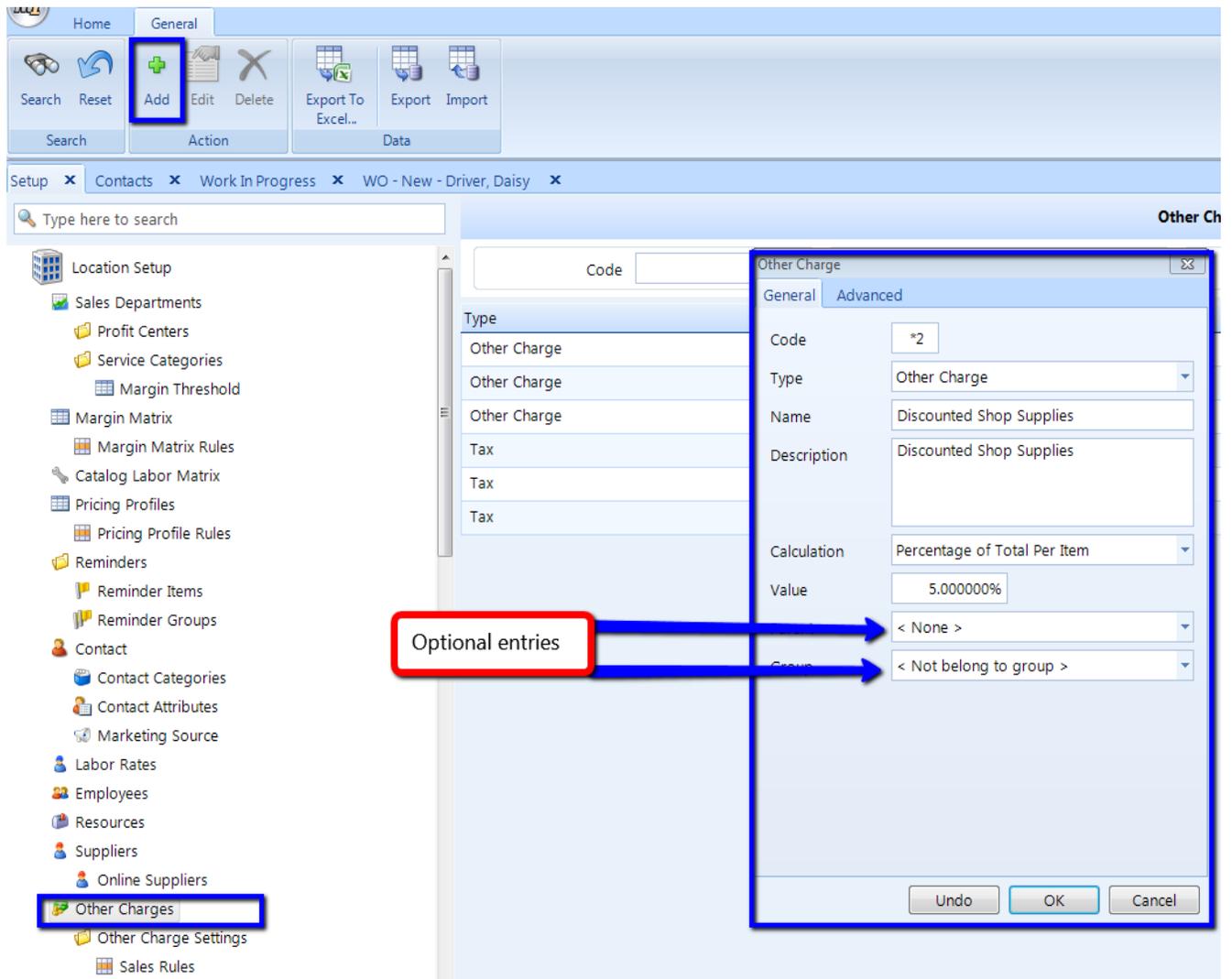


## Setup Alternate Shop Supply in Enterprise Pro:

1.) Go to **Setup** from the home ribbon | Select **Other Charges** from the left panel | Click **Add** from the ribbon | the image below reflects a 5% discounted shop supply rate. (See image below)

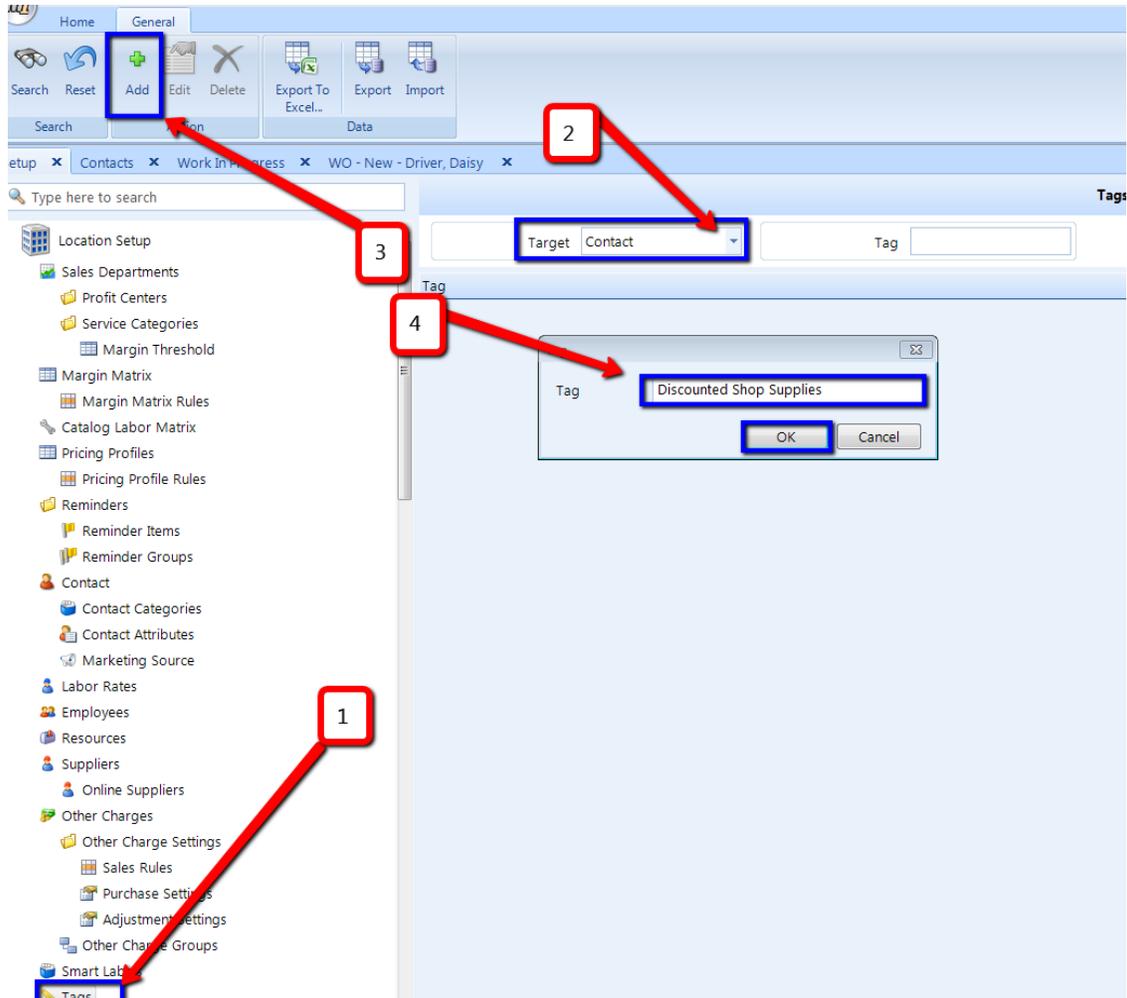


*NOTE: If using this doc to create a Shop Supply to charge a customer a Limited amount for shop supplies then click the advanced tab and check box next to "Maximum Per Invoice" and enter the dollar amount.*

2.) Go to the **Advanced** tab to add Tax Code if you want to direct to Tax Agency. Click **OK**

3.) Next create a **Contact Tag** and a **Work Order Tag** for the **Discounted Shop Supplies**

Go to **Setup** from the **Home Ribbon** | Select **Tags** from the left panel | Select **Contact** from Target drop Down menu || Click **Add** on the ribbon | Type “**Discounted Shop Supplies**” | Click **Ok** | Repeat these steps to create a **Work Order Tag**. (See images below)



Driver, Daisy x

Tags

Target Work Order Tag

Tag

- Discounted Shop Supplies
- Gift Card
- Shop Supplies Detailing

Driver, Daisy x

Tags

Target Contact Tag

Tag

- Discounted Shop Supplies

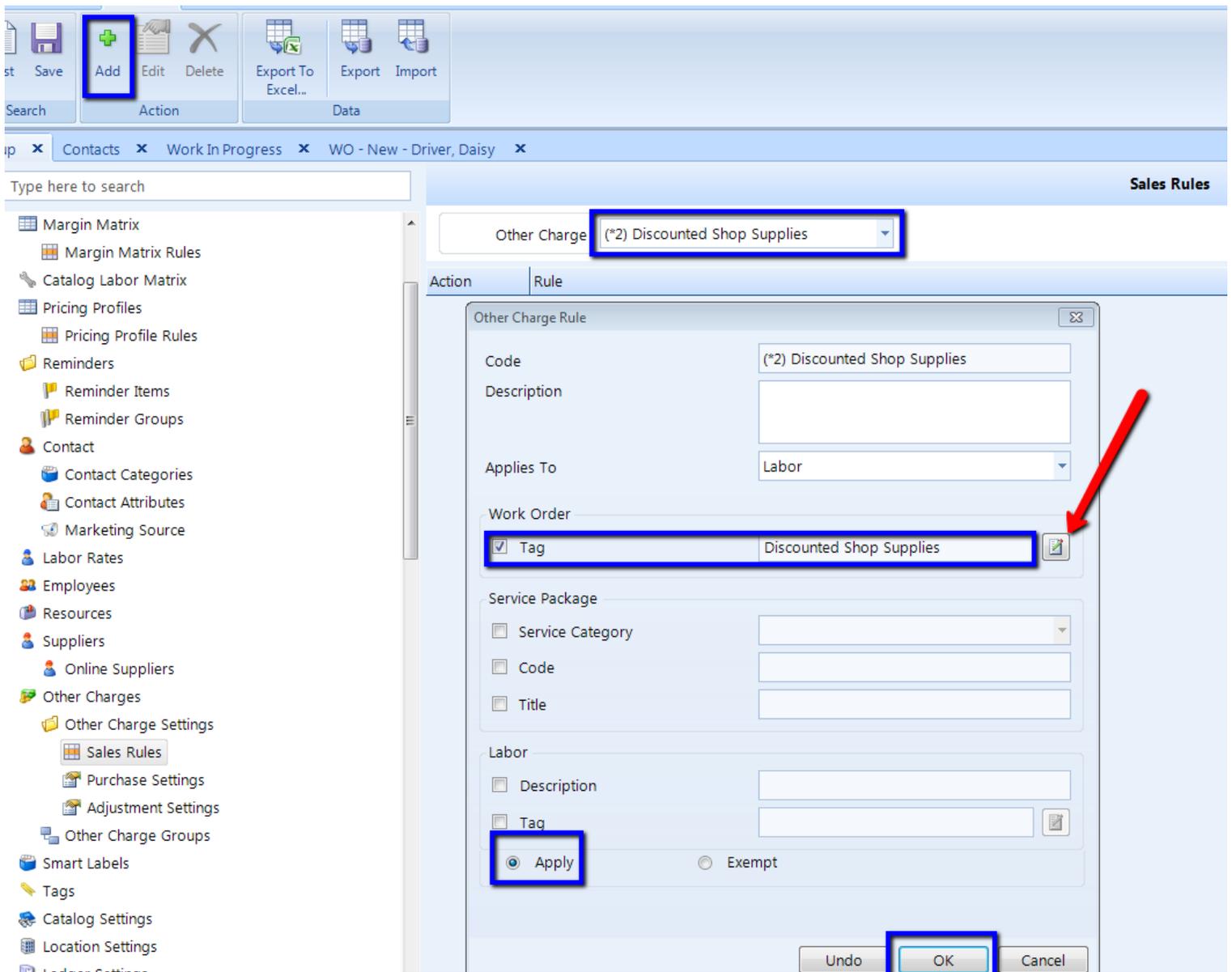
4.) Next you need to go to **Other Charges Sales Rules** for the regular **Shop Supplies (\*)** to add an exemption rule.

Go to **Setup** from the Home Ribbon | Select **Sales Rules** under **Other Charges** in the left panel | Select Other Charge "**Shop Supplies**" from the drop down menu | Click **Add** | Applies to = **Labor** | Check the **Tag** Box under **Work Order** section | Select **Exempt** radio button | Click **OK**.

*IMPORTANT NOTE: All Exemptions must appear first in the list of Sales Rules before any set to Apply. If you need to move the exempt up the list left click on it and drag to the top to group with other Exemptions (if any)*

5.) Next setup the **Sale Rule** for the **Discounted Shop Supplies**.

Go to Setup from the Home Ribbon | Select **Sale Rule** under **Other Charges** from the left panel | Select Other Charge "(\*) Discounted Shop Supplies | Select **Tag** Check Box under **Work Order** Section | Click Note pad icon at end of the line to search for "**Discounted Shop Supplies**" | Select **Apply** radio button | Click **Ok** | Click **Save** on the ribbon (See image below)



6.) Next go to the Contact Card for person who will receive a discounted rate for shop supplies and add the Contact Tag “Discounted Shop Supplies” ( See image below)

Driver, Daisy - Contact

General

Save & Close

Delete

Merge With...

General

Details

Invoices

View

Insert Name

Insert Web Address

Insert Phone Number

Insert Email

Insert

File As: Driver, Daisy

Company:

Names: Driver, Daisy

Phone Numbers: (619) 789-4561

Emails & URLs: \*

This contact can only be updated by this location.

Contact Method: Email

No Email  No Post Card

Source: Advertised Promos

Tag: Discounted Shop Supplies

Notes:

7.)