

Important Instructions for Participants regarding Discount values

Dear Participants,

Please pay special attention to following instructions with regards to giving 'Discount' on Items while submitting your response to the events.

1. Freight/Header Discount should be entered only once at (preferably first) line item and not for all Line Items

- a. In an event containing multiple line items, although being the header fields, you will see following two fields in all line items
 - i. Freight
 - ii. Header Discount Amount

1.1 Line Item 1: Desktop Computers	Price: -	* \$7,500.00	SGD
This Line item is for Desktop Computers			
	Freight:	\$1,500.00	SGD
	Header Discount Amount:	\$2,000.00	SGD
	Quantity:	3 each	
	Extended Price:	\$22,500.00 SGD	

1.2 Line Item 2: Keyboards	Price: -	* \$5,643.00	SGD
This Line item is for Keyboards			
	Freight:		SGD
	Header Discount Amount:		SGD
	Quantity:	3 each	
	Extended Price:	\$16,929.00 SGD	

1.3 Line Item 3: Hard Drives	Price: -	* \$3,200.00	SGD
This line item is for Hard Drives			
	Freight:	\$0.00	SGD
	Header Discount Amount:	\$0.00	SGD
	Quantity:	5 each	
	Extended Price:	\$16,000.00 SGD	

- b. You should enter total 'Freight' and/or 'Header Discount Amount' for all line items only at one-line item (preferably first line item). Header discounts will get applied for all line items. (as shown for Line Item 1 in above screenshot).

- c. For all other line items, you can either choose to leave these fields blank (*as shown for Line item 2 in above screenshot*) or enter a Zero '0' value (*as shown for Line Item 3 in above screenshot*).

Note: Above set of instructions are also applicable when you provide the responses to line items via 'Excel Import' option

A	B	C	D	E	F	G	H	I
Number	Name	Description	Currency	Unit of Measure	Freight	Header Discount Amount	Price	Quantity
1.1	Line Item 1: Desktop Computers	This Line item is for Desktop Computers	SGD	each	1500	2000	500	3
1.2	Line Item 2: Keyboards	This Line item is for Keyboards	SGD	each			\$643	3
1.3	Line Item 3: Hard Drives	This line item is for Hard Drives	SGD	each	0	0	\$200	5

If you have any queries regarding above instructions, please get in touch with KI's Procurement Contact Person mentioned in the event content.

Your adherence to above instructions will help us to correctly analyse participation responses provided by you and make an unbiased decision.

Thank you!