

How to assign preferred supplier to Items?



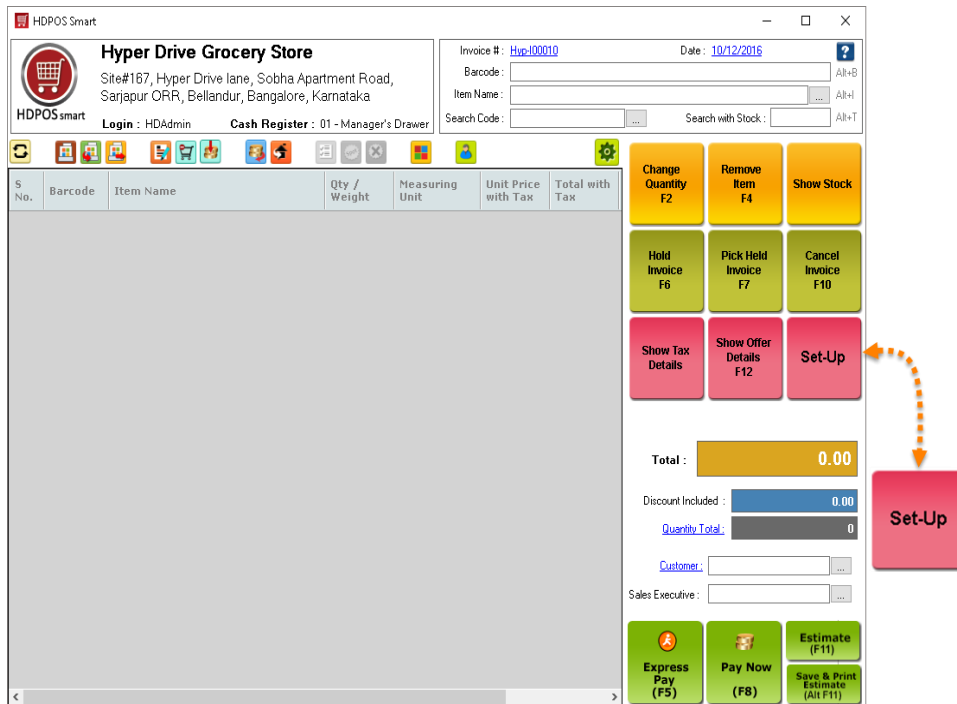
HDPOS smart Tutorials

HDPOS allows for having preferred suppliers for items. These preferred suppliers are used to auto generate purchase orders when the stock of the item is less than reorder level.

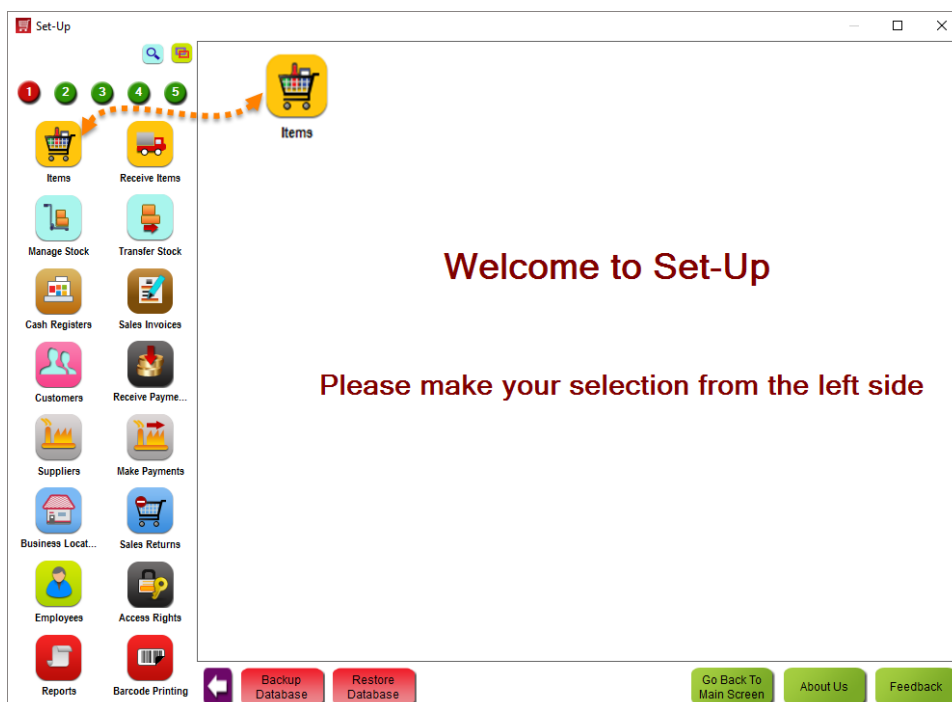
The steps to select preferred supplier for items are as shown below:

Method 1: Assign Preferred Supplier to items individually

1. Run HDPOSSmart, and click on **Setup**



2. Click on **Items**





3. Select the item for which you intend to select the preferred supplier, and click on **Edit**

| Item Name | Barcode | Search Code | MRP | Sales Price | Sal |
|--|---------|-------------|--------|-------------|-----|
| 24 Letter Mantra Organic Corn Flakes | T00071 | | 149.00 | 149.00 | Qty |
| 24 Letter Mantra Organic Multigrain Flakes | T00011 | | 149.00 | 149.00 | Qty |
| 24 Letter Mantra Rice Flour 1 Kg | T00037 | | 45.00 | 45.00 | Qty |
| Aashirvad Aata with Multigrains | T00048 | | 255.00 | 235.00 | Qty |
| Aashirvad Whole Wheat Atta 5Kg | T00033 | | 400.00 | 339.00 | Qty |
| Amul Pasturised Butter 100g | T00080 | | 40.00 | 40.00 | Qty |
| Amul Slim and trim Skimmed Milk 1L | T00079 | | 65.00 | 65.00 | Qty |
| Britannia Fruit Bread | T00014 | | 16.00 | 16.00 | Qty |
| Britannia Good Day Rich Butter Cookies | T00024 | | 40.00 | 40.00 | Qty |
| Britannia Nutri Choice | T00023 | | 20.00 | 20.00 | Qty |
| Britannia Whole Wheat Bread | T00013 | | 30.00 | 30.00 | Qty |
| Comfort Conditioner Anti Bacterial Green | T00069 | | 186.00 | 186.00 | Qty |
| Comfort Fabric | | | | | |

4. Select the Preferred supplier for the item.

Barcode: T00033 Define my own Auto-Generate

Name: Whole Wheat Atta 5Kg Item Name Template

Item Unique Name: Aashirvad Whole Wheat Atta 5Kg

Item Group Name: Whole Wheat Atta 5Kg Group Name Template

Category: Staples Search Code:

Item Attributes:

- Is Active Not For Sale Is Purchased Is Service Item
- HasBOM Is Auto Make Is Auto Break Is Sortable Item Has Manual Batch Has Auto Batch
- Is Gift Card Create Time Token
- Has Label Need To Print Barcode Sticker
- Is Measured at the time of sale Use Measuring denomination Weighing scale used while selling
- Is a Kit
- Only For Online Shop Not For Online Shop Allow to purchase on eShop when not in stock

Tax Detail:

Tax paid while purchasing: VAT

Tax collected while selling: VAT 5.5 My Sales Price Includes Tax

Packaging:

Purchase Measuring Unit: Qty Sales Measuring Unit: Qty

1 Purchase unit is equal to: 1 Sales Units.

Pricing:

Last Purchase Unit Price: 300.00

Sales Price Before Tax: 321.33

Sales Price (My MRP): 339.00 Add Item Price

MRP (Printed MRP): 400.00

Preferred Supplier: Grocery Bazaar

Brand: Aashirvad Type: Wheat

5. Click on **Update**





Method 2: Using Bulk Update

1. From Manage Items window, click on Bulk Update

The screenshot shows the 'Manage Items' window. On the left is a sidebar with various icons. The main area displays a table of items. At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'Go Back To Main Screen', 'About Us', and 'Feedback'. An orange arrow points from the 'Bulk Update' icon in the top toolbar to the 'Bulk Update' button in the bottom right corner of the window.

| Item Name | Barcode | Search Code | HRP | Sales Price | Sales Measuring Unit | Purchase Measuring Unit | Sales Name |
|--|---------|-------------|--------|-------------|----------------------|-------------------------|------------|
| 24 Letter Mantra Organic Corn Flakes | T00071 | | 149.00 | 149.00 | Qty | Qty | VAT 5.5 |
| 24 Letter Mantra Organic Multigrain Flakes | T00011 | | 149.00 | 149.00 | Qty | Qty | VAT 5.5 |
| 24 Letter Mantra Rice Flour 1 Kg | T00037 | | 45.00 | 45.00 | Qty | Qty | VAT 5.5 |
| Aashirvad Rata with Multigrains | T00048 | | 255.00 | 235.00 | Qty | Qty | VAT 5.5 |
| Aashirvad Whole Wheat Atta 5Kg | T00033 | | 400.00 | 339.00 | Qty | Qty | VAT 5.5 |
| Amul Pasturised Butter 100g | T00080 | | 40.00 | 40.00 | Qty | Qty | VAT |
| Amul Slim and trim Skimmed Milk 1L | T00079 | | 65.00 | 65.00 | Qty | Qty | VAT |
| Britannia Fruit Bread | T00014 | | 16.00 | 16.00 | Qty | Qty | VAT 5.5 |
| Britannia Good Day Rich Butter Cookies | T00024 | | 40.00 | 40.00 | Qty | Qty | VAT 5.5 |
| Britannia Nutri Choice | T00023 | | 20.00 | 20.00 | Qty | Qty | VAT 5.5 |
| Britannia Whole Wheat Bread | T00013 | | 30.00 | 30.00 | Qty | Qty | VAT 5.5 |
| Comfort Conditioner Anti Bacterial Green | T00069 | | 186.00 | 186.00 | Qty | Qty | VAT 5.5 |
| Comfort fabric Conditioner Lily Fresh | T00070 | | 315.00 | 315.00 | Qty | Qty | VAT 5.5 |
| Double Horse Roasted Rava 1Kg | T00039 | | 58.00 | 58.00 | Qty | Qty | VAT 5.5 |
| Double Horse Samba Broken Wheat 500 g | T00050 | | 99.00 | 99.00 | Qty | Qty | VAT 5.5 |
| Fortune Besan 1 Kg | T00049 | | 110.00 | 109.00 | Qty | Qty | VAT 5.5 |
| Fortune Sunlite Refined Sunflower Oil 5L | T00028 | | 600.00 | 494.00 | Qty | Qty | VAT 5.5 |
| Fresho Gram Green, 200 gm | T00076 | | 26.00 | 26.00 | Qty | Qty | VAT 5.5 |
| Fresho Mixed Gram, 200 gm | T00073 | | 26.00 | 26.00 | Qty | Qty | VAT 5.5 |
| Fresho Pomegranate - Peeled, 200 gm | T00074 | | 50.00 | 50.00 | Qty | Qty | VAT 5.5 |
| Fresho Watermelon - Diced, 200 gm | T00075 | | 18.00 | 18.00 | Qty | Qty | VAT 5.5 |

2. Select the preferred supplier and check the preferred supplier checkbox.

The screenshot shows the 'Bulk Edit' window. The 'Preferred Supplier' field is highlighted with a red box and a red checkmark. An orange arrow points from the 'Bulk Update' button in the previous screenshot to this field. The window also contains sections for 'Item Attributes', 'Packaging', 'Tax Detail', and 'Pricing'.

Preferred Supplier : Allen Brothers Wholesalers

3. Click on Apply to selected item/Apply to all with search condition as required.

