

Requisitions with a Discount

There are two ways to process discounts on a requisition.

If items are discounted at the line, then follow instructions in **Step 1**.

If there is a single discount or reduction applied to the total cost, then proceed to **Step 2**.

- 1. Requestor:** enter each line for the discounted rate or cost.

Qty	Item	Description	Event Rate	Discount	Total
1	B981	ROYAL BLUE 108" RND	12.50	-1.88	10.62

Quote Example

1	ROYAL BLUE 108" RND Procurement Request: Goods and Services Request	EA	10.62	Qty: 1	10.62
ITEM DETAILS					

- 2. Requestor:** Enter each line. In the **Internal Notes and Attachments Section**, add the discount amount and explanation for your discount.
 - Click the pencil to edit.
 - Add your note in the Internal Notes & Attachments box.
 - Click **Save**.

Internal Notes and Attachments a 

Internal Note *no value* **Edit Internal**

Internal Attachments [Add](#)

Edit Internal Notes And Attachments ×

Internal Notes & Attachments

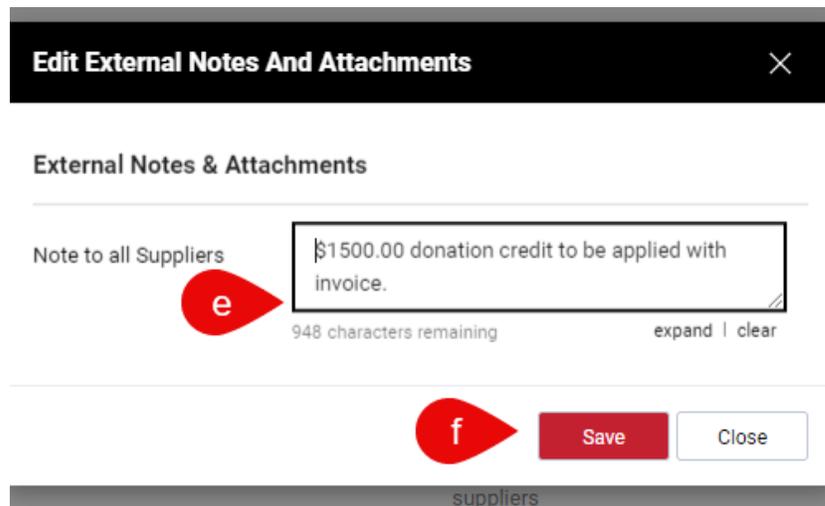
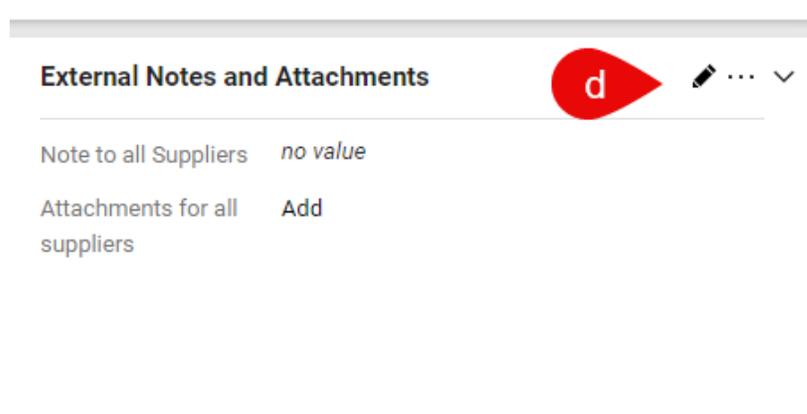
Internal Note b 

AP - please apply \$1,500 credit per quote.

958 characters remaining expand | clear

c 
Save
Close

3. **Requestor:** In the **External Notes and Attachments Section**, add the discount amount and explanation for your discount, along with the quote the supplier provided.
 - d. Click the pencil to edit.
 - e. Add your note in the External Notes & Attachments box.
 - f. Click **Save**.
 - g. Click **Add** next to Attachments for all suppliers.
 - h. Click **Browse** to search your files or drag and drop your file into the box.
 - i. Click the **Link** button on Attachment Type and add a link to your file.
 - j. Click **Save**.



External Notes and Attachments



Note to all Suppliers *no value*

Attachments for all suppliers **Add**



Add Attachments ✕

Attachment Type File Link

File(s) ★

 Drop File or [Browse](#)
Max. File Size: 24.51 MB

Sierra Schools Quote 11558888.pdf  

★ Required fields Save Changes Close

Add Attachments
✕

Attachment Type File Link i

URL ★ ↗

Name

★ Required fields
j
Save Changes
Close

4. **Procurement:** Add a comment if missed in step 2.

Payment Services: At the time of voucher, apply the discount per comments and update [Sales/Use Tax](#).

5. **Payment Services:** Add comment and select buyer to notify final payment has been issued and PO can be closed.

6. **Procurement:** Check for reconciliation date on the Voucher Summary page to ensure payment check has been processed by the supplier.

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Summary	Matching	Supplier Messages	Comments	Attachments	History												
PO Information Buyer no value F.O.B. FOB Destination Multi-Year PO ✕ PO Type no value		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Terms Discount</td><td style="text-align: right;">0.00 USD</td></tr> <tr><td>Discount</td><td style="text-align: right;">0.00 USD</td></tr> <tr><td>Use Tax</td><td style="text-align: right;">0.00 USD</td></tr> <tr><td>Shipping</td><td style="text-align: right;">0.00 USD</td></tr> <tr><td>Handling</td><td style="text-align: right;">0.00 USD</td></tr> <tr><td>Total</td><td style="text-align: right;">35.18 USD</td></tr> </table>		Terms Discount	0.00 USD	Discount	0.00 USD	Use Tax	0.00 USD	Shipping	0.00 USD	Handling	0.00 USD	Total	35.18 USD	Payment Information Pay Status In Process Payment Method Unknown Payment Record No. no value Payment Record Date no value Payment ID Ref no value Total Payment Amount no value Payment Partially Paid ✕ Cancellation Date no value Escheatment Date no value Reconciliation Date 6	
Terms Discount	0.00 USD																
Discount	0.00 USD																
Use Tax	0.00 USD																
Shipping	0.00 USD																
Handling	0.00 USD																
Total	35.18 USD																
Match Details Match Status Unmatched Contains substituted item(s) ✕ Amount-Only / Blanket PO ✕																	

7. **Procurement:** Close the PO.