

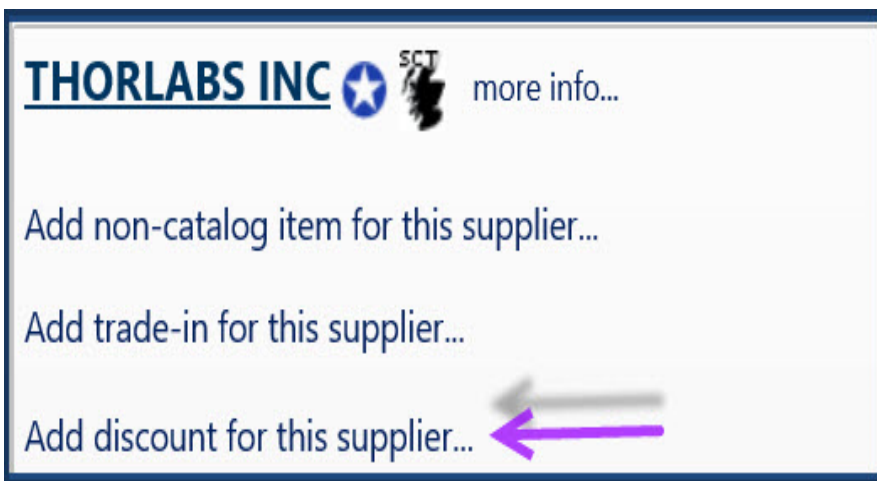
## Applying a Discount in the Cart

Discounts can be applied at the supplier header level (applying a **discount** to all products from a specific supplier) and at the line level. A **discount** can be entered using dollar amount or a percentage amount.

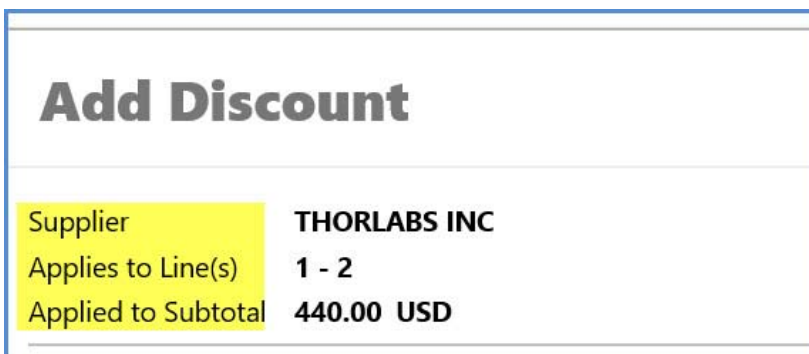
**Important Note:** This feature is used for applying **MANUAL** discounts. While there is an option to include a **discount pricing** code, there is no validation of that code and discounts are not calculated by Gateway. The shopper is required to enter all of the details.

### Step-by-Step

**To Add a Discount** at the supplier level: Select Add discount for this supplier in the header.



A configuration overlay displays. The top of the overlay displays the supplier name, the discounted line(s) and the price subtotal for the items; before the discount is taken.



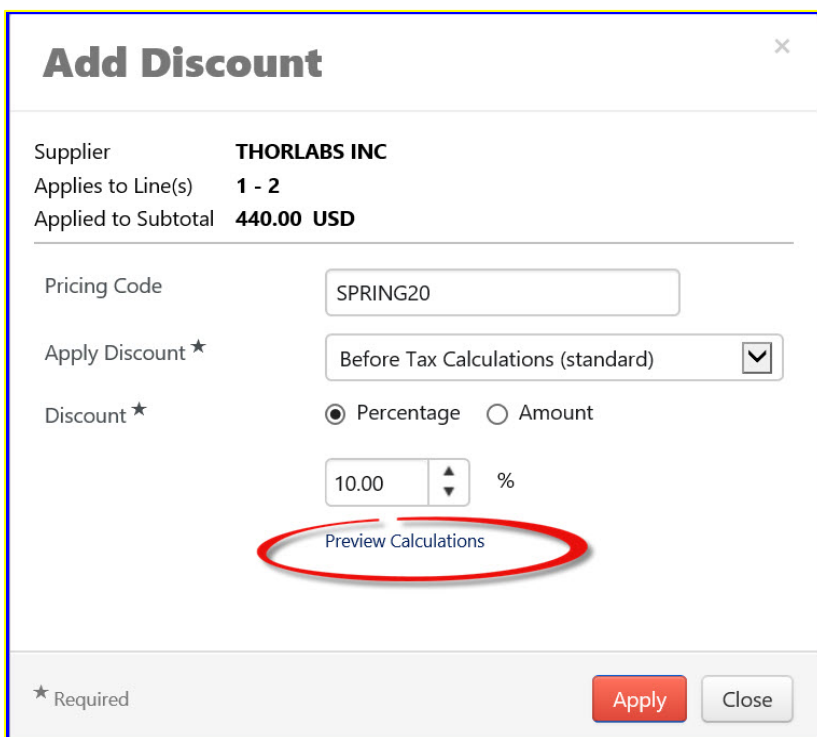
## Applying a Discount in the Cart

The diagram below shows the **pricing code** (which is optional) **AND** is not used for the calculation of the discount. In the **Apply Discount field** \*, Select **Before Tax Calculations**.

Click on the radio dial to choose either percentage or dollar amount of discount.

For a **Percentage discount**, at the supplier-level, the percentage applies to each item. For example, to show a 10% discount.

**Preview Calculations** - Select the Preview Calculations link to see a preview of the **discount** before it is applied.



The screenshot shows a dialog box titled "Add Discount" with a close button (X) in the top right corner. The dialog contains the following information:

- Supplier: THORLABS INC
- Applies to Line(s): 1 - 2
- Applied to Subtotal: 440.00 USD

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Pricing Code: SPRING20

Apply Discount \*: Before Tax Calculations (standard) [dropdown arrow]

Discount \*:  Percentage  Amount

10.00 [up/down arrows] %

Preview Calculations (circled in red)

★ Required

Apply (red button) Close (grey button)

## Applying a Discount in the Cart

The preview configuration displays showing the 10% discount applied to line items 1-2.

### Add Discount ×

Supplier **THORLABS INC**

Applies to Line(s) **1 - 2**

Applied to Subtotal **440.00 USD**

---

Pricing Code

Apply Discount <sup>★</sup>  ▼

Discount <sup>★</sup>  Percentage  Amount

%

[Preview Calculations](#)

Extended Price Subtotal	<b>440.00 USD</b>
<b>Discount</b>	<b>-44.00 USD</b>
Subtotal with Discount	<b>396.00 USD</b>
Sales Tax	<b>30.69 USD</b>
Shipping	<b>0.00 USD</b>
Handling	<b>0.00 USD</b>
Total	<b>426.69 USD</b>

## Applying a Discount in the Cart

After clicking on the Apply button you will see the discount in your cart.

The screenshot displays a shopping cart with two items. Each item has a 'Taxable' checkbox checked, a 'Commodity Code' field, and an 'Object Code' field. A discount is applied to each item, shown as a yellow box with a minus sign and the amount in USD. The first item has a total of 200.00 and a discount of 20.00. The second item has a total of 20.00 and a discount of 4.00. The interface includes a search icon for the commodity code and a 'Select from all values...' dropdown for the object code. At the bottom, it says 'Powered by JAGGAER | Privacy Policy'.

Item	EA	Amount	Discount	Commodity Code	Object Code
1	EA	200.00	-20.00 USD	41000000	8040
2	EA	20.00	-4.00 USD	41000000	

### To Apply a discount by Amount

**Amount** - Select the radio dial option to apply the amount **discount**. For supplier-level discounts, the amount is divided among all items and is weighted based on the cost of the item. The discounts for each item adds up to the total **discount** amount. You are able to adjust the amount of the **discount** per line. To do so, click on **Edit Discount**. **Important Note:** The discounts per line item must add up to the total **discount** amount for the supplier. You will get an error if you attempt to submit a cart or document with mismatched amounts.

## Applying a Discount in the Cart

Click on preview calculations.

### Add Discount

Supplier **THORLABS INC**  
Applies to Line(s) **1 - 2**  
Applied to Subtotal **440.00 USD**

Pricing Code

Apply Discount ★

Discount ★  Percentage  Amount

**Preview Calculations**

★ Required Apply Close

The preview overlay configuration displays showing the discount using the dollar amount.

### Add Discount

Discount ★  Percentage  Amount

**Preview Calculations**




**In the cart, the discount amount will be distributed across all lines using a weighted percentage calculation.**

Extended Price Subtotal	<b>440.00 USD</b>
<b>Discount</b>	<b>-20.00 USD</b>
Subtotal with Discount	<b>420.00 USD</b>
Sales Tax	<b>32.55 USD</b>
Shipping	<b>0.00 USD</b>
Handling	<b>0.00 USD</b>
Total	<b>452.55 USD</b>

★ Required Apply Close

## Applying a Discount in the Cart


After clicking on the Apply button, the discount will appear in the cart.

	20.00	<input type="text" value="2"/>	EA	40.00 USD	<input type="checkbox"/>
		Edit discount...		-1.82 USD	
ixable		<input checked="" type="checkbox"/>			
ommodity Code		<input type="text" value="4100000"/>			
		Laboratory & Measuring & Observing & Testing Equipment (Object Code 8020 8030 8040 8120 9120 9300 9610)			
bject Code		<input type="text" value="8040"/>			
		Select from all values...			
<hr/>					
	200.00	<input type="text" value="2"/>	EA	400.00 USD	<input type="checkbox"/>
		Edit discount...		-18.18 USD	
ixable		<input checked="" type="checkbox"/>			
ommodity Code		<input type="text" value="4100000"/>			
		Laboratory & Measuring & Observing & Testing Equipment (Object Code 8020 8030 8040 8120 9120 9300 9610)			
bject Code		<input type="text" value="8040"/>			
		Select from all values... 			

## Applying a Discount in the Cart

To Apply Discount at the line level:

Once you have the items in the cart click on Add Discount at the line level.

Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
EA	20.00	<input type="text" value="2"/>	EA 40.00 USD	<input type="checkbox"/>
Add discount...				
Taxable	<input checked="" type="checkbox"/>			
Commodity Code	<input type="text" value="41000000"/>	<input type="text" value="Laboratory &amp; Measuring &amp; Observing &amp; Testing Equipment (Object Code 8020 8030 8040 8120 9120 9300 9610)"/>		
Object Code	<input type="text" value="8040"/>	<input type="text" value="Select from all values..."/>		
EA	200.00	<input type="text" value="2"/>	EA 400.00 USD	<input type="checkbox"/>
Add discount...				
Taxable	<input checked="" type="checkbox"/>			

## Applying a Discount in the Cart

The Add Discount window displays, showing the selected line item or items receiving the discount. Below is an example of a 15% discount taken off line the second line item.

The configuration overlay displays and shows a 15% discount applied to line item 2

### Add Discount ×

Supplier **THORLABS INC**  
Applies to Line(s) **2**  
Applied to Subtotal **400.00 USD**

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Pricing Code

Apply Discount <sup>★</sup>  ▼

Discount <sup>★</sup>  Percentage  Amount

▲▼ %

[Preview Calculations](#)

<sup>★</sup> Required Apply Close

After you click on the Apply button you will see the discount reflected in the cart.

<b>Subtotal</b>	<b>440.00</b>
Sales Tax	29.45
Shipping	0.00
Handling	0.00
Discount	-60.00
<b>Total</b>	<b>409.45 USD</b>