

Apply Discounts

Delivery Details
Estimated delivery: Monday 1st Sep 2025 - Wednesday 3rd Sep 2025

Requested Delivery Date:
dd/mm/yyyy Apply delivery date to all items

Counter(s):

Additional Tracking Code:

Delivery Instructions:

Loyalty	
554 loyalty points	<input type="button" value="Redeem points"/>
Goods Total:	£5.42
Apply Delivery	£0.00
Apply Discounts	-£0.00
Order Total (ex VAT):	£5.42
VAT Content:	£1.08
Order Balance	£6.50
Amount Paid:	£2.00
Payment Discrepancy:	£4.50 PAYMENT DUE

Use this button to add a new manual discount to a Sales order.

Promo Code

Enter a valid promo code to apply the relevant discount.

Custom Discount

Field	Purpose
Reason	<p>Select a reason from the list</p> <p>This is reported on in the Discount Report</p> <p>The list is controllable via Site Settings</p>
Apply to	<p>Choose from:</p> <ul style="list-style-type: none">Any single line itemThe whole Sales Order (this will include Addons, but exclude Delivery)Delivery
Discount Mode	<p>Choose from:</p> <ul style="list-style-type: none">by amount (discount by a fixed amount)by percentage (discount by a percentage)set value to amount (set the value of the item to £XXX)

Field	Purpose
Value	<i>Enter the value for the corresponding Discount Mode, e.g. 12% or £100</i>
Auth	<i>Enter an Authorisation Pin to approve the Custom Discount</i> <i>Only Superusers will have an Authorisation Pin</i> <i>Controllable via Update Users</i>

Revision #2

Created 27 August 2025 14:56:18 by Mike

Updated 28 August 2025 13:51:14 by Mike