



Last Revised: 5/25/2010

Tiered Pricing

Changes to Pricing Terms can only be done while the contract is in draft mode or through a modification

1. From the Contract Workspace, click on the **District Pricing Terms** link in the Documents section and select 'Open'.



2. Once the Contract Request is open, use the wizard on the left side of the page to navigate to Step 3 – Pricing Terms.
3. Click **Add Item** to get to the Add Item Level Pricing Terms page.
4. Create catalog items using the yellow **Create Item** button.
5. Enter the item Description, Commodity Code, and Negotiated Price, and then click on **Define Tiers** at the bottom of the screen
6. Select from the following Types of Tiered Pricing:
 - a. Amount Based Volume Discount
 - b. Amount Based Volume Pricing
 - c. Quantity Based Volume Discount
 - d. Quantity Based Volume Pricing
7. Select if the Tiered Pricing will be applied cumulatively to the entire contract or on a per-order basis.
8. Enter the appropriate Quantity/Amount and Price/Percent in the tiers provided. Add more Tiers by clicking the **Add** button.
9. When finished, click **OK** to return to the Add Item Level Pricing Terms page. The Tiered Pricing levels are displayed at the bottom of the screen.

Tiered Pricing

Define tiered pricing discount levels that apply to this discount values. Specify whether or not discounts apply to your changes.

Type:

Scope: Cumulative Per Order

Minimum Quantity	Percent
<input type="text" value="50"/>	<input type="text" value="3"/>
<input type="text" value="250"/>	<input type="text" value="5"/>
<input type="text" value="500"/>	<input type="text" value="15"/>
<input type="text" value="1000"/>	<input type="text" value="25"/>
<input type="text"/>	<input type="text"/>

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