Vendor Portal User Guide

Basware P2P 19.3

Table of Contents

1 Vendor Portal Registration

1.1 Register for Vendor Portal

As a vendor user, you must have the following information:

- The registration URL, received either in an email or regular mail letter.
- The registration key, provided with the registration URL
- 2 of the following:
    - purchase order number
    - invoice number
    - check number

The objective of Vendor Registration is to provide the setup of a secure two-way communication link between the customer and you, the vendor. The vendor registration process gives you access to the vendor portal. Through the vendor portal, you and your customer have the ability to view and send purchase orders, work orders, non-purchase orders, and invoices. The portal is designed so that, as a specified vendor, only you can see your information.

You can access the Vendor Portal by logging into the system using an assigned username and password. You receive an invitation to register either through email or regular mail from the client. The registration information provides you with a URL and a key. To register, you need to provide two of the following three pieces of information:

- Purchase Order Number
- Invoice Number
- Check Number

Once logged in, you can access your purchase orders and work orders.

To register to use the vendor portal:

1. From the e-mail or letter received, do one of the following:

    - Click the word **Register**
    - Copy and paste the URL into the web browser
    - Type in the URL

2. If the **Register** link is clicked, the URL is copied and pasted, or the URL is typed in correctly, the key may not have to be entered. If this happens, you are automatically taken to step 2 of the registration process. If the session times out and you click **Continue**, you must re-enter the key.

3. Enter the information from two of the following items: purchase order number, invoice number, or check number. Click **Continue**.

4. Enter all required information and update the pre-populated fields if needed. Click **Continue**.

5. Once the confirmation e-mail is received, click the link to confirm the email address.

Once the registration is approved, another email with the link, user name, and password is sent. When this information is provided, you have access to the customer's vendor portal.

2 Vendor Portal

2.1 Vendor Portal Dashboard

After logging in, the vendor is taken to the Vendor Portal dashboard. The Vendor Portal dashboard is a centralized area where vendors are able to items that need their attention. The links displayed here vary depending on the vendor's permissions.

Users can access purchase orders assigned to them, work orders awaiting vendor action, Requests for Quotes sent to them, invoices, and payment term management.
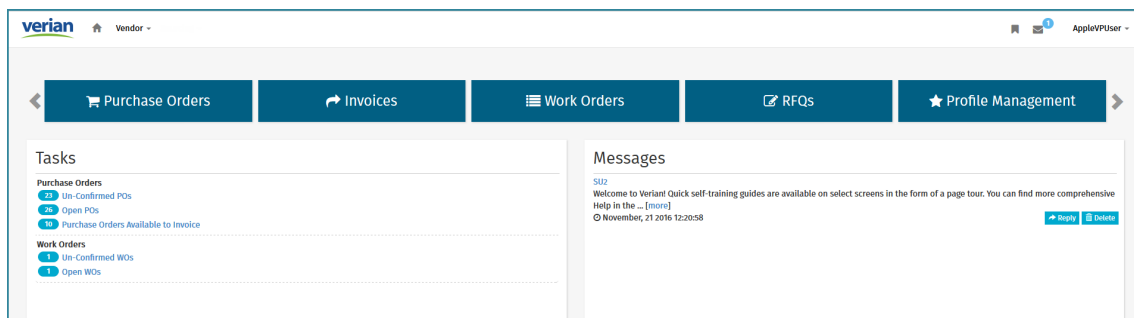
Figure 1: Vendor Portal Dashboard

Quick Access Carousel

Link	Action	Permission Required (user must have at least one)
🛒 Purchase Orders	Opens the Purchase Order Administration List page	3609 - Manage POs 3600 - Can Access PO Inquiry
➡ Invoices	Opens the Manage Invoices page	3601 - Can Create PO Invoices 3602 - Can Create Service/WO Invoices 3603 - Can Create Non-PO Invoices 3604 - Can Access Invoice Inquiry 3606 - Can Import Invoice Data from External Sources 3608 - Manage Invoices
☰ Work Orders	Opens the Manage Work Orders page	3610 - Manage WOs 3611 - Manage Users
☑ RFQs	Opens the Manage RFQ page	3605 - Manage All Quotes

Link	Action	Permission Required (user must have at least one)
★ Profile Management	Opens the Vendor Attributes page	none required

Tasks

Displays all documents the user can take action on, such as Purchase Orders Available to Invoice or RFQs Open for Bidding. The user can click on any link to immediately access the related documents.

Messages

The messages area lists the most recent messages sent to the user. The user can click the available actions to **Reply** or **Delete** the messages from the list.

Menu Bar Contents

🏠 **Home Icon**: To return to the dashboard, click the Home icon the left of the menu bar or your organization's logo

Vendor menu group: Click to display a dropdown menu of all available Vendor Portal functionality
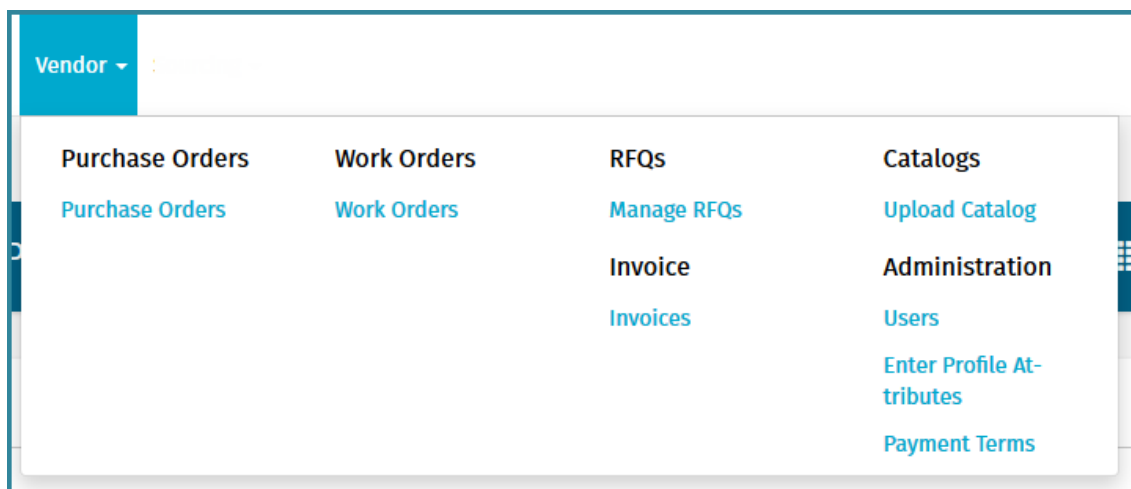
Figure 2: Vendor menu group

🔖 **Speed Link**: Click to view or manage bookmarks within the application so they can be accessed with one click.

✉️ **Messages**: click to view messages. The number displayed indicates the number of messages available. The same messages are displayed in the Messages area of the Dashboard.

Profile

Click the username in the top right to display profile area options, including **Profile**, **Help**, and **Log Out**.
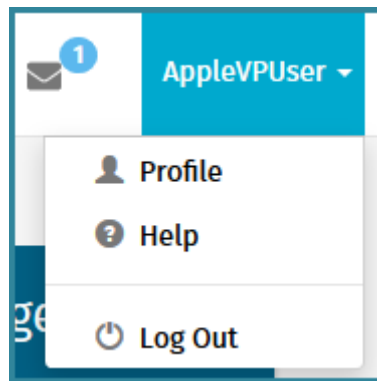
Figure 3: Profile Menu

Help: Online Help is extremely useful to users. The help can be used as an online quick reference guide by searching topics or searching by keyword. Context sensitive online help in the form of tours and tooltips is also available throughout the interface.

Log Out: Users should log out when they are finished working. When no actions have been performed in the system for a time specified by the administrator, the system automatically logs out the user. After an automatic logout, the user needs to log in again to resume work.

The number of minutes before timeout is determined in system setting *3017 - Idle Timeout*. The setting must be at least 30 minutes (default) but no more than 120 minutes.

2.2 Manage Profile

Location: Username > Profile

On this page, the vendor user can change password, update contact information, or change the language setting.

1. Enter your current password. This field is required.
2. *(Optional)* To change your password, enter the new password in the **New Password** and **Confirm Password** fields.
3. *(Optional)* To update contact information, enter the new phone number, fax number, or email address.
4. *(Optional)* To change the language, select the desired language from the **Language** dropdown.
5. When all changes are made, click **Save Profile**.

The changes are saved to your profile. If you changed your language, log out and log back in for the changes to take effect.

2.3 Purchase Order Management

You can access the purchase orders that have been sent to them and perform certain tasks such as viewing the purchase order, confirming that they have received the purchase order, and creating invoices for the purchase order.

The following permission is required to access the Purchase Order link:

- 3609 - Manage Purchase Orders

From the purchase order management page, you can:

- [Preview or Print a Purchase Order](#)
- [View Purchase Order Details](#)
- [Mark Purchase Orders as Confirmed](#)
- [Create PO Invoices](#)

2.3.1 Preview or Print a Purchase Order

Use Print Preview to view purchase order information for one or many POs. No editing can be done on this page.

To view multiple purchase orders, all selected purchase orders must be from the same customer. If the customer has a custom PO print preview enabled, you may not be able to preview more than one purchase order at a time.

To preview or print a purchase order:

1. From the Dashboard, click the **Purchase Order** link in the **Vendor** menu group.

2. Identify the purchase orders to preview and click the ⬛ icon.

The print preview page is displayed in a new browser tab. If desired, print the document from this page.

2.3.2 View Purchase Order Details

You may need to view specific information about a purchase order before you mark it as confirmed. You can do this from the Purchase Order Details page.

To view the details of a purchase order:

1. From the Dashboard, click the **Purchase Order** link in the **Vendor** menu group.
2. Identify the purchase order to view and click the ID Number link in the grid.

The Purchase Order Details page is displayed in a new browser tab.

2.3.3 Mark Purchase Orders as Confirmed

Once you receive a purchase order, you can confirm to your customer that it has been received by marking the purchase order as *confirmed.*

To mark a purchase order as confirmed:

1. From the Dashboard, click the **Purchase Order** link in the **Vendor** menu group.

2. Identify the purchase order that to be confirmed and click ⬛.

The purchase order is marked *confirmed*. The change in status is visible to the customer.

2.4 Invoice Management

The Invoice Inquiry page allows you to search for and manage invoices in the system. Invoices can be in any of the following statuses:

- Declined
- Exceptions
- In Entry
- In Workflow – pre-process, post-process, approval, or post-approval
- Paid/In Payment
- Ready for Payment
- System Error
- Void

The following permission is required for you to access the Invoice Inquiry page:

- 3604 – Can Access Invoice Inquiry

The following permissions affect the functionality of the Invoice Inquiry page:

- 3601 - Can Create PO Invoices - when enabled, displays the **Add Invoice** action.
- 3602 - Can Create Service/WO Invoices - when enabled, displays the **Add Invoice** action.
- 3603 - Can Create Non-PO Invoices - when enabled, displays the **Add Invoice** action.
- 3606 - Can Import Invoice Data from External Sources - when enabled, displays the **Import Invoice** action.

2.4.1 Search for Invoices

To search for invoices:

1. From the Vendor Portal Dashboard, click the **Invoices** quick access tile.
2. Enter the search criteria in the appropriate fields.

   - If using **Date From** or **Date To**, both the Entered Date and the Invoice Date must fall between the selected dates in order for the invoice to display in the search results.

3. Click **Search**.

The invoices fitting the defined criteria display in the table below the search options. You can then edit invoices or delete invoices that have not yet been paid.

2.4.2 View Invoice Details

If you already know the ID or number of the invoice you want to view, you can find it directly in the Invoices list instead of trying to search for it.

To view invoice details:

1. From the Dashboard, navigate to **Vendor** > **Invoice** > **Invoices**.
2. Click the ID, invoice number, or invoice total for the invoice to be viewed.

The details for the selected invoice are displayed.

2.4.3 Delete Invoices

You can only delete an invoice with a status of *in entry*.

To delete an invoice:

1. From the Dashboard, navigate to **Vendor** > **Invoice** > **Invoices**.
2. Select the invoice with the status of *in entry* that needs to be deleted and click

   .
3. Click **OK** on the verification pop-up.

The invoice is deleted and removed from the list.

2.4.4 Import Invoices

Location: Vendor > **Invoice** > **Invoices**

The following permission is required:

- 3606 - Can Import Invoices from External Source

Additionally, the desired import type must be configured before import.

Invoices can be imported from an external source using import maps configured by the system administrator.

To import an invoice:

1. Select the import type from the drop-down. If needed, contact your administrator for more information regarding invoice import types (import maps)
2. Click **Browse** to locate the invoice to import.
3. Select the invoice and click **Open**.
4. Click **Import File**.

The invoice information is imported into the system and a success message displays.

Basware P2P 19.3

2.4.5 Invoice Items from Purchase Orders

Location: Vendor > **Purchase Orders** > **Purchase Orders**

You must have the following permission to create a purchase order invoice:

- 3601 - Can Enter Purchase Order Invoice

After processing your customer's order, you can create an invoice from the purchase order and send it back to your customer for payment.

To create a PO invoice:

1. From the Dashboard, click the **Purchase Order** link in the **Vendor** menu group.

2. Select the purchase order for which an invoice must be created and click [icon]. The Invoice Entry page opens.

3. Enter all the necessary information in each tab of the Invoice Entry page.

   - Header: includes total information such as Invoice Number, Date, Total, Tax, Freight, etc
   - Details: includes price and quantity information for each line item, as well as accounts coding distributions.
   - Vendor: includes all information about the vendor.
   - Notes: contains any notes entered by users regarding the invoice.
   - Attachments: lists all attachments associated to the invoice.

4. When all information is entered, click **Process**.

The invoice is processed and sent to the customer.

2.4.5.1 Attach Invoice Images

When creating an invoice, you can attach an invoice image - usually a scanned version of the paper invoice. The image displays to the side of the Invoice Entry page. The attached file must be in PDF format.
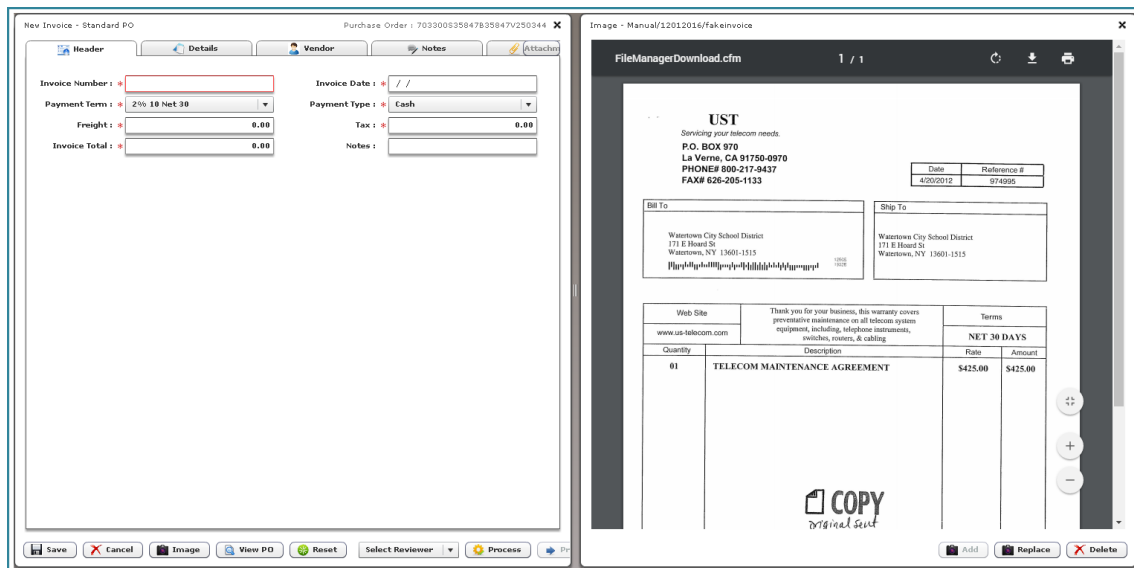
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Figure 4: Invoice Image

To attach an invoice image to an invoice:

1. From the Invoice Entry page, click **Image**.

2. Click **Add**.

3. Select the desired PDF from your files and click **Open**. Only PDF format is supported.

The invoice image is displayed beside the invoice entry page. You can rotate, download, or print using the icons at the top of the image.

2.4.5.2 Replace Invoice Images

The invoice image can only be replaced while the invoice is in the client's Inbound queue. Images may not be replaced on processed invoices.

To replace an invoice image:

1. Navigate to the Invoice Entry page.
2. Click **Replace** on the Image page.
3. Select the correct invoice image from your files and click **Open**. The file must be in PDF format.

The new invoice image displays beside the Invoice Entry page.

2.4.5.3 Delete Invoice Images

To delete an invoice image:

1. Navigate to the Invoice Entry page.

2. Click the **Delete** icon underneath the image.

3. Click **Yes** in the confirmation pop-up.

The image is no longer associated to the invoice.

2.4.5.4 Convert Attachments to Invoice Images

To convert an attachment to an invoice image, the file must be in PDF format.

To convert an attachment to an invoice image:

1. Navigate to the Invoice Entry page.

2. Click the **Attachment** tab.

3. Click in the Action column for the attachment that is to be converted into an invoice image. The icon only displays beside PDF attachments.

4. Click **Image** .

The attachment is now displayed as the invoice image.

2.4.6 Non-Purchase Order Invoices

Non-purchase order invoices are used to request payment for goods or services not tracked on a purchase order or work order, such as rent or utilities. As the vendor, you create the invoice and send, or post, it to the client for payment.

If you have created the invoice but not sent it to the client, it appears in your Unposted Invoices list on the dashboard. You can edit or delete the invoice from the list.

You must have one of the following permissions to manage non-PO invoices:

- 3603 - Can Create Non-PO Invoices
- 3609 - Manage POs

2.4.6.1 Create Non-PO Invoices

Location: Vendor > **Invoice** > **Invoices**

To create a non-PO invoice:

1. Click **Create Invoice**.

2. Enter the required information in each tab of invoice entry:
   - Header
   - Vendor
   - Notes
   - Attachment

3. If desired, select the appropriate image to attach.

> The system supports the use of PDF images only. While other image formats can be used, the client is responsible for troubleshooting all other formats. Please verify with the client which image formats are used.

4. To send the invoice to the client for processing, click **Process**.

The invoice is sent to the client to be reviewed, processed, and paid. If the invoice is entered and saved but not sent, it displays in the Unposted Invoices list and can be edited until it is sent.

2.5 Work Order Management

You can manage work orders that have been assigned to you by adding details for labor and parts used for completing the work order or entering invoices against the work orders.

The search area for Manage Work Orders is collapsible. You are able to click the [-] to collapse the search area and click the [+] to display the search area when you want to use it to search for work orders. The search area is displayed by default.

At least one of the following permissions is required for you to access the Work Orders link.

- 3610 – Manage Work Orders
- 3613 – Can Access WO Inquiry

The grid can be sorted by any column - click the column header to resort the data. Use the Filter to search for specific invoices within the grid.

> Work orders cannot be filtered by Total.

2.5.1 Preview Work Orders for Printing

To preview a work order:

1. Navigate to **Vendor** > **Work Orders** > **Work Orders**.

2. Select the work order to be previewed and click .

The work order print preview is displayed in a new window.

2.5.2 View Work Order Details

To view the details of a work order:

1. Navigate to **Vendor** > **Work Orders** > **Work Orders**.

2. Click the ID number of the work order to be viewed.

The Work Order Details page displays in a new tab.

2.5.3 Add or Update Work Order Labor Details

Location: Vendor > **Work Orders** > **Work Orders**

To add or update the work order labor details:

1. Select the work order for which the labor details need to be added or updated.
2. Click **More Actions** > **Update Labor Details**.
3. Complete the required fields.
4. Click **Add**.

The added labor is displayed in the Labor table at the top of the Add/Edit Labor page.

2.5.4 Add or Update Parts Information

Location: Vendor > **Work Orders** > **Work Orders**

To add or update the parts details:

1. Select the work order for which parts need to be added or updated.
2. Click **More Actions** > **Update Parts**.
3. Complete the required fields.
4. Click **Update** to save and add more parts or click **Update and Return** to return to the Manage Work Order page.

The added parts are displayed in the Work Order Parts page.

2.5.5 Manually Mark Work Orders Confirmed

Location: Vendor > **Work Orders** > **Work Orders**

The system enables vendors to update the status of a work order to confirmed when a work order is received.

To mark a work order as confirmed:

1. Select the work order to confirm. Work order must be in *Placed* status.
2. Click the [icon] icon.

The status of the work order is changed to *Confirmed*.

2.5.6 Close Work Orders

Location: Vendor > **Work Orders** > **Work Orders**

A work order can be closed manually once all the work has been completed.

To close a work order:

1. Select the work order to close. Click **More Actions** > **Update Labor Details**.
2. Click the checkbox for the **Close Work Order** field.
3. Click **OK** on the popup verification window.

The status of the work order is changed to *Closed*.

2.5.7 Create Work Order Invoices

Location: Vendor > **Work Orders** > **Work Orders**

The following permission is required to create work order invoices:

- 3602 - Can Create Service/WO Invoices

Additionally, the work order must be closed.

To create a work order invoice for a closed work order:

1. Select the work order to be invoiced and click ▭ for the work order for which an invoice needs to be entered.
2. Enter the invoice number, invoice date, total, and other required information.
3. To send the invoice to the customer, click **Process**.

The invoice is sent to the customer through the system for payment.

2.5.8 Set Up Vendor Work Order Types

Location: Vendor > **Update Service Categories**

The following permission is required:

- 3610 – Manage Work Orders

Additionally, the administrator must have work order types set up and assigned to the appropriate vendor.

You have the ability to select the work order types you want to be associated with for work orders. However, the user on the Basware P2P side can modify these selections at any time.

To set up vendor work order types:

1. Select the work order types you want to be associated with for work orders.
2. Click >>.

Result: The selected work order types are moved from the Available field to the Allowed field.

3. Click **Finish**.

2.5.9 Set up Vendor Work Order Locations

Location: Vendor > **Update Service Locations**

The following permission is required:

- 3610 - Manage Work Orders

You have the ability to select the work order locations you want to be associated with for work orders. However, the user on the Basware P2P side can modify these selections at any time.

To set up vendor work order locations:

1. Select the locations you want to be associated with for work orders.
2. Click **Assign Selected**.
3. Click **Finish**.

2.6 Vendor RFQ Management

The RFQ module is a tool for you to send responses for Requests for Quotes submitted to you from your client.

The following permission is required for you to access RFQs:

- 3609 - Manage all Quotes

The Management grid can be sorted by any column header by clicking on the column header.

You can also filter results using the Filter tool .

2.6.1 View RFQ Details

Location: Vendor > **RFQs** > **Manage RFQs**

Vendors are able to view the RFQ header details such as the due date, RFQ Manager, etc. by clicking the hyperlinked RFQ #. Vendors can also enter responses by clicking **Continue**.

To view the details of an RFQ:

Click the **RFQ #** to be viewed.

The RFQ details are displayed. You can add comments or click **Continue** to enter a bid on the RFQ.

2.6.2 Download RFQs

Location: Vendor > **RFQs** > **Manage RFQs**

The Download RFQ function allows you to download the RFQ in Excel or XML format and work on the response for it offline.

To download an RFQ:

1. Select the desired RFQ from the list.
2. Click .
3. Select *Excel* or *XML* from the Download Format list.
4. Click **Download**.

If Excel format was specified, the user is prompted to save the Excel file. If XML was specified, the plain XML data is displayed in a new browser tab.

2.6.3 Upload RFQ Response Files

Location: Vendor > **RFQs** > **Manage RFQs**

If the RFQ has been downloaded and responses entered in a file, you can use the Upload RFQ function to upload the saved responses to the system. This enables you to submit the RFQ using the Vendor Portal.

To upload a file with responses:

1. Select the RFQ for which you want to upload the response.
2. Click **More Actions** > **Upload RFQ**.
3. Click **Choose File** and browse for the file to be uploaded.
4. Click **Select**.

The response to the RFQ is uploaded to the system.

To submit the RFQ response with the uploaded file, see Submit RFQ Responses.

2.6.4 Submit RFQ Responses

Location: Vendor > **RFQs** > **Manage RFQs**

After you enter the RFQ response and attach any necessary files, you must send the RFQ back to the customer for consideration.

To submit the RFQ response:

1. Select the RFQ to submit.
2. Click .

The RFQ, along with any attachments, is sent to the customer.

2.7 Catalog Upload

From the vendor portal, you can upload catalog items for tenant users to access and order. Depending on the import configuration, the catalog upload may need to be approved by the client before it can be used.

The following permission is required to upload a catalog:

- 3614 - Can upload Catalog Data from External Sources

2.7.1 Upload Catalog Data

Location: Vendor > **Catalogs** > **Upload Catalog**

Follow the steps below to upload catalog data:

1. Select the appropriate catalog map (configured by an administrator) and fill in all required information on the Upload Catalog page.
2. Click **Next >>**. The Import Catalog Analysis Results page displays.

Depending on the analysis results, you can **Review and Correct** any records with errors, **Reject Import** completely, or **Submit for Approval** (if required by the import map).

2.7.2 Review Imported Catalog Data

Location: Results page of the Catalog Upload

If imported catalog data has errors, you can correct the errors before submitting the uploaded data for approval.

To review and correct catalog data:

1. After the catalog data is uploaded, click **Review and Correct** on the Results page.
2. If desired, filter to display only the records you wish to view.
3. Click any field in the data grid to edit the value. You can also use the **Conversions** action in the top right to convert units, categories, and other unmatched information to the correct data within the system.
4. After making all corrections, click **Save and Analyze** to reanalyze the data and ensure all errors are corrected. The Import Catalog Analysis Results page displays again with the updated results.
5. Once all data is correct, click **Submit for Approval** to finalize the upload and send the catalog data for approval.

Once the catalog data is approved by the customer, it is uploaded to their catalog and ready to use.

2.7.3 Catalog Imports in Approval

You can view the summary data for all catalog imports that have not yet been approved. You may only view the data for imports you performed, not for other vendor portal users.

Click the **Catalog Imports in Approval** link in the Tasks area to view the list. The Catalog Imports in Approval list displays the following information:

- Import ID
- Import Specification Name
- Date Imported
- Records Read
- Records Saved
- Records Skipped
- Records To Be Added
- Records To Be Updated
- Records To Be Discontinued

The Catalog Imports in Approval list is for reference only. No action can be performed on the page.

2.8 Vendor User Management

There are times when the vendor can have more than one user on the Vendor Portal. This page is used to add users or invite users. Below the Manage Users list displays the maximum number of users allowed and the number of active users.

> Once an email address is registered for a user, that email cannot be used again even if the user has an inactive status.

The following permission is required to allow vendors access to this functionality:

- 3611 – Manage Users

2.8.1 Add Vendor Users

Location: Vendor > **Administration** > **Users**

To add a vendor user:

1. Click **Add User**.
2. Enter the required information.

> **i** Once an email address has been used, it cannot be used again even if the user's status is inactive.

3. Select the role for the vendor user. If he is to have administrative rights, his role should be vendor admin. If he is only able to view certain information, his role should be vendor user.

4. Click **Add User**.

The vendor user is added. The customer ultimately determines the permissions assigned to all vendor users.

2.8.2 Invite Vendor Users

Location: Vendor > **Administration** > **Users**

To invite a vendor user:

1. Click **Invite User**.
2. Enter the email address of the user being invited.
3. Enter the subject in the Subject field. This is a required field.
4. Determine if the template or an original email is to be used.

    • The template is defined by the customer. Click the box to the left of **Use Template** to fill the Message field with the template HTML code.

    • If an original email message is to be used. the user types the information in the Message field. the **Message Help** action is provided so the user can access replacement strings and their values, allowing message customization for each invited user while using the same template.

5. Click **Send Invite**.

The invited user receives an email with the invitation. Once the user completes online registration, they will become an active user.

2.9 Enter Vendor Profile Attributes

Location: Vendor > **Administration** > **Profile Attributes**

There are times when organizations require and are required to do business with vendors that meet requirements that are set by the organization, the government, funding guidelines, etc. Profile Attributes is a feature that allows the organization to keep track of the documentation, remind the vendors to complete the requirements, and place the vendors on hold until all the requirements are met.

When a vendor is on hold, the vendor and items associated with the vendor are hidden from the users. The following actions are still allowed:

• Imports
• Invoicing

- Vendor Registration for the Vendor Portal
- Assigning Vendor WO Types
- Assigning Vendor WO Locations

> Displayed fields on the Profile Attributes page vary by system configuration.

To enter profile attributes:

1. Enter the required information on the Profile Attributes page.
2. Click **Save**.

2.10 Payment Terms

You and your customers can negotiate payment terms through the Vendor Portal. Discounts are shown as either *Offering* - when you have offered the discount to the customer - or *Asking* - when the customer has requested a discount. For discounts in *Asking* status, you can choose to accept or reject the request.

The following permission is required to manage vendor payment discounts:

- 3612 - Manage Vendors

Vendor payment discounts can be in the following statuses:

- Active
- Asking
- Inactive
- Offering
- Rejected
- Vendor Rejected

2.10.1 Offer New Discounts to Customers

Location: Vendor > **Administration** > **Payment Terms**

To offer a discount:

1. Click **New Discount**.
2. Enter the required fields, using the guidelines below:

    - Offering Discount: defines the discount amount using decimal values. For example, 0.15 = 15% off. Must be a value between 0 and 1.
    - Offering Days to Take Discount: the number of days during which the customer can take advantage of the discount. Must be a value between 1 and 9999.

- Offering Net Due in Days: the number of days in which the bill is due, regardless of the discount. Must be a value between 1 and 9999.
- Notes: any additional notes for the customer.

3. Click **Add Vendor Payment Discount**.

The vendor payment discount displays in the customer's Vendor Payment Discount admin list. From there, the customer can choose to accept or reject the discount.

2.10.2 Edit Vendor Payment Discounts

Location: Vendor > **Administration** > **Payment Terms**

To edit a discount:

1. Click **Edit Discount**.
2. Edit your offer or make a counteroffer in the editable fields.
3. Click **Edit Vendor Payment Discount**.
4. Click **Yes** in the confirmation pop-up to finalize the edit.

2.10.3 Accept or Reject Customer-Requested Discounts

Location: Vendor > **Administration** > **Payment Terms**

To accept or reject a discount that the customer has requested:

1. Select the payment discount to be accepted.
2. Click **Accept** to accept the discount or **Reject** to reject it.

If accepted, the discount is added to the list and is in Active status. If rejected, the discount displays in the list as Rejected and is not active.

Index

27