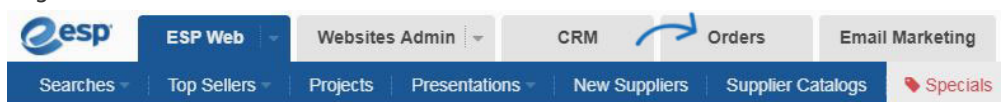


## ESP Quick Tip #14: Adding a Customer Discount to an ESP Order

2021-07-15 - Jennifer M - ESP Quick Tips

If you created an order in ESP and now need to show a discount or coupon for the customer, you can do so by taking the following steps:

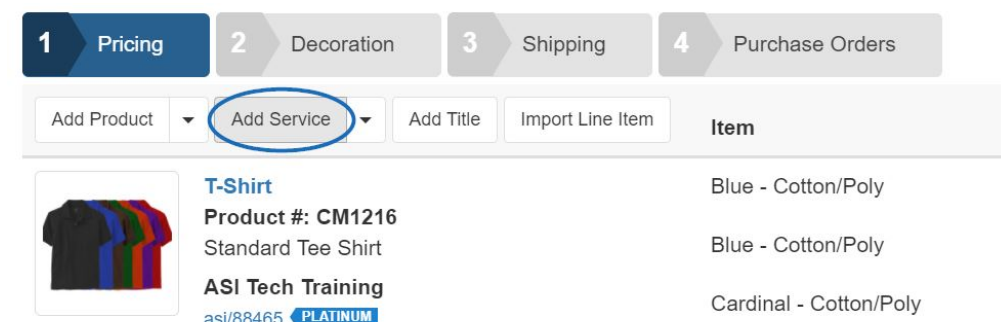
1. Log into ESP and click on the Orders tab.



2. Locate the order for which you would like to add the discount and click on the order number.



3. Once the order opens, scroll down until you see the tabs for Pricing, Decoration, Shipping, and Purchase Orders. Then, click on the "Add Service" button.



4. Configure the line item as needed. You can enter any information in the available fields. When you are finished, click on Save.

## Add Service



Configuration

Title

Type

General Service



Vendor

Enter or Select Company

Vendor Notes

☐ Visible

Description	Visible	Qty	Net Cost	Margin	Price	⚙
<input type="text"/>	<input checked="" type="checkbox"/>	1	\$0.0000	0.00%	\$0.0000	

Sales Tax

Type	Name	Rate
+ Add Tax Rate		Combined Rate
		0.00%

The discount will be added as its own line item on the order.

1

Pricing

2

Decoration

3

Shipping

4

Purchase Orders

Create Invoice

Add Product

Add Service

Add Title

Import Line Item

T-Shirt

Product #: CM1216

Standard Tee Shirt

ASI Tech Training

asi/88465

PLATINUM

Item	Qty	Cost	Price	Total Cost	Total Price	Margin	Tax
Blue - Cotton/Poly	10	\$27.0000	\$54.0000	\$270.0000	\$540.0000	50.00%	<input checked="" type="checkbox"/>
Blue - Cotton/Poly	10	\$30.0000	\$60.0000	\$300.0000	\$600.0000	50.00%	<input checked="" type="checkbox"/>
Cardinal - Cotton/Poly	10	\$27.0000	\$54.0000	\$270.0000	\$540.0000	50.00%	<input checked="" type="checkbox"/>
Cardinal - Cotton/Poly	10	\$30.0000	\$60.0000	\$300.0000	\$600.0000	50.00%	<input checked="" type="checkbox"/>
Total Units	40						
Total (USD)				\$1,140.00	\$2,280.00	\$1,140.00	6.00%
Customer Loyalty Discount							
Discount	1	\$25.0000	\$50.0000	\$25.0000	\$50.0000	50.00%	<input checked="" type="checkbox"/>
Total (USD)				\$25.00	\$50.00	\$25.00	6.00%
Subtotal:				\$1,165.00	\$2,330.00		

Hover on the discount line item to display the Edit, Copy, or Delete options. Click on the thumbnail to see a preview of how this information will be displayed on a quotes and/or invoice:



AGI Tech Training  
4800 Street Rd  
Fredericktown, PA 19033  
US  
support@agitechtraining.com  
au190301

Quote #		ASI-320696
Total		\$1,197.88

Sales Person	Quote Date	Ship Date	In-Hand Date
SGP User	07/19/2021	07/19/2021	07/23/2021
ABC Customer Company July		Ship To	
4800 S Street Rd		John Doe	
Fredericktown, PA 19033		ABC Customer Company July	
United States		4800 Street Rd	
sales@agitechtraining.com		Fredericktown, PA	
800-649-1330		19033	
		United States	
		john@agitechtraining.com	
		215-653-3400	

T-Shirt		Product # CPN-001506303		
Standard Tee Shirt		Quantity	Price	Total Price
	Blue - Cotton/Poly	10	\$14.00	\$140.00
	Product Color: Blue Size: Large Material: Cotton/Poly			
	Cardinal - Cotton/Poly	10	\$14.00	\$140.00
Product Color: Cardinal Size: Large Material: Cotton/Poly				
Total Units		20		
Product Total (USD)				\$1,088.00

#### Decoration Details

Proof Required: No Proof Email Address: info@agitechtraining.com

Customer Loyalty Discount			
	Quantity	Price	Total
Discount	1	\$10.00	\$10.00
Subtotal			\$1,138.00
Sales Tax			\$47.88
Total			\$1,197.88

Quote End



AGI Tech Training  
4800 Street Rd  
Fredericktown, PA 19033  
US  
support@agitechtraining.com  
au190301

Invoice #		ASI-320697
Order #		ASI-320696
Amount Due		\$1,197.88

Sales Person	Invoice Date	Ship Date	In-Hand Date
SGP User	07/19/2021	07/19/2021	07/23/2021
ABC Customer Company July		Bill To	
4800 S Street Rd		John Doe	
Fredericktown, PA 19033		ABC Customer Company July	
United States		4800 Street Rd	
sales@agitechtraining.com		Fredericktown, PA	
800-649-1330		19033	
		United States	
		john@agitechtraining.com	
		215-653-3400	

T-Shirt		Product # CPN-001506303		
Standard Tee Shirt		Quantity	Price	Total Price
	Blue - Cotton/Poly	10	\$14.00	\$140.00
	Product Color: Blue Size: Large Material: Cotton/Poly			
	Cardinal - Cotton/Poly	10	\$14.00	\$140.00
Product Color: Cardinal Size: Large Material: Cotton/Poly				
Total Units		20		
Product Total (USD)				\$1,088.00

#### Decoration Details

Proof Required: No Proof Email Address: info@agitechtraining.com

Customer Loyalty Discount			
	Quantity	Price	Total
Discount	1	\$10.00	\$10.00
Subtotal			\$1,138.00
Sales Tax			\$47.88
Total Amount			\$1,197.88
Amount Paid			\$0.00
Amount Due			\$1,197.88

Quote End