Adding Bonus or Free Items given by supplier

Purchases · https://spos.pk/docs/adding-bonus-or-free-items-given-by-supplier/

Suppliers sometimes give you extra items free with an order, for example buy ten cartons and get one free. These bonus items still need to be recorded in Smart POS, so your stock increases by the full quantity received, even though you did not pay for the extra items.

Adding bonus or free items given by supplier

1. Go to **Purchases** from the Smart POS main menu and open the purchase invoice for the order that included free items.
2. Add the bonus or free product to the purchase, with the full quantity received, including the free units.
3. Set the purchase price of the free units to zero, so the supplier's bill total still matches the amount you agreed to pay.
4. Check the purchase total against the supplier's invoice before you save it.
5. Save the purchase and check the product stock to confirm the full quantity, including the free items, was added.

Tip: Always record free items from a supplier on the purchase, or your stock will be short and the free stock will look like a shortage later.