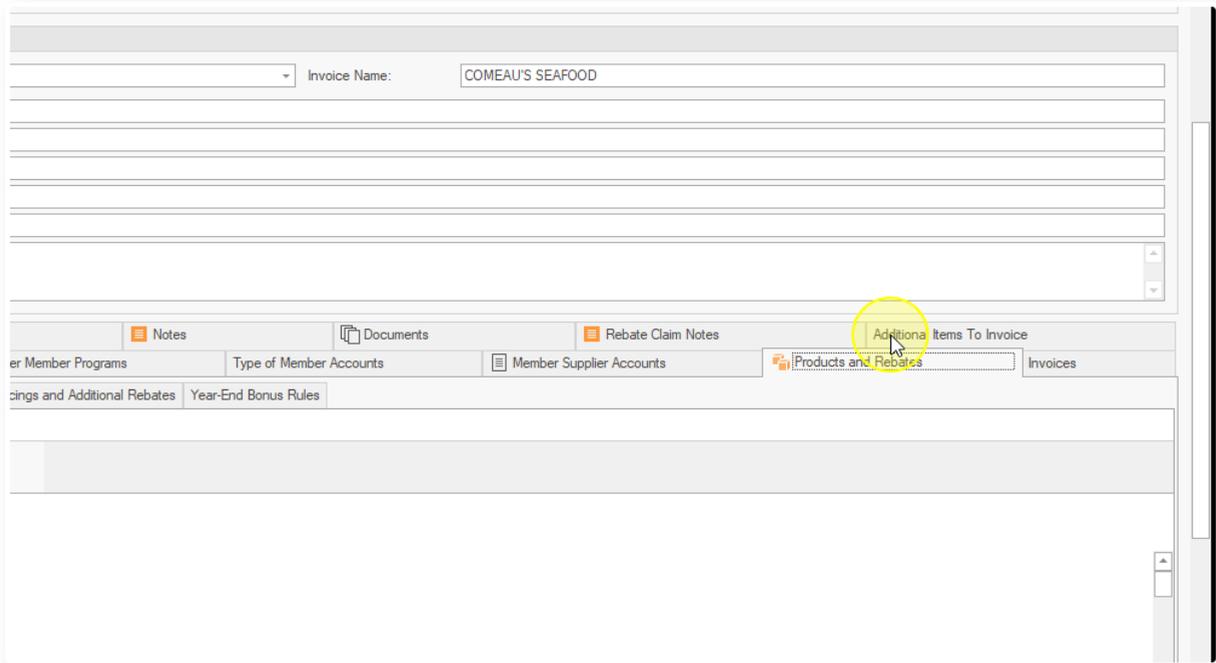


RHOP - How to enter a Supplier Year-End Bonus Rule

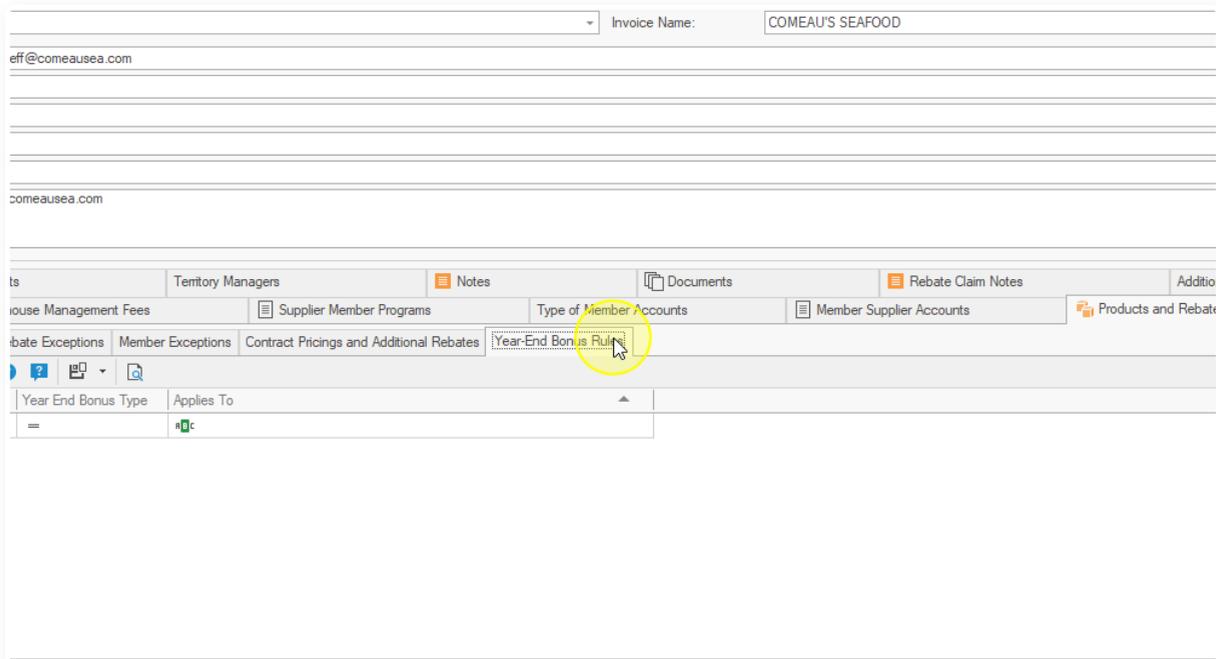
Daniel Rail | 18 steps | 3 minutes

December 19, 2025

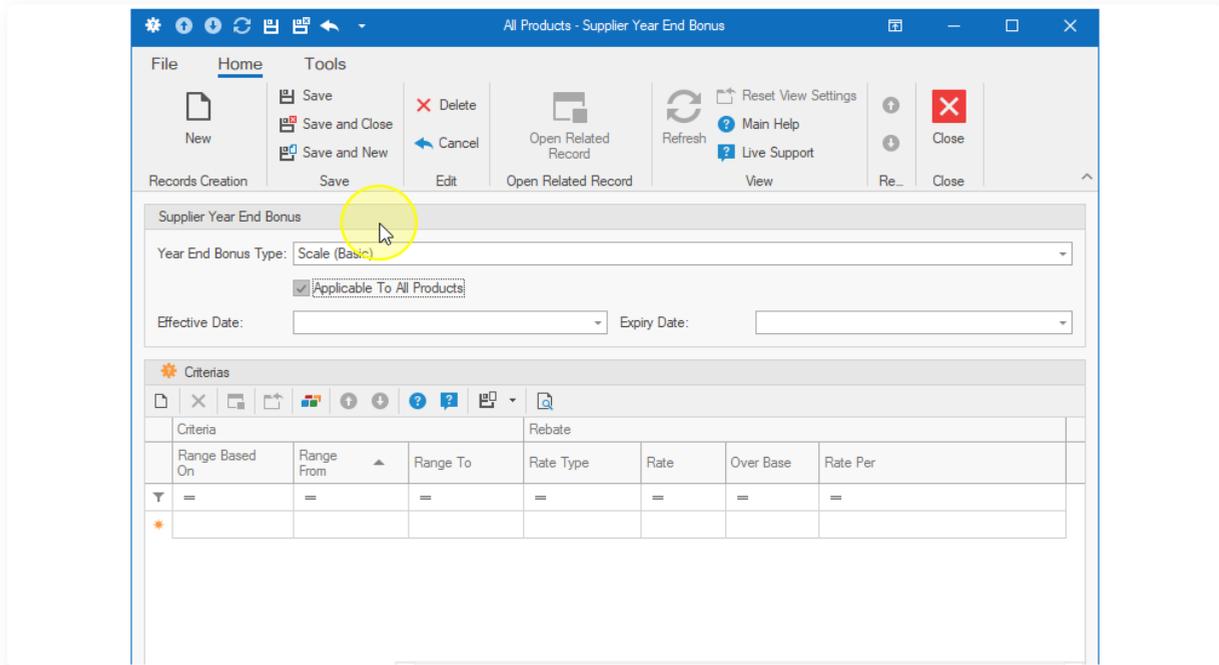
- 1 Open the **Products and Rebate** tab.



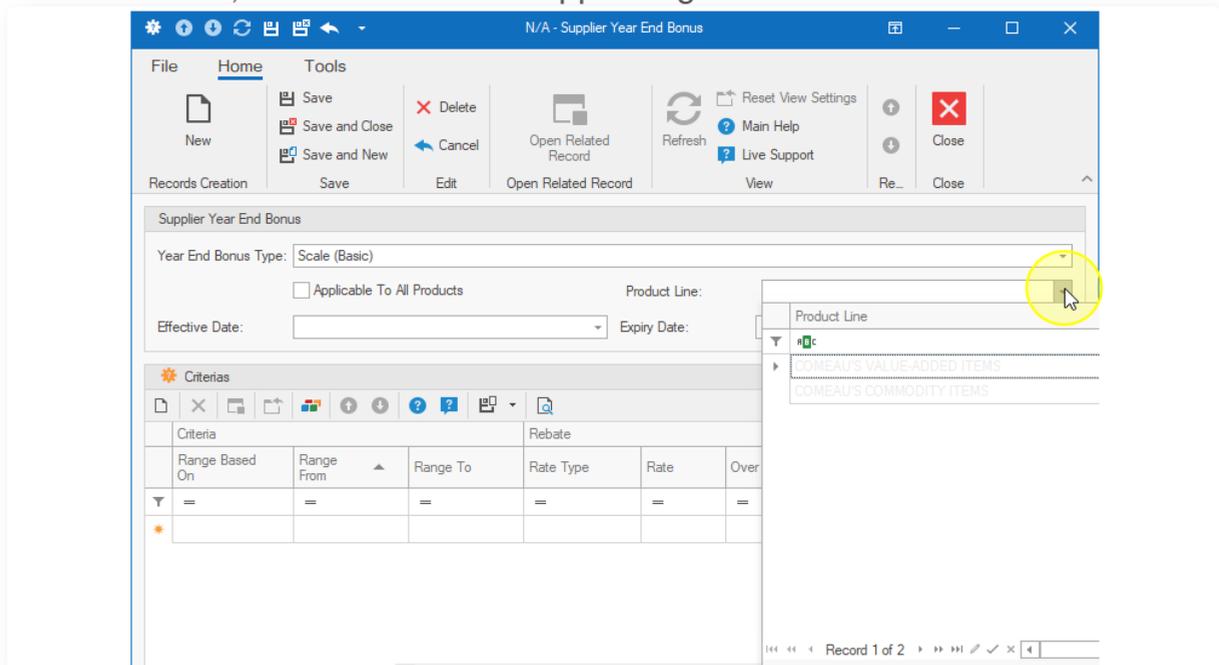
- 2 Open the **Year-End Bonus Rules** tab.



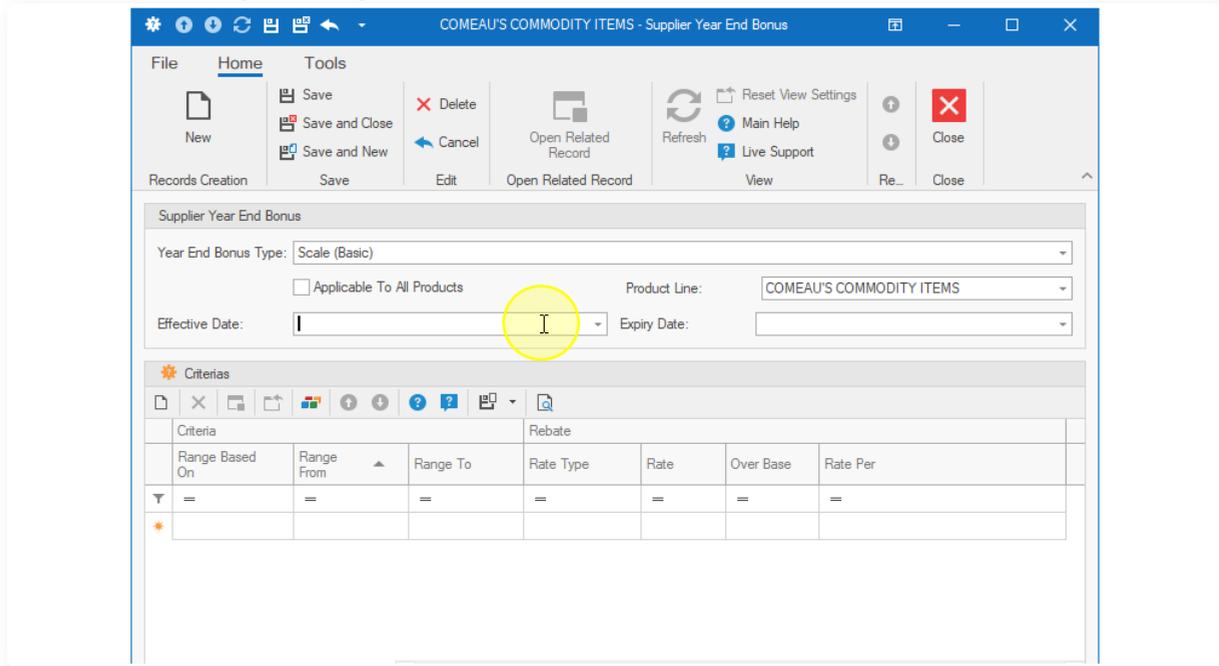
- 5 By default the **Applicable To All Products** is selected. If you want to select a specific product line, remove the checkmark and proceed to step no.6, otherwise you can proceed to step no.7.



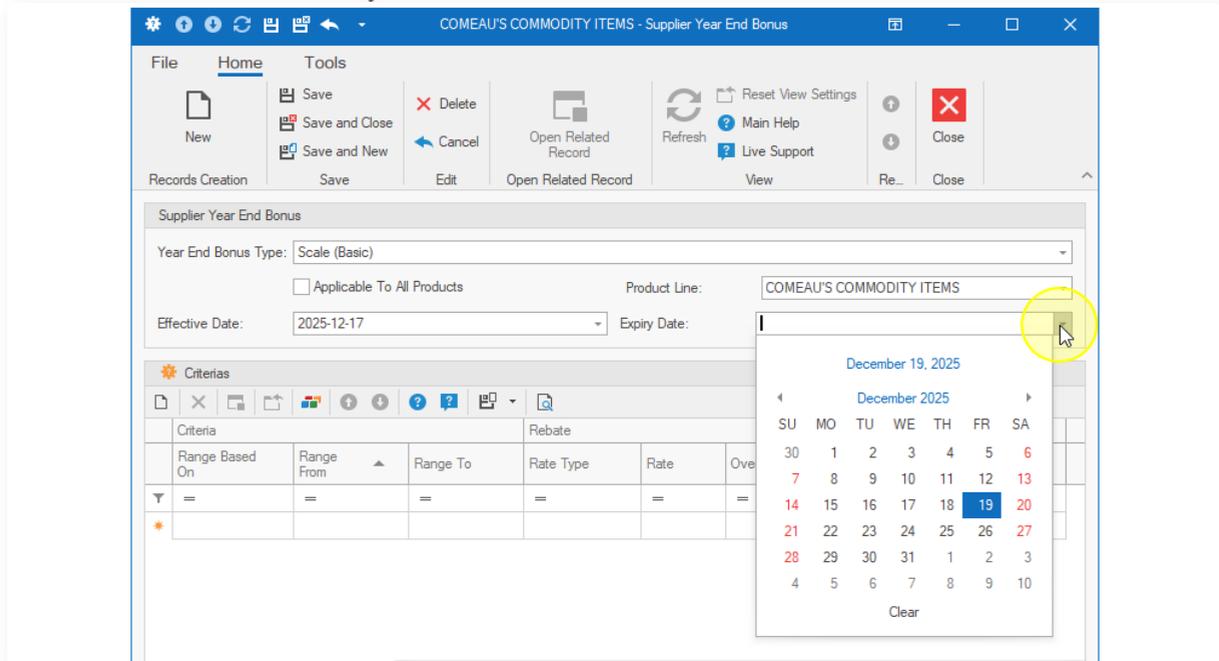
- 6 Click on the drop-down button for the Product Line and select the desired Product Line, that the rule will be applied against.



7 Enter the "Effective Date:". The date will automatically change, on saving, to the first of January of the year.



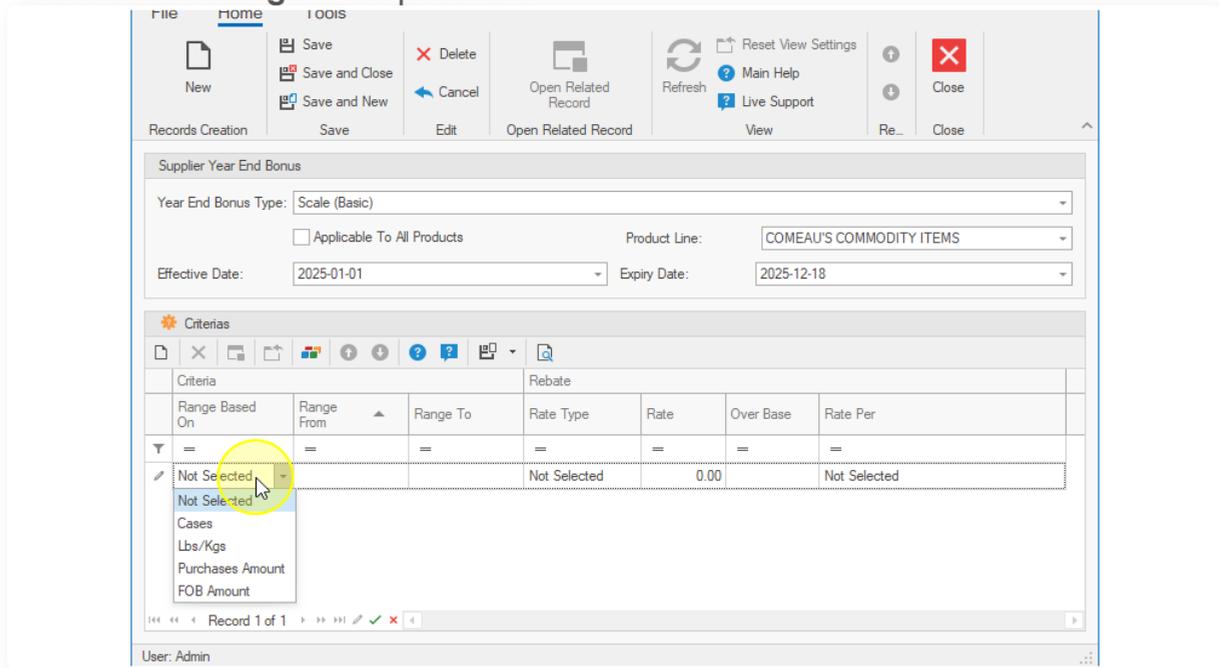
8 Enter the **Expiry Date**, the date will automatically change, on saving, to December 31st of the year.



9 The criterias grid allows direct editing and inserting. When not editing, you will notice that the last row is blank and has a star, in the left margin. That last row is to directly insert a new row into the grid, by clicking on a cell on that row.

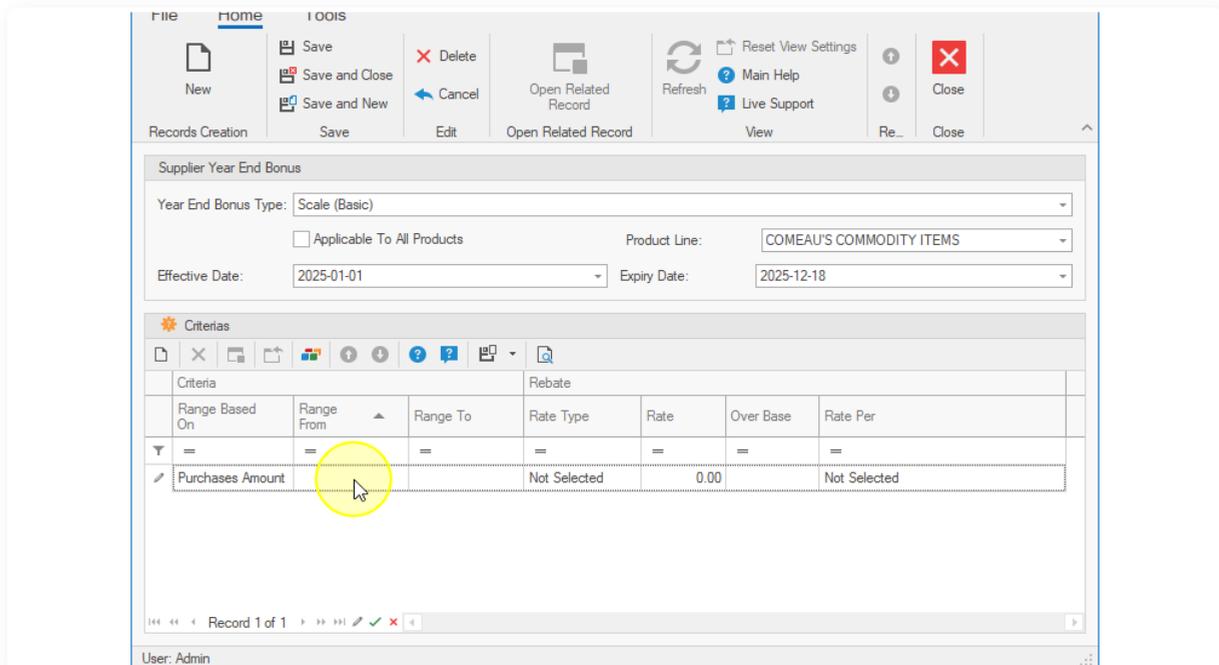
10

Click on the cell **Range Based On** and select what the values in the **Range From** and **Range To** represents.



11

Enter the **Range From** value, if applicable.



12 Enter the **Range To** value if applicable.

The screenshot shows the 'Supplier Year End Bonus' form. The 'Criteria' table is as follows:

Criteria	Rebate					
Range Based On	Range From	Range To	Rate Type	Rate	Over Base	Rate Per
=	=	=	=	=	=	=
Purchases Amount			Not Selected	0.00		Not Selected

A yellow circle highlights the 'Range To' field in the second row of the table.

13 Select the **Rebate Rate Type**. This represents how the values for **Rate** and **Over Base** should be interpreted, either a **Dollar Amount** or a **Percentage**.

The screenshot shows the 'Supplier Year End Bonus' form. The 'Criteria' table is as follows:

Criteria	Rebate					
Range Based On	Range From	Range To	Rate Type	Rate	Over Base	Rate Per
=	=	=	=	=	=	=
Purchases Amount		100,000.00	Not Selected	0.00		Not Selected

A yellow circle highlights the 'Rate Type' field in the second row of the table, which has a dropdown menu open showing the following options: 'Not Selected', 'Dollar Amount', and 'Percentage'.

14 Enter the **Rate**

The screenshot shows the 'Supplier Year End Bonus' form. The 'Criteria' table has the following data:

Criteria	Rebate					
Range Based On	Range From	Range To	Rate Type	Rate	Over Base	Rate Per
Purchases Amount		100,000.00	Percentage	0.00		Not Selected

The 'Rate' field in the table is highlighted with a yellow circle. The status bar at the bottom indicates 'Record 1 of 1' and 'User: Admin'.

15 Enter the **Over Base** value, if applicable.

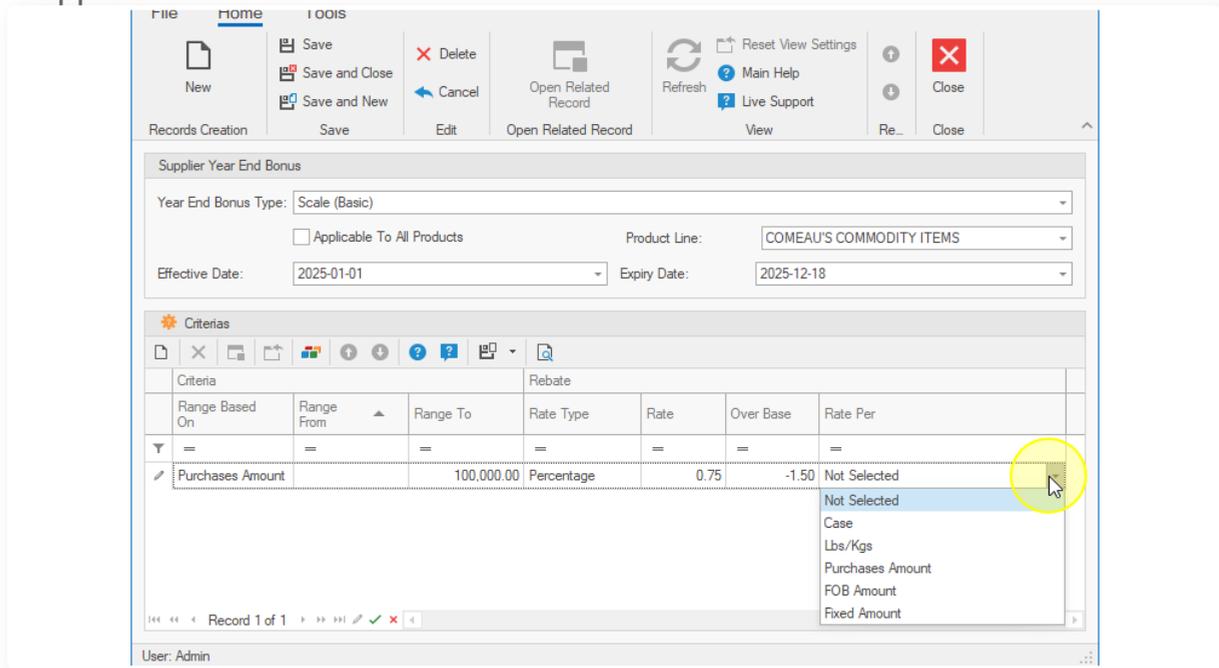
The screenshot shows the 'Supplier Year End Bonus' form. The 'Criteria' table has the following data:

Criteria	Rebate					
Range Based On	Range From	Range To	Rate Type	Rate	Over Base	Rate Per
Purchases Amount		100,000.00	Percentage	0.75		Not Selected

The 'Over Base' field in the table is highlighted with a yellow circle. The status bar at the bottom indicates 'Record 1 of 1' and 'User: Admin'.

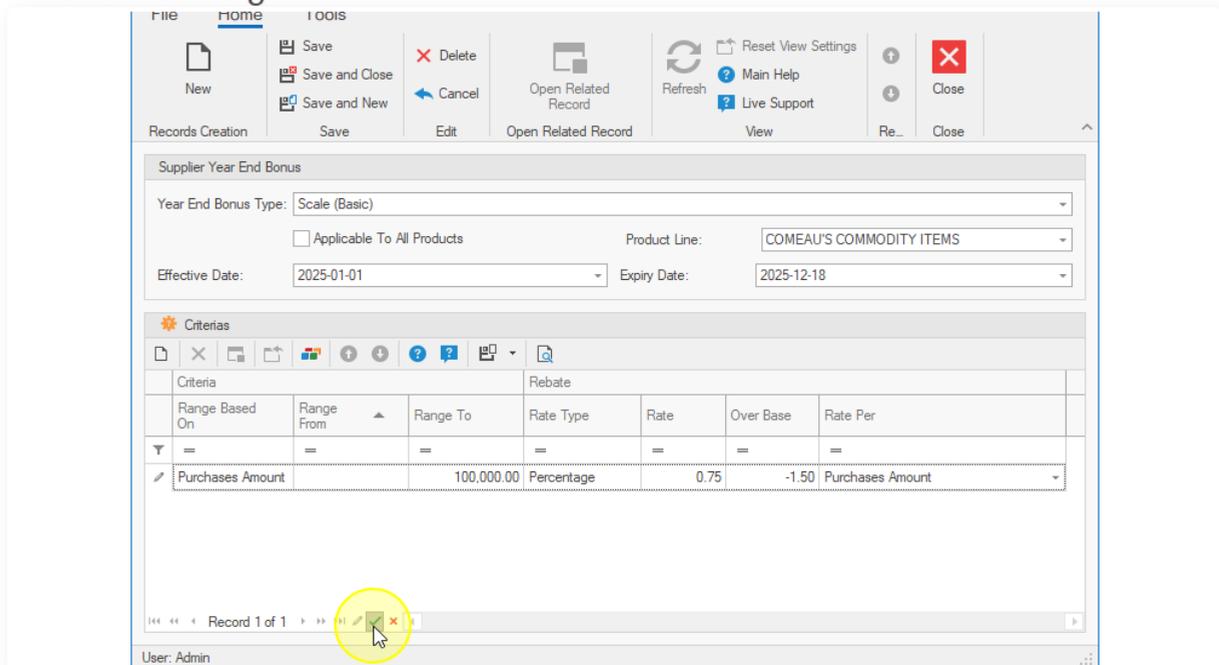
16

Select the **Rate Per**, this will indicate against which value that the Rate will be applied.



17

To Save the new entry, click on the Save (green checkmark) button, at the bottom of the grid.



18

To enter a new entry, go to step no.10. If you have completed the entry of the rule and criterias, you can click on the **Save and Close** button.