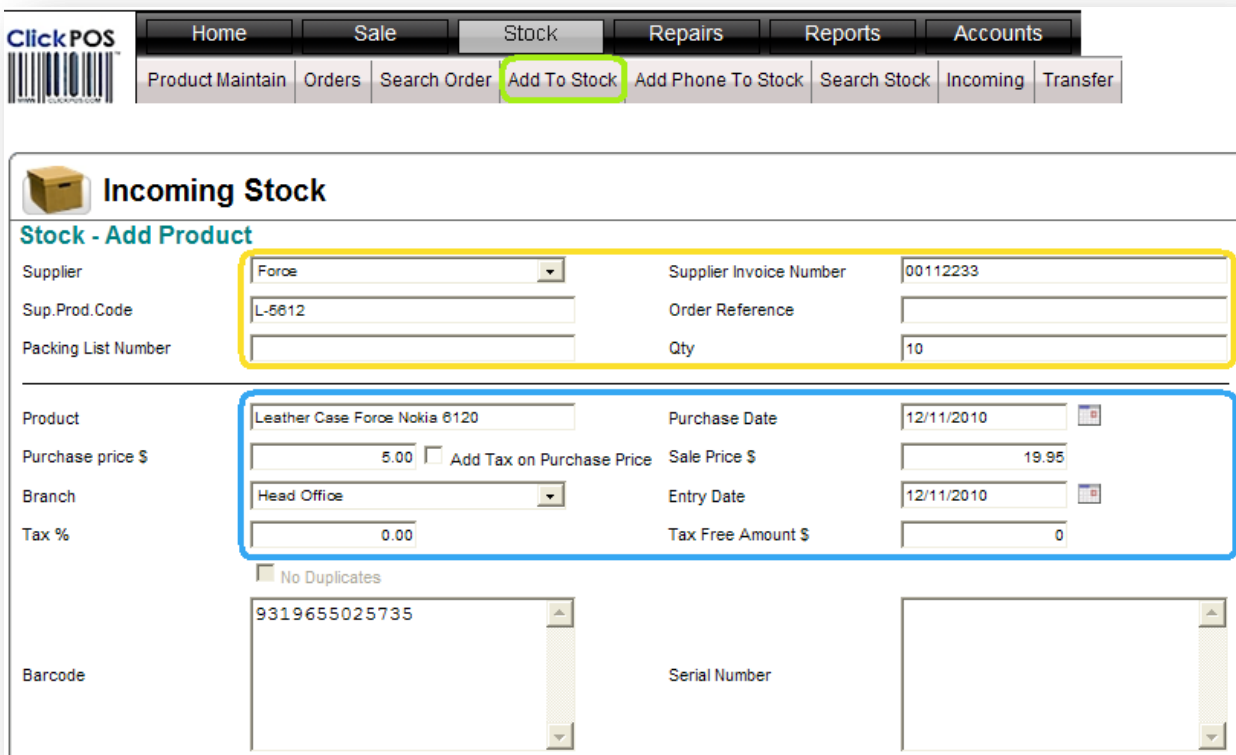


Add product directly into Stock

- Add items directly into stock without the need to place a purchase order first.

Add Product directly into Stock – Video Tutorial

1. Navigate to “Stock”, “Add To Stock” and scan product in or look it up via the “Product Category”.
2. Once the product is selected check the product details are correct to what is stated on the invoice (Purchase Price, Supplier Product Code, Barcode etc). Enter in the amount of items received as well as the invoice number. Only check the “Add Tax on Purchase Price” if the purchase price doesn’t include tax. It is recommended to include tax in Purchase Price amount.
3. Complete the stock entry by pressing “OK”.



ClickPOS Home Sale Stock Repairs Reports Accounts
 Product Maintain Orders Search Order **Add To Stock** Add Phone To Stock Search Stock Incoming Transfer

Incoming Stock

Stock - Add Product

Supplier	Foroe	Supplier Invoice Number	00112233
Sup.Prod.Code	L-5612	Order Reference	
Packing List Number		Qty	10

Product	Leather Case Foroe Nokia 6120	Purchase Date	12/11/2010
Purchase price \$	5.00 <input type="checkbox"/> Add Tax on Purchase Price	Sale Price \$	19.95
Branch	Head Office	Entry Date	12/11/2010
Tax %	0.00	Tax Free Amount \$	0

No Duplicates

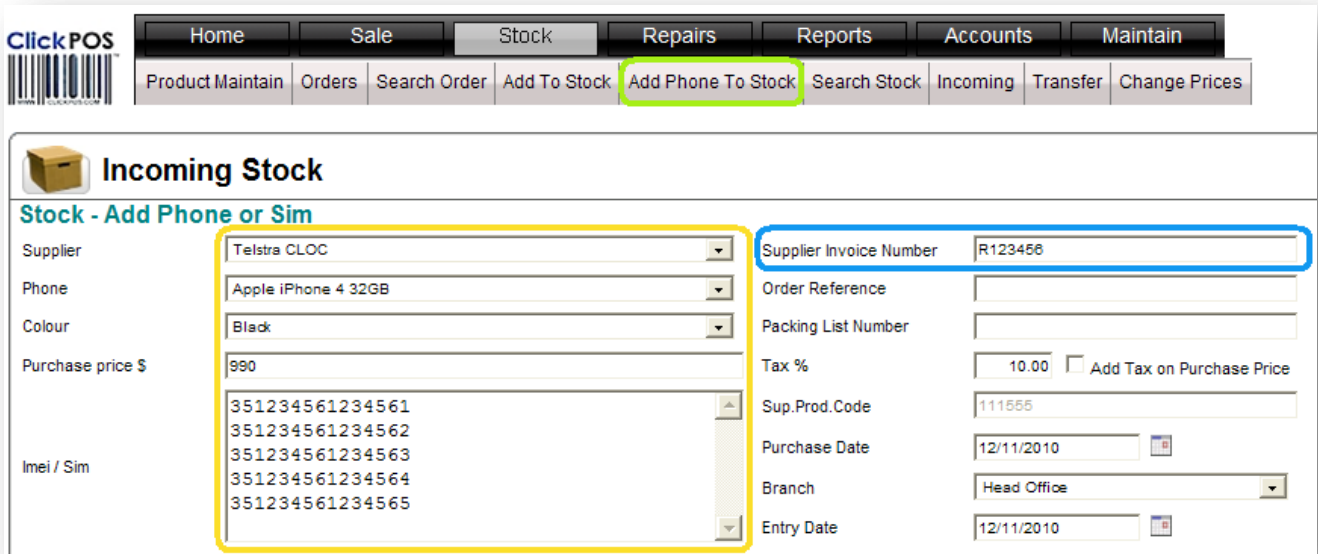
Barcode	9319655025735	Serial Number	
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Add Phone to Stock

- Add Telecommunication devices directly into stock without the need to place a purchase order first.

Add Phone into stock – Video Tutorial

1. Navigate to **"Stock"**, then **"Add Phone To Stock"**.
2. On this screen you will need to Select the Supplier, Phone, enter in the Supplier Invoice Number and scan in the IMEI/Serial numbers of the select device. You can scan multiple IMEI's in the same field.
3. Once all the IMEI's are entered in complete stock in by pressing **"OK"**.



ClickPOS

Home Sale **Stock** Repairs Reports Accounts Maintain

Product Maintain Orders Search Order Add To Stock **Add Phone To Stock** Search Stock Incoming Transfer Change Prices

Incoming Stock

Stock - Add Phone or Sim

Supplier	Telstra CLOC	Supplier Invoice Number	R123456
Phone	Apple iPhone 4 32GB	Order Reference	
Colour	Black	Packing List Number	
Purchase price \$	990	Tax %	10.00 <input type="checkbox"/> Add Tax on Purchase Price
Imei / Sim	351234561234561 351234561234562 351234561234563 351234561234564 351234561234565	Sup.Prod.Code	111555
		Purchase Date	12/11/2010
		Branch	Head Office
		Entry Date	12/11/2010