## **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.

Requ	uisition 🝷 : 1	17220839										•	• •
Sun	mmary Taxes/S&l	H PO Preview Comments	Attachments	History									
3	Items						_		· ·		Draft		
TE	EJAS OFFICE PRO	DUCTS INC · 3 Items · 24.25	USD							Total (24.	.25 USD)		~
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	Number								Add Trad	le-In			0.00
	Pricing Code n	o value	Quote number /	no value									24.25
• L • G	ogitech K360 Wirele: Gel Hand Sanitizer, Ur	ss Keyboard, Glossy Black (920-00408 Iscented, 8oz (MED1103)	38) Cotolog N	Size/Deckeri U	ait Dring	Quantitu	Ent	Dries		What's ne	ext for my order?		~
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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 be part of the PO, it can be entered in the "Pricing Code" field. Then click "Apply".

â	TEXAS A&M UNIVERSITY		All 👻 Search (Alt+C	) 🔍 24.25 USD 🗮 🛇 🏴 🔎
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血	▲ SUPPLIER DETAILS			Subtotal 24.25
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39	Pricing Code no value Quote nun	Discount   Percentage   Amou	11	24.25
հր	Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) wa • Logitech K360 Wireless Keyboard, Glossy Black (920-004088)	10.00 🗘 %		Submit Order
ă?	Gel Hand Sanitizer, Unscented, 8oz (MED1103)			What's next for my order?
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*	1 Logitech K360 Wireless Keyboard, Glossy Black (920- 76		Apply Close	
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		nodity 43211804 / Keyboard drawers or Attach shelves   5760 <\$5k, 8435		
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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.

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Note: When the encumbrance is added it will be for the subtotal of the document and not the discounted amount.