Adding Bonus or Free Items at Sale

POS & Sales · https://spos.pk/docs/adding-bonus-or-free-items-at-sale/

Bonus or free items are extra products given to a customer at no charge, for example buy two get one free, or a free sample with a large order. Smart POS lets you add these free items to a sale, so stock is reduced correctly even though the customer does not pay for them.

Adding bonus or free items at sale

1. Open the POS screen and add the customer's paid products to the sale as normal.
2. Add the bonus or free product to the same sale, so its stock is recorded as leaving the shop.
3. Set the price of the free item to zero, or apply a full discount to that line, so the customer is not charged for it.
4. Check the sale total to confirm only the paid items are charged, and the free item shows at zero.
5. Complete the sale and print the receipt, which should list the free item so the customer can see what was given.

Tip: Always record free items on the sale instead of just handing them over, or your stock records will show more stock than you really have.