

How to receive customer item?



HDPOS smart Tutorials

To receive customer item, you need to follow below steps:

1. Run **HDPOS smart**. Click on **Set-up** button from **Main Screen**.

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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2. Go to 4th Page, click on **Customer Receipt** icon. From **Manage Customer Receipt** screen, click on **Add Customer Receipt** button.





Customer Receipt Number	Customer Name	Customer Code	Date	Mobile Number	Email	Received By
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3. Enter the customer name and click on **Add Customer Item** to add the item details that you are taking from customer for service.



New Customer Receipt

Select Business Location : HD Tailoring & Alteration Shop

Customer Receipt Number : HD-CR00001 Date : 15/12/2016

Customer : Sangita Parida

Show Images

+ -

Customer Item Code	Item Name	Quantity	Shoulder Length	Salware or Pant Colour	Chest	Waist	Ankle
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Note :

Pick Message

Change Quantity F2

Number of Receipts to Print : 1

Save & Print (F5) Save (F8) Cancel

4. Enter the name, description, instructions, and notes. You can see all the customer item user fields are populated in the screen of **Customer Receipt**. Enter the details for all customer item user fields.





New Customer Item Details

Customer Name : Sangita Panda
Item Code : CI00004
Name : Dress Material
Description : Bandhani Material (3 Pieces)
Instruction : Stich a kurta and salware
Notes : Customer collect after 15 Days

Business Location : HD Tailoring & Alternation Shop
Godown : HD Tailoring & Alternation Shop

Change Photo Remove Photo

Billable Items Used Up Items

Barcode :
Item Name :

Godown	Item code	Item Name	Price	Qua
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Total Quantity : 0.00 Total Amount : 0.00

Customer Item User Fields

User Field List Attachments Customer User Field List Customer Attachments Workflow

Shoulder Length : 14
Salware or Pant Colour : Sky
Chest : 32
Waist : 28
Ankle : 12
Arm Hold : 12
Total Height : 148

5. As stitching needs to be done on **Customer's Item**, you may want to add some buttons, thread and take stitching charges from the customer. These extra items need to be attached to the **Customer's Item**.
6. There are two options available for adding extra items in **Customer's item**.
 - a. **Billable Item:** Items are used for billing and stock also reduces from respective godown.
 - b. **Used up Items:** only stock will reduce from respective godown and these items are not added on main screen for billing.





Billable Items Used Up Items

+ - Barcode :

Item Name :

Godown	Item code	Item Name	Price	Qua
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Total Quantity : 0.00 Total Amount : 0.00

7. To attach these extra items to Customer's Item, either you click on **Add** button or you can add these items through **item name** or by scanning through **barcode**.





Billable Items Used Up Items

+ - [Icons] Barcode : [Input Field]

Item Name : [Input Field]

Godown	Item code	Item Name	Price	Quantity
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Total Quantity : 0.00 Total Amount : 0.00

8. Select the items from **Item Manager** screen that opens. Click on **OK**.

Item Manager

Categories

Show All Category Items

Search [Input Field]

Category Name
Stiching

Total Records : 1

Items

Show Inactive Items Only

Show Images Show Purchase Price

Search [Input Field]

Item Name	Barcode	Search Code	MRP	Sales Price	Sales Measur
Button	T00003		50.00	50.00	Qty
Cotton	T00002		200.00	200.00	Qty
Stiching Price	T00001		500.00	500.00	Qty



Total Records : 3

OK Cancel

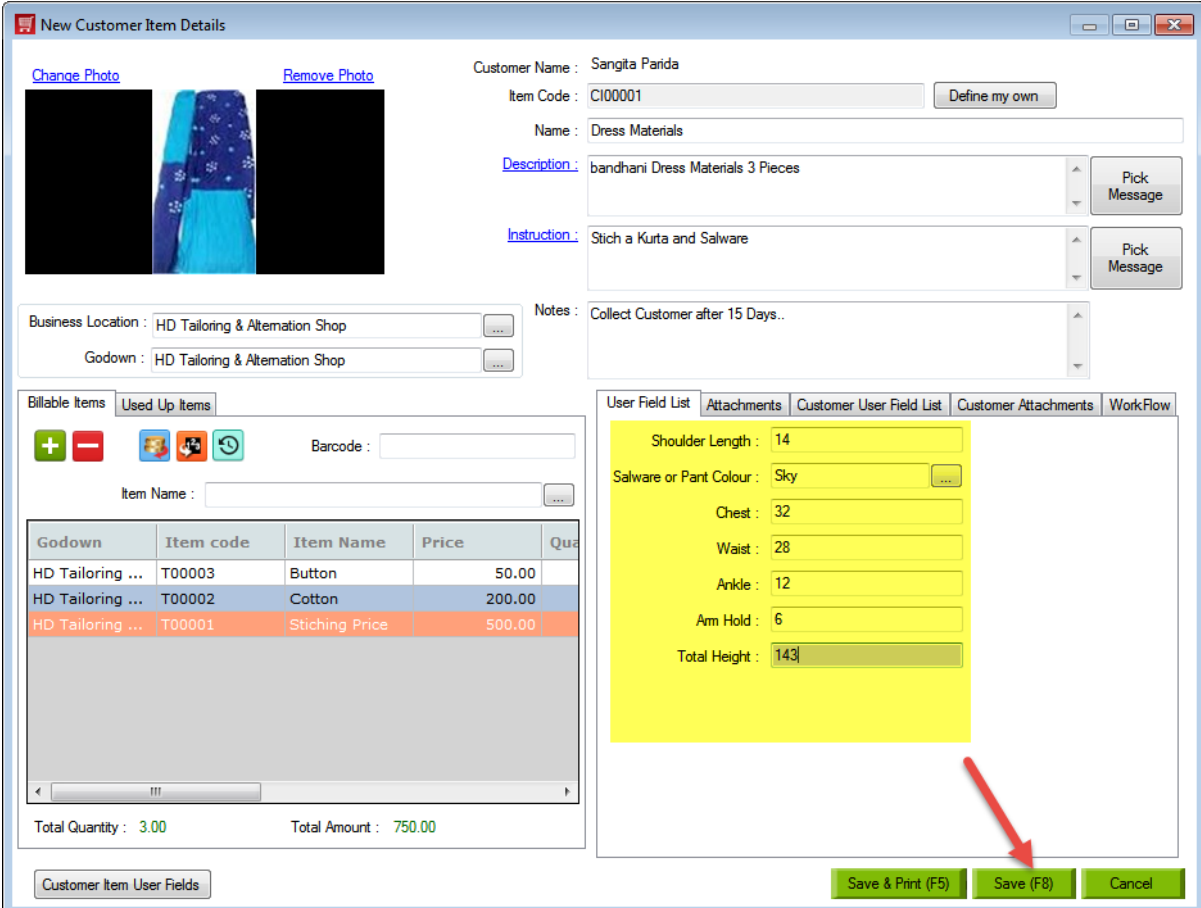




9. After these items are added to Customer's Item, the quantity for each item you added is by default 1.

- You can also change the quantity of any attached item, select that item and click on  **Change Quantity** button. Change the quantity as you want.
- If you want to change the price of any attached item, select that item and click on  **Change Price** button. Change the price as you want.

10. After adding all items, click on **Save**.



Customer Name : Sangita Parida
Item Code : CI00001 Define my own
Name : Dress Materials
Description : bandhani Dress Materials 3 Pieces Pick Message
Instruction : Stich a Kurta and Salware Pick Message
Notes : Collect Customer after 15 Days..

Business Location : HD Tailoring & Alteration Shop
Godown : HD Tailoring & Alteration Shop

Godown	Item code	Item Name	Price	Quantity
HD Tailoring ...	T00003	Button	50.00	
HD Tailoring ...	T00002	Cotton	200.00	
HD Tailoring ...	T00001	Stitching Price	500.00	

Total Quantity : 3.00 Total Amount : 750.00

Customer Item User Fields

Shoulder Length : 14
Salware or Pant Colour : Sky
Chest : 32
Waist : 28
Ankle : 12
Arm Hold : 6
Total Height : 143

Save & Print (F5) Save (F8) Cancel

11. Customer item will get populated in **New Customer Receipt** screen. Click on **Save** or **Save & Print**.





New Customer Receipt

Select Business Location : HD Tailoring & Alteration Shop

Customer Receipt Number : HD-CR00004 Date : 16/12/2016

Customer : Sangita Parida

Show Images

Customer Item Code	Item Name	Quantity	Shoulder Length	Salware or Pant Colour	Chest	Waist	Ankle
C100004	Dress Material	1.00	14	Sky	32	28	

Note :

Pick Message

Change Quantity F2

Number of Receipts to Print : 1

Save & Print (F5) Save (F8) Cancel

12. You can see the customer receipt that was saved with all details as shown below.





Manage Customer Receipt

From Date : 16/12/2016 To Date : 16/12/2016 Apply Date

Search

Customer Receipt Number	Customer Name	Customer Code	Date	Mobile Number	Email	Received By
HD-CR00003	Kirti Saha	C00003	15/12/2016 05:10 PM			HDAdmin
HD-CR00002	Rahul Sharma	C00002	15/12/2016 05:09 PM			HDAdmin
HD-CR00001	Sangita Parida	C00001	15/12/2016 04:34 PM			HDAdmin

Total Records : 3

Settings, Estimates, Deliveries, Data Movement, Make Plans, Customer Items, Customer Rece..., SMS, Databases, Access Requests, Schedules, AMC Managem..., Tax Structura, Companies, CR Sessions, Balance Sheet

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

