

# How to Setup Promotional Pricing - By Discount Thru Qty

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

- 1. Open **Item screen > Pricing tab > Special Pricing tab.**
- 2. A new line will be available to allow you to add a new special pricing information.
- 3. Pricing is setup per location. Select a location in the **Location field.**
- 4. Select the **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 **Qty field** will be updated by the Unit Qty setup of the UOM you selected.
- 7. In the Discount By field select either Percent or Discount
- 8. Depending on the Discount By selected, fill in amount or percent in the **Amount/Percent field.**
- 9. The **Unit Price** will automatically be computed based on Retail Price/MSRP, Pricing Method and Amount/Percent selected.
- 10. 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.](#)
- 11. Leave **Begin** and **End Date fields** blank.
- 12. In the **Disc thru Qty field** enter the quantity that must be purchased for the discount/rebate to be effective.

Pricing Level: Promotional Pricing											
X Remove Export View Filter (F3)											
Location	Promotion Type	UOM	UPC	Discount Units	Discount By	Discount Amount/Percent	Currency	Retail Price	Discounted Price	Begin Date	End Date
0001-Fort Wayne	Discount	lb		100		5.00	USD	14.00	0.000000	01/26/2018	
				0.00		0.00		0.00			

 This means that it will always get the discounted price once it reached the purchase quantity set in the Disc thru Qty field.

- 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.