

How to generate a Purchase Order for stock below reorder level?



HDPOS smart Tutorials

To generate a Purchase Order for stock below reorder level, follow the steps below:

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

Hyper Drive Grocery Store
Site#167, Hyper Drive lane, Sobha Apartment Road,
Sarjapur ORR, Bellandur, Bangalore, Karnataka

HDPOS smart Login : HDAdmin Cash Register : 01 - Manager's Drawer

Invoice #: Hvp-100010 Date : 12/12/2016

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
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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 : 0.00

Discount Included : 0.00

Quantity Total : 0

Customer :

Sales Executive :

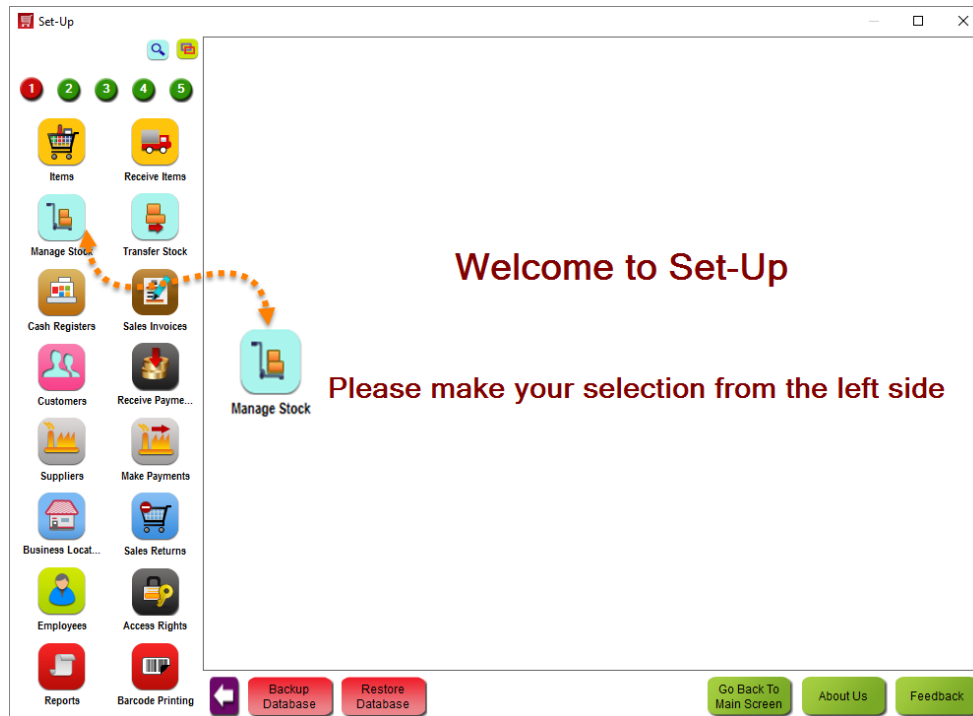
Express Pay (F5) Pay Now (F8) Estimate (F11)

Save & Print Estimate (Alt F11)





2. From 1st page of **Set-Up**, click on **Manage Stock**







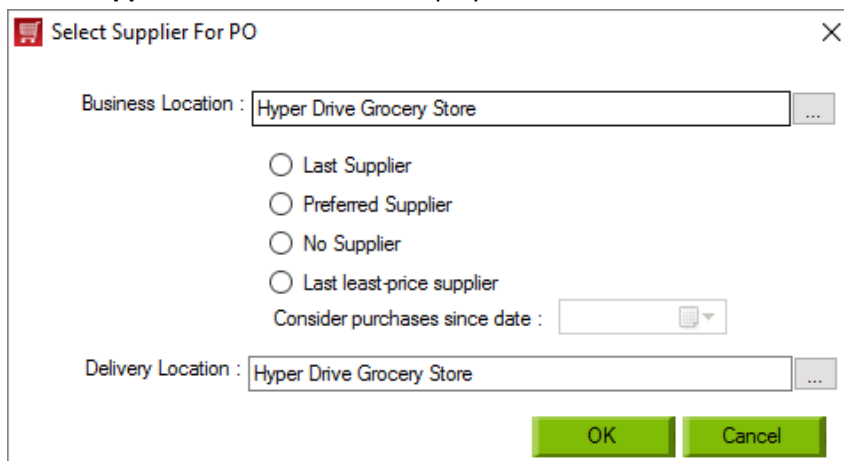
3. Check the **Show only Items to be reordered** checkbox.

This will show all the items whose stock is below the reorder level.





4. You can see 4 buttons below the Show only items to be reordered check box.
 - a. **Generate PO** 
 - b. **Generate PO for all Items** 
 - c. **Generate Stock Request** 
 - d. **Generate Stock Request for all Items** 
5. Click on **Generate PO** or **Generate PO for all Items** buttons to generate purchase order.
 - a. **Generate PO** will generate purchase order for selected item and
 - b. **Generate PO for all Items** will generate purchase order for all items.
6. **Select Supplier for PO** window is displayed.



- i. Select **Business Location** for creating purchase order.
- ii. Select supplier for creating PO.
 - a. **Last Supplier:** The supplier from whom the item was purchased last time will be selected for PO generation. If different items were purchased from different suppliers, multiple Purchase Orders will be created.
 - b. **Preferred Supplier:** Each item will have a preferred supplier specified in item definition. The Purchase order for the items will be created based on the preferred supplier mentioned for the items.
 - c. **No Supplier:** No supplier for PO is selected, so that once all the items are added to the Purchase order window, you can select any of the suppliers manually, before saving.
 - d. **Last least-price supplier:** Suppliers for each of the items will be considered based on the last purchases made for the item, and the supplier who had provided the item at the least price is selected for the item's purchase order creation. On selecting this option, **Consider purchases since date** section is enabled, where you can provide a date, and only the purchases made since that date are considered for selecting the supplier.
- iii. Select the **Delivery Location** for the purchase order.
- iv. Click on **OK**



NOTE: When Last Supplier, Preferred Supplier, or Last least-price supplier is selected, the purchase order is automatically created. But when **No Supplier** is selected, the **New Auto Generate General PO** window is opened with all the selected items, where you have to select the supplier before saving.

7. Go to **Purchase Orders** from 2nd page of **Setup** to view the purchase orders created.

The screenshot shows the 'PO Manager' application window. The sidebar on the left contains several icons, with 'Purchase Orders' highlighted by a red arrow. The main area displays a table of purchase orders with the following data:

PONumber	POStatus	POType	PODate	Supplier Name	Created By
Hyp-P00007	Auto Generated	General PO	13/12/2016 02:22 PM	Allen Brothers Wholesalers	HDAdmin
Hyp-P00006	Auto Generated	General PO	13/12/2016 02:22 PM	Allen Brothers Wholesalers	HDAdmin
Hyp-P00004	Auto Generated	General PO	13/12/2016 01:33 PM	Allen Brothers Wholesalers	HDAdmin
Hyp-P00005	Auto Generated	General PO	13/12/2016 01:33 PM	Grocery Bazaar	HDAdmin
Hyp-P00003	Complete	General PO	06/04/2016 04:53 PM	Allen Brothers Wholesalers	HDAdmin
Hyp-P00002	Active	General PO	06/04/2016 03:44 PM	Allen Brothers Wholesalers	HDAdmin
Hyp-P00001	Complete	General PO	06/04/2016 03:43 PM	Grocery Bazaar	HDAdmin

The bottom of the screen features a navigation bar with buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'. The text 'Total Records : 7' is displayed at the bottom right of the table area.