

How to Properly Enter a Onetime Volume Discount to a TxSmartBuy PO

We need to change how volume discounts are being entered into TxSmartBuy. We will be removing the generic quote items from TxSmartBuy and adding a Negative priced item on the Charges Tab (**rather than adding a quote item that includes your discount subtracted from your quote total**). You will be adding all your items to your cart as well as adding the dollar amount of your discount. The discount can be entered on one item for your whole quote, or on individual items.

To enter a discount:

- Go to www.txsmartbuy.com
- Search and add an item to your cart
- Add the Item quantity
- To add a volume discount, click on the Charges Tab

The screenshot shows the 'Add Item to Cart' interface. The 'Item Information' section includes a quantity of 75, commodity code 45206, unit price of \$391.88 per EACH, and a description: 'Stool, 24/7 heavy duty, high back, adj. arms, basic task control, grade 1 fabric'. A red arrow points to the 'Charges' tab in the 'Additional Charges' section, which shows 'Charges \$0.00' and a 'Subtotal: \$0.00'. The 'Shipping Details' section shows delivery days of 20 days and a delivery date of 10/17/2016. At the bottom right, the total is \$29,391.00, with 'Cancel' and 'Add to Cart' buttons.

1. Select Volume Disc. Enter Total -\$ Amount
2. Enter the Discount Price as a negative
3. Enter a note about the discount
 - The Charge tab total should reflect your discount and the amount will be removed from the total in the lower right hand corner
4. Enter shipping address
5. Add any incidentals you may have (NOTE: TSB Admin Fee and TXMAS Sales Rebate should not be entered as Incidentals as they should already be included in the price)
6. Add to cart

This screenshot shows the 'Add Item to Cart' interface with annotations for entering a volume discount. The 'Additional Charges' section is highlighted with a red box and contains a table with three columns: 'Item', 'Price', and 'Note'. The 'Item' column has a dropdown menu with 'Volume Disc. Enter Total -\$ Amount' selected. The 'Price' column has a text input field containing '-550.00'. The 'Note' column has a text input field containing 'Discounted rate based on volume purchase see attached Quote item'. The 'Additional Charges' section also shows 'TXMAS Incidentals \$0.00', 'Charges -550.00', and 'Subtotal: -\$550.00'. The 'Shipping Details' section shows the address 'Rachel Adams 4223 Ranger Creek' with a '4' in a box next to it. At the bottom right, the total is \$28,841.00, with 'Cancel' and 'Add to Cart' buttons. Numbered boxes 1 through 6 are placed around the form to indicate the steps: 1 (Add New), 2 (Price), 3 (Note), 4 (Address), 5 (Charges tab), and 6 (Total).