

TO: All Greenheck Representatives  
 FROM: Keri Johnson, Product Manager,  
 Digital Solutions  
 Sue Wirkus, Manager Customer Care Team



DATE: September 20, 2021

SUBJECT: My Account New Feature – Discount Request

Discount Request is a new feature on My Account. This feature allows you to keep track of your discount requests and apply filters to find the desired item as you do on your My Orders page. We anticipate this feature will be available on September 27. You may access the discount request page by logging into your My Account (My Account→Order Management→My Discount Requests). A shortcut (widget) also is available to place on the dashboard.

## My Discount Requests

Search for discount requests using the convenient filters.

Keep track of your discount requests using our search feature. Filter by job name, discount request number, status to and more to find the desired discount request.

Discount Request Date Range:  Show  entries

Filter By:    ◀ Previous 1 ... 4 5 6 ... 81 Next ▶

Search Within These Results

### Default View:

DISCOUNT REQUEST	PRIOR DISCOUNT REQUEST	ENTERED DATE	JOB NAME	VALID TO DATE	SALES PERSON	EMAIL ADDRESS	STATUS	TOTAL NET PRICE	SALES ORDER #	REMAINING \$ APPLIED
+ 51247630		09/13/2021	2020-09-13-0000	11/12/2021	Michelle Johnson		NEW	\$ 5,002.27		\$ 5,002.27
+ 51247629		09/13/2021	2020-09-13-0000	11/12/2021	Michelle Johnson	johnsonm@greenheck.com	NEW	\$ 7,221.3		\$ 7,221.3
+ 51247628		09/13/2021	2020-09-13-0000	09/28/2021	Michelle Johnson		NEW	\$ 16,314.96		\$ 16,314.96
+ 51247626		09/14/2021	2020-09-14-0000	11/12/2021	Michelle Johnson		NEW	\$ 8,144.73		\$ 8,144.73
+ 51247624		09/13/2021	2020-09-13-0000	12/30/2021	Michelle Johnson	johnsonm@greenheck.com	NEW	\$ 198,888.71		\$ 198,888.71
+ 51247622		09/14/2021	2020-09-14-0000	02/02/2022	Michelle Johnson	johnsonm@greenheck.com	NEW	\$ 48,247.86		\$ 48,247.86
+ 51247621		09/13/2021	2020-09-13-0000	11/12/2021	Michelle Johnson	johnsonm@greenheck.com	NEW	\$ 8,336.32		\$ 8,336.32

**Expanded View (click + to expand):**

REPLACEMENT					SALES					
DISCOUNT REQUEST	DISCOUNT REQUEST	ENTERED DATE	JOB NAME	VALID TO DATE	SALES PERSON	EMAIL ADDRESS	STATUS	TOTAL NET PRICE	ORDER #	REMAINING \$ APPLIED
51217018		10/20/2020		12/19/2020			ORDERED	\$ 4,251.82	8379194	\$ 0

  

Pricing Category	Net Price	List Price	Approved Multiplier
LOS	\$ 2,439.73	\$ 6,734	0.3200
DA6	\$ 2,164.56	\$ 5,512	0.3600
ZMF	\$ 112.62	\$ 278	0.4051

*PDF Authorization Notification will be available for discounts authorized on or after 9/27/21*

**Authorization Notification**  
*(user can click for PDF; if multiple, provide latest notification)*

Notes:

Please contact your customer care team with questions regarding this feature.