DISCOUNTS (ONLY FOR GOODS LINES)

From the **Request Non-Catalog Items** page:

1. Leave the **Item Identifier** blank.
2. In the **Item Description** field, type **Education discount.**
3. Use the **Prompt** icon ☰ or type to indicate the **Spend Category**. This will need to correspond with the spend category on the rest of the PR.
4. Leave the **Supplier** field blank. You'll have an option to input the supplier later and will only need to do it once to apply to all lines.
5. The **Quantity** field should be **1**.
6. The **Unit Cost** for the discount should be a **negative** number.
7. Use the **Prompt** icon ☰ or type to select the appropriate **Unit of Measure**.
8. Workday will automatically calculate the math and display it in the Extended Amount.

Item Description	*	Educational discount
Spend Category	*	✕ 4230 Supplies ☰
Supplier		☰
Supplier Contract		(empty)
Quantity	*	1
Unit Cost		-200.00
Unit of Measure	*	Each ⌄
Extended Amount		(200.00)

9. Click **Add to Cart** to add the line to the Requisition.
10. Click **OK**. Notice how that item was added to the cart in the top right of the screen.
11. Repeat steps 1 – 10 until all discount lines have been added to your Requisition.

12. Once you are ready to continue, click on the **Cart** icon 🛒❶.

13. The Cart screen displays. Click **Checkout**.
14. Continue the business process as normal.