Panda	5		30	Bengal	Bengal	Bengal	
7	S00006	S-01KD	Kuldeep	Kuldeep	Singh	6		15	Punjab	Punjab	Punjab	
8	S00007	S-01Suk	Sukhi	Sukhi	Singh	7		8	Nepal	Nepal	Nepal	
9	S00008	S-01Posh	Poshan	Poshan	Singh	8		30	Bihar	Bihar	Bihar	
10	S00009	S-01Mhr	Meher	Meher	Gupta	9		60	MP	MP	MP	
11												

13. After entering all details of Suppliers, **Save** and **close** the excel file.
14. Go back to **HDPOSsmart**. In **Import Data for Suppliers** screen, select the saved excel file of items by clicking on 3 dotted button beside on **Select File** field.
15. Click on **Start Import** button.

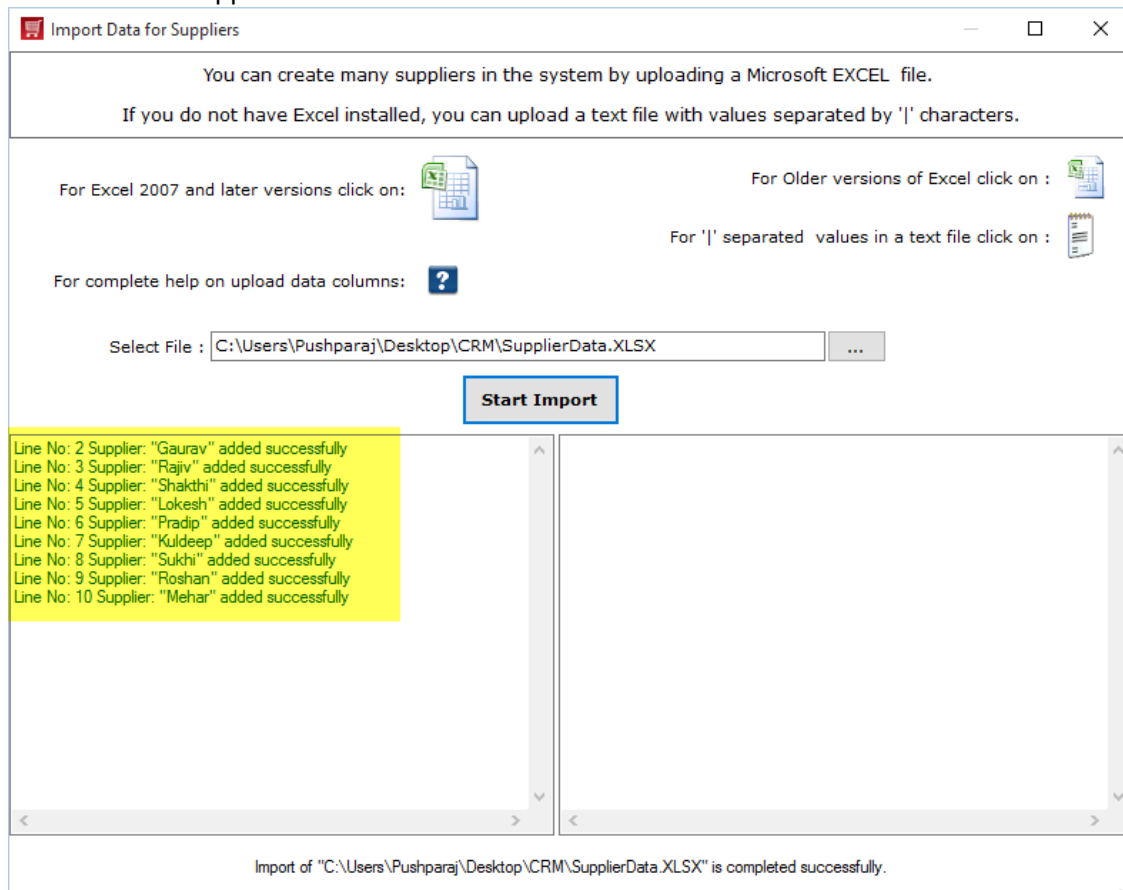




16. All details will be validated and a message will be shown to you. Click on **OK**.



17. You can see all Supplier details have been added onto the screen.



18. Close the above screen and you can see all Suppliers details got uploaded onto **Manage Supplier screen**.



Manage Supplier

1 2 3 4 5

Item Receive Item Stock Stock Transfer Cash Register Sales Invoice Customer Rcv Payment Supplier Pay Supplier Shop (BL) Sales Return Employee Access Rights Reports Stickers

Show Images Show Supplier have Pending Payment within 0 Days Show Active Show Inactive Show All Search !

Supplier Code	Name	Search Code	VATNo	CSTNo	TINNo	PANNo	Is Preferred Supplier
S00001	Gaurav	1					No
S00002	Rajiv	2					No
S00003	Shakthi	3					No
S00004	Lokesh	4					No
S00005	Pradip	5					No
S00006	Kuldeep	6					No
S00007	Sukhi	7					No
S00008	Roshan	8					No
S00009	Mehar	9					No

Total Records : 9

Backup Database Restore Database Go Back To Main Screen About Us Feedback