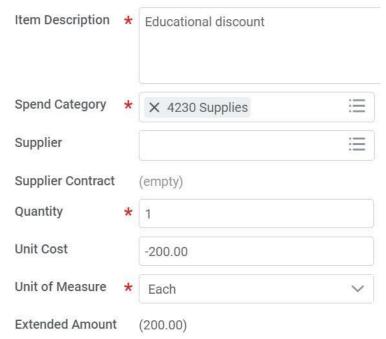
DISCOUNTS (ONLY FOR GOODS LINES)

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 is 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.



- 9. Click to add the line to the Requisition.
- 10. Click . Notice how that item was added to the cart in the top right of the screen.

Checkout

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