

## How to Enter Details of free Items Received from Suppliers?



HDPOS smart Tutorials

Many times when we purchase goods in bulk we may receive some free items along with our purchase.

In this document we will see how to record such free items received at the time of purchase.

Follow the steps below:

1. Run HDPOS smart
2. From the **Main Invoice Screen** select **Setup**

S No.	Barcode	Item Name	Qty / Weight	Measuring Unit	Unit Price with Tax	Total with Tax
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Buttons: Change Quantity (F2), Remove Item (F4), Show Stock, Hold Invoice (F6), Pick Held Invoice (F7), Cancel Invoice (F10), Show Tax Details, Hide Offer Details (F12), Set-Up, Express Pay (F5), Pay Now (F8), Estimate (F11), Save & Print Estimate (Alt F11)

Total: 0.00  
Discount Included: 0.00  
Quantity Total: 0



3. From the **1<sup>st</sup> page of Setup** select **Receive Item**



4. From the **tool strip** select **Add Advanced Received Item Entry**





5. In the **Advanced Received Item Entry** screen that opens select the required details like **Supplier name** and **Godown** and select the item that you are receiving as free item
6. In the **Received Free Qty/ weight** column enter the **quantity** of free item

S No.	Barcode	Item Name	Received Paid Qty/Weight	Received Free Qty/Weight	Total Qty/Weight	Measuring Unit	Item Unit Price Before Tax	Item Level Discount Percent	Invoice Level Discount Percent	SubTotal Before Tax
1	8902080...	7 UP NIMBOO-350 ML	50	5	55	Bottle	20.00	0.00	0.00	1,000.00

7. **Note: Received paid qty/ weight** column can be left as 0 if no paid quantity is received.
8. Click on **Save** to Save the **Received Item Entry**.