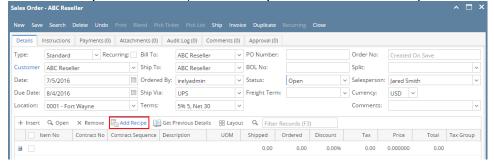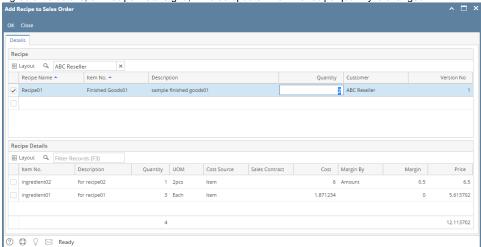# How to Add a Recipe with Customer specified to the Sales Order

The Add Recipe button on Sales Order and Invoice screen will allow the user to add the recipe ingredients. Recipes can be added through the **Manufacturi ng | Recipes menu**.
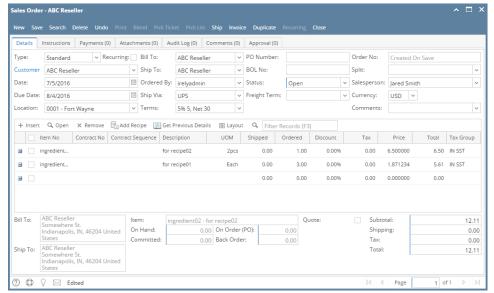
1. Before you proceed with the succeeding steps, make sure the Recipe has been created. Make sure that Recipe created has customer specified.
2. Open the **Sales | Sales Orders menu**. If there is no existing record yet, this will open a new Sales Order screen. If not, click the **New button** on the integrated search grid.
   You will notice that some of the fields, like the **Type**, **Date**, **Due Date**, **Location**, **Ordered By, Status**, and **Currency** are already populated by default. You can still change these value if necessary.
3. Fill out the header details as needed. The required details are Customer, Location, Bill To, Ship To, Terms, and Currency.
   a. Set **Type** to Standard.
   b. Select the **Customer** to whom the order is from.
   c. Select a different **Location**, **Bill To**, **Ship To**, **Terms**, and **Currency** if needed. But don't leave these fields blank.
   d. Enter other details that you see necessary. Refer to **Sales Order | Field Description | Header Details** to help you in filling out the fields.
4. Click the **Add Recipe button**. This will open the **Add Recipe to Sales Order screen** where you can select the recipe.

5. Look for the recipe and enter a new ordered **Quantity** if necessary. This field get its default value from the Recipe | Recipe Quantity. Note that the ingredient's details, on Recipe Details grid, will also update when the recipe quantity is changed.

6. Click **OK button** to add the ingredients to the sales transaction grid.
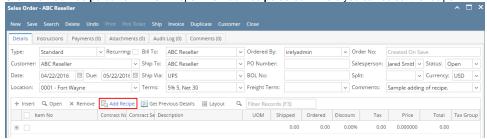   Here is a sample sales order after adding above sample recipe.
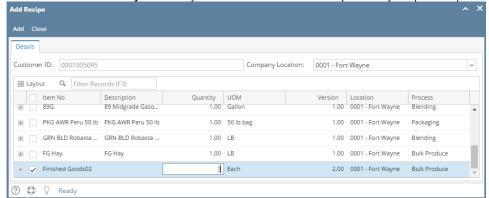
7. **Save** the record.

> ⚠️ *You can skip saving the record if the transaction is to be duplicated or processed to inventory shipment or processed to Invoice right away since it will be saved automatically.*

1. Before you proceed with the succeeding steps, make sure the Recipe has been created.
2. Open the transaction screen, e.g. Quote, Sales Order, Invoice, or Credit Memo , where you will add a recipe.
3. Fill out the necessary header details.
4. Click the **Add Recipe button**. This will open the **Add Recipe screen** where you can select the recipe.
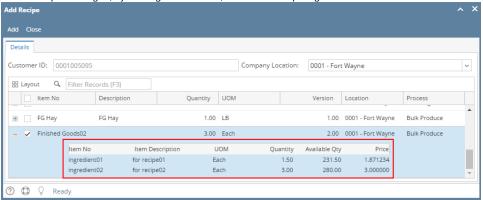

5. Select a new **Company Location** if necessary. This field will filter the grid details by company location.

6. Enter a new ordered **Quantity** if necessary. This field will default to the Recipe Quantity setup on Recipe screen.

You can expand the grid, by clicking the **+ button**, to view the recipe ingredients.
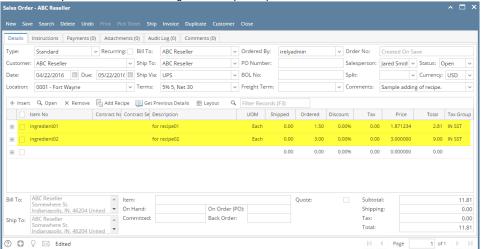

7. Click **Add button** to add the ingredients to the sales transaction grid.

⚠ If one of the ingredients of the recipe do not have enough stock, the Recipe will not be added to the sales transaction.

Here is a sample transaction after adding above sample recipe.

8. **Save** or **Post** the transaction.