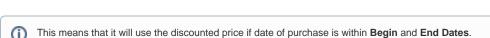
How to Setup Promotional Pricing - By Date Range

Follow the steps below to guide you on how to setup Promotional Pricing.

- 1. Open Item screen > Pricing tab > Promotional Pricing tab.
- 2. A new line will be available to allow you to add a new promotional pricing information.
- 3. Pricing is setup per location. Select a location in the Location field.
- 4. Select a Promotion Type.
- 5. Select Item UOM. To show how Unit Price is computed on this tab, see How Unit Price is computed based on UOM selected.
- 6. The **UPC field** will show the UPC added for the selected UOM.
- 7. The Qty field will be updated by the Unit Qty setup of the UOM you selected.
- 8. In the Discount By field select either Percent, Discount or Terms Rate.
- 9. Depending on the Discount By selected, fill in amount or percent in the Amount/Percent field.
- 10. The Unit Price will automatically be computed based on Retail Price/MSRP, Pricing Method and Amount/Percent selected.
- 11. The **Discounted Price** will automatically be computed based on Unit Price, Discount By and Discount Amount/Percent. To show how Discounted Price is computed, see How Discounted Price is computed based on Discount By selected.
- 12. In the Begin Date and End Date fields set begin and end dates for discount/rebate to be in effect.





13. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button** or the **x button** at the top right corner of the screen, i21 will prompt you if you would like to save it before closing the screen.