Sales Free Item

Module Guide: Free Item Program

Module Location

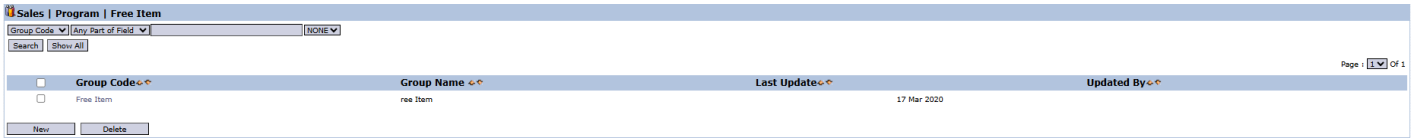
Sales > Sales Trade Agreement > Sales Free Item

Module Objective

The **Sales Free Item** module is a tool for creating and managing promotional programs in the form of a "free gift" (e.g., Buy X, Get Y Free). The settings created here will be automatically applied by the system at the time of sales order creation if the promotion's terms and conditions are met.

1. Main View (Program List)

The main page of this module displays a list of all free item promotion programs that have been created.



View Explanation

This page is for viewing and managing all existing free item promotion programs.

- **Filter**: You can search for a specific program using the search bar based on the **Group Code**.
- **Program List**: The table below displays a summary of each program, with columns for **Group Code**, **Group Name**, **Last**

Update, and **Updated By**.

Button Functions

- **New**: The primary button to create a new free item promotion program.
- **Delete**: To delete a selected program.

2. Steps to Create a Free Item Program

Step 1: Create a New Program

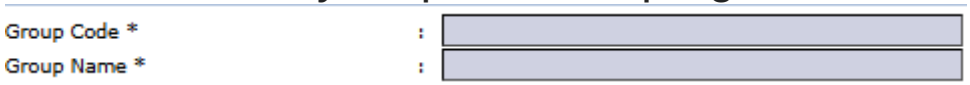
From the Main View, click the **New** button to open the **Add Free Item** form.



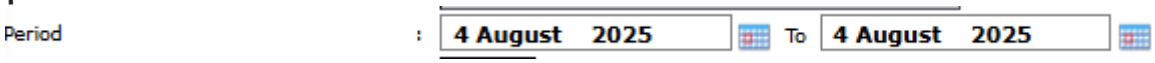
Step 2: Fill in General Program Information

Fill in all the general information at the top of the form:

- **Group Code & Group Name**: Provide a unique code and a clear name for your promotion program.



- **Period**: Define the start and end dates of the promotion period.



- **Option Category**: Select the target of this promotion.



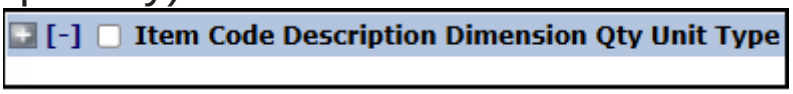
  - **Category**: If the program applies to a specific customer category.

- **Customer**: If the program only applies to specific customers.

- Move the selected category or customer from the left box to the **Selected Category** box on the right using the **>>** button.

Step 3: Define the Purchase Condition

In the first detail table (under Packet Code), enter the product(s) that the customer must purchase to get the gift. Fill in the **Item Code** (the conditional product's code) and **Qty** (the required quantity).

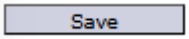


Step 4: Define the Free Product

In the second detail table (on the right), enter the product that will be given as the gift. Fill in the **Free Item Code** (the free product's code) and **Free Qty** (the quantity of the free product).



Step 5: Save the Program

After all details are filled in, click the **Save** button in the bottom-left section to save and activate this promotion program. 

Tips & Important Notes

- This module is a powerful tool for boosting the sales of specific products. Ensure the promotion period and conditions are set correctly before saving.

- The **Accumulative** option likely means that the purchase condition can be accumulated from multiple transactions during the promotion period.

- Once this program is active, the system will **automatically add the free product** to a Sales Order if the customer and the purchased products meet the conditions you have set.

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