

## Procedure of Grab sales import into HQRМ system

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Login own outlet (Example: MR02)

->Inventory

->Purchasing

->Sales Order

->Choose Customer No

->Keyin item (follow the grab device)

1. First need to Login own outlet.
2. Go to inventory option then purchasing then sales order option
3. Choose customer number 008525 (NSS GLOBAL TRADING) for Grab sales
4. Remark: NSS sales 23-08-2022(date will be current date).
5. Keyin Stock number/Item number (price and qty follow the grab invoice).
6. Don't need to keyin delivery charge.
7. Whole day sales keyin in one order (HQRМ system).
8. After keyin all items need to check the HQRМ system subtotal should be match with Grab device net sales.
9. After keyin all items then go to tools button then keyin case qty 1 then press update button.
10. In grab we are selling Baklava as a pcs but the HQRМ system we need to keyin by KG base on price.  
Example we have two kind of baklava
  - 10.1. Per kg RM 60 (sku 0012645)
  - 10.2. Per kg RM 120 (sku 0014663)

## Calculate pcs to kilogram

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1. If grab device total sales amount of baklava is RM 20 then Qty will be  $\text{RM (Grab device price)} / \text{RM 60(HQRМ system price)} = 0.333 \text{ KG}$  . Then this qty should be keyin to HQRМ system.
2. If grab device total sales amount of baklava is RM 30 then Qty will be  $\text{RM 30(Grab device price)} / \text{RM 120(HQRМ system price)} = 0.25 \text{ KG}$  . Then this qty should be keyin to HQRМ system.