


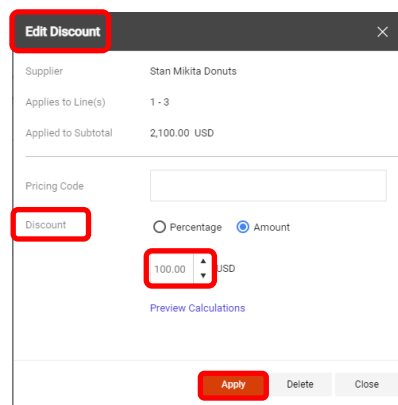
Adding A Discount

Adding a Header Level Discount

1. A header level discount is one that will be applied to all line items on the purchase order. To add, scroll down to the line items, and select the  icon to the right of where the supplier's name is listed. Then, select **Edit Discount**.



2. The **Edit Discount** box will appear. In the **Discount** field, select the radio button next to **Amount** and then enter your discount. Click **Apply**.

A screenshot of the 'Edit Discount' dialog box. The 'Supplier' is 'Stan Mikita Donuts', 'Applies to Line(s)' is '1 - 3', and 'Applied to Subtotal' is '2,100.00 USD'. The 'Discount' field is highlighted with a red box, showing '100.00' and 'USD'. The 'Amount' radio button is selected. There are 'Apply', 'Delete', and 'Close' buttons at the bottom.

3. The discount will now be subtracted from your order total. The discount will be applied to each line item on a weighted basis.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Line 1			1,000.00	Qty: 1	1,000.00 -47.62	...
ITEM DETAILS						
SHIPPING ADDRESS						
Values have been overridden for this line						
2 Line 2			1,000.00	Qty: 1	1,000.00 -47.62	...
ITEM DETAILS						
SHIPPING ADDRESS						
Values have been overridden for this line						
3 Line 3	n/a		100.00	Qty: 1	100.00 -4.76	...
ITEM DETAILS						

Adding A Discount

Adding a Line Level Discount

1. To add discount to a specific line item, scroll down to the line items, and select the **...** icon to the right of where the line item is listed. Then, select **Add Discount**.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Line 1			1,000.00	Qty: 1	1,000.00	...

[Remove](#)

[Requires Sourcing](#)

[Remove Requires Sourcing](#)

Add Discount

2. The **Add Discount** box will appear. In the **Discount** field, select the radio button next to **Amount** and then enter your discount. Click **Apply**.

Add Discount

Supplier: Stan Mikita Donuts

Applies to Line(s): 1 - 1

Applied to Subtotal: 1,000.00 USD

Pricing Code:

Discount

Percentage Amount

USD

[Preview Calculations](#)

Apply Close

3. The discount will now be subtracted from your order total. The discount will only be applied to that specific line item.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Line 1			1,000.00	Qty: 1	1,000.00 -100.00	...
ITEM DETAILS						
SHIPPING ADDRESS						
Values have been overridden for this line						
2 Line 2			1,000.00	Qty: 1	1,000.00	...
ITEM DETAILS						
SHIPPING ADDRESS						
Values have been overridden for this line						
3 Line 3	n/a		100.00	Qty: 1	100.00	...
ITEM DETAILS						