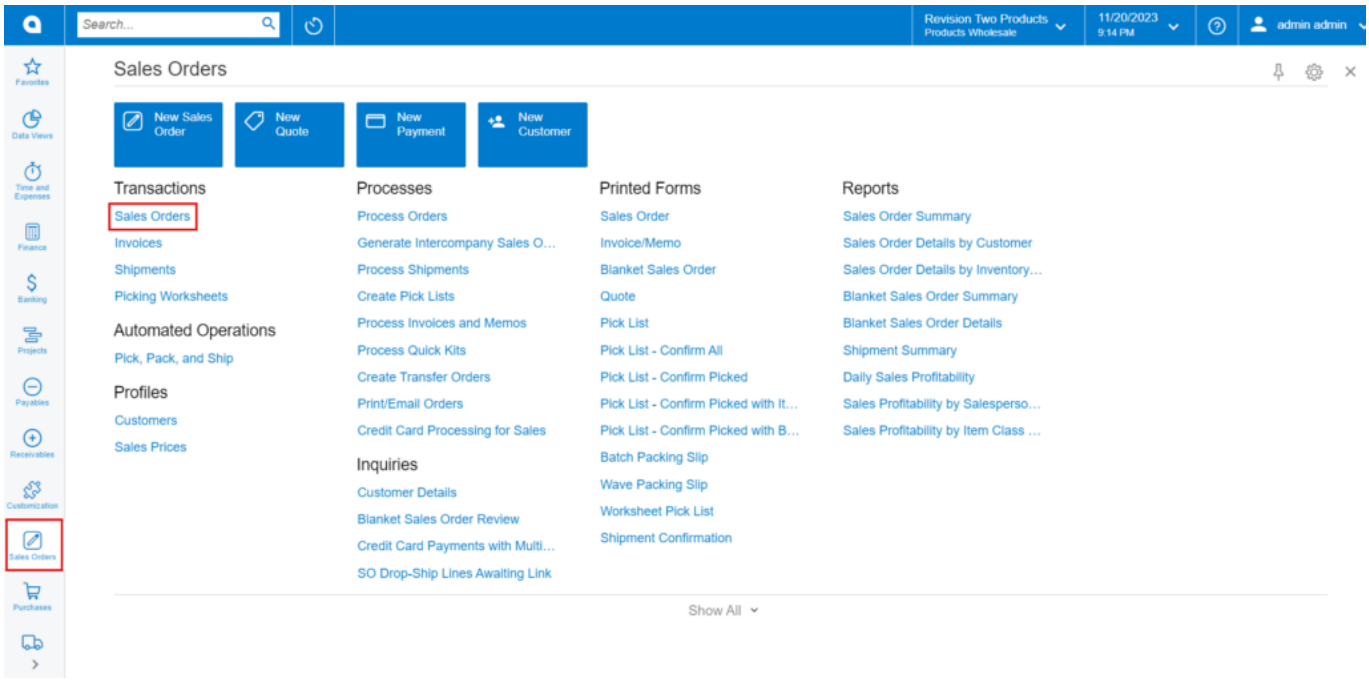
KENSIUM
CommercePro

Sales Orders

- You must navigate to the left panel of Acumatica and click on **[Sales Orders]** and then click on [**Sales Orders]** under **[Transactions].**



Sales Orders

- Click on the **[+]** icon, then you will be redirected to the Sales Orders screen.
- You need to search for **[Customer].**
- Click on **[+]** icon under **[Details]** and search for the created **[Inventory ID].**
- Enter the **[Quantity].**
- Upon entering the **[Quantity]** the free item will auto be populated on the screen.
- Click on **[Save].**

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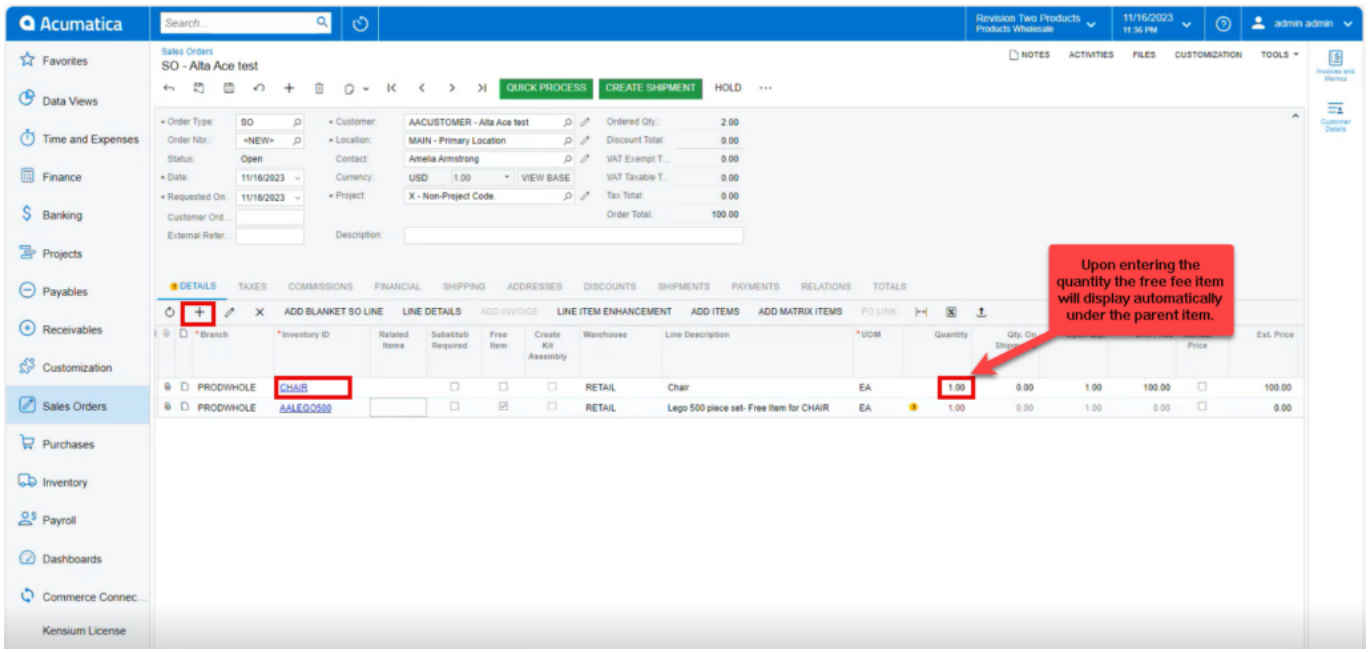
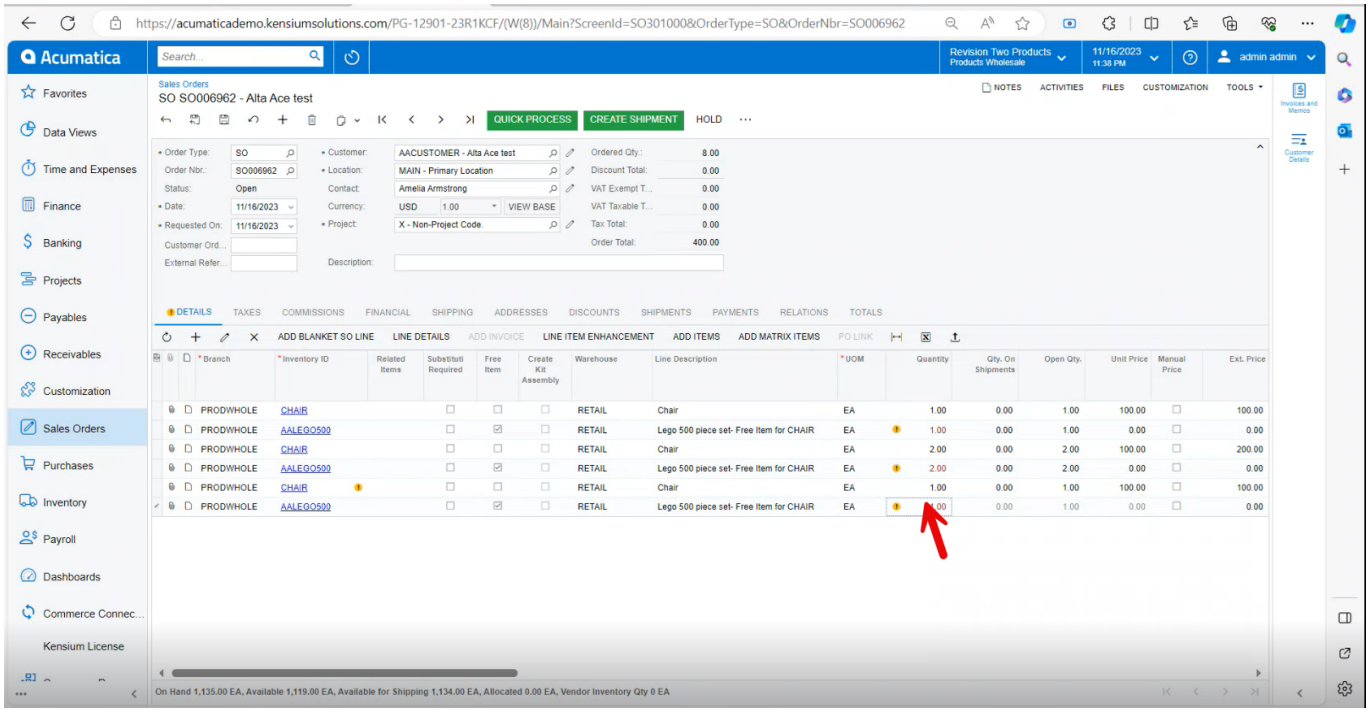


Sales Orders



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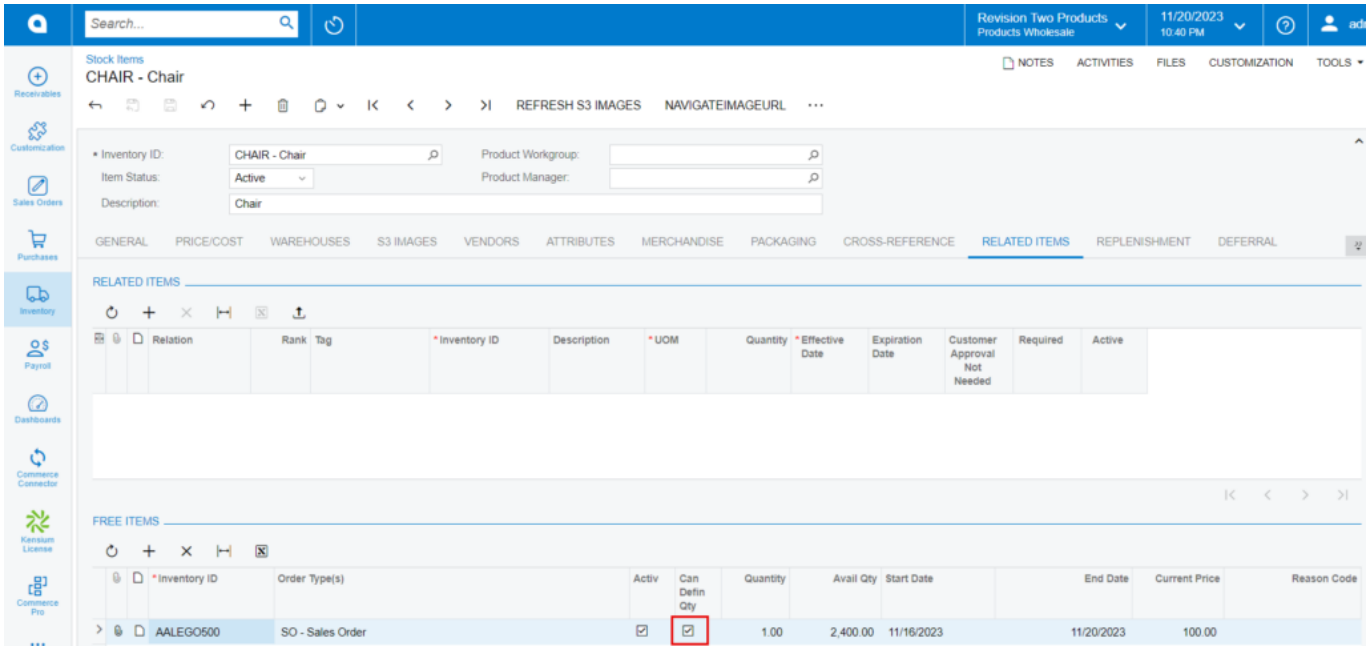
- You can see that free item Quantity is not editable but if the **[Can Define Qty]** is enabled under **[Free Items],** you can edit the quantity in sales orders screen.



Stock Items Figure: Sales Orders

- Upon enabling the check box, you can edit the quantity for free item.

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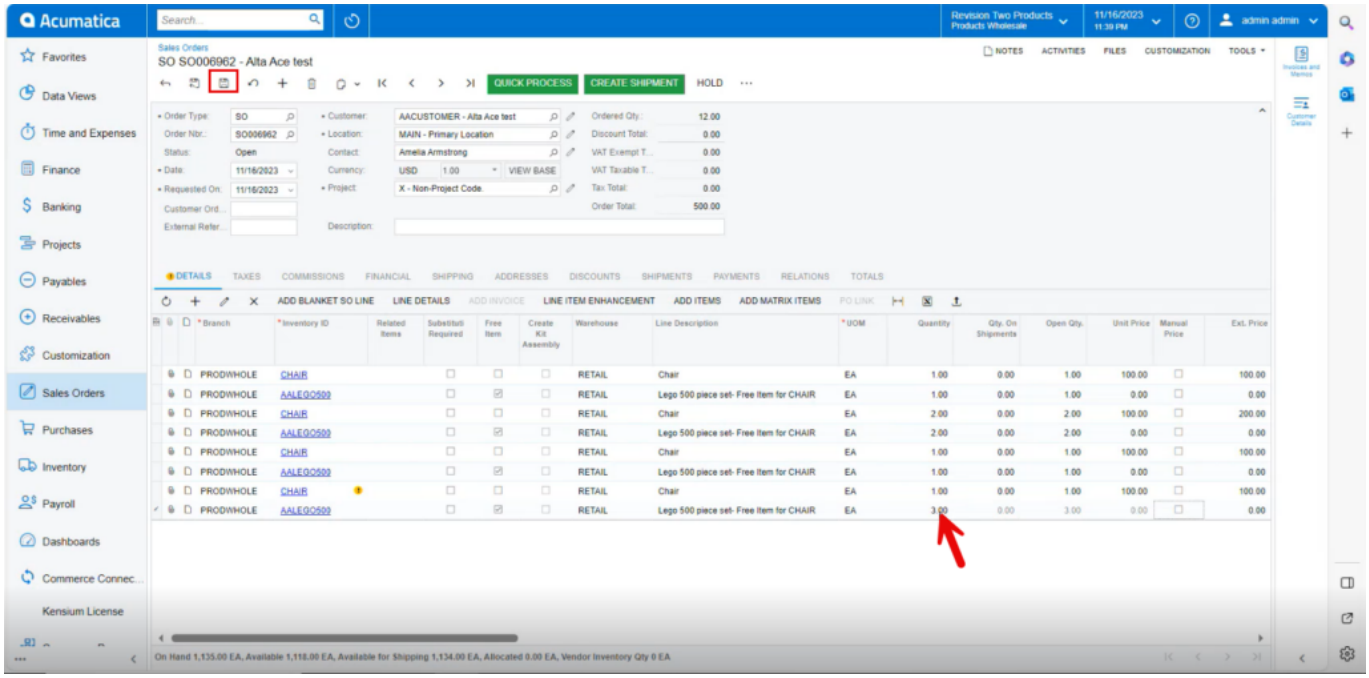

Sales Orders

- You can also add multiple free items for specific stock items under **[Related Items].**
- If you add multiple free items for stock items, alternate items will be replaced when the free item does not have quantity available in the warehouse.

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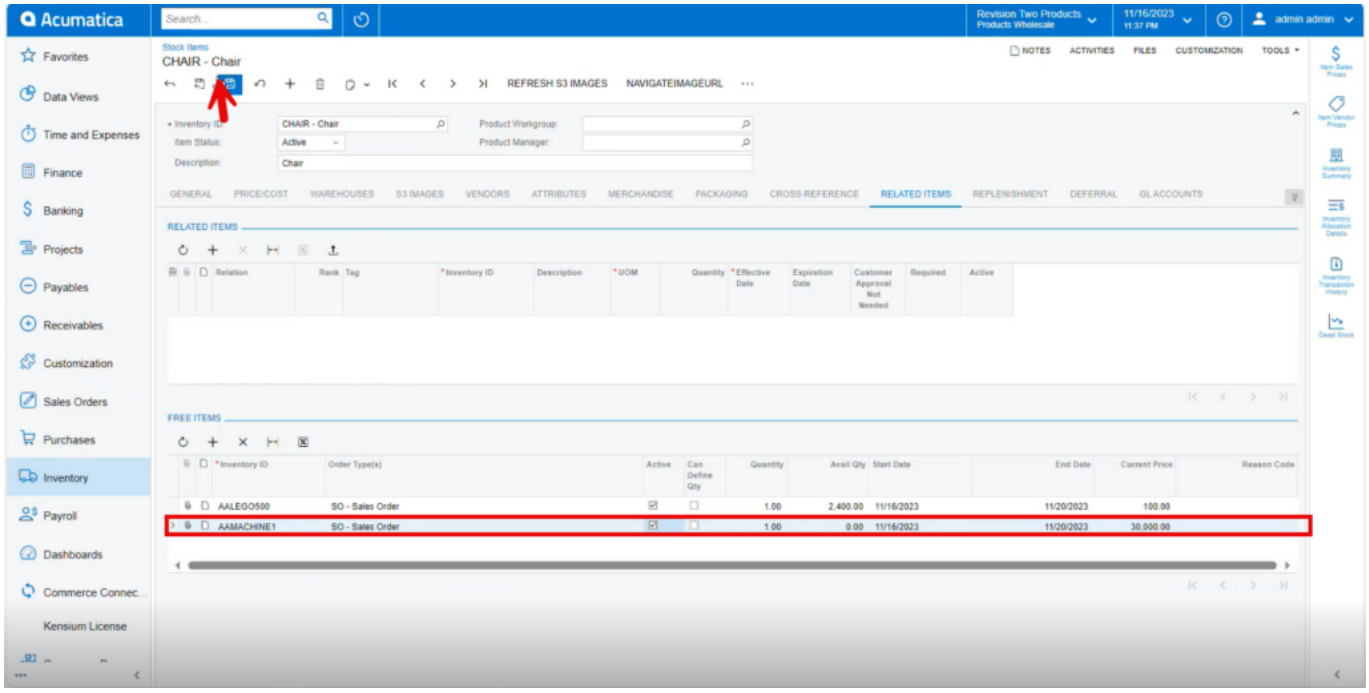

Sales Orders

Note: The **[Active]** checkbox needs to be activated for the free item to display in the stock items screen.

- Free Item is added only if the stock items quantity is selected.
- Deleting the parent item will delete the free item automatically.
- Deleting the free item alone will delete only free item.

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