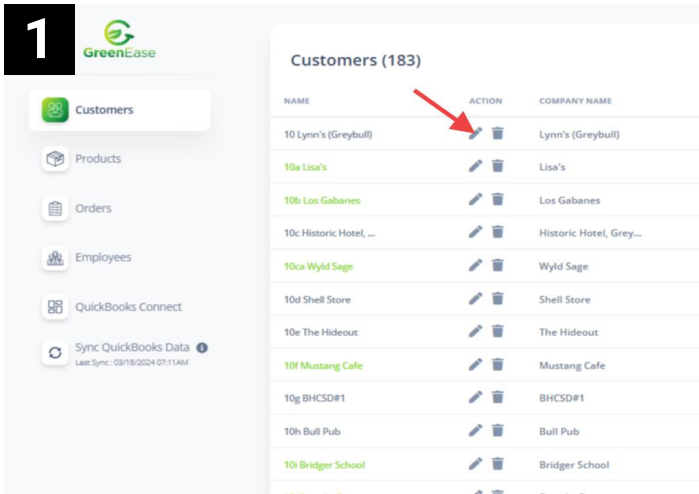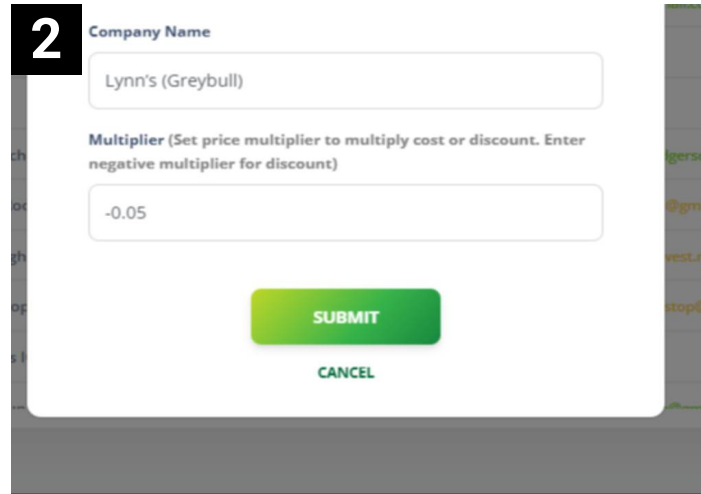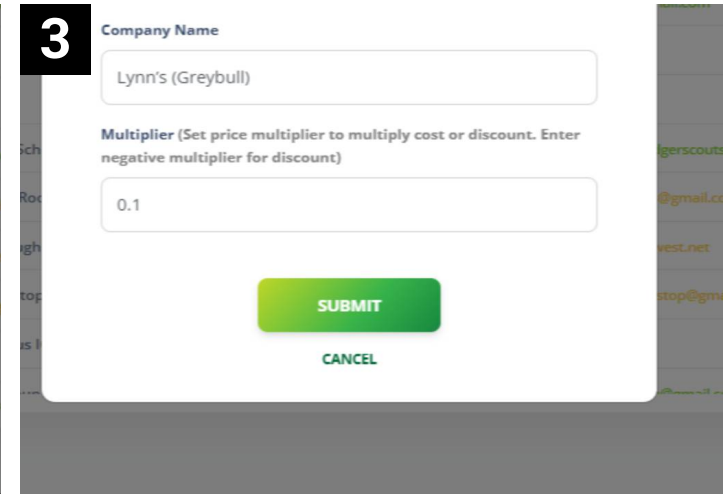# How to add a discount or increase to a customer
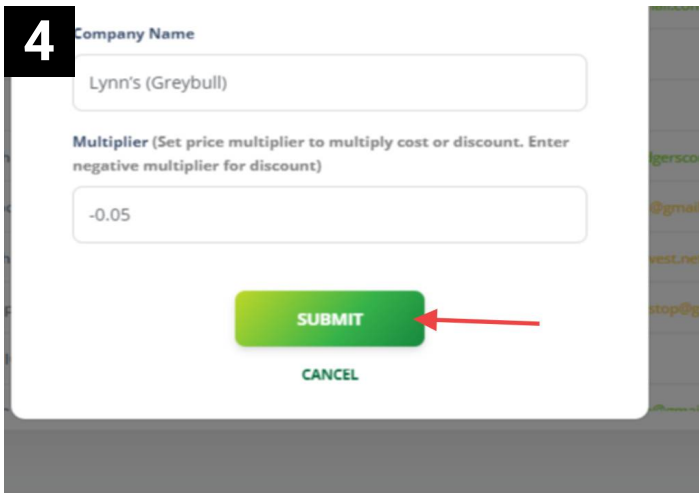
1

Click on the little edit icon to open the edit customer window

2

Enter in the percent discount you want to apply. A 5% discount looks like -0.05

3

A 10% increase looks like 0.1

4

Click Submit

Process Ref. No: 169

Revision: 1.000 **Revision date:** 19/03/2024

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CYCLE TIME: N/A

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