



# DISCOUNT REQUEST PROCESS ON COMMERCE

User Guide

January 2024

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**Discount Request Process: An Overview**



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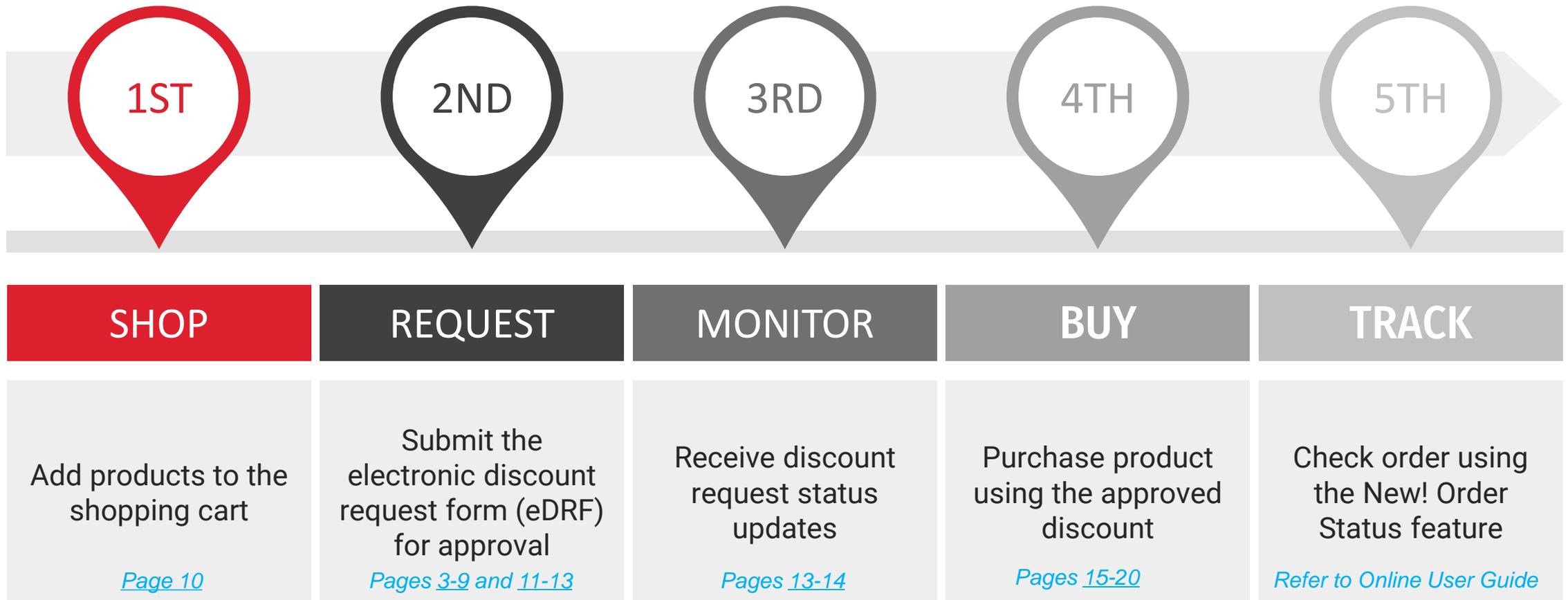


**Discount History**



**Frequently Asked Questions**

# DISCOUNT REQUEST PROCESS | OVERVIEW



# EDRF | DISCOUNT REQUEST FORM SECTION OVERVIEW

Channel Partners can submit their requests for discounts from the commerce platform using the electronic Discount Request Form (eDRF)

## Opportunity details section

Partner Sales opportunity number is entered and high-level details from the opportunity are displayed.

## Justification section

Requestor is required to explain the purpose and reason for requesting a discount in this section.

The screenshot displays the 'Discount Request' form with three main sections highlighted by red boxes:

- Opportunity Details:** Includes fields for Opportunity Number, Discount Request Name, Opportunity Name, Customer, Opportunity Role, Opportunity Region, and Channel Name.
- Justification:** Includes fields for Discount Request, Pricing Request For, Install Base, Describe Reason, Scope Description, Key Decision Making Criteria, Business Strategist/ Sales Response, Other Commercial Impacting T&Cs, Competitive Discount, Advance Payment, Payment Details, Competitor Information, and Delivery/Quality Penalty Clause.
- Quote Line Item Details:** Includes fields for Product Family, Product Line, Discount Category, and Discount% (Entire Form). Below these is a table with columns: Product, Item Model, Quantity, Target Purchase Price, Requested Target Purchase Price, and Discount%. A single row is visible with the following data: Product: [blurred], Item Model: DC130L-11-00000000, Quantity: 5, Target Purchase Price: EUR 43,164.00, Requested Target Purchase Price: EUR 343,312.00, Discount%: [blurred].

A separate 'Summary' box on the right contains fields for Competitor Name, Owner, Total List Price (EUR 343,312.00), Requested Purchase Price (EUR -), Requested Discount % (-), Discount On HON Sales Price (EUR -), and Currency (EUR). It also features 'SUBMIT', 'SAVE', and 'Cancel' buttons.

## Summary section

This area of the form contains the Competitor's Name, Request Owner Name and the calculated values for Requested Purchase Price, Requested Discount % and Currency. These calculated fields are based on the data found in quote line items in the form.

## Quote Line Items section

Products from the shopping cart are copied into this section of the form. Lines cannot be added or deleted in the form.

# EDRF SECTION | OPPORTUNITY DETAILS

### Opportunity Details

**1** \* Opportunity Number **2** \* Discount Request Name

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Opportunity Name	Customer	Channel Name
Opportunity Pole	Opportunity Region	

- 1. Opportunity Number** enter the unique 8-digit identifier in this format O-#####. A valid opportunity is required which is not lost, abandoned or booked.
- 2. Discount Request Name** enter the customer-specified name for your discount request

The following are display fields used to show opportunity details: Opportunity Name, Customer, Channel Name, Opportunity Pole, Opportunity Region

# EDRF SECTION | JUSTIFICATION PART 1

The screenshot shows a form titled "EDRF SECTION | JUSTIFICATION PART 1" with the following fields and callouts:

- 3** \* Discount Request: A dropdown menu with "Select" as the current value.
- 4** \* Pricing Request For: A dropdown menu with "Select" as the current value.
- 5** \* Install Base: A dropdown menu with "Select" as the current value.
- 6** \* Describe Reason: A text area with a character count of 2000/2000.
- 7** \* Scope Description: A text area with a character count of 1000/1000.
- 8** \* Key Decision Making Criteria: A dropdown menu with "None selected" as the current value.
- 9** \* Business Strategy/ Sales Response: A dropdown menu with "None selected" as the current value.

- 3. Discount Request** select the project type of the opportunity that the special pricing is for
- 4. Pricing Request for** select what the special pricing will be used for
- 5. Install Base** indicate whether the project site is Honeywell's install base or not
- 6. Describe Reason** explain why the special pricing is needed
- 7. Scope Description** describe Honeywell's scope in the project
- 8. Key Decision-Making Criteria** select the criteria that the customer is considering to select a vendor
- 9. Business Strategy/Sales Response** enter if there is any strategic value to support the special pricing

# EDRF SECTION | JUSTIFICATION PART 2

The screenshot shows a form with the following sections and callouts:

- 10** \* Other Commercial Impacting T&Cs: A large empty text box.
- 11** \* Competitive Discount: A dropdown menu with "Select" as the current value.
- 12** \* Advance Payment: A dropdown menu with "Select" as the current value. A "1000/1000" character count is visible above the field.
- 13** \* Payment Details: An empty text box.
- 14** \* Competitor Information: A large empty text box.
- 15** \* Delivery/Quality Penalty Clause: A dropdown menu with "Select" as the current value. A "1000/1000" character count is visible above the field.

**10. Other Commercial Impacting T&Cs** enter any positive/negative T&C's Honeywell needs to consider for this project

**11. Competitive Discount** indicate if the new pricing based on this special pricing will be competitive against the competitors' prices or not

**12. Advance Payment** indicate 10% of advance payment is agreed or will be applied to this project or not

**13. Payment Details** indicate if there is any advance payment agreed or scheduled, explain the details. If no, what support is need to make the customer accept the advance payment

**14. Competitor Information** explain competitive situation having advantage or disadvantage against competitors

**15. Delivery/Quality Penalty Clause** select whether the project has any clause related to either late delivery penalty or quality penalty

# EDRF SECTION | QUOTE LINE ITEMS

The screenshot shows a web form for entering quote line items. At the top, there are four callout boxes: 16 (Product Family), 17 (Product Line), 18 (Discount Category), and 19 (Discount % (Entire Form)). Below these are two dropdown menus for Product Family and Product Line, and two radio buttons for Product and Spares. A text input field for Discount % (Entire Form) is also present. The main part of the form is a table with the following columns: Product, Base Model, Quantity, Target Purchase Price (List Price), and Extended Target Purchase Price (Extended List Price). A single row is visible for a Honeywell product (DC120L-1-1-0-0-2-0-0-0) with a quantity of 8. To the right of the table, there are two callout boxes: 20 (Discount % / Target Purchase Price) and 19 (Discount %). The bottom of the form shows 'Showing 1-1 of 1' and a 'Rows per page' dropdown set to 10.

Product	Base Model	Quantity	Target Purchase Price List Price	Extended Target Purchase Price Extended List Price
Honeywell DC120L-000004	DC120L-1-1-0-0-2-0-0-0	8	INR INR 43,164.00	INR INR 345,312.00

- 16. Product Family** select the Product Family the items listed in the request belong to. Separate discount request must be submitted for different product families, respectively.
- 17. Product Line** select the Product Line the items listed in the request belong to.
- 18. Discount Category** select what line items are listed in the quote. The spares category is available for PMC products only.
- 19. Discount % (Entire Form)** enter the overall average discount % to meet the "Requested Purchase Price" targeted (against Total List Price). This value will cascade to all line items in the request. When a value is entered in this field all Discount % / Target Sell Price fields are locked. To remove the lock, clear this field and proceed to enter values at the line-item level
- 20. Discount % / Target Sell Price** use these fields when different values need to be specified at the line level. These fields are linked, so when one contains a value the other is locked. To remove the lock, delete the value to use the other field.

# EDRF SECTION | SUMMARY FIELDS

*The fields in this section are calculated and auto-populated*

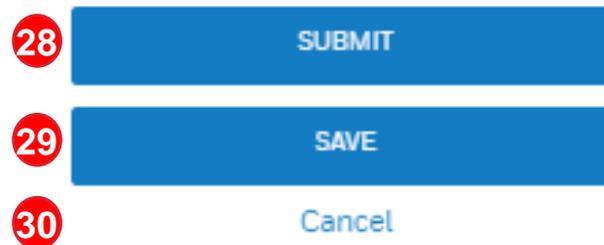
Summary	
21	Competitor Name
22	Owner Cari Channel Partner
23	Total List Price USD 94,600.00
24	Requested Purchase Price USD -
25	Requested Discount % -
26	Discount On HON Sales Price USD -
27	Currency USD

21. **Competitor Name** listed in the Salesforce opportunity
22. **Owner** this is the current logged in user who submits the discount request
23. **Total List Price** is the total list price of the quote line items before discount
24. **Requested Purchase Price** is the total amount after discount - applying all requested discounts to all line items
25. **Requested Discount %** is the overall discount % determined from the percent values and/or target sell price entered in the quote line-item section.
26. **Discount on HON Sales Price** is discounted dollar amount after applying the requested discounts.
27. **Currency** is currency of the price amounts - Total List Price, Requested Purchase Price and Discount on Hon Sales Price. This is taken from the logged in user's account.

# EDRF SECTION | SUMMARY BUTTONS

**28. SUBMIT button** is available when all fields are not blank. This button will submit the discount request for approval and close the eDRF form. The submitted version of the form will be saved as 'submitted' in the Discount History area.

**29. SAVE button** is available for use when the eDRF opens. The form will be saved as 'draft'. It is recommended to enter a Discount Request Name to locate the draft later.



**30. CANCEL** is available for use when the eDRF opens. This option deletes the eDRF and returns to the shopping cart.

Note: opening the eDRF with the current cart will copy the products in the cart to the quote line items section. Quote line items cannot be added or removed in the eDRF. If changes to the quote line items are required, use the Cancel button to change line items and return to a new blank eDRF.



1. Fill shopping cart with products that need to be in your discount request.
2. Click 'REQUEST DISCOUNT' button to open the eDRF.

Cart ID: 0000104264

ADD PARTS

ATTACHMENTS

EXPORT CSV

SAVE CART

CLEAR CART

Item	Part Number	Quantity	Price	Subtotal
10	 <b>200SMM11</b> 200SMM11-AA11-BA&2A0	- 1 +	List Price: INR 232,962.00 Your Price: INR 232,962.00	INR 232,962.00

Full Model Number : 200SMM11-AA11-BA&2A0

[Edit Configuration](#)

Failed to load

[Attachments](#)

Shipping Instructions

*Enter special instructions for our shipping department.*

**Note:** Shipping Instructions are only valid for an order

Manufacturing Notes

*Add information specific to this product for the factory.*

**Note:** Manufacturing Notes are only valid for an order

Additional Notes

*Add any special information for your order.*

**Note:** Additional Notes are only valid for an order

Quote Number

Your Order

Subtotal: INR 232,962.00

Total: INR 232,962.00

CHECK OUT

CREATE QUOTE

REQUEST DISCOUNT

**Note:** All promotions, tax, and freight costs will be calculated in the checkout page





3. Complete all fields in the eDRF Opportunity and Justification sections.
4. Navigate to the Quote Line Items section at the bottom of form.

[< Continue Shopping](#)

## Discount Request

### Opportunity Details

* Opportunity Number	* Discount Request Name	
<input type="text"/>	<input type="text"/>	
Opportunity Name	Customer	Channel Name
Opportunity Pole	Opportunity Region	

### Justification

* Discount Request	* Pricing Request For	* Install Base
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
* Describe Reason	* Scope Description	
<input type="text"/>	<input type="text"/>	

### Summary

Competitor Name

Owner

FTCPNonBuyer23 FT

Total List Price

INR 2,329,620.00

Requested Purchase Price

INR -

Requested Discount %

-

Discount On HON Sales Price

INR -

Currency

INR

SUBMIT

SAVE

Cancel

***\*Refer to slides 4 – 9 for eDRF field and button descriptions.***

- 5. Select product family, product line and discount category that represents most of the line items in the request.
- 6. If you have multiple lines and want to request the same discount level across all of them, use the Discount% (Entire Form) field. For each line item, you may also set a Discount% or Target Sell Price.
- 7. Select 'SUBMIT' button to send your discount request for approval.

Quote Line Item Details

\* Product Family: Fuel Delivery    \* Product Line: Safety Shut-off Valves    \* Discount Category:  Product  Spares    Discount% (Entire Form):

Product	Base Model	Quantity	Target Purchase Price <i>List Price</i>	Extended Target Purchase Price <i>Extended List Price</i>	* Discount%	* Target Purchase Price
 200SMM11	200SMM11-AA11-BA&2AO	10	INR 163,073.40 INR 232,962.00	INR 1,630,734.00 INR 2,329,620.00	30	

Full Model Number : 200SMM11-AA11-BA&2AO    [View Configuration](#)

Showing 1 to 1 of 1 entries

Summary

Competitor Name

---

Owner  
FTCPNonBuyer23 FT

---

Total List Price  
INR 2,329,620.00

Requested Purchase Price  
INR 1,630,734.00

Requested Discount %  
30.00

Discount On HON Sales Price  
INR 698,886.00

Currency  
INR

---

**SUBMIT**

**SAVE**

Cancel

8. Salesforce reference number will be displayed when request is submitted.

9. Go to Discount History to monitor progress of request.

CURRENCY: INR ACCT: 84498 8 FTCPNONBUYER23 QUICK ORDER

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**Success**  
Discount Request has been successfully submitted

**Success**  
Discount Request Number CTL-62498  
Please track request status in Discount History

**SUMMARY**

Discount Request Name 9 Jan 24 Discount Request	Owner FTCPNonBuyer23 FT	Total List Price INR 2,329,620.00
Requested Discount % 30.0	Currency INR	

**OPPORTUNITY DETAILS**

Opportunity Name Smoke Test - PMC Project Oppty 3	Opportunity Number O-771917	Customer Honeywell Global Generic Employee Contacts Account	Channel Name Micro Instruments & Control Systems
			Opportunity Pole AMER

Welcome FTCPNonBuyer23

- MyHPS Home
- My Account
- Favorites
- Saved Cart
- Address Book
- Order Status
- Quote History
- Discount History**

SIGN OUT

10. Locate the discount request number you wish to monitor and review the status. When the status is Approved, you can begin the ordering process.

## Discount History

### Filter Results

**^ STATUS**

DRAFT

APPROVED

ORDERED

**^ SUBMITTED DATE RANGE**

LAST 30 DAYS

LAST 60 DAYS

LAST 90 DAYS

**^ EXPIRATION DATE RANGE** Clear

EXPIRES THIS WEEK

EXPIRES IN 30 DAYS

EXPIRES IN 60 DAYS

EXPIRES IN 90 DAYS

DISCOUNT REQUEST NUMBER	DISCOUNT REQUEST NAME	STATUS	SUBMITTED DATE	EXPIRATION DATE
CTL-62498	9 Jan 24 Discount Request	Submitted	01/09/2024	
CTL-62476	DR VC Product 09-Jan-2024	Approved	01/09/2024	04/08/2024
CTL-62475	9 Jan 23 PO Defect Test CCE...	Submitted	01/09/2024	
CTL-62466	S6 TCOE CCEXPMT-28141	Submitted	01/08/2024	
CTL-62461	Sanity Testing DR 08 Jan 20...	Ordered	01/08/2024	04/07/2024
CTL-62445	DND_Automation_Non VC_2...	Approved	01/02/2024	04/01/2024
CTL-62444	DND_Automation_Non VC_2...	Submitted	01/02/2024	
CTL-57541	TCOE Automation Demo 14...	Submitted	12/14/2023	
CTL-57540	TCOE Automation Demo 14...	Ordered	12/14/2023	03/12/2024
CTL-57539	TCOE Automation Demo 14...	Submitted	12/14/2023	

1 - 10 / 12 rows (filtered from 216 total entries)

< 1 2 >

Rows Per Page 10



**11. When the discount request status is Approved, open the request and select the 'ADD TO CART' button to start the ordering process.**

[Back to Discount History](#)

## Electronic Discount Request Form

DR VC Product 09-Jan-2024

[Need Help?](#)

**ADD TO CART**

<b>Status</b> Approved	<b>Control Number</b> HPS24-AMER-62476	<b>Expiration Date</b> 04/08/2024	<b>Submitted Date</b> 01/09/2024
<b>Control Number Request</b> CTL-62476			
<b>Discount Request Name</b> DR VC Product 09-Jan-2024	<b>Owner</b> FTCPNonBuyer23 FT	<b>Total List Price</b> INR 7,181,662.00	<b>Requested Purchase Price</b> INR 7,038,028.76
<b>Requested Discount %</b> 2.0	<b>Currency</b> INR		

OPPORTUNITY DETAILS

**\*An approved discount request will contain a discount code or control number and an expiration date. When the status of the request is expired the control number cannot be used.**

CURRENCY: INR ACCT: 84498 FTCPNONBUYER23 QUICK ORDER

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Discount History

### Discount History

Filter Results

**STATUS**

DRAFT

APPROVED

ORDERED

**SUBMITTED DATE RANGE**

LAST 30 DAYS

LAST 60 DAYS

LAST 90 DAYS

**EXPIRATION DATE RANGE** Clear

EXPIRES THIS WEEK

ITEM ID	DESCRIPTION	STATUS
0000058454		Draft
0000058918		Draft
0000059045		Draft
0000059147	HONQA Sanitycheck May 8	Draft

CTL-62476 discounted item(s) have been added to your cart.

[VIEW CART](#)

[CONTINUE SHOPPING](#)

**12. Confirmation message will display. View cart button will navigate to the shopping cart. Continue shopping will navigate to Discount History page.**

**13. In shopping cart, review your discounts and select 'CHECKOUT' to continue with the ordering process.**

Cart ID: 0000148415

ADD PARTS

ATTACHMENTS

EXPORT CSV

SAVE CART

CLEAR CART

Item	Part Number	Quantity	Price	Subtotal
10	 <b>50086423-505</b> FFB ELECTRONICS MODULE KIT	- 5 +	List Price: INR 80,184.00 Discount: 75.0% Your Price: INR 20,046.00 Discount Code: HPS23-AMER-50411	INR 100,230.00

### Your Order

Subtotal: INR 707,041.50

Total: INR 707,041.50

**CHECK OUT**

CREATE QUOTE

Product manufactured on demand

Attachments

#### Shipping Instructions

*Enter special instructions for our shipping department.*

**Note:** Shipping Instructions are only valid for an order

#### Additional Notes

*Add any special information for your order.*

**Note:** Additional Notes are only valid for an order

#### Manufacturing Notes

*Add information specific to this product for the factory.*

#### Quote Number

**Note:** All promotions, tax, and freight costs will be calculated in the checkout page

**\*Shopping cart will display the current list price and the discounted price for each line item. The subtotal and total will match the requested purchase price on the approved discount request. Line items cannot be changed or removed.**

**14. In the checkout cart, the discount code will be displayed in the Control Number field for each line item.**

Part Number	Quantity	Price	Subtotal
 <b>08347704-RP</b> RCVR ASSY TRANSMISSION IR MOIST SNSR 3	1	List Price: USD 36,194.00 Discount: 60.0% Your Price: USD 14,477.60	USD 14,477.60
1 Expected 10-JAN-2023 <input type="checkbox"/> Ship Early <a href="#">Attachments</a>			
Shipping Instructions	Additional Notes	Requested Delivery Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="Best Possible Date"/> 	
Quote Number	Manufacturing Notes	Control Number	
<input type="text"/>	<input type="text"/>	<input type="text" value="HPS22-AMER-44351"/>	
<hr/>			
 <b>69QMRA01-RP</b> I/O MOD BASE PKG LPS XPR W/COMP CONN CRD	1	List Price: USD 18,630.00 Discount: 60.0% Your Price: USD 7,452.00	USD 7,452.00
1 Expected 10-JAN-2023 <input type="checkbox"/> Ship Early <a href="#">Attachments</a>			
Shipping Instructions	Additional Notes	Requested Delivery Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="Best Possible Date"/> 	
Quote Number	Manufacturing Notes	Control Number	
<input type="text"/>	<input type="text"/>	<input type="text" value="HPS22-AMER-44351"/>	

**15. In checkout cart, subtotal will match the subtotal in the shopping cart until additional values are added for shipping, taxes and other costs. Select 'PLACE MY ORDER' to submit discounted order.**

Shipping Instructions

Notes for the Honeywell Order Processing Team

Order Total

Subtotal USD 439,309.95

Total USD 439,309.95\*\*

\*\*Calculate Order Total to see additional charges

**\*Additional charges will be applied in the checkout cart after the 'CALCULATE ORDER TOTAL' button is clicked.**

**Notes:**

If you have changed your ship to location please click 'CALCULATE ORDER TOTAL' to enable the 'PLACE MY ORDER' button.

Click 'CALCULATE ORDER TOTAL' if you want to see tax, shipping and other costs before placing your order, otherwise those will be shown on your order acknowledgement.

For large orders the order calculation process can take a long time.

Grand Total USD 439,309.95

\*I agree to all of the [Terms and Conditions](#)

CALCULATE ORDER TOTAL

PLACE MY ORDER

**16. After order is placed, the confirmation page will display. The status of the approved discount request will change from 'approved' to 'ordered' in the Discount History page.**

## Discount History

Filter Results

**^ STATUS**

DRAFT

APPROVED

ORDERED

**^ SUBMITTED DATE RANGE**

LAST 30 DAYS

LAST 60 DAYS

LAST 90 DAYS

**^ EXPIRATION DATE RANGE** Clear

EXPIRES THIS WEEK

EXPIRES IN 30 DAYS

EXPIRES IN 60 DAYS

EXPIRES IN 90 DAYS

DISCOUNT REQUEST NUMBER	DISCOUNT REQUEST NAME	STATUS	SUBMITTED DATE	EXPIRATION DATE
CTL-62461	Sanity Testing DR 08 Jan 20...	Ordered	01/08/2024	04/07/2024
CTL-57540	TCOE Automation Demo 14...	Ordered	12/14/2023	03/12/2024
CTL-57483	Test VC DR Flow 12Dec23 T...	Ordered	12/12/2023	03/11/2024
CTL-57311	JPK big order plus special ch...	Ordered	11/15/2023	02/13/2024
CTL-57310	JPK with capital O	Ordered	11/14/2023	02/12/2024
CTL-57303	JPK STD820	Ordered	11/13/2023	02/11/2024
CTL-53286	INR_Sanity_12-July-2023	Ordered	07/12/2023	10/10/2023
CTL-52916	Sanity S1 INR DR flow 14Jun...	Ordered	06/14/2023	09/12/2023
CTL-52867	PO validation PMC CNR Test...	Ordered	06/14/2023	09/12/2023
CTL-52862	PO Validation HON Offer Tes...	Ordered	06/13/2023	09/11/2023

1 - 10 / 22 rows (filtered from 216 total entries) Rows Per Page



### Order Summary

## THANK YOU FOR YOUR ORDER!

Thank you for placing an order on our website [process.honeywell.com](https://process.honeywell.com)

Once the order is confirmed, you will receive an email with your order details.  
If you don't receive the order confirmation within 24 hrs, please contact your customer service representative.

If you entered a ControlNumber or Promotion Code on your order, that detail will be reflected on the order acknowledgement email.

### Transaction Summary

Purchase Order Number	Legal Entity	Line Items	Ship Early	Ship Complete	Amount
334567	US HPS Sales Org	160	No	No	USD 439,309.95

# DISCOUNT HISTORY | LIST AND FILTER OPTIONS

## Discount History

Filter Results

**1**

**2**

**3**

**4**

DISCOUNT REQUEST NUMBER	DISCOUNT REQUEST NAME	STATUS	SUBMITTED DATE	EXPIRATION DATE
CTL-50411	A Mar PROD PI1 5 Test FI S...	Approved	03/17/2023	06/15/2024
CTL-50412	B Mar PROD PI 1 5 Test BMS...	Approved	03/17/2023	06/15/2024
CTL-50413	C Mar PROD PI 1 5 Test Ter...	Approved	03/17/2023	06/15/2024

1 - 3 / 3 rows (filtered from 37 total entries) Rows Per Page 10

- 1. Quick filter option** for discount request status, selecting one or all will display requests with status' equal to draft, approved or ordered.
- 2. Submitted date range** use to display a list of discount requests with a submitted date range of 30, 60 or 90 days.

- 3. Expiration date** use to display a list of discount requests that will expire within 30 days or are already expired.
- 4. Discount request list view** displays all discount requests submitted on the account using the eDRF process. Control number requests submitted directly via CHAMPS or Salesforce will not be displayed in this list.

# EDRF | FREQUENTLY ASKED QUESTIONS



## What is the eDRF?

eDRF is an abbreviation for electronic discount request form. The form is used to include all of the information required for Honeywell to review a discount request.

## Can I use the eDRF for all types of discount requests?

Requests for Annual, Engineer to Order (ETO), or Y-Special discounts are not currently supported by the eDRF. For these kinds of discount requests, please use the existing Salesforce Control Number process.

## When will I know the status of my eDRF after I submit it for approval?

You may keep track of the status of your eDRF after submitting it for approval on the Discount History page. You will be notified through email as your discount request progresses through the approval process in Salesforce.

## Can I modify or cancel my eDRF after I submit it?

An eDRF submitted for approval cannot be modified or cancelled. If you need to cancel the request, please contact the Channel Excellence team for support. A new eDRF needs to be submitted if the original eDRF contained incorrect information.

## When my eDRF is approved, can I change the products and quantities when I place my order?

The quote in the approved eDRF cannot be modified when the eDRF is added to your shopping cart. All line items at the requested quantities must be purchased in the same order.

## Why isn't my discounted pricing displaying in my checkout cart when I enter a control number manually?

Discount codes created prior to the release of the eDRF feature cannot be validated automatically in the checkout cart. Discount codes that cannot be validated automatically will continue to be processed manually by the factory and pricing will be adjusted after discount codes are confirmed for products in the order.