RHOP - How to enter a Supplier Year-End Bonus Rule
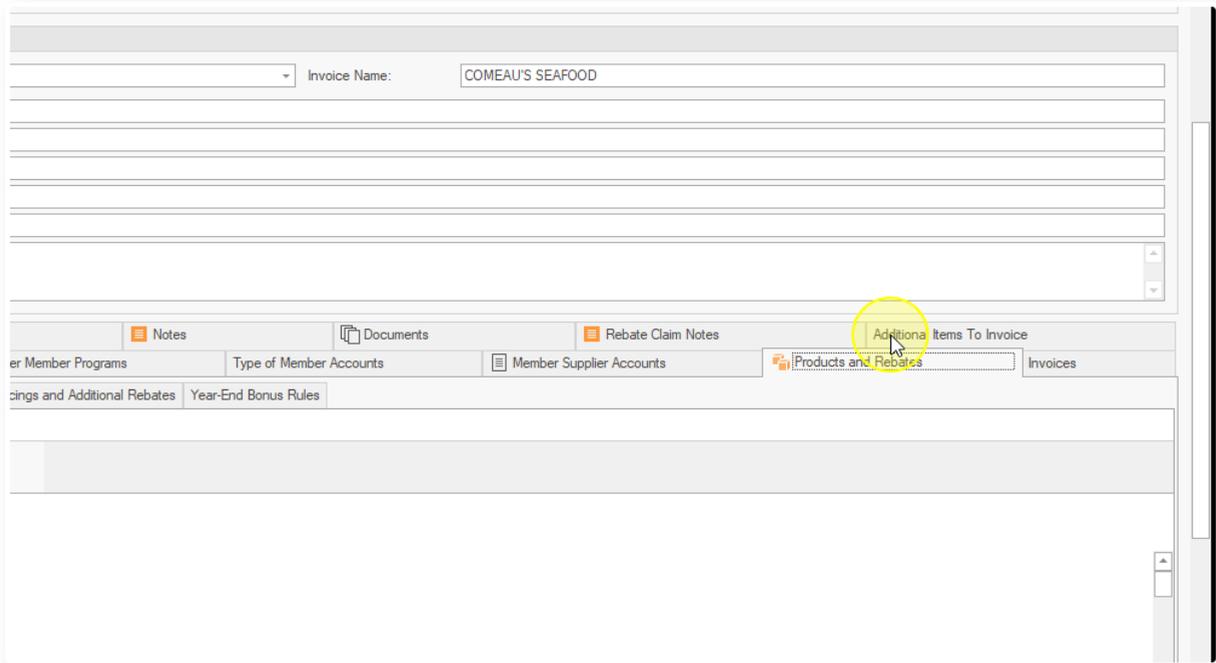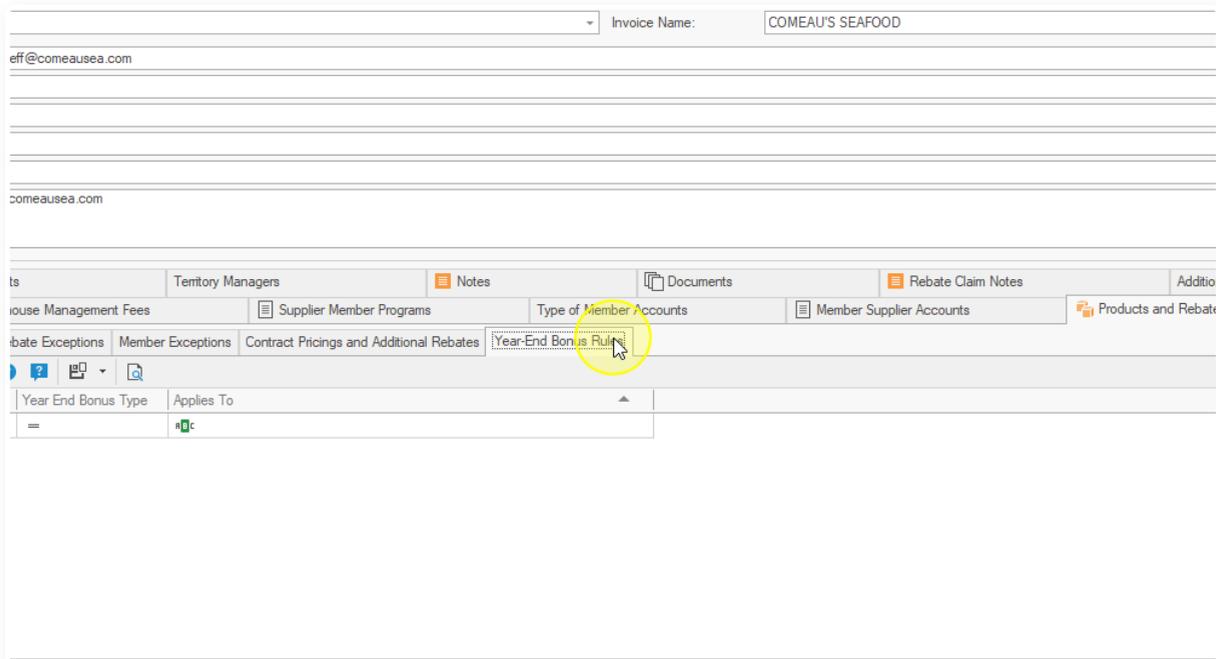
Daniel Rail | 18 steps | 3 minutes

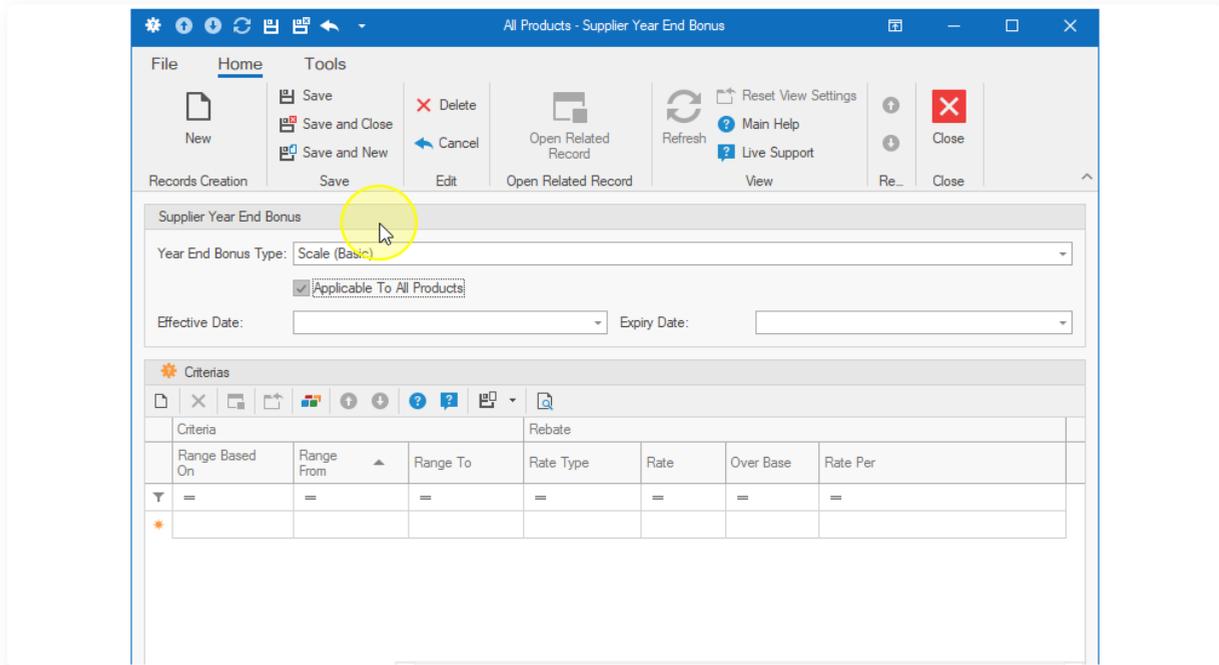**1** Open the **Products and Rebate** tab.

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

3 Click "New"

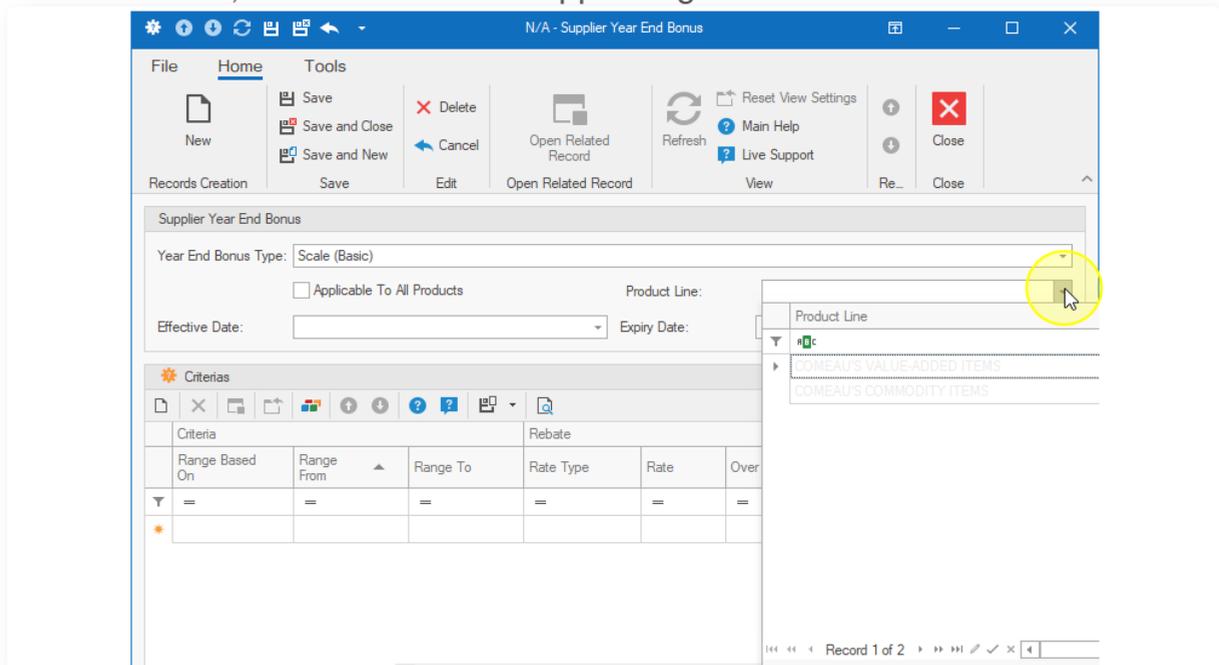**4** Select the **Year End Bonus Type**

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.
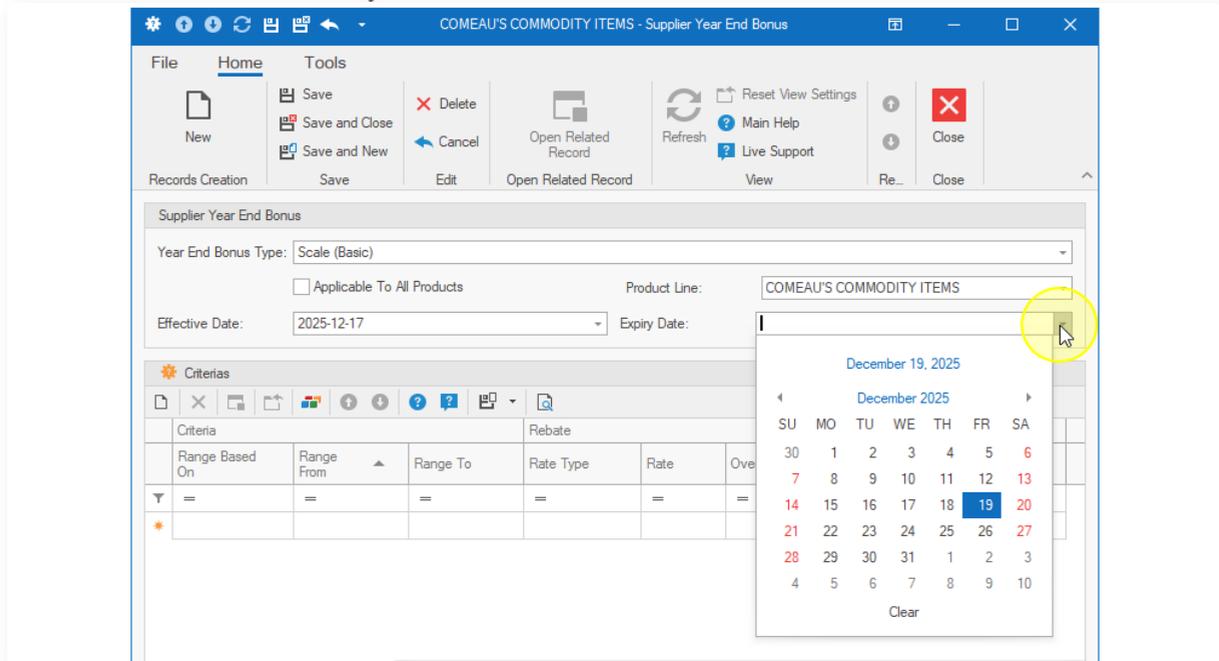

6 Click on the drop-down button for the Product Line and select the desired Product Line, that the rule will be applied against.

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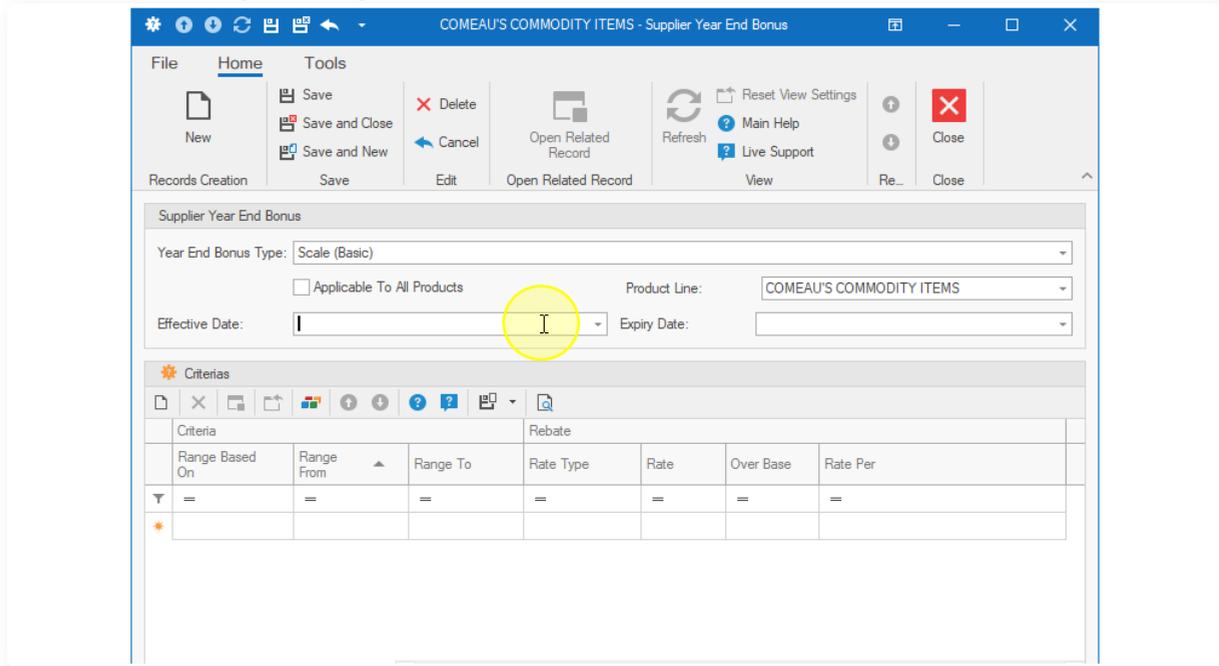

8 Enter the **Expiry Date**, the date will automatically change, on saving, to December 31st of the year.

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.
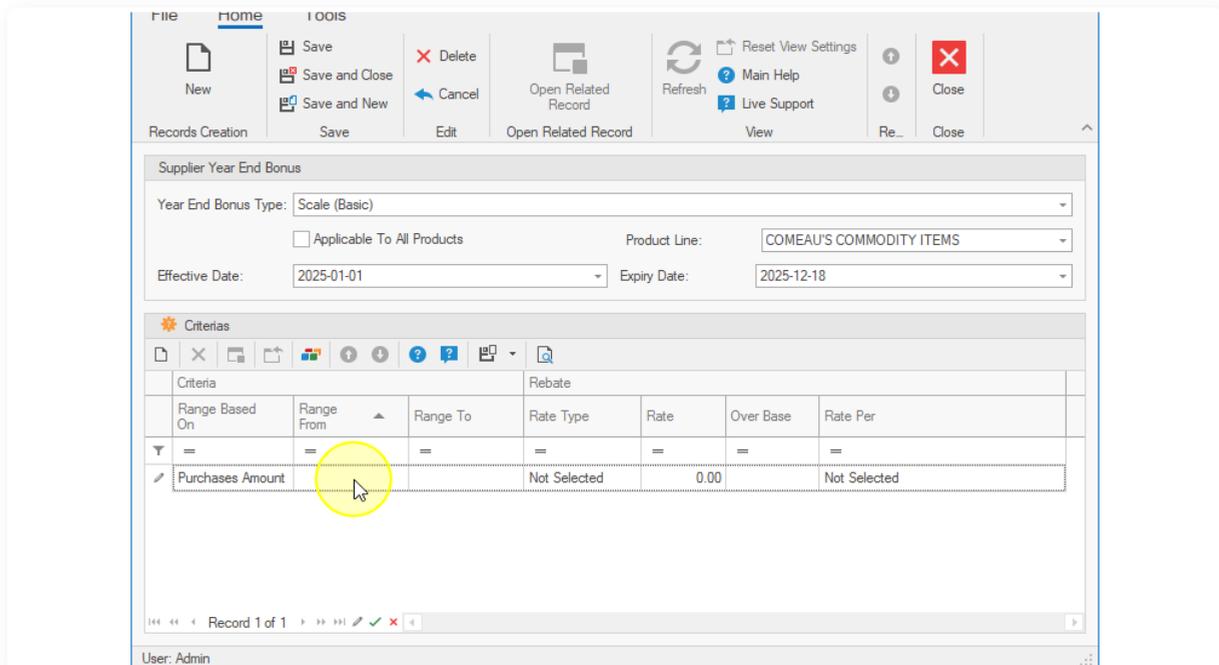
10 Click on the cell **Range Based On** and select what the values in the **Range From** and **Range To** represents.
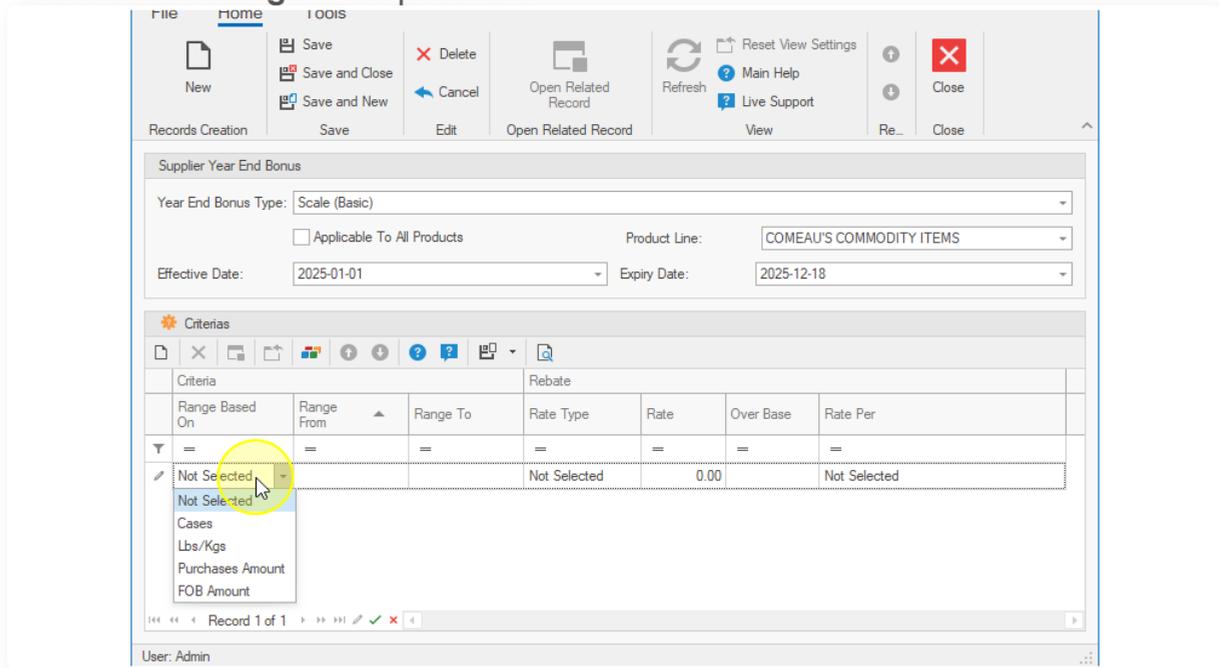
11 Enter the **Range From** value, if applicable.

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

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**.

14 Enter the **Rate**

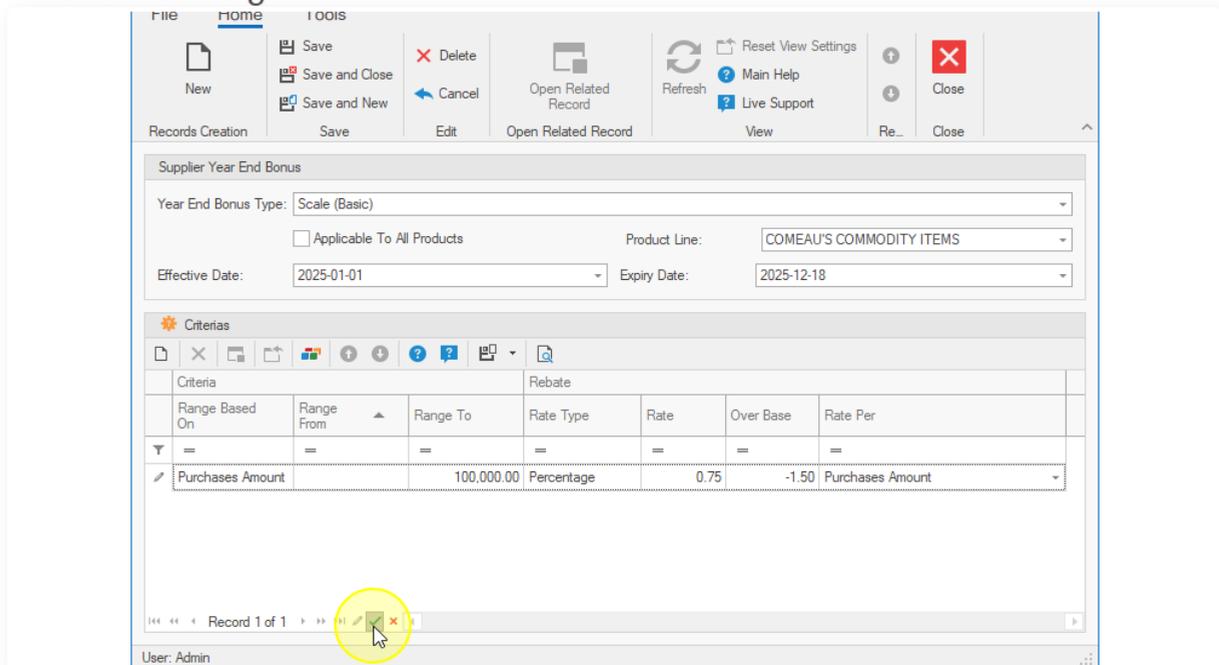**15** Enter the **Over Base** value, if applicable.

16 Select the **Rate Per**, this will indicate against which value that the Rate will be applied.
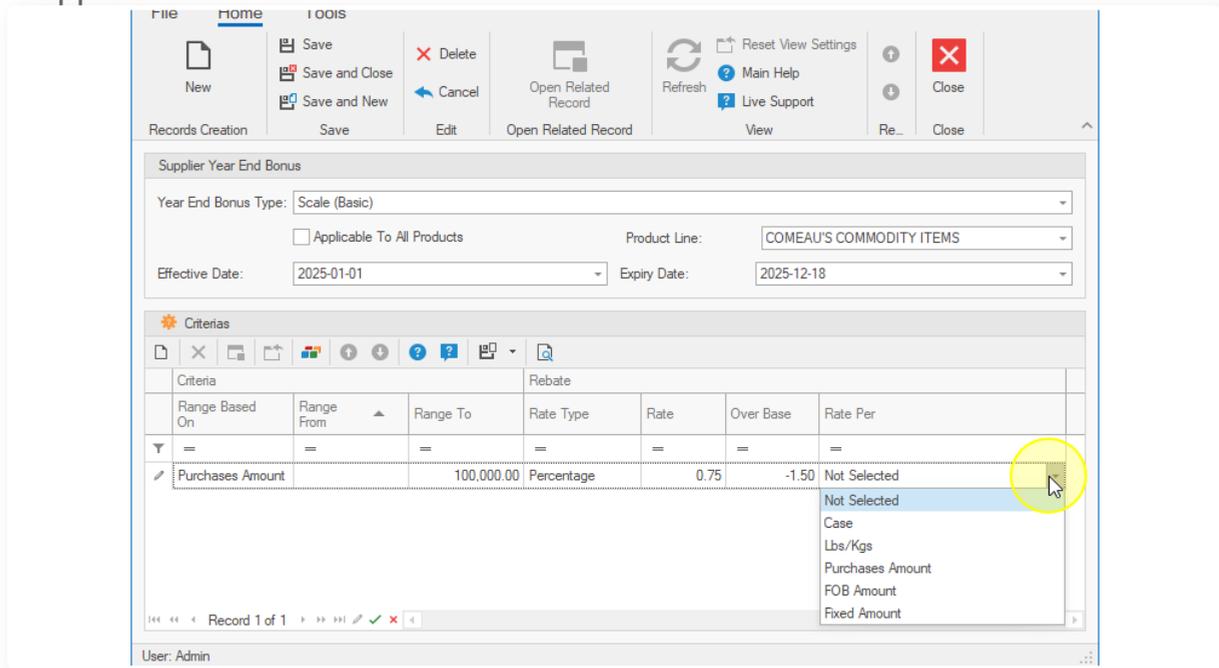
17 To Save the new entry, click on the Save(green checkmark) button, at the bottom of the grid.

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.