

To add Customer and Supplier GSTIN number in HDPOS smart, follow the steps below:

- 1. Run HDPOS smart. Click on Set-Up.
- 2. From Set-Up, Click on Customers.
- 3. From Manage Customer, click on Export Customer tool strip button.

📕 Manage Custo	mer							×
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items	Receive Items	Show Images Show Only Custome Show Active	er With Pending Payment Show Inactive	0 Days so Show InActive			Search !	! ->
		Customer Code	Name 🛆	Search Code	Customer Group Name	Is Enrolled For Lovalty Points	Loyalty Number	Cur
Manage Stock	Transfer Stock	C00007						
		C00006	Mahesh Bhat		Wholesale	No		
Cash Registers	Salea Invoicea	C00008	Natasha Jain		Retail	Yes	LN00006	
		C00001	Nayana Singh		Retail	Yes	LN00001	
	<b>.</b>	C00005	Shanti Vishwa		Retail	Yes	LN00002	
Customers	Receive Payme	C00003	Sindhura Gowda		Retail	Yes	LN00003	
1		C00004	Sowmya Raj		Retail	Yes	LN00004	
Sumilian		C00002	Sushma Gowda		Wholesale	No		
Business Locat	Sales Returns							
Employees	Access Rights	•	III					4
					Total Records : 8			
Reports	Barcode Printing	Backup Database	Restore Database			Go Back To Main Screen	About Us Feed	back

4. You will see Save As screen, save the file in preferred location and Click on Save.







5. Success screen will pop-up if the file is successfully saved in the desired path. Click on OK.



6. Enter the customer GST Number in GSTNUMBER column, as shown below.

4	A	В	С	D	Е	F	G	Н	1	J	K	L	М	N	0	Ρ	Q	R	S
1	CUSTOM	(FIRSTNA	ILASTNAN	ISENROLI	USESYST	LOYALTY	LOYALTY	OPENING	ENROLLN CF	REDITLI	MOBILEN	ADDRES:	ADDRESS	CITY	STATE	CUSTOM	VATNUME	CSTNUM	GSTNUMBER
2	C00007	Lakshmar	n Rao	0	1				0		970000000	10th main	Yashwanti	Bengaluru	Karnataka	Wholesale	9		ADC153R55987
3	C00006	Mahesh	Bhat	0	0				20	00	110000001	#14, 5th cro	Anna Nag	Chennai	Tamil Nac	Wholesale	9		RTY8594IU896
4	C00008	Natasha	Jain	1	1	LN00006			2016-05-040		900000000	#15, Norm	M G Road	Bengaluru	Karnataka	Retail			QWE895YU7896
5	C00001	Nayana	Singh	1	0	LN00001			2016-04-0710	000	110000001	Bellandur	Road No 1	Bengaluru	Karnataka	Retail			HGF458UI6321
6	C00005	Shanti	Vishwa	1	1	LN00002			2016-04-070		110000001	Kasthuri N	Road No 1	Bengaluru	Karnataka	Retail			ABC12345HJ69
7	C00003	Sindhura	Gowda	1	0	LN00003			2016-04-0710	0000	110000001	Ramurthyr	Road No 1	Bengaluru	Karanatak	Retail			ERT789KK4561
8	C00004	Sowmya	Raj	1	1	LN00004			2016-04-070		110000001	K.R.Pura	Road No 1	Bengaluru	Karnataka	Retail			TRE789159TY3
9	C00002	Sushma	Gowda	0	1				Ő		110000001	Marathaha	Road No I	Bengaluru	Karnataka	Wholesale	9		P015648HY478

- 7. Save and close the file.
- 8. From Manage Customer, click on Upload Customers.

Manage Custo	mer						
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1 2	3 4	-			1		
Items	Receive Items	<ul> <li>Show Images</li> <li>Show Only Custom</li> <li>Show Active</li> </ul>	er With Pending Payment Show Inactive 💿 Alt	0 Days so Show InActive			
							Search ! ->
	-	Customer Code	Name 🛆	Search Code	Customer Group Name	Is Enrolled For Loyalty Points	Loyalty Cur Number Stor
Manage Stock	Transfer Stock	C00007					
		C00006	Mahesh Bhat		Wholesale	No	
Cash Registers	Sales Invoices	C00008	Natasha Jain		Retail	Yes	LN00006
		C00001	Nayana Singh		Retail	Yes	LN00001
	<b></b>	C00005	Shanti Vishwa		Retail	Yes	LN00002
Customers	Receive Payme	C00003	Sindhura Gowda		Retail	Yes	LN00003
144		C00004	Sowmya Raj		Retail	Yes	LN00004
		C00002	Sushma Gowda		Wholesale	No	
Suppliers							
Business Locat	Sales Returns						
2	<b>-</b>						
Employees	Access Rights						4
					Total Records : 8		
Reports	Barcode Printing	Backup Database	Restore Database			Go Back To Main Screen	bout Us Feedback





9. You will see a Warning message as shown below for bulk update. Click on **Yes** to backup your database and select the path to save the backup file and click on **Save**.

Warning										
This functionality make	es bulk changes to your data.									
We suggest that you b	ack up your database before making b	ulk changes to your data. Do yo	u want to back up your database now?							
	Yes No Cancel									
Save Database backup file	* 0000× 00		← fg Search Desktop P							
Organize 🔻 New folde	er		•=" ▼ @							
	Libraries System Folder Network System Folder	HyperDrive43 System Folder	Computer System Folder							
File name: BACK	UP FILE		•							
Save as type: Datab	ase Backup Files (*.bak)									
Hide Folders			Save Cancel							

10. Click on **No** if you don't want to take the back up and proceed with upload.

ſ	Warning
	This functionality makes bulk changes to your data.
	We suggest that you back up your database before making bulk changes to your data. Do you want to back up your database now?
	Yes No Cancel

11. Import Data for Items screen will display click on 3 dotted buttons to select the file.

🛒 Import Data	for Customers				
	You can create many cust	omers in the system by	uploading a Micro	soft EXCEL file.	
If yo	ou do not have Excel installed,	you can upload a text fi	le with values sep	parated by ' ' chara	acters.
For Excel	2007 and later versions click on:		For Older version	ons of Excel click on	:
For compl	ete help on upload data columns:	? For '	'separated values	in a text file click o	n :
Select File :				. Start Impo	-1
					F





12. Select the excel file and click on **Open** 

Open	create many customers in the solli	the spin-selling or the could be the		
🔾 🗢 🥅 Desktop 🕨			✓ ← Search Desktop	Q
Organize 👻 New folde	er		• • • •	
<ul> <li>✓ Favorites</li> <li>■ Desktop</li> <li>■ Downloads</li> <li>③ Recent Places</li> <li>◎ Documents</li> <li>● Documents</li> <li>● Pictures</li> <li>■ Pictures</li> <li>■ Videos</li> <li>? Computer</li> <li>♥ Network</li> </ul>	Libraries System Folder Network System Folder	HyperDrive13 System Folder Customer List Microsoft Office Excel Worksheet 9.15 KB	Computer System Folder	
File <u>n</u>	ame:	-	Excel Workbook(*.xlsx)     Open     Ca	• ancel

#### 13. Click on Start Import.

•	
🛒 Import Data for Customers	
You can create many customers in the syste	em by uploading a Microsoft EXCEL file.
If you do not have Excel installed, you can upload a	text file with values separated by ' ' characters.
For Excel 2007 and later versions click on:	For Older versions of Excel click on :
For complete help on upload data columns:	For 'l' separated values in a text file click on :
Select File : C:\Users\HyperDrive43\Desktop\Customer List.xlsx	Start Import
<	

### 14. Validating Data screen will pop-up. It will validate if there are any error in the excel sheet.

alidating Data
Validating Line Number 8
Cancel





15. After validating it will show the **Import** pop-up screen for the successful completion. Click on **OK**.

Import Data for Custo	ners					23
You	can create many customers	in the system by up	loading a Mic	crosoft EXCEL file	e.	
If you do no	t have Excel installed, you ca	n upload a text file v	with values s	separated by ' ' o	haracters.	
For Excel 2007 and	later versions click on:		For Older ve	rsions of Excel clic	k on :	
For complete help o	n upload data columns: <b>?</b>	For ' ' s	eparated val	ues in a text file cl	ick on :	
Select File : C:\Users	\HyperDrive43\Desktop\Custon	ner List.xlsx		Start In	nport	
Line No: 2 Customer: "Laksh Line No: 3 Customer: "Mahes Line No: 4 Customer: "Natas Line No: 5 Customer: "Natas Line No: 6 Customer: "Shanti Line No: 8 Customer: "Sindh Line No: 8 Customer: "Sowm Line No: 9 Customer: "Sushm	nan Rao" updated successfully n Bhat" updated successfully a Jain" updated successfully singh" updated successfully Vishwa" updated successfully a Raj" updated successfully a Raj" updated successfully a Gowda" updated successfully		^			*
I	nport					
	Import of "C:\Users\HyperDriv	e43\Desktop\Custome	r List.xlsx" is	completed success	sfully.	
			-			-
<	Import of "C:\Users\HyperDrive4	► I3\Desktop\Customer List x	dsx" is completed	d successfully.		

16. In Manage customer window, the bulk updates of GST number will be displayed as shown below.

Manage Custo	mer									. ×
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1 2	3 4	-								
Items	Receive Items	<ul><li>Show</li><li>Show</li><li>Show</li></ul>	Images Only Customer With Pending Active	Payment Day Also Show InActive	5				Search	] [ -> ]
		ate	Birth Date	Anniversary	VATNo	CSTNo	GSTNumber	TINNo	PANNo	Email
Manage Stock	Transfer Stock	rnataka		Date			ADC153R55987			lakshma
		mil Nadu	14/03/1990 12:00 AM				RTY8594IU896			mahesh
Cash Pagistara		rnataka					QWE895YU7896			natasha
	Sales Invoices	rnataka					HGF458UI6321			Nayana
		rnataka					ABC12345HJ69			shanthi\
Customers	Receive Payme	ranataka					ERT789KK4561			SindhuV
1		rnataka					TRE789159TY3			sowmya
		rnataka					POI5648HY478			Sushma
Business Locat	Salea Returna									
2	<b>-</b>									
Employees	Access Rights				Total Recor	ds:8				F
Reports	Barcode Printing		Backup Database Databa	se			Go Back To Main Screen	About U	Js Fe	edback





# **To Add Supplier GSTIN number:**

1. From 1<sup>st</sup> page of Set-Up, click on **Suppliers**.



2. From Manage Supplier, click on Export Supplier.

🛒 Manage Suppl	ier									×
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1 2	3 4	H								
		Show Images	Show Supplier have Pe	ending Payment within	0	Days				
		Show Active	Show Inactive Sł	now All						
Items	Receive Items								Search !	->
1 <sub>B</sub>		Supplier Code	Name	Search Code	VATNo	CSTNo	GSTNumber	TINNo	PANNo	Is I Sup
		S00001								
Manage Stock	Transfer Stock	S00002	Allen Brothers Wholesalers					3000000005		No
	<b>1</b>	S00003	Metro							No
		S00004	Wallmart							No
Customers	Receive Payme									
Suppliers	Make Payments									
	<b>2</b>									
Business Locat	Sales Returns									
Employees	Access Rights	∢ [	m							4
					Total Reco	rds:4				
Reports	Barcode Printing	Backup Databas	e Restore Database				Go Back To Main Screen	About Us	Feedb	back





3. You will see **Save As** screen, save the file in preferred location and Click on **Save**.

🛒 Save As	- 0000						x
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Organize 🔻 New fold	er					₩ <b>-</b> ▼	0
Favorites     Desktop     Downloads     Downloads	Libraries System Folder	Hyper Syster	rDrive43 n Folder mer List		Computer System Folder		
Eccent Places	System Folder	Micro 9.15 K	soft Office Excel Worksheet B				
Libraries Documents							
Music							
<ul> <li>Pictures</li> <li>Videos</li> </ul>							
⊳ 🖳 Computer							
🖻 🖣 Network							
File name: Supp	lier List						•
Save as type: Excel	Workbook(*.xlsx)						•
Hide Folders				_	Save	Cancel	

4. Success screen will pop-up if the file is successfully saved in the desired path. Click on OK.

Success
"Supplier List" was saved successfully as "C:\Users\HyperDrive43\Desktop\Supplier List.xlsx".
ок

5. Enter the customer GST Number in GSTNUMBER column, as shown below.

	A	В	С	D	E	F	G	Н		J	K	L	М	Ν	0	Ρ	Q	R	S
1	SUPPLIEF	SUPPLIEF	SUPPLIE	FFIRSTNA	ILASTNAN	SEARCHO	ISPREFER	PAYMEN	ADDRES	ADDRES	ECITY	STATE	ZIPCODE	MOBILEN	EMAIL	WEBSITE	VATNO	CSTNO	GSTNUMBER
2	S00001		Grocery E	3 Siddartha	Verma		0	7	Kasthuri N	Road No	Bengaluru	Kamataka		220000001	siddarthav	www.abc.c	com		WQE7895TG154
3	S00002		Allen Brot	ł Shankar	Mahadev		0	Û	Marathaha	Road No	Bengaluru	Kamataka		220000001	shankarm	www.abc.c	com		EWQ78954RT15
4	S00003		Metro				0	Û			Bangalore	Kamataka							REW897RT8745
5	S00004		Wallmart				0	0			Chennai	Tamilnadı	J						POR520YT9635
6																			

6. Save and close the file.





7. From Manage Supplier, click on Upload Suppliers.

Manage Suppl	ier									<u> </u>
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12	3 4	►								
		Show Images	Show Supplier have Pe	ending Payment within	0	Days				
<b>T</b>		Show Active	Show Inactive State	now All						
Items	Receive Items								Search !	
		Supplier Code	Name	Search Code	VATNo	CSTNo	GSTNumber	TINNo	PANNo	
	-	S00001								
Manage Stock	Transfer Stock	S00002	Allen Brothers Wholesalers					3000000005		1
	1	S00003	Metro							
		S00004	Wallmart							
Customers	Receive Payme									
Suppliers	Make Payments									
Employees	Access Rights	4								
					Total Reco	ords : 4				
Reports	Barcode Printing	Backup Databas	p Restore se Database				Go Back To Main Screen	About Us	Feedb	bad

8. You will see a Warning message as shown below for bulk update. Click on **Yes** to backup your database and select the path to save the backup file and click on Save.

Warning			
This functionality We suggest that	v makes bulk changes to your data. you back up your database before	making bulk changes to your data. D	o you want to back up your database now?
		Yes No Cancel	
Save Database back	kup file as		
Co Deskto	op 🕨		<ul> <li>✓ </li> <li>✓ </li></ul>
Organize 👻 Ne	w folder		
<ul> <li>★ Favorites</li> <li>Desktop</li> <li>Downloads</li> <li>Recent Places</li> <li>⇒ Libraries</li> <li>⇒ Documents</li> <li>⇒ Music</li> <li>⇒ Pictures</li> <li>≡ Videos</li> <li>≡ Computer</li> <li>♥ Network</li> </ul>	Libraries System Folder	HyperDrive43 System Folder	Computer System Folder
File name:	BACKUP FILE		
Save as type:	Database backup riles (",Dak)		
Hide Folders			Save Cancel





9. Click on **No** if you don't want to take the back up and proceed with upload.



10. Import Data for Items screen will display click on 3 dotted button to select the file.

🛒 Import Data for Suppliers					
You can create many su	pliers in the system t	oy uploading a	Microsoft EXCEL	_ file.	
If you do not have Excel installed	you can upload a tex	kt file with valu	es separated by	y ' ' characters	5.
For Excel 2007 and later versions click on		For Olde	r versions of Exce	el click on :	
For complete help on upload data columns	? F	or ' ' separated	values in a text f	file click on :	=
Select File :			Sta	rt Import	
		*	1		~
4		► 4			4
					.1

11. Select the excel file and click on Open





## 12. Click on Start Import.

🛒 Import Data for Suppliers	
You can create many suppliers in the syste	m by uploading a Microsoft EXCEL file.
If you do not have Excel installed, you can upload a	text file with values separated by ' ' characters.
For Excel 2007 and later versions click on:	For Older versions of Excel click on :
For complete help on upload data columns:	For ' ' separated values in a text file click on :
Select File : C:\Users\HyperDrive43\Desktop\Supplier List.xlsx	Start Import
4	

**HDPOS** smart Tutorials

### 13. Validating Data screen will pop-up. It will validate if there are any error in the excel sheet.

Validating Data	
	Validating Line Number 8
	Cancel





14. After validating it will show the **Import** pop-up screen for the successful completion. Click on **OK**.

Import Data for Suppliers	- O X
You can create many suppliers in the system by uploading a Microsoft	EXCEL file.
If you do not have Excel installed, you can upload a text file with values separa	ated by ' ' characters.
For Excel 2007 and later versions click on: For Older versions	of Excel click on :
For complete help on upload data columns: <b>?</b> For ' ' separated values in a	a text file click on :
Select File : C:\Users\HyperDrive43\Desktop\Supplier List.xlsx	Start Import
Line No: 2 Supplier: "Grocery Bazaar" updated successfully Line No: 3 Supplier: "Allen Brothers Wholesalers" updated successfully Line No: 4 Supplier: "Metro" updated successfully Line No: 5 Supplier: "Wallmart" updated successfully	~
Import	
Import of "C:\Users\HyperDrive43\Desktop\Supplier List.xlsx" is completed	successfully.
	-
Import of "C:\Users\HyperDrive43\Desktop\Supplier List.xlsx" is completed succes	sfully.

15. In **Manage Supplier** window, the bulk updates of GST number will be displayed as shown below.

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1 2	3 4	-								
		Show Images	Show Supplier have Pe	ending Payment within	0	Days				
		Show Active	Show Inactive Show Show Show Inactive Show Show Show Show Show Show Show Show	how All						
									Search	<b>-</b> >
Items	Receive Items									
		Supplier Code	Name	Search Code	VATNo	CSTNo	GSTNumber	TINNo	PANNo	S
		S00001					WQE7895TG154	311246925789		
Manage Stock	Transfer Stock	S00002	Allen Brothers Wholesalers				EWQ78954RT15	30000000005		N
		S00003	Metro				REW897RT8745			No
		S00004	Wallmart				POR520YT9635			N
Customers	Receive Payme									
Suppliers										
	Make Payments									
Business Locat	Make Payments									
Business Locat	Make Payments									
Employees	Make Payments	4	19							
Business Locat Employees	Make Payments	4	III		Total Reco	rds : 4				

