



# Discount Settings

The Discount Settings configuration will allow merchants to add discounts to sales processed on the virtual terminal

## Step 1

Go to [www.online.valorpaytech.com](http://www.online.valorpaytech.com) and enter your login credentials.

Email

Password

Remember Me [Forgot Password](#)

**SIGN IN**

## Step 2

Click **My Settings** successfully logged into to the portal.

User Management

Transactions

Virtual Terminal

Device Management

Engage My Customers

Promotions

Valor Shield RT

Contact Us

My Tickets

My Setting

Reports

Downloads

**\$1.15**  
Last Month  
(Total Volume)

**\$12.94**  
Current Month  
(Total Volume)

**\$12.94**  
Current Day  
(Total Volume)

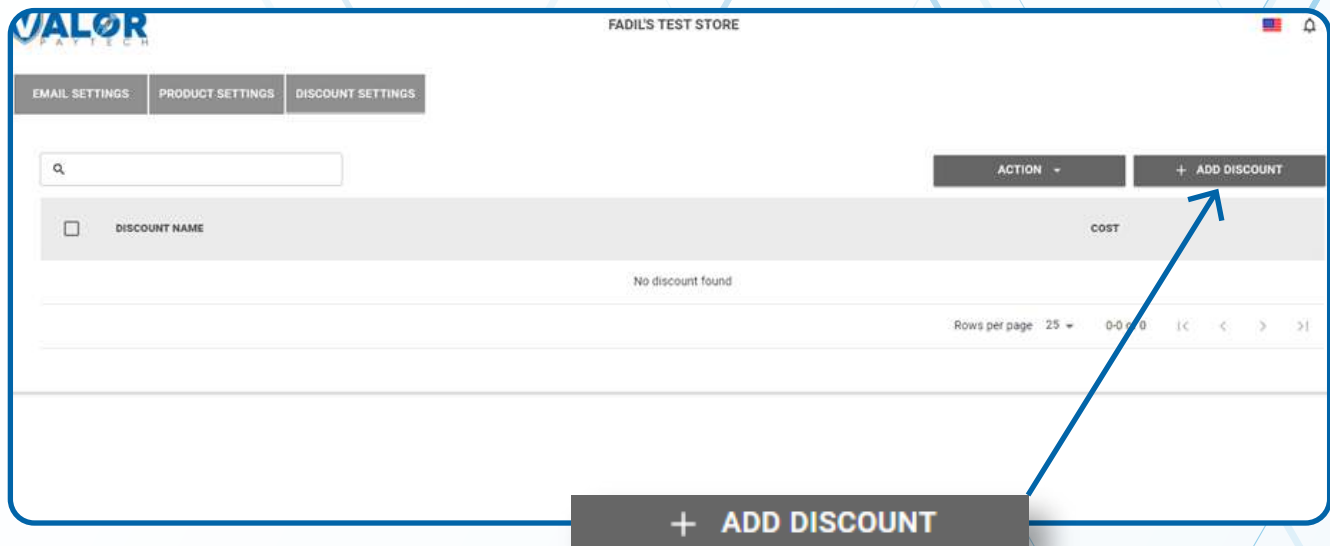
**\$0.2**  
Average Volume per day  
(last 3 Months)

**Current Month Transactions**

**My Setting**

## Step 3

To create a discount template, under **Discount Settings** click **Add Discount** at the top right corner of the page.



## Step 4

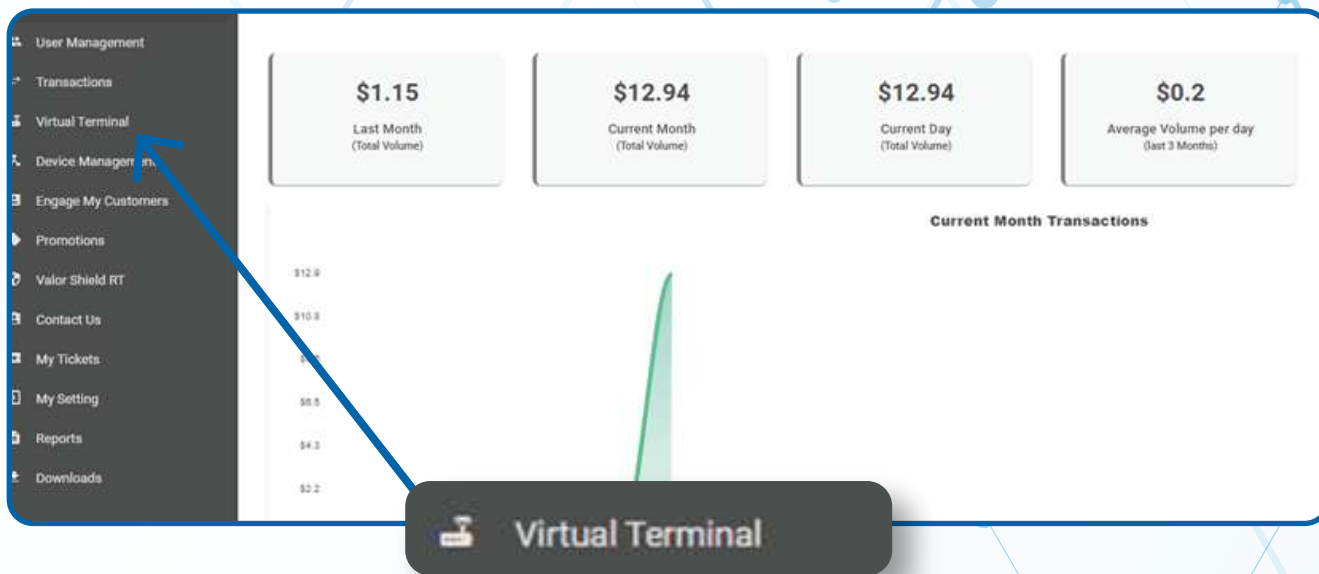
Enter in properties for the discount such as the discount name, type(Percentage or Flat fee) and the amount for the discount percentage / flat fee. Click Add. Your discount template will now show up under the discount settings tab.

### ADD DISCOUNT

Discount Name	Type	Percentage
test	%	25.000 %

## Step 5

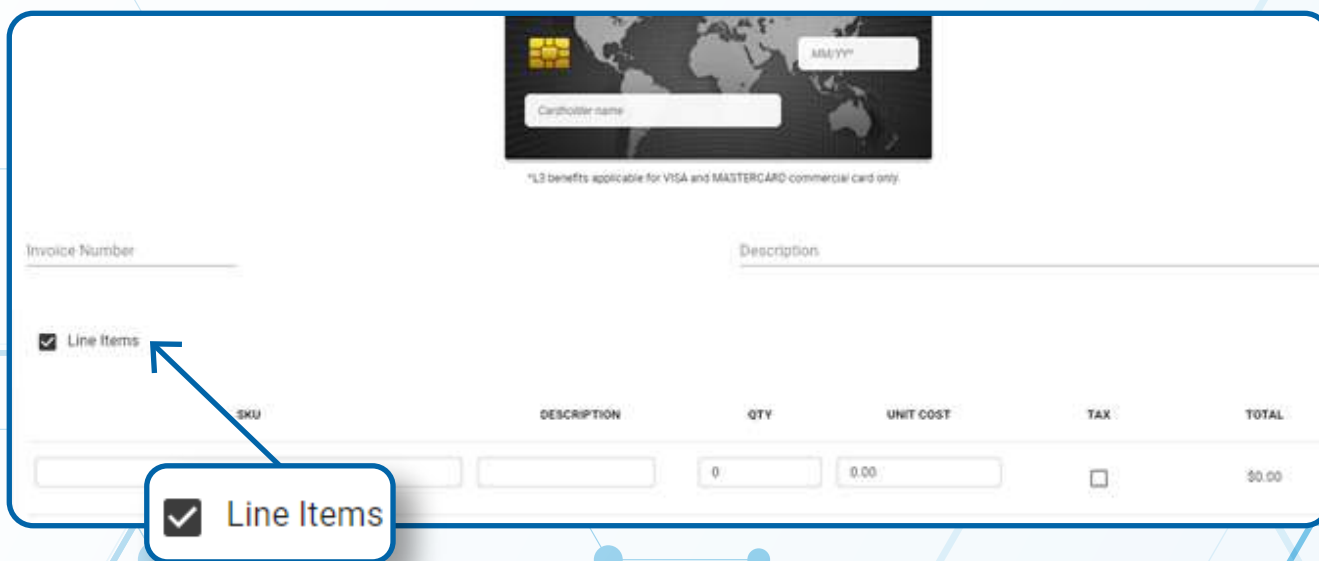
Select Virtual Terminal on the sidebar menu



The screenshot shows a sidebar menu on the left with the following items: User Management, Transactions, Virtual Terminal, Device Management, Engage My Customers, Promotions, Valor Shield RT, Contact Us, My Tickets, My Setting, Reports, and Downloads. The 'Virtual Terminal' item is highlighted with a blue arrow. A callout box with a terminal icon and the text 'Virtual Terminal' points to this menu item. The main content area shows a dashboard with four summary cards: Last Month (Total Volume) \$1.15, Current Month (Total Volume) \$12.94, Current Day (Total Volume) \$12.94, and Average Volume per day (last 3 Months) \$0.2. Below these is a line chart titled 'Current Month Transactions'.

## Step 6

Scroll down to the **Line Item** tab and click the checkbox.



The screenshot shows the 'Line Item' tab in the merchant portal. At the top, there is a cardholder information section with a world map background, a card icon, and fields for 'Cardholder name' and 'MM/YY'. Below this is a note: '\*L3 benefits applicable for VISA and MASTERCARD commercial card only'. The main section has an 'Invoice Number' field and a 'Description' field. A checkbox labeled 'Line Items' is checked and highlighted with a blue arrow. Below this is a table with the following columns: SKU, DESCRIPTION, QTY, UNIT COST, TAX, and TOTAL. The table contains one row with the following values: (empty), (empty), 0, 0.00, , and 30.00. A callout box with a checked checkbox and the text 'Line Items' points to the checkbox in the table.

## Step 7

Enter the **SKU number** of the product you would like to sell at a discount and select the item. The remaining fields will automatically be populated based on the info entered the item.

SKU	DESCRIPTION	QTY	UNIT COST	TAX	TOTAL
232323	test	1	10.00	<input checked="" type="checkbox"/>	\$10.00

+ ADD ITEM

Discounts

Sub Total:  
Tax (4.000%):  
SVC Fee (\$0.45):  
Total:

## Step 8

Click the discounts checkbox & select the dropdown list under **Discount Name** select the discount template that you would like to apply to the product being sold.

DISCOUNT NAME	COST	TOTAL
test	25.000%	\$2.50

+ ADD DISCOUNT

Sub Total:  
Tax (4.000%):  
SVC Fee (\$0.45):

test

## Step 9

Afterwards, you can continue processing the transaction as usual by selecting **Process** at the bottom of the page after entering card credentials at the top of the page.

Discounts

DISCOUNT NAME	COST	TOTAL
<input type="text" value="test"/>	25.000%	\$2.50

Sub Total:  
Tax (4.000%):  
SVC Fee (\$0.45):  
Discount:  
Total: