

STOCK2TRACK

Purchases

User manual and guide — suppliers, purchase orders, receiving stock, supplier bills and payments

START HERE

How to use this guide

This guide covers buying in STOCK2TRACK: suppliers, purchase orders, automatic reorders, recording supplier bills, receiving stock, scanning invoices and paying suppliers. Each chapter explains what the screen is for, why it matters, the steps, annotated screenshots (orange numbers match the list under each picture), and what must be set up first.

The purchase cycle

Step	Where
1. Order	Purchase order (Replenish Stock) or Auto Reorder
2. Bill arrives	Supplier bill: number, date, amount and GST
3. Goods arrive	Add Quantities on the bill: stock goes up, with cost, batch and expiry
4. Pay	Record Payment on the supplier
5. Check	Supplier Payables and Purchase Summary

Chapters

- | | |
|------------------------------|---|
| 1. Suppliers | 5. Receiving Stock (Add Quantities) |
| 2. Purchase Orders | 6. Scanning a Supplier Invoice |
| 3. Auto Reorder | 7. Paying a Supplier |
| 4. Recording a Supplier Bill | 8. Supplier Payables and Purchase Summary |

Suppliers

Every supplier you buy from, with what you owe each one, and the details that drive due dates and reorders.

Who	Owner, purchase staff	How often	When you add a supplier; weekly to check dues
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Why it matters

Correct credit terms and lead times make every due date, cash forecast and reorder suggestion right.

How to use it

1. Open **Purchases > Suppliers**. The totals show what you owe: payable, paid and due.
2. Press **Add Supplier** (or the pencil to edit). Enter the name, phone, contact person, email, **GSTN**, address and **State**.
3. Enter **Credit Terms (Days)** — how long you have to pay — and **Lead Time (Days)** — how long deliveries take.
4. Tick **Creditor (Expense Supplier)** for suppliers of services such as rent or electricity; they appear in Expenses.
5. Press **Save Supplier**. The receipt icon on a row opens the supplier's bills and ledger.

STOCK2TRACK									
Suppliers									
1 search by name 2 + ADD SUPPLIER									
Actions	Name	Phone	Email	GSTIN	State	Contact	4 Total Payable	Paid	Due
3	Annapurna Grocery Wholesale (Demo)	9000000211		36AAAAA0000AIZ1	Telangana	Srinivas Rao	31,49,052.08	31,08,366.19	40,685.89
	Apex Garments Wholesale	9000000202	orders@example.com	36AABCA2222FIZ2	Telangana	Ramesh	31,04,394.27	29,92,607.36	1,11,786.91
	City Utilities (Demo)	9000000302			Telangana		0.00	0.00	0.00
	Deccan Linen Traders (Demo)	9000000201			Telangana	Ramesh Gupta	13,939.95	10,000.00	3,939.95
	Demo Textile Mills	9000000201	orders@example.com	36AABCD1111EIZ1	Telangana	Kavitha	36,38,609.78	35,41,018.51	97,591.27
	Godavari FMCG Agencies (Demo)	9000100401	orders@example.com	36AABCG6666KIZ6	Telangana	Prakash	20,27,877.14	20,00,396.73	27,480.41
	HomeNest Furnishings	9000000203	orders@example.com	36AABCH3333GIZ3	Telangana	Sunita	13,29,813.94	12,78,222.11	51,591.83
	Metro Accessories Traders	9000000205	orders@example.com	36AABCM5555JIZ5	Telangana	Farooq	7,46,368.81	7,43,008.35	3,360.46
	Sri Sai Hearing & Mobile Distributors (Demo)	9000000221		36BBB880000BIZ2	Telangana	Kiran Kumar	90,927.00	0.00	90,927.00
	Sri Sai Properties	9000000301			Telangana		0.00	0.00	0.00

Figure 1. Supplier list

- 1 Find a supplier

2 Add a supplier

3 Edit, open bills and ledger, or delete

4 What you owe each supplier: payable, paid, due

STOCK2TRACK CLASSIC BLUE QUICK INVOICE NEW INVOICE

Add Supplier

1 Name* Phone Email

2 Contact Person Contact Mobile GSTN

3 Address State -- Select State -- 4 ☐ Creditor (Expense Supplier)

5 Lead time (days) 0 6 Credit terms (days) 0
Days you get to pay this supplier

7 **SAVE SUPPLIER** CANCEL

Figure 2. Adding a supplier

- | | |
|--|---|
| 1 Name, phone and email | 5 Days a delivery takes (used for reorders) |
| 2 Supplier's GSTIN | 6 Days you have to pay (used for due dates) |
| 3 State: decides CGST + SGST or IGST | 7 Save |
| 4 Tick for expense suppliers (rent, electricity) | |

Before you start

Privilege **Supplier Creation** to add; **Supplier View** to see dues.

Good to know

- The supplier's state decides whether purchase GST is CGST + SGST or IGST.

Purchase Orders

Raise a purchase order to a supplier from the items that are running low, print it or send it as a PDF.

Who	Purchase staff	How often	Weekly, or when stock runs low
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Why it matters

Orders are based on actual stock and reorder levels, and the supplier gets a clear written order.

How to use it

1. Open **Inventory > Replenish Stock**. Existing POs are listed with their dates and status; edit, delete or open the PDF from each row.
2. Press **Create PO**. Choose the supplier in **Search Supplier**, the **Location** to deliver to, and **Shipment Needed By**.
3. The supplier's products are listed with stock available, reorder level and a Low chip. Enter the **Qty Needed** and **Cost Price**; add other items with **Search Product to Add**.
4. Press **Create PO**. The PO number is shown; print or send the PDF to the supplier.
5. Follow the order on **Replenish Stock**: select a PO to see each line. Lines are ticked off automatically when the goods arrive on a supplier bill; the PO moves from **Raised** to **Partly Fulfilled** to **Fulfilled**. Use **Mark received** for goods that came without a matching bill line.

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QUICK INVOICE

NEW INVOICE

Replenish Stock - Purchase Orders

Company

Stock2Track Demo Store

☐ All Companies

Start Date

16-09-2026

End Date

16-10-2026

SEARCH

Purchase Orders (4)

PO Number	Supplier Name	Total Qty	Total Amount	Status
4	HomeNest Furnishings	35	19,716.22	Partly Fulfilled
3	StepWell Footwear Distributors	27	24,370.00	Raised
2	Annapurna Grocery Wholesale (Demo)	88	28,291.20	Raised
1	Deccan Linen Traders (Demo)	25	20,499.92	Raised

PO Details - PO #4

Product Name	Total Qty	Total Amount	Status
Double Bedsheet with 2 Pillow Covers	20	14,511.00	Fulfilled
Cushion Cover Set of 5	15	5,205.22	Raised

CREATE PO

EDIT PO

DELETE PO

PDF

Figure 3. Purchase orders

1

Date range

2

Purchase orders with totals and status: Raised, Partly Fulfilled, Fulfilled

3

Lines of the selected PO and their status

4

Tick a line off by hand, or undo it

5

Create a new PO

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QUICK INVOICE

NEW INVOICE

Create Purchase Order

1 Apex Garments Wholesale

2 Location

Main Store

3 Shipment Needed by

23-10-2026

4

Supplier Products (9)

Product Name	Barcode	Avl	ROL	Alert	
Kids Denim Shorts	10014	16.00	8	Ok	+
Kids Party Frock	10012	0.00	4	Low	+
Kids Rain Jacket	10145	28.00	3	Ok	+
Kids T-Shirt Pack of 2	10013	24.00	10	Ok	+
Men's Cotton Shirt - Blue Check	10001	10.00	10	Ok	+
Men's Cotton Shirt - White	10002	13.00	9	Ok	+
Men's Formal Trousers	10005	22.00	11	Ok	+
Men's Polo T-Shirt	10004	10.00	17	Low	+

5

PO Items (0)

Search Product to Add

Type product name and select to add...

Product Name	Cost Price	Qty Needed
No items added yet		

6

CREATE PO

CANCEL

Figure 4. Creating a purchase order

- The supplier (press Change to pick another)
- Location to deliver to
- When you need it
- The supplier's products with stock, reorder level and a Low alert
- Add any other product
- Create the purchase order

Before you start

Privilege **Replenish**. Products need reorder levels and a cost price.

Good to know

- A PO line counts as received only when the full ordered quantity has arrived on the supplier's bills dated on or after the PO.

Auto Reorder

STOCK2TRACK checks stock against each product's reorder level and prepares draft purchase orders, grouped by preferred supplier, for you to approve.

Who	Owner, purchase staff	How often	Daily
-----	-----------------------	-----------	-------

Why it matters

Fast movers are never forgotten, and you approve every order before it goes.

How to use it

1. On each product, set the **Reorder Level**, **Reorder Qty**, **Preferred Supplier** and switch on **Auto Reorder**.
2. Open **Inventory > Auto Reorder** and press **Run Check Now** (it also runs on a schedule).
3. Review each draft: supplier, location, items and total.
4. Press **Approve**, **Approve + WhatsApp** (sends the order to the supplier) or **Reject**.

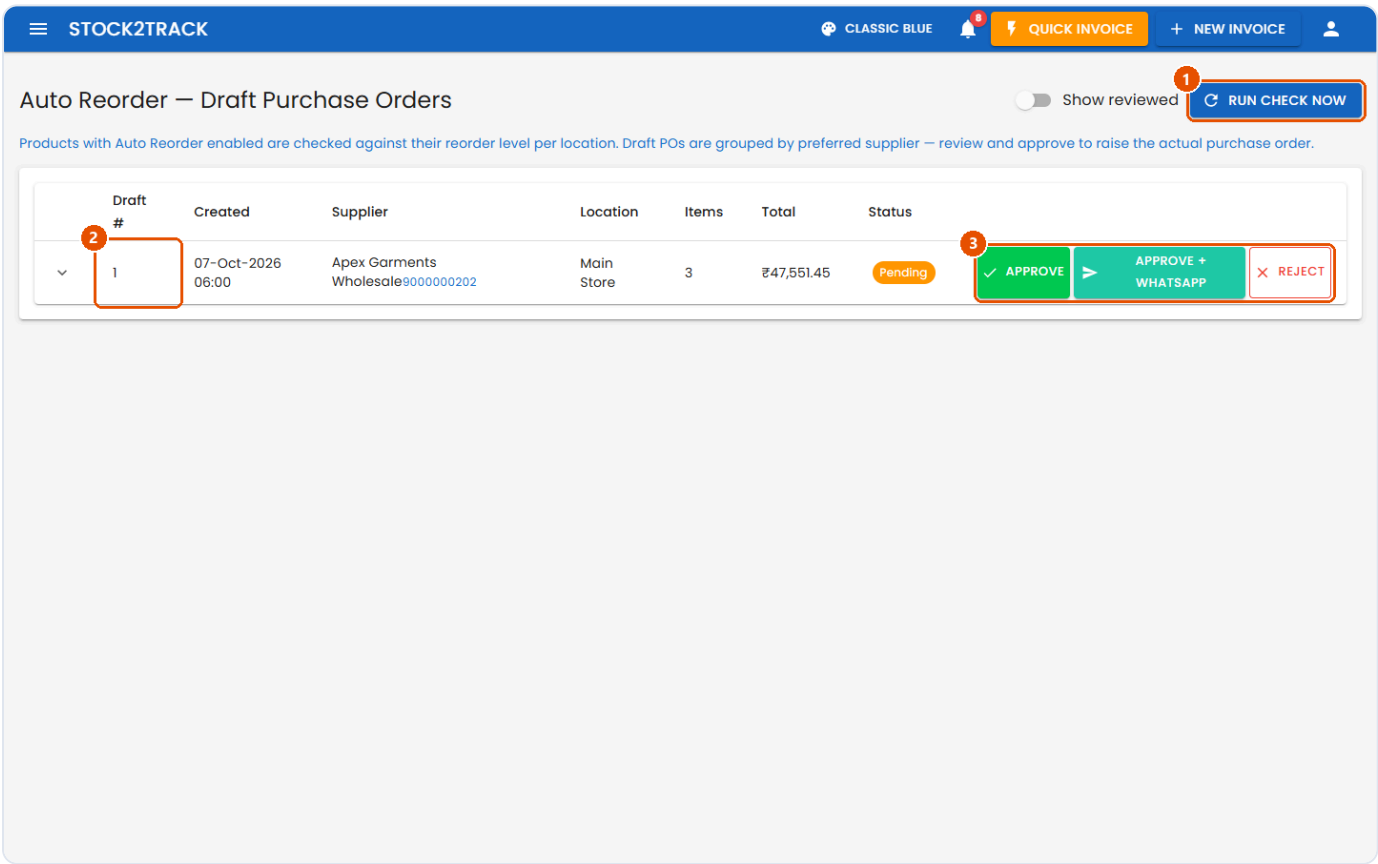


Figure 5. Draft purchase orders

- 1

Check stock against reorder levels now
- 2

A draft PO for one supplier and location
- 3

Approve (or approve and WhatsApp the supplier) or reject

Before you start

Auto Reorder module switched on (Admin › Module Setup) and the Auto Reorder privileges. A monthly purchase budget shows a warning when a draft would exceed it.

Recording a Supplier Bill

Enter the supplier's invoice: number, date, amount and GST. A bill can be a purchase or a debit note (goods sent back).

Who	Accounts, store staff	How often	For every delivery
-----	-----------------------	-----------	--------------------

Why it matters

Your payables are always right, and input GST is ready for your return.

How to use it

1. Open the supplier from **Purchases > Suppliers** (receipt icon). The totals show payable, paid and balance due.
2. In the invoice form enter **Invoice No**, **Invoice Date**, **Payable Amount**, the **SGST**, **CGST**, **IGST** and **CESS** amounts, the **GRN No**, company and location. Choose Invoice or Debit Note.
3. Press **Save Invoice**. Stock is not changed yet — add the quantities next.
4. Have a PDF or photo of the bill? **Scan Invoice** reads it for you (see Scanning a Supplier Invoice).

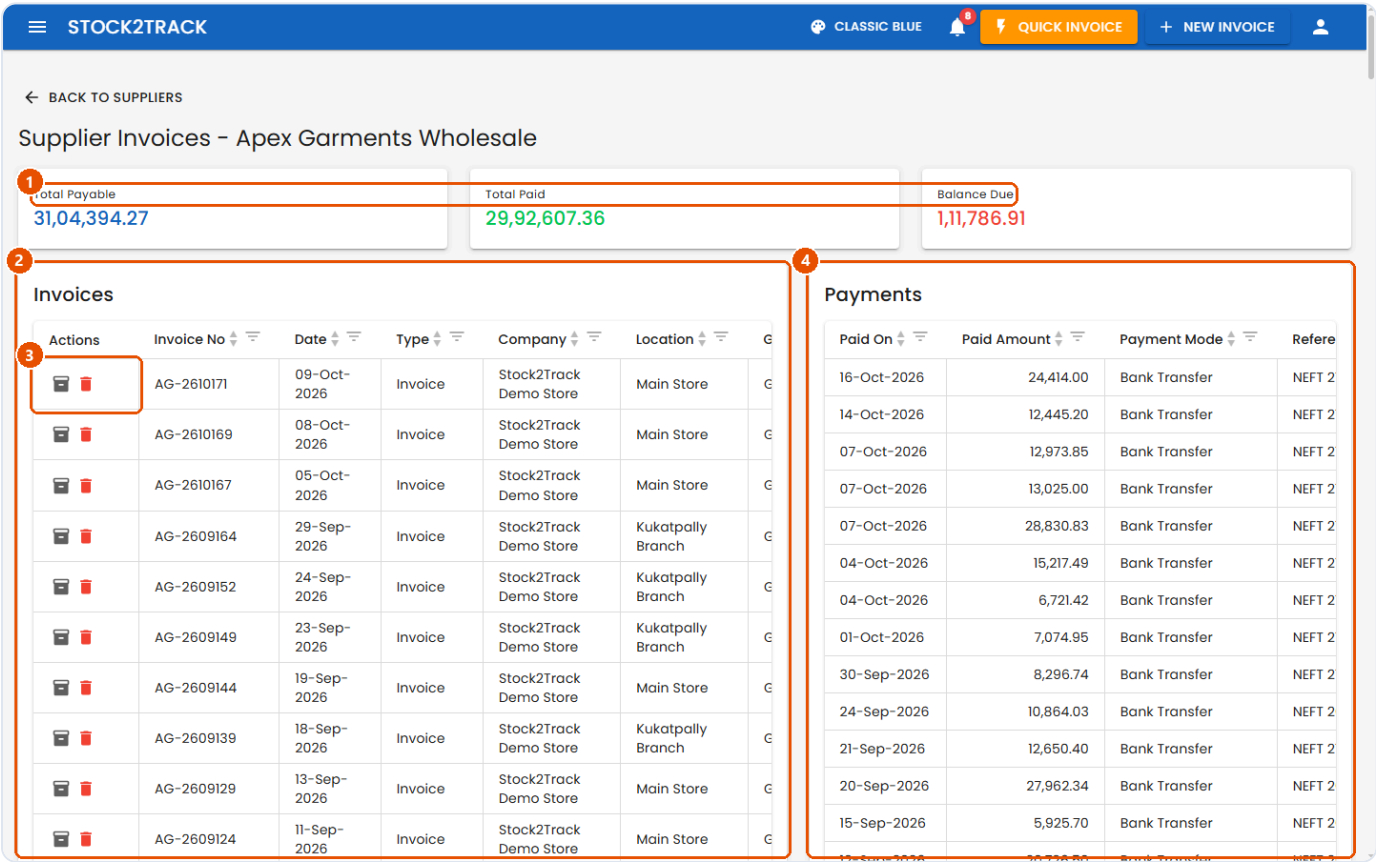


Figure 6. A supplier's bills and payments

- 1

Payable, paid and balance due for this supplier
- 2

Bills and debit notes
- 3

Add quantities, print a debit note, or delete
- 4

Payments made

The screenshot shows the 'Add Invoice' form in the STOCK2TRACK application. The form is titled 'Add Invoice' and includes a 'SCAN INVOICE' button (1). Below this, there are fields for 'Invoice No' (2) and 'Invoice Date' (16-10-2026). The 'Payable Amount' field (3) is set to 0. The 'GST' section (4) includes fields for SGST (0), CGST (0), and IGST (0). The 'CESS' field is also set to 0. The 'GRN No' field (5) is empty. The 'Company' dropdown is set to 'Stock2Track Demo St...' and the 'Location' dropdown is set to 'Main Store'. The 'Invoice' radio button is selected. The 'SAVE INVOICE' button (6) is at the bottom left.

AG	AG-2501024	23-Jan-2025	Invoice	Stock2Track Demo Store	Main Store
AG-2501025	23-Jan-2025	Invoice	Stock2Track Demo Store	Main Store	
AG-2501020	22-Jan-2025	Invoice	Stock2Track Demo Store	Main Store	
AG-2501016	21-Jan-2025	Invoice	Stock2Track Demo Store	Main Store	
AG-2501012	20-Jan-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	
AG-2501010	19-Jan-2025	Invoice	Stock2Track Demo Store	Main Store	

Figure 7. Entering a bill

- 1 Read a scanned bill instead of typing
- 2 Supplier's invoice number and date
- 3 Total payable, including GST
- 4 GST on the bill: SGST, CGST, IGST and cess
- 5 Goods receipt number
- 6 Save the bill (stock is added next)

Before you start

Privilege **Supplier Creation**.

Good to know

- The bill's payable amount should equal the supplier's invoice total, including GST.

Receiving Stock (Add Quantities)

Enter each product received on a bill — quantity, cost before GST, discount, GST, batch, MRP and expiry — and the stock goes up.

Who	Store staff	How often	For every delivery
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Why it matters

Stock, cost prices and batch expiry dates come from the actual bill, so margins and expiry alerts are right.

How to use it

1. On the supplier's bill press **Add Quantities**.
2. Scan the barcode or search the **Product Name** and add it.
3. Enter the quantity, unit cost before GST, discount and GST. For perishable items enter the batch number, batch MRP and expiry date.
4. For serial-numbered items press **Add Serials** and scan each serial.
5. Press **Save Quantities**. Stock increases, and the supplier’s open purchase order lines for these products are ticked off. On a debit note, saving removes the stock instead.

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QUICK INVOICE

NEW INVOICE

← BACK TO INVOICES

Apex Garments Wholesale – Invoice No. AG-2610171

Add Product

Product Name

Line Items

Product Name	Barcode	Qty	Unit Cost	Disc %	Disc	SGST %	SGST	CGST %	CGST	IGST %	IGST	Total Cost	Batch No	Batch MRP	Expiry
Kids Denim Shorts	10014	22	380.83	0	0.00	2.5	209.46	2.5	209.46	0	0.00	8,797.17			
Totals		22.00			0.00		209.46		209.46		0.00	8,797.17			

SAVE QUANTITIES

Figure 8. Adding quantities to a bill

- Find the product received
- Quantity, unit cost before GST, discount and GST
- Batch number
- Expiry date for perishable items
- Save: stock goes up

Before you start

The bill is saved first. Products exist in the product list.

Good to know

- Enter the batch number for every serial of a batch-tracked item.

Scanning a Supplier Invoice

Upload a PDF or photo of the supplier's invoice. STOCK2TRACK reads the supplier, the items, quantities, rates and GST, and you check and save.

Who	Accounts	How often	For every delivery (optional)
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Why it matters

No typing of long bills; fewer mistakes in cost prices and GST.

How to use it

1. Open **Purchases > Scan Supplier Invoice** and upload the PDF or JPG.
2. Check the supplier match and each line's product match. Unmatched lines are skipped, so match or create them first.
3. Save: the bill, the stock and any payment are created together.

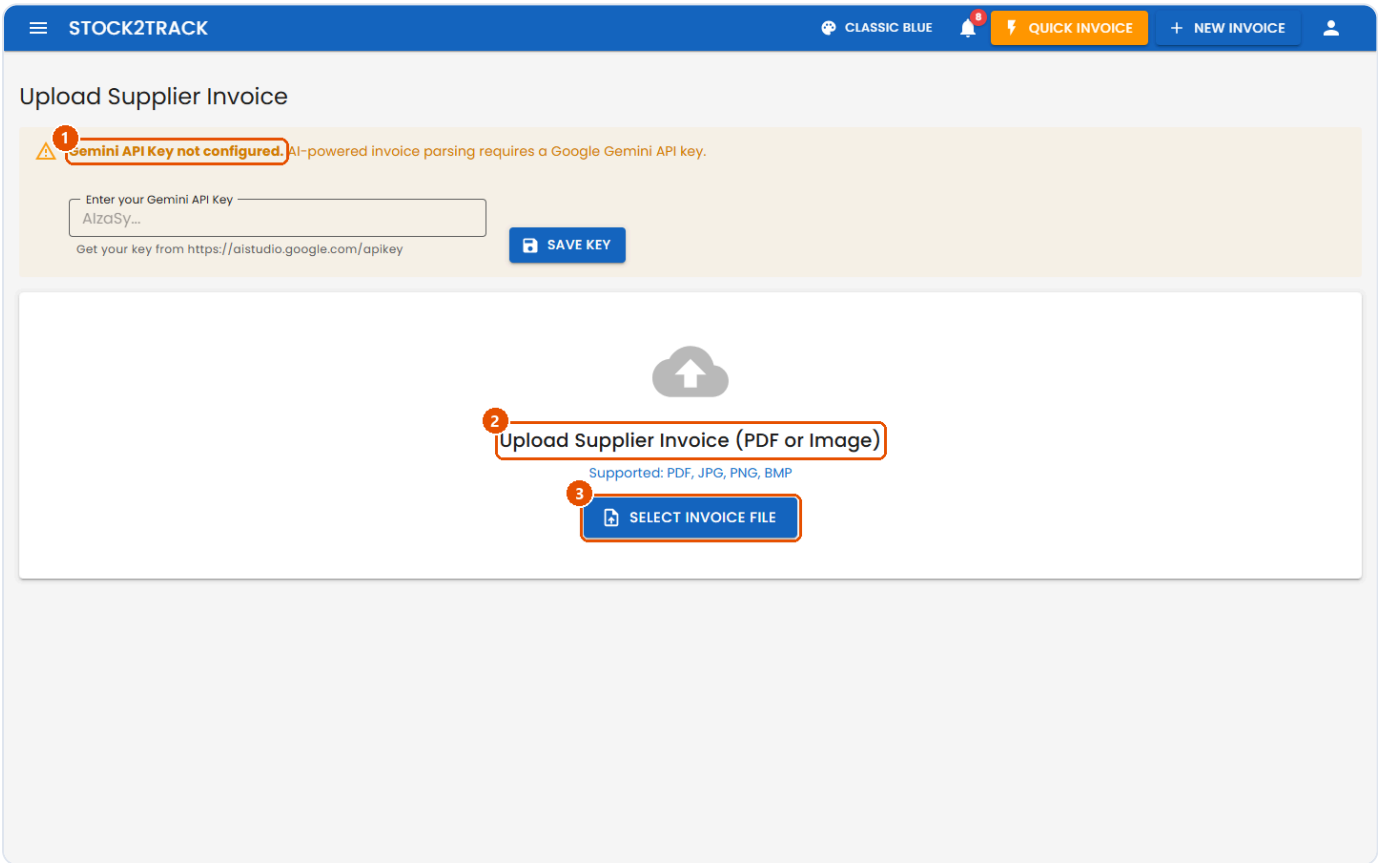


Figure 9. Scan Supplier Invoice

- 1

Needs an AI (Gemini) key, set once
- 2

Drop a PDF or photo of the bill
- 3

Choose the file

Before you start

An AI key (Gemini) set under Admin › AI Intelligence Setup. The invoice image is sent to the AI service to be read.

Good to know

- Always compare the totals with the paper bill before saving.

Paying a Supplier

Record a payment to the supplier: amount, date, reference and how you paid.

Who	Accounts	How often	When you pay
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Why it matters

Supplier dues, the cash forecast and the Notifications bell stay correct.

How to use it

1. Open the supplier's bills page and go to the payment form.
2. Enter the **Amount**, **Payment Date**, **Reference** (cheque or UTR number) and **Payment Type**. Press **Save Payment**.
3. Payments clear the oldest bills first. The balance due updates at the top.

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QUICK INVOICE

+ NEW INVOICE

	AG-2507350	04-Jul-2025	Invoice	Stock2Track Demo Store	Main Store	G
	AG-2506334	25-Jun-2025	Invoice	Stock2Track Demo Store	Main Store	G
	AG-2506333	23-Jun-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2506321	17-Jun-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2506322	17-Jun-2025	Invoice	Stock2Track Demo Store	Main Store	G
	AG-2506316	16-Jun-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2506308	11-Jun-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2506304	08-Jun-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2506296	04-Jun-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2505289	30-May-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2505286	29-May-2025	Invoice	Stock2Track Demo Store	Main Store	G
	AG-2505280	26-May-2025	Invoice	Stock2Track Demo Store	Main Store	G
	AG-2505274	23-May-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2505275	23-May-2025	Invoice	Stock2Track Demo Store	Main Store	G
	AG-2505267	21-May-2025	Invoice	Stock2Track Demo Store	Kukatpally Branch	G
	AG-2505268	21-May-2025	Invoice	Stock2Track Demo Store	Main Store	G

18-Feb-2025	7,386.80	Bank Transfer	NEFT IC
18-Feb-2025	25,289.57	Bank Transfer	NEFT IC
18-Feb-2025	8,358.49	Bank Transfer	NEFT IC
16-Feb-2025	4,082.58	Bank Transfer	NEFT IC
15-Feb-2025	3,471.24	Bank Transfer	NEFT IC

Record Payment

1 Amount 0

2 Payment date 16-10-2026

3 Reference

4 Payment Type Cash

5 SAVE PAYMENT

Figure 10. Recording a payment

- 1

Amount paid
- 2

Date of payment
- 3

Cheque number or bank reference
- 4

How you paid
- 5

Save the payment

Before you start

Privilege **Supplier Creation.**

Supplier Payables and Purchase Summary

Supplier Payables shows what you owe each supplier as on a date, with the oldest due. Purchase Summary totals purchases by period and supplier.

Who	Owner, accounts	How often	Weekly and monthly
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Why it matters

Plan payments before they are overdue, and see where your purchase money goes.

How to use it

1. Open **Supplier Payables**, choose the **As On Date** and press **Generate**. Check the oldest dues first.
2. Open **Purchase Summary** and press **Generate** for purchases by supplier and period.

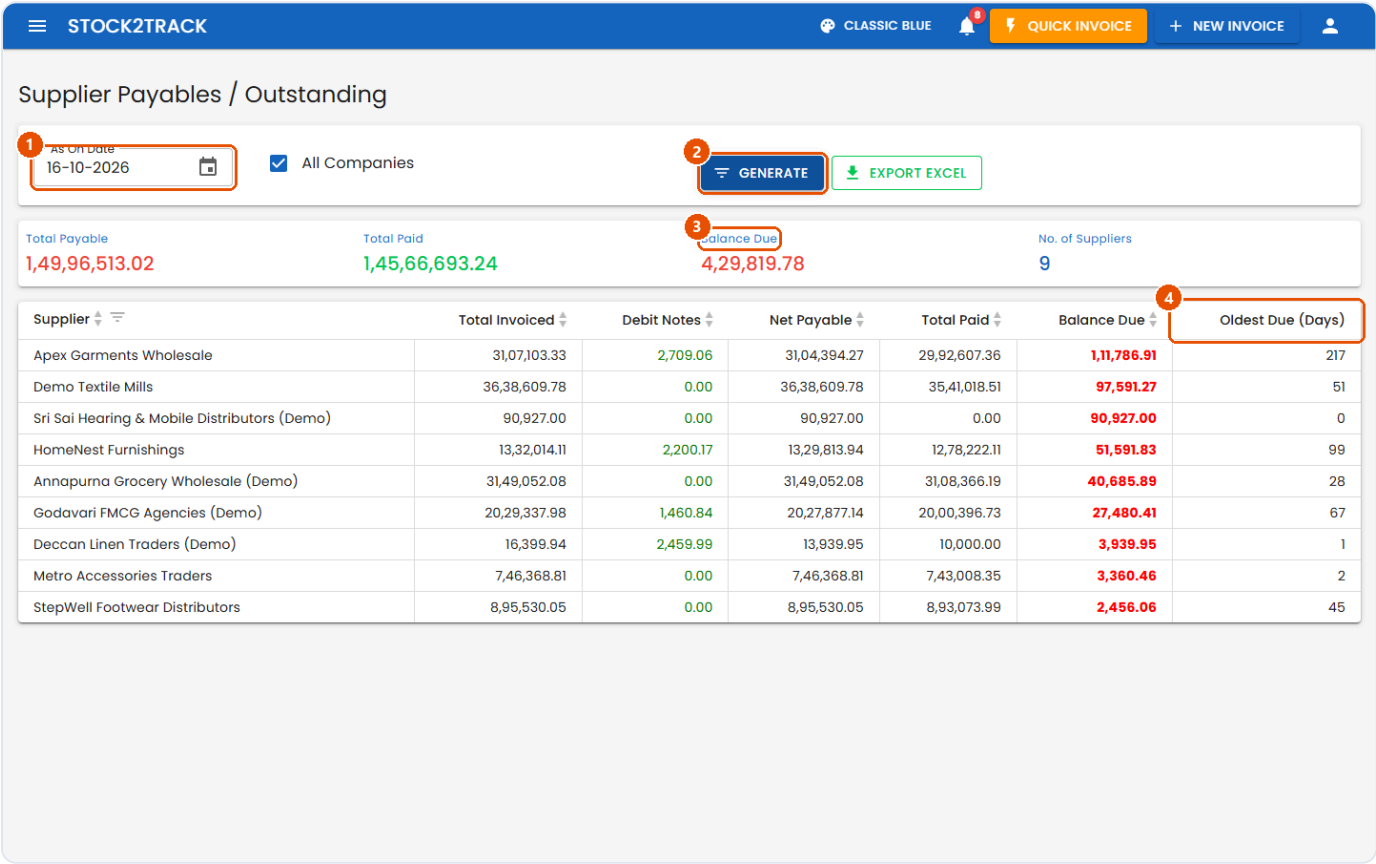


Figure 11. Supplier payables

- 1

Dues as on this date
- 2

Generate
- 3

Total still owed
- 4

How old the oldest unpaid bill is

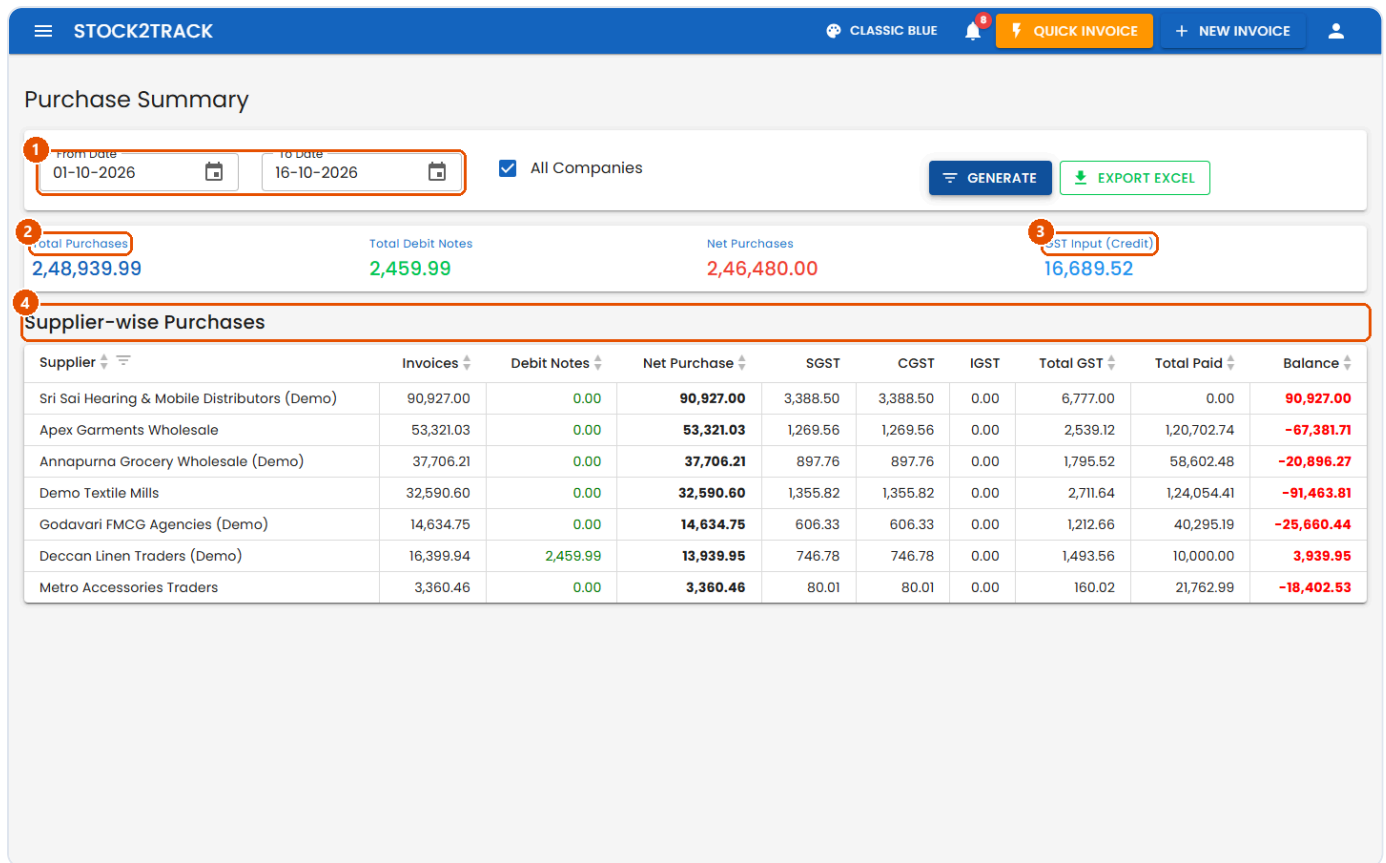


Figure 12. Purchase summary

- 1. Period
- 2. Purchases, debit notes and net purchases
- 3. GST you can claim as input credit
- 4. Purchases by supplier

Before you start

Privilege **Supplier View**.

Good to know

- Suppliers with pending payments are also shown in the Notifications bell.