

Discounts may be applied against SAP purchase orders either at the header (will apply to all lines) level or individual line items using the Conditions tab.

To apply the same discount structure to all line items, select the Conditions tab in the header section. Scroll to the bottom of the Condition Type column and select the first writable cell. Click the Possible Entries icon.

**Std PO Facilities 4300171871 Created by Nicole M Lehw**

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YB Std PO Facilities 4300171871 Vendor 121035 Grainger Inc

Delivery/Invoice **Conditions** Texts Address Communication Partners

Net 127.37 USD

Pricing Elements							
N..	CnTy	Name	Amount	Crcy	per	U...	Condition value
<input checked="" type="checkbox"/>	NAVM	Non-Deductible Tax					0
		Net value incl. tax					127
<input checked="" type="checkbox"/>	SKT0	Cash Discount	0.000	%			0
		Actual price					127

To discount the entire order by a fixed %, select ZHA1-Discount by % Header.  
To discount the entire order by a fixed dollar amount, select ZHB1-Header Disc by \$.

Condition Type (1) 3 Entries found

Restrictions

CType	Name
ZHA1	Dis. by % Header
ZHBO	Header Surch by \$
ZHB1	Header Disc by \$

All line items within the purchase order will be discounted proportionally based on the discount type.

Line items within SAP purchase orders may also be discounted individually, while not discounting the other line items. To discount a specific line item, navigate to the bottom Details section and to the line item desired. Click the Conditions tab. Scroll to the first empty entry under the Condition Type column. Click the Possible Entries icon.

The screenshot shows the SAP purchase order line item details for item 1 [ 1 ] 301590, BIT DRILL COBALT 1/8 FOR S... The Conditions tab is selected and highlighted with a red box. The Pricing Elements table is visible below the tab, showing a single entry for 'Actual price' with an amount of 1.64 USD. A red arrow points to the 'Actual price' entry in the table.

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status
		Actual price	1.64	USD		1 EA	21.32	USD	

To discount the line item by a fixed percentage amount, select type ZRA1-Disc. By Percentage.

To discount the line item by a fixed dollar amount, select type ZRBO-Disc. By Dollar amount.

The screenshot shows the SAP Condition Type selection dialog. The title bar indicates 'Condition Type (1) 4 Entries found'. The 'Restrictions' tab is selected. The list of condition types is displayed, with 'ZRA1 Disc. by Percentage' highlighted in yellow. The list includes: PB00 Gross Price, PBXX Gross Price, ZRA1 Disc. by Percentage, and ZRBO Disc. by Dollar Amt.

CType	Name
PB00	Gross Price
PBXX	Gross Price
ZRA1	Disc. by Percentage
ZRBO	Disc. by Dollar Amt.

The line item dollar total will reflect the discounted amount.

To remove the discount from either header or line items, simply delete the Condition type that was applied and press Enter to return dollar entries to their original amounts.

The screenshot shows the SAP Pricing Elements table. A red arrow points to the 'ZRA1' condition type in the 'Name' column. The table has columns for N., CnTy, Name, Amount, Crcy, per, U..., Condition value, Curr., Status, and Num.. The 'Actual price' row shows an amount of 1.64 USD and a condition value of 21.32 USD. The 'ZRA1' row is highlighted in yellow.

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num..
		Actual price	1.64	USD		1EA	21.32	USD		
		ZRA1								

Buttons at the bottom: Condition rec., Analysis, Update