AggieBuy Requisition Discount Guide

If the vendor offers a percentage discount or total amount discount on the overall quote/order, then click on the ellipsis to the right of the vendor name. Then, click on “Add Discount”. If the vendor has already adjusted the unit prices on the line items to include the discount, then the below is not necessary.
Determine if the vendor is providing a percentage or amount discount. Select the appropriate discount type and put in the discount percentage or amount. In the example below, the vendor has provided an overall 10% discount on the order or quote. If the vendor provides a pricing code or discount code that needs to be part of the PO, it can be entered in the “Pricing Code” field. Then click “Apply”.
The discount is now shown on each line for the order.
If the vendor offers a different discount for a particular line, then “Edit Discount” can be selected by clicking on the ellipsis next to each line item to override the discount at the line level. Edit the discount for that line and click “Apply”. Then click “Submit order” to process and submit as normal. The discount will be reflected on the PO distributed to the vendor.
Note: When the encumbrance is added it will be for the subtotal of the document and not the discounted amount.