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](http://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

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