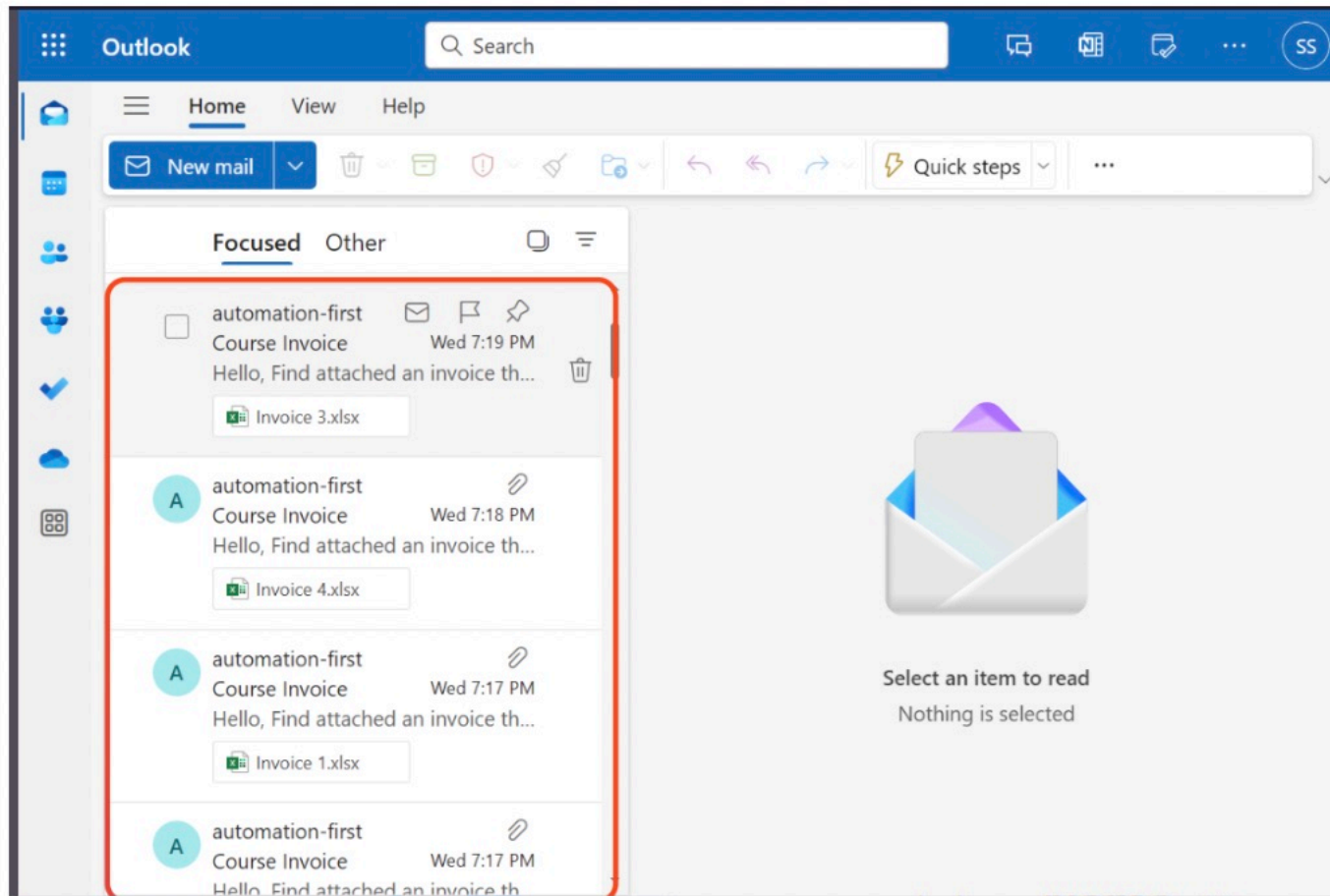


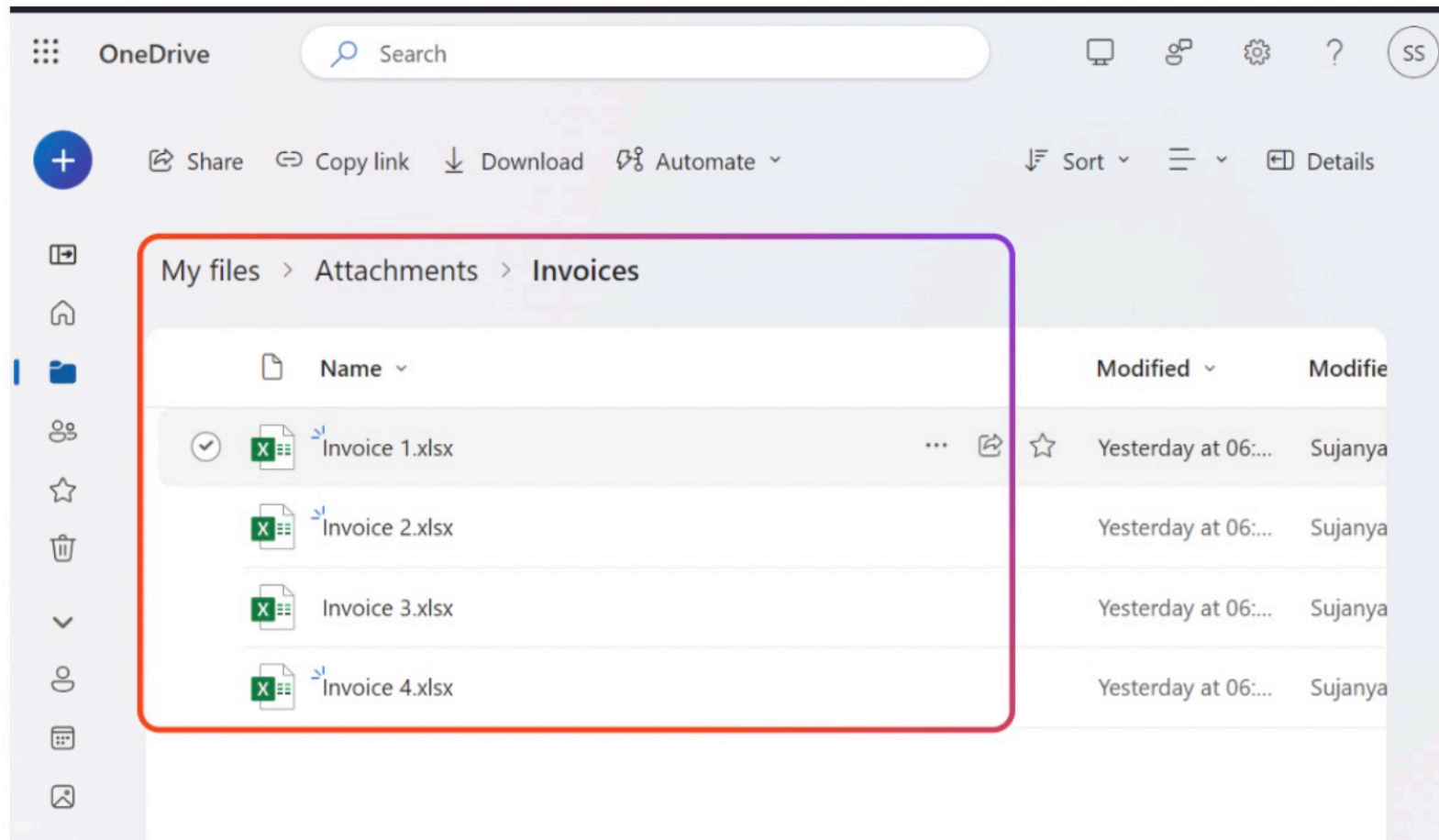
## Step 1

**Download all the email attachments.**



## Step 2

**Upload the invoices to the designed folder.**



## Step 3

### Obtain the client code.

The screenshot shows an Excel spreadsheet titled 'Invoice 1'. The spreadsheet contains an invoice form with the following details:

INVOICE #		DATE
2034		5/13/2021
CLIENT CODE		TERMS
564		Due Upon Receipt

The 'CLIENT CODE' field is highlighted with a red box and contains the value '564'. The 'TERMS' field contains the text 'Due Upon Receipt'.

The invoice is for Sirius Cybernetics Corp. with the following address and contact information:

Sirius Cybernetics Corp.  
Street 42  
Sirius Tau, CM  
Phone: (645) 089-1728

The 'BILL TO' section is highlighted with a red box and contains the following information:



Arthur Dent  
Acting Dent  
155 Country Lane  
Cottingham, Cottinghamshire County, UK  
226 7709  
arthur.dent@actingdent.com

## Step 4


**Retrieve the discount for that client from the ACME portal.**

ACME System 1HomeSwitch to new themeLog In

Welcome to First Automation!


 PART 1 |  **PART 2**

Insert the client code to generate the discount value according to the promotion.



**Discount**  
**\$100**

*The promotional discount for this client*



## Step 5

Update the invoice with the discount value.

The screenshot shows the Microsoft Excel interface with the 'Invoice 1' workbook open. The 'Home' tab is selected in the ribbon. The active cell is E18, which contains the value '100'. The formula bar shows '100'. The invoice data is as follows:

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Marvin Service Fee	1	200.00	200.00
Labor: 5 hours at \$175/hr	5	175.00	875.00
Client discount		\$100	1.00
SUBTOTAL			1,074.00
TAX RATE			4.250%

The 'Client discount' row (row 18) is highlighted with a red border, and the value '\$100' in cell E18 is highlighted with a green border. The 'Thank you for your business!' text is in row 21, and the 'SUBTOTAL' and 'TAX RATE' rows are in row 22.

## Step 6

**Send the email with the updated invoice attached.**

