

# EMPLOYEE DISCOUNTS

## Exclusions & Ciao! Entry

Updated November 2025

EMPLOYEE DISCOUNT OVERVIEW..... [Page 3](#)

WELCOME CERTIFICATES..... [Page 4-5](#)

EVERYDAY DISCOUNT..... [Page 6-8](#)

FRIENDS OF ESSILORLUXOTTICA COUPONS..... [Page 9-11](#)

ANNUAL & MILESTONE EYEWEAR CERTIFICATES..... [Page 12-15](#)



**Full-time, part-time, and casual part-time employees are eligible to receive voluntary benefits and extra perks as thank you for their hard work and commitment to the Company.**

**Employee Discount Programs include:**

- TeamVision Welcome Certificate
- EssilorLuxottica Annual & Milestone Eyewear Certificate
- EssilorLuxottica Friends & Family Coupons
- Everyday Employee Discounts

**Frame & Lens Exclusions**

TeamVision frame assortment includes EssilorLuxottica frame brands as well as 3<sup>rd</sup> party brands. Our Employee Discounts are eligible for select brands across all our Retail, Smart Shopper, or Online stores.

**EssilorLuxottica Brand Exclusions:**

- Limited Edition
- Nuance Audio
- Ray-Ban Meta

**Third Party Brand Exclusions:**

- |                    |                                  |
|--------------------|----------------------------------|
| • Bebe             | • Mykita                         |
| • Cartier          | • Nike                           |
| • Celine           | • Nine West                      |
| • Columbia         | • On Guard                       |
| • Cutler and Gross | • Paul Smith                     |
| • Flexon           | • Silhouette                     |
| • Gucci            | • Tom Ford                       |
| • Kate Spade       | • YSL                            |
| • Lacoste          | • All other pre-integration non- |
| • Maui Jim         | EssilorLuxottica frame brands    |

**Lens Exclusions:**

- Cartier
- Maui Jim
- Neurolens

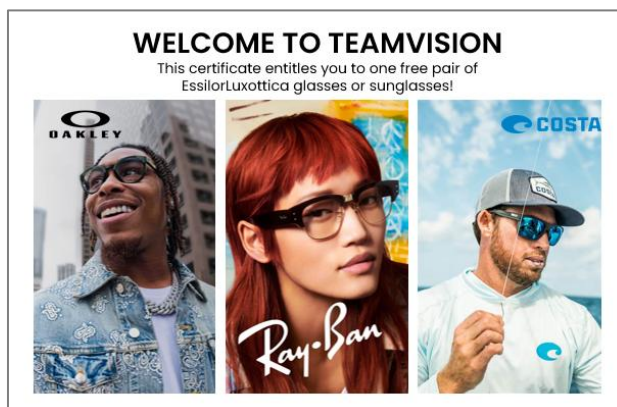
# EMPLOYEE DISCOUNTS

## Welcome Certificate



RETURN TO TABLE  
OF CONTENTS

To welcome those team members that are joining TeamVision during Integration Week, the Welcome Certificate entitles each employee to one free pair of EssilorLuxottica glasses or sunglasses (to be redeemed within the employee's home worksite location only).



### Frame and Lens Guidelines:

- Certificate is valid only for EssilorLuxottica frames. See Eligible Frame List for frame exclusions.
- In-location stock or Smart Shopper frames only. Frame exclusions apply to in-location stock and Smart Shopper.
- No returns/refunds. A one-time exchange is allowed under the same policy guidelines as the original Certificate.
- Cartier and Stelless lenses excluded.
- This Certificate has no cash value and may not be combined with other promotions, bought or sold, copied, transferred or assigned.

### Certificate Usage:

- This Certificate entitles you to one pair of EssilorLuxottica manufactured ophthalmic frames or sunglasses valued up to \$500 retail, and any prescription or plano lenses from eligible vendors.
- You are responsible for the full retail difference if you choose a frame over \$500.
- Valid only for team members employed by EssilorLuxottica and Doctors affiliated with TeamVision. This certificate can only be redeemed by the qualified recipient; use for any other recipient is not applicable.
- Can only be redeemed at the qualified recipient's worksite location.
- Certificate must be presented at time of use.
- Redeemed Certificates must be attached to the receipt and filed in the DCR (Daily Closing Report).
- Complimentary eyewear must be approved and processed by Practice Manager or a designated Key Holder. Practice Manager purchases must be approved by a Field Manager or designated Key Holder. Employees are not permitted to tender their own transactions.

Refer to the Eligible Frame List and TeamVision exclusions found in this guide. This program is subject to change at the Company's discretion at any time. Employees who violate the discount policy may be subject to Corrective Action. Additional Employee Discount policies can be found in the EssilorLuxottica Employee Guide.

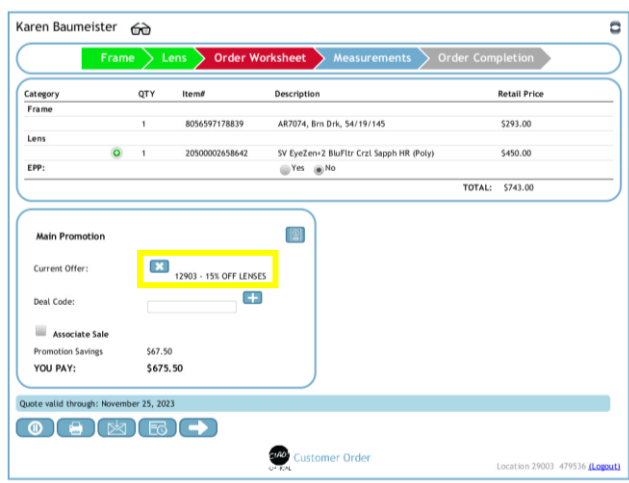
# EMPLOYEE DISCOUNTS

## Welcome Certificate

 [RETURN TO TABLE OF CONTENTS](#)

The purchase is entered into Ciao! Customer Order using the appropriate code from the back of the certificate as well as the Employee ID that is redeeming the certificate. Ensure the frame is listed on the Eligible Frame List and is not a brand excluded by TeamVision (frame valued up to \$500). The Team Member or Doctor is responsible for the payment if the frame exceeds \$500 and cannot tender or enter their own transaction.

- 1 In the Main Promotion box, remove the pre-populated code by clicking the 




Karen Baumeister

Frame Lens Order Worksheet Measurements Order Completion

Category	QTY	Item#	Description	Retail Price
Frame	1	805697178839	AR7074, Brn Dk, 54/19/145	\$293.00
Lens	1	20900002658642	SV EyeZen+2 Blufiltr Crst Sapph HR (Poly)	\$450.00

EPP: ☐ Yes ☒ No TOTAL: \$743.00

**Main Promotion**

Current Offer:  12903 - 15% OFF LENSES


Deal Code:


☐ Associate Sale

Promotion Savings \$67.50

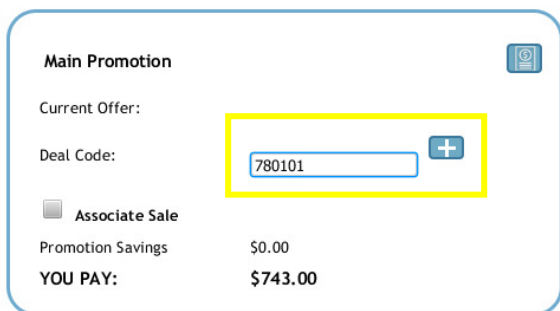
YOU PAY: \$675.50

Quote valid through: November 25, 2023




 Customer Order Location 29003 479536 (Logout)

- 2 Enter the Deal code and click  (note different codes for complete pair or plano sunglasses)



**Main Promotion**

Current Offer:

Deal Code:  

☐ Associate Sale

Promotion Savings \$0.00

YOU PAY: \$743.00


- 3 If prompted, enter the manager approval

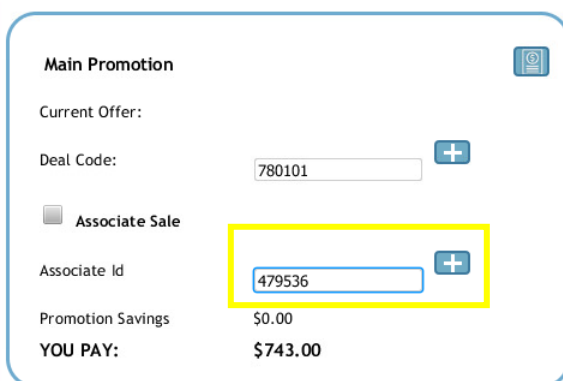


Approved By:

password:


 

- 4 Enter the Employee ID that is redeeming the certificate and click 




**Main Promotion**

Current Offer:

Deal Code:  

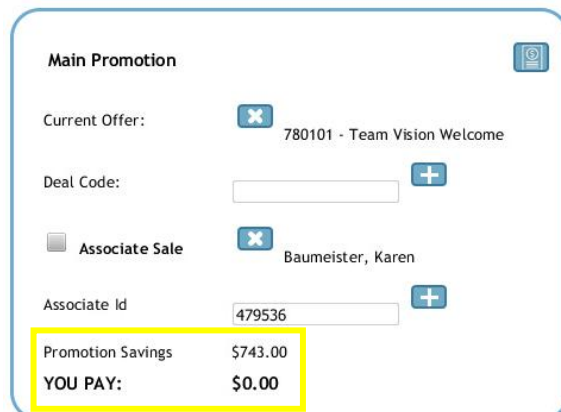
☐ Associate Sale

Associate Id  


Promotion Savings \$0.00


YOU PAY: \$743.00


- 5 You will see the Deal applied




**Main Promotion**

Current Offer:  780101 - Team Vision Welcome

Deal Code:  

☐ Associate Sale  Baumeister, Karen

Associate Id  

Promotion Savings \$743.00

YOU PAY: \$0.00

# EMPLOYEE DISCOUNTS

## Everyday Discount



RETURN TO TABLE  
OF CONTENTS

The EssilorLuxottica Employee Discount entitles employees to receive the Company's best discounts at EssilorLuxottica locations when purchasing prescription or nonprescription eyewear, sun wear, and other items.

Use of the employee discount is subject to the following restrictions:

- The discount may be used to purchase eyewear, apparel, or product for yourself, immediate family members, or gifts for which you receive no reimbursement. For purposes of this benefit, "immediate family" means family members who are allowed as a federal tax exemption by the employee.
- Reimbursement in any form cannot be accepted for purchases made with your discount.
- Items purchased using the discount may not be resold for profit.
- Employees may not process or tender their own transaction or the transactions of an immediate family member.
- Employees must be present and personally pay for products and/or services.
- It is the employee's responsibility to know when limits, restrictions and/or exclusions may apply, including any annual spending cap set by the Company.
- This discount cannot be applied with any other offers or promotions.
- Employees who violate the discount policy may be subject to Corrective Action.

## PROMOTIONS CARD

Eye care, together.

March 2025 - US

**Employee Discounts**  
See Employee Discount Guide for restrictions including frame brands, limits, and additional details for order entry.

**Everyday Discounts**

Benefit	Team Member Code	Doctor Code
<b>50% Off Complete Pairs</b>	AUTOFIRE	MANUAL 8494
<b>50% Off Non-Rx Sun</b>	AUTOFIRE	MANUAL 8495
<b>50% Off Frame Only</b>	AUTOFIRE	MANUAL 8497
<b>50% Off Lenses Only</b>	AUTOFIRE	MANUAL 8498
<b>20% Off Contact Lenses</b>	AUTOFIRE	MANUAL 8496
<b>50% Off Accessories</b>	DISCOUNT 758592	DISCOUNT 758592

**Ciao! Entry:**

- Team Members, enter the purchasing employee EssilorLuxottica ID in Ciao! Optical Customer Order for the Autofire deal.
- Doctors with an OD ID or CID, enter the Manual deal code in Ciao! Optical Customer Order.
- Accessory discounts for both Team Members and Doctors will be entered as a discount in XStore.

Add Promotion

Current Offer: 50% Off Complete Pairs

Deal Code: AUTOFIRE

Product Code: MANUAL 8494

Product Name: 50% Off Complete Pairs

Product Price: \$119.99

**Annual & Milestone Eyewear Certificates**  
Enter as a Discount in XStore (code on back of Certificate). You must enter the code for each line item – frames and lenses and enter 100% for the discount.

**Welcome Certificates**  
Entered as a deal code in Ciao! Optical Customer Order including the EL ID of the employee using the certificate.

**Friends of EssilorLuxottica Coupons**  
Enter as a Discount in XStore (code on back of Certificate) and select each line item to apply the discount.

**Safety Eyewear**  
For Team Members that primarily work in the lab and wear prescription eyewear are eligible.

Benefit	Details	Code
<b>Safety Eyewear</b>	In stock safety frames with conventional SV or Prog lenses without AR	DISCOUNT 6876

**Armani Employee Discount**  
Armani employees are eligible for frame discounts. Discount is on frames only and excludes lenses.

Benefit	Details	Code
<b>30% Off Frames</b> Armani Exchange, Emporio Armani, or Giorgio Armani	Maybe combined with main in store offer	MANUAL 14563

Use of all codes is monitored. For Manager Discretion deductions, manager approval (permission in Xstore) is required. If code not working, use Manager Discretion to service the patient (add profile note) and inform TeamVision Operations of the issue.

Refer to the Eligible Frame List and TeamVision exclusions found in this guide. This program is subject to change at the Company's discretion at any time. Employees who violate the discount policy may be subject to Corrective Action. Additional Employee Discount policies can be found in the EssilorLuxottica Employee Guide.

# EMPLOYEE DISCOUNTS

## Everyday Discount



RETURN TO TABLE  
OF CONTENTS

### In-Store details:

- Our 50% off eyewear, footwear, and apparel is available at EssilorLuxottica locations, by providing your 6-digit employee ID number (EssilorLuxottica ID) at checkout.
- Immediate family members, defined as those who are classified as federal tax exemptions (i.e., spouse, dependent children, etc.), are eligible to use this benefit as well.
- Employee groups not specified or integrated with EssilorLuxottica HR systems will not be eligible for employee discounts.
- Counts towards the \$2,500/annual savings cap per employee.

### eCommerce (online):

- EssilorLuxottica employees can also use their 50% off retail price discount online. Please note online discount excludes any non-HRIS integrated EssilorLuxottica companies.
- Websites include: [www.rayban.com](http://www.rayban.com), [www.sunglasshut.com](http://www.sunglasshut.com), [www.costadelmar.com](http://www.costadelmar.com), [www.targetoptical.com](http://www.targetoptical.com), [www.lenscrafters.com](http://www.lenscrafters.com) and [www.glasses.com](http://www.glasses.com).
- Redeem instructions: enter your six-digit employee ID number, underscore ( \_ ) followed by your date of birth (MMDD), underscore ( \_ ) followed by the current month and year (MMYY) in the coupon code field at checkout. ☒ For example, if your employee ID number is 123456, your birthday is August 1 and you want to redeem the coupon in January 2023, you would enter 123456\_0801\_JAN23 at checkout.
- The online 50% off employee promotion codes are created quarterly, (ex: January, April, July and October). Please note: if you are a new hire or rehire, you may have to wait until the next quarter for the online discount to be active.
- Oakley online discount can be found at [www.oakley.com](http://www.oakley.com) by following these instructions.
- NEW: FGX 30% discount is available online at [www.fgxi.com](http://www.fgxi.com) with promo code FNF30.
- Discount codes are only valid for one transaction per website and will expire if not redeemed in the month.
- Counts towards the \$2,500/annual savings cap per employee.

**\*\*Fine print:** the maximum discount per transaction is \$500 and the employee discount can't be combined with other offers. Discount exclusions include contact lenses, Chanel, ESS, Michael Kors, Ray-Ban Jr., Tiffany & Co., Oliver Peoples, Ray-Ban x Disney Collection, Oakley x NFL Collection, Sunglass Hut Collaborations, Vogue Jr., accessories and gift cards.

Refer to the Eligible Frame List and TeamVision exclusions found in this guide. This program is subject to change at the Company's discretion at any time. Employees who violate the discount policy may be subject to Corrective Action. Additional Employee Discount policies can be found in the EssilorLuxottica Employee Guide.

# EMPLOYEE DISCOUNTS

## Everyday Discount

[RETURN TO TABLE OF CONTENTS](#)

The transaction is entered into Ciao! Customer Order using the appropriate code from the **Pricing & Promotions Price Card**. Ensure the frame is listed on the Eligible Frame List and is not a brand excluded by TeamVision. The Team Member or Doctor is responsible for the payment and cannot tender or enter their own transaction or a family member.

**Team Members** will have **Autofire Deals** applied once they complete these steps:

- 1 Select Associate Sale box and enter the Employee ID that is purchasing

**Main Promotion**

Current Offer:

Deal Code:

☒ **Associate Sale**

Associate Id:

Promotion Savings: \$0.00

**YOU PAY: \$743.00**

- 2 Click the **+** to populate the discount

**Main Promotion**

Current Offer: ☒ 780097 - Associate 50% Off CP

Deal Code:

☒ **Associate Sale** ☒ Baumeister, Karen

Associate Id:

Promotion Savings: \$371.50

**YOU PAY: \$371.50**

**Doctors** will have **Manual Deals** applied once they complete these steps:

- 1 Enter the applicable deal code and click the **+** to populate the discount

**Main Promotion**

Current Offer:

Deal Code:

☐ **Associate Sale**

Promotion Savings: \$0.00

**YOU PAY: \$743.00**

- 2 You will see the deal applied

**Main Promotion**

Current Offer: ☒ 8494 - Associate 50% Off CP

Deal Code:

☐ **Associate Sale**

Promotion Savings: \$371.50

**YOU PAY: \$371.50**



# EMPLOYEE DISCOUNTS

## Friends of EssilorLuxottica Coupons



RETURN TO TABLE  
OF CONTENTS

Friends of EssilorLuxottica Coupons will be mailed to employees' homes in early December. Please confirm your home address is up to date in My Personal Desk to ensure you receive these certificates.

- **Coupons can be shared with family and friends so they can enjoy 50% off.**
- Coupons must be present at time of purchase. Employee does not need to be present for the family or friend to use the coupon.
- Cannot be combined with any other offers or promotions and cannot be used with insurance. Eye exams, contact lenses, and eyewear protection plans are excluded.
- The coupon has no cash value and may not be bought or sold, copied, transferred or assigned.
- In-store stock or Smart Shopper frames only. Some Smart Shopper exclusions may apply (see employee for details).
- Special orders outside of Smart Shopper and transfers from another store are not permitted.
- If coupons are not received by the end of December, an HRBP or Director level or above will need to contact [compeyewear@alight.com](mailto:compeyewear@alight.com) on behalf of the employee to inquire about replacements.
- Coupons are valid upon receipt and expire the end of November the following year.
- Employees hired on or after September 1 of the year, are not eligible for the following year coupons.
- Coupons are provided to key business partners and may not have a name printed on the coupon.



Refer to the Eligible Frame List and TeamVision exclusions found in this guide. This program is subject to change at the Company's discretion at any time. Employees who violate the discount policy may be subject to Corrective Action. Additional Employee Discount policies can be found in the EssilorLuxottica Employee Guide.

# EMPLOYEE DISCOUNTS

## Friends of EssilorLuxottica Coupons



RETURN TO TABLE  
OF CONTENTS

The Coupon is entered in Xstore before tendering using the appropriate code from the back of the coupon for Ciao! Optical. Ensure the frame is listed on the Eligible Frame List and is not a brand excluded by TeamVision.

### 1 Once in Xstore, Select **Add Discount**

The screenshot shows the Xstore POS interface. On the left, there's a sidebar with 'Xstore POS Information' and a 'UPC' input field. The main area displays a sales order for Karen Baumeister. The bottom navigation bar has several buttons: 'Current Sale', 'Add Customer Orders', 'Change Sale', 'Add Discount' (highlighted with a yellow box), 'Add Non-Merch', 'Register Options', 'Return Item', 'Add Item', 'Add Transaction Notes', and 'Tender'.

### 2 Select **Add Discount Code**

The screenshot shows the 'Add Discount' screen. It has a list of options: '1 Add Discount Code', '2 Add Service Recommendation Item Discount', and '3 Add Service Recommendation Transaction Discount'. The 'Add Discount Code' option is selected and highlighted.

### 3 Enter the appropriate **Discount Code** from the back of the coupon

The screenshot shows the Xstore POS interface with the 'Discount' input field highlighted by a yellow box. The code '550863' is entered into the field. The rest of the interface is the same as in the previous screenshot.

# EMPLOYEE DISCOUNTS

## Friends of EssilorLuxottica Coupons



RETURN TO TABLE  
OF CONTENTS

- 4 Click the item you want to discount, and press **Enter**

The screenshot shows the Xstore POS interface. On the left, there's a sidebar with 'Xstore POS Information' and 'Change Item'. The main area displays the salesperson's name 'Karen Baumeister' and the sales order number '100428502993'. A table lists items with columns for 'Qty', 'UPC', 'Unit Price', and 'Ext Price'. The item 'SV Eyebond® Blue® Crd Sapph HR (Poly)' is highlighted in yellow. Below the table, there's a 'Name 2' field and a 'Tax \$0.00' field. The 'Amount Due' is \$743.00.

- 5 The Discounts will be applied to that line item

The screenshot shows the Xstore POS interface with the discount code '85% ASSCFAMFND9' applied to the selected item. The 'Ext Price' for the item is now \$225.90, and the 'Amount Due' is \$518.00. The discount code is highlighted in yellow.

- 6 Add the **Discount Code** to all appropriate line items and tender

The screenshot shows the Xstore POS interface with the discount code '85% ASSCFAMFND9' applied to all items. The 'Amount Due' is now \$371.50. The discount code is highlighted in yellow.

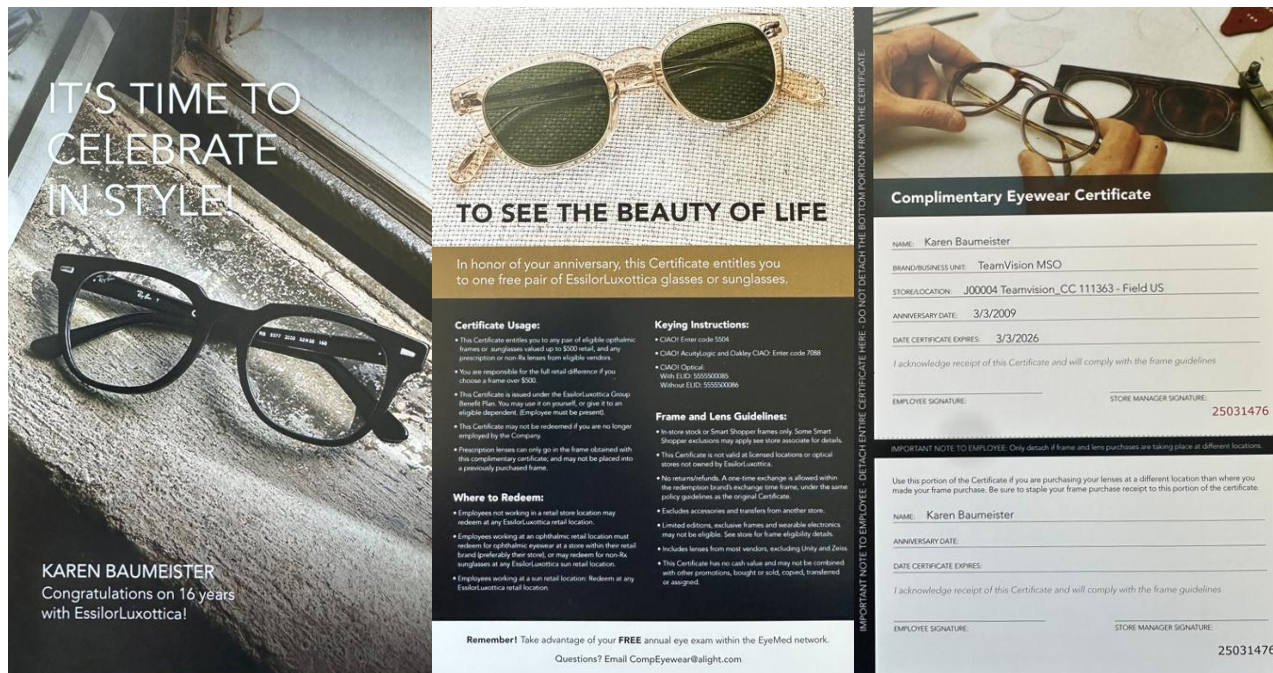
# EMPLOYEE DISCOUNTS

## Annual & Milestone Eyewear Certificates



RETURN TO TABLE  
OF CONTENTS

Each year on their EssilorLuxottica service anniversary, employees receive an eyewear certificate which entitles them to a free pair of eyewear from an EssilorLuxottica store. Eyewear certificates are valid for one year from the employee's service anniversary date (most recent date of hire). In addition, at each five-year milestone service anniversary (5, 10, 15, 20, 25, etc. years), employees receive a second eyewear certificate.



**IT'S TIME TO CELEBRATE IN STYLE!**

**KAREN BAUMEISTER**  
Congratulations on 16 years with EssilorLuxottica!

**TO SEE THE BEAUTY OF LIFE**

In honor of your anniversary, this Certificate entitles you to one free pair of EssilorLuxottica glasses or sunglasses.

**Certificate Usage:**

- This Certificate entitles you to any pair of eligible eyewear frames or sunglasses valued up to \$500 retail, and any prescription or non-prescription lenses from eligible vendors.
- You are responsible for the full retail difference if you choose a frame over \$500.
- This Certificate is issued under the EssilorLuxottica Group Benefits Plan. You may use it on yourself, or grant it to an eligible dependent. (Employee must be present).
- This Certificate may not be redeemed if you are no longer employed by the Company.
- Prescription lenses can only go in the frame obtained with this complementary certificate, and may not be placed into a previously purchased frame.

**Where to Redeem:**

- Employees not working in a retail store location may redeem at any EssilorLuxottica retail location.
- Employees working at an ophthalmic retail location must redeem for eyewear at a store within their retail brand (preferably their store), or may redeem for non-branded eyewear at any EssilorLuxottica retail location.
- Employees working at a non-retail location: Redeem at any EssilorLuxottica retail location.

**Keying Instructions:**

- CMOI Enter code 5004.
- CMOI AcuityLogic and Oakley CMOI Enter code 7088.
- CMOI Optical: With ELD: 5555000000 Without ELD: 5555000086

**Frame and Lens Guidelines:**

- In-store stock or Smart Shopper frames only. Some Smart Shopper exclusions may apply. See store for details.
- This Certificate is not valid at licensed locations or optical stores not owned by EssilorLuxottica.
- No returns/refunds. A one-time exchange is allowed within the redemption period. Exchanges over frames under the same policy guidelines as the original Certificate.
- Excludes accessories and transfers from another store.
- Limited editions, exclusive frames and wearable electronics may not be eligible. See store for frame eligibility details.
- Includes lenses from most vendors, including Unity and Zeiss.
- This Certificate has no cash value and may not be combined with other promotions, bought or sold, copied, transferred or assigned.

**Remember!** Take advantage of your **FREE** annual eye exam within the EyeMed network.  
Questions? Email [CompEyewear@alight.com](mailto:CompEyewear@alight.com)

**Complimentary Eyewear Certificate**

NAME: Karen Baumeister

BRAND/BUSINESS UNIT: TeamVision MSO

STORE LOCATION: J00004 TeamVision\_CC.111363 - Field US

ANNIVERSARY DATE: 3/3/2009

DATE CERTIFICATE EXPIRES: 3/3/2026

I acknowledge receipt of this Certificate and will comply with the frame guidelines.

EMPLOYEE SIGNATURE: \_\_\_\_\_ STORE MANAGER SIGNATURE: 25031476

**IMPORTANT NOTE TO EMPLOYEE:** Only detach if frame and lens purchases are taking place at different locations.

Use this portion of the Certificate if you are purchasing your lenses at a different location than where you made your frame purchase. Be sure to staple your frame purchase receipt to this portion of the certificate.

NAME: Karen Baumeister

ANNIVERSARY DATE: \_\_\_\_\_

DATE CERTIFICATE EXPIRES: \_\_\_\_\_

I acknowledge receipt of this Certificate and will comply with the frame guidelines.

EMPLOYEE SIGNATURE: \_\_\_\_\_ STORE MANAGER SIGNATURE: 25031476

### Details:

- EssilorLuxottica Annual Eyewear Certificates will be provided to EssilorLuxottica employees, as well as wholly owned subsidiaries including Rosin Optical, and will be mailed to the employee home address on record near their anniversary date.
- Annual Eyewear Certificates will be provided to individuals employed by a TeamVision private practice by the owner at the end of the anniversary month and are valid in their work location only.
- Employees do not need to request either certificate. The Company will automatically send to employees each year.
- If the certificate is not received within a month of your anniversary date, an HRBP or Director level or above will need to contact [compeyewear@alight.com](mailto:compeyewear@alight.com) on behalf of the employee to inquire about replacement(s). After the 60-day time period, requests for certificates not received will not be accepted. Once the certificate is delivered to the individual, lost or misplaced certificates will not be replaced. Practice Manager is to remind team members to handle their certificates with care.
- Offers up to \$500.00 frame allowance and free lens options – some exclusions apply, see certificate and store employee for details.

Refer to the Eligible Frame List and TeamVision exclusions found in this guide. This program is subject to change at the Company's discretion at any time. Employees who violate the discount policy may be subject to Corrective Action. Additional Employee Discount policies can be found in the EssilorLuxottica Employee Guide.

# EMPLOYEE DISCOUNTS

## Annual & Milestone Eyewear Certificates



RETURN TO TABLE  
OF CONTENTS

### Details (cont.):

- Annual Eyewear Certificates can be redeemed by the employee or immediate family members, defined as those who are classified as federal tax exemptions (i.e., spouse, dependent children, etc.). The employee must be present to redeem the certificate.
- Milestone Eyewear Certificates can be redeemed by anyone.
- Proper identification is required when redeeming the annual eyewear certificate. The certificate may not be redeemed if the team member/doctor is no longer employed.
- Certificates cannot be sold. Eyewear redeemed with the eyewear certificate is not for resale under any circumstances. Refer to the eyewear certificate and related documents for additional usage information, including redemption restrictions.
- Product obtained through the Certificate cannot be resold by the employee or family member.
- One exchange within 30 days of original dispense date is allowed.
- Redeemed Complimentary Eyewear Certificates must be attached to the receipt and filed in the DCR (Daily Closing Report).
- Complimentary eyewear must be approved and processed by Practice Management or a designated Key Holder. Practice Manager purchases must be approved by a Field Manager or designated Key Holder.
- These certificates do not count towards the \$2,500/annual savings cap per employee.

Refer to the Eligible Frame List and TeamVision exclusions found in this guide. This program is subject to change at the Company's discretion at any time. Employees who violate the discount policy may be subject to Corrective Action. Additional Employee Discount policies can be found in the EssilorLuxottica Employee Guide.



# EMPLOYEE DISCOUNTS

## Annual & Milestone Eyewear Certificates



RETURN TO TABLE  
OF CONTENTS

The Discount is entered in Xstore before tendering using the appropriate code from the back of the certificate. Ensure the frame is listed on the Eligible Frame List and is not a brand excluded by TeamVision (frame valued up to \$500). The Team Member is responsible for the payment if the frame exceeds \$500 and cannot tender or enter their own sale or a family member.

### 1 Once in Xstore, Select **Add Discount**

The screenshot shows the Xstore POS interface. The top bar displays 'Karen Baumeister' and 'Salesperson: Karen Baumeister | 479536'. The main area shows a list of items with columns for 'Qty', 'UPC', 'Unit Price', and 'Est Price'. The bottom navigation bar has several buttons: 'Cancel Sale', 'List Customer Orders', 'Change Item', 'Add Discount' (highlighted with a yellow box), 'Add Non-Stock', 'Register Options', 'Return Item', 'Print Item', 'Add Transaction Notes', and 'Tender'. The 'Add Discount' button is located in the bottom center of the screen.

### 2 Select **Add Discount Code**

The screenshot shows the 'Add Discount' screen. The top bar displays 'Add Discount' and 'Sale > Add Discount'. The main area has three options: '1 Add Discount Code', '2 Add Service Recommendation Item Discount', and '3 Add Service Recommendation Transaction Discount'. The 'Add Discount Code' option is selected and highlighted. The bottom of the screen has 'Back' and 'OK' buttons.

### 3 Enter the appropriate **Discount Code** from the back of the certificate

The screenshot shows the Xstore POS interface with the 'Discount' field highlighted in a yellow box. The field contains the code '7088'. The top bar displays 'Karen Baumeister' and 'Salesperson: Karen Baumeister | 479536'. The main area shows a list of items with columns for 'Qty', 'UPC', 'Unit Price', and 'Est Price'. The bottom navigation bar has several buttons: 'Cancel Sale', 'List Customer Orders', 'Change Item', 'Add Discount', 'Add Non-Stock', 'Register Options', 'Return Item', 'Print Item', 'Add Transaction Notes', and 'Tender'. The 'Add Discount' button is located in the bottom center of the screen.

# EMPLOYEE DISCOUNTS

## Annual & Milestone Eyewear Certificates



RETURN TO TABLE  
OF CONTENTS

- 4 Click the item you want to discount, and press **Enter**

The screenshot shows the Xstore POS interface. On the left, there's a sidebar with 'Info' and 'Keyboard' tabs. The main area is titled 'Xstore POS Information' and contains instructions for scanning barcodes. Below this is a 'Change Item' section. On the right, the 'Salespersons: Karen Baumeister | 479536' is displayed. A table shows the current order items:

Trans #	Qty	UPC	Unit Price	Ext Price
Order For: Karen Baumeister Sales Order: 104285620862				
1	1	85589717839	\$293.00	\$293.00
1	1	20589205862	\$450.00	\$450.00

The second item is highlighted in yellow. Below the table, the 'Amount Due' is \$743.00.

- 5 Enter **100%** to apply the discount to that line item, and press **Enter**

The screenshot shows the Xstore POS interface. The 'Discount' field is highlighted in yellow and contains the value '100'. The 'Amount Due' is now \$293.00.

- 6 Add the **Discount Code** to all appropriate line items and tender

The screenshot shows the Xstore POS interface. The 'Discount Code' field is highlighted in yellow and contains the value '100'. The 'Amount Due' is now \$0.00.