Promotions (POS)

It allows the user to manage promotion for retail point of sales process.

Below actions are available under "Promotions":

↔ Create new promotion scheme

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↔ View and search for promotion details

Promotion Code A	Promotion Name	Promotion Type	Effective From	Valid Till	Status	
01-ADXS	T01 - Allow Discount by X Spent		Jun 8, 2016	Jun 12, 2016	Approved	
1-Def	Test01-Default		Jun 1, 2016	Jun 5, 2016	Approved	
1-FDPQ	T01-Flat Discount by Purchase Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
1-FGPQ	T01-Free Gift by Purchase Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
1-FGXS	T01 - Free Gift for X Spent		Jun 7, 2016	Jun 12, 2016	Approved	
1-FPPQ	T01-Flat Price by Purchase Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
1-MD	T01 - Member Discount		Jun 8, 2016	Jun 12, 2016	Approved	
1-Stores	T01-Stores		Jul 4, 2016	Jul 4, 2016	Approved	
)1-TD	T01 - Tender Discount		Jun 8, 2016	Jun 12, 2016	Approved	
2-ADXS	T02 - Allow Discount by X Spent		Jun 19, 2016	Jun 20, 2016	Approved	
2-Def	Test02-Default		Jun 1, 2016	Jun 5, 2016	Approved	
2-FDPQ	T02-Flat Discount by Purchase Quantity		Jul 18, 2016	Jul 19, 2016	Drafted	
2-FGPQ	T02-Free Gift by Purchase Quantity		Jun 20, 2016	Jun 20, 2016	Approved	
2-FPPQ	T02-Flat Price by Purchase Quantity		Jun 20, 2016	Jun 20, 2016	Approved	
2-Stores	T02-Stores		Jul 4, 2016	Jul 4, 2016	Approved	
2-TD	T02 - Tender Discount		Jun 20, 2016	Jun 20, 2016	Approved	
3-ADXS	T03 - Allow Discount by X Spent		Jun 29, 2016	Jun 29, 2016	Approved	
3-Def	Test03-Default		Jun 6, 2016	Jun 7, 2016	Approved	
3-FGPQ	T03-Free Gift by Purchase Quantity		Jul 14, 2016	Jul 14, 2016	Approved	
3-FPPQ	T03-Flat Price by Purchase Quantity		Jun 21, 2016	Jun 21, 2016	Approved	
3-Stores	T03-Stores		Jul 4, 2016	Jul 4, 2016	Approved	
13-TD	T03 - Tender Discount		Jun 29, 2016	Jun 29, 2016	Approved	
4-ADXS	T04 - Allow Discount by X Spent		Jul 13, 2016	Jul 13, 2016	Closed	
4-FPPQ	T04-Flat Price by Purchase Quantity		Jul 29, 2016	Jul 30, 2016	Approved	
5-ADXS	T05 - Allow Discount by X Spent		Jul 13, 2016	Jul 13, 2016	Approved	
6-ADXS	T06 - Allow Discount by X Spent		Jul 18, 2016	Jul 18, 2016	Approved	
7-ADXS	T07 - Allow Discount by X Spent		Jul 29, 2016	Jul 29, 2016	Approved	
8-ADXS	T08 - Allow Discount by X Spent		Jul 29, 2016	Jul 29, 2016	Approved	
st	test		Jun 20, 2016	Jun 20, 2016	Drafted	
st-del01	test-del01		Jun 20, 2016	Jun 20, 2016	Approved	
st-del02	test-del02		Jun 20, 2016	Jun 20, 2016	Drafted	_

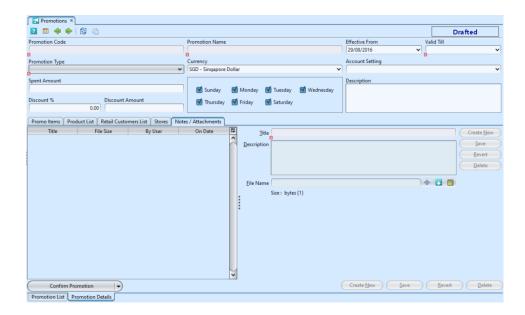
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List of Products						Selected Products					
Product Code A	Name		Uom	₽.		Product A		Name	-	Quantity	6
BD01-003145	Ctrl-A Beauty Balm 40ml		Each	^							1
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)		Each	\square							r
BD01-003147	Ceramidin Light Cream 90g		Each								
BD01-003148	Doctor's Label Red Improve Purifying Mask		Each								
BD01-003148W	Doctor's Label White Improve Purifying Mask		Each								
BD01-003149	Ctrl-A Soothing Moisturizer 50g		Each		٢						
BD01-003150	Ctrl-A Sensitive Sun Protector 40ml		Each								
BD01-BUNDLE	Doctor's Label Red Improve Purifying Mask PO2		Each								
BD01-BUNDLE-W	Doctor's Label White Improve Purifying Mask PO2		Each								
BD02-002130	Jasmine Shower Gel 250ml		Each								
BD02-002131 BD02-002132	Mint Tea Shower Gel 250ml		Each Each								
BD02-002132 BD02-002133	Japanese Rose Shower gel 250ml Lip Butter 6g - Jasmine		Each								
BD02-002133 BD02-002134	Lip Butter og - Jasmine Lip Butter og - Wild Rose		Each								
BD02-002154	Sun Control Sensitive SPF50 Face Emulsion 50ml		Each	~							
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Promotion List Promotion Details

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<i>"</i>						1
List of Business Partners			Selected Business Partners	;		
Partner Code A Name	(D)		Partner C A		Name	
RC-16-030001 Judy Hopps	^					
RC-16-030002 Peter Foxx						
RC-16-060003 Alan B Cruz						
RC-16-060004 Emma Winston						
RC-16-060005 Harry Parker						
RC-16-060006 Jean Green						
RC-16-060007 Scott Seamers						
RC-16-060008 Tina Tan						
RC-16-060009 A T Chen						
RC-16-070010 Johnny Skye						
RC-16-070011 Takeshi Hamada						
RC-16-070012 Taylor Swift						
RC-16-070013 Tony Starr						
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Promo Items Product List Retail Customers List Stores Not	tes / Attachments			
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4110.011/CS002 The Corner Shops		1		
4110.011/GU001 Guardian - HQ				
4110.011/LU001 Luxola				
4110.011/ME001 Metro				
4110.011/MU001 Mustafa		-		
4110.011/RO001 Robinson				
4110.011/SA001 Sasa - HQ				
4110.011/SA002 Sasa - Gateway				
4110.011/SA003 Sasa - Changi				
4110.011/SA004 Sasa - Bugis 4110.011/SE001 Sephora				
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Total 17 records.				
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			Cicare TRem 5ans	Teven Delete
Promotion List Promotion Details				



Field Name	Description	Mandatory Information
Promotion Code	Custom code for the promotion	Υ
Promotion Name	Name of the promotion	Υ
Effective from	Start date of the promotion	Υ
Valid Till	End date of the promotion	Υ
Promotion Type	Type of promotion	Υ
Currency	Currency of the promotion	Υ
Account Setting	Account setup for the promotion, mandatory for certain promotion type, i.e. Free Gift for X Spent	Depend on Promotion Type
Spent Amount	Minimum amount spent to qualify for the promotion	Depend on Promotion Type
Discount %	Percentage of flat discount given for the promotion	Depend on Promotion Type
Discount Amount	Flat discount amount given for the promotion	Depend on Promotion Type
Day(s) of the Week	Which day(s) the promotion is running on	Υ
Description	Description	Ν
Promo Items tab		
Promo Items - Product #	Product code	Depend on Promotion Type
Promo Items — Product Name	Name of product	Depend on Promotion Type
Promo Items - Uom	Unit of Measurement	Depend on Promotion Type
Promo Items — Payment Means	Payment means of the sale transactions	Depend on Promotion Type
Promo Items — Quantity	Quantity of (free gift) promo item	Depend on Promotion Type
Promo Items – Discount %	Discount given in percentage	Depend on Promotion Type
Promo Items — Discount Amount	Discount given in value	Depend on Promotion Type

Promo Items - Nett Price	Nett price of the promo item	Depend on Promotion Type
Product List tab		
Product List — Product Code	Product code of qualifying product	Depend on Promotion Type
Product List — Name	Name of qualifying product	Depend on Promotion Type
Product List — Quantity	Min. quantity needed to qualify for the promotion	Depend on Promotion Type
Retail Customers List tab		
Retail Customers List — Partner Code	Retail customer code	Ν
Retail Customers List — Name	Retail customer name	Ν
Stores tab		
Stores — Partner Code	Store code	Υ
Stores — Name	Store name	Υ

Create New Promotion Scheme

1. Click "Create New" at the top right side of "Promotions List" tab, it will open "Promotion Details" tab with new form

2. Fill up promotion's header information on top of screen, and select a Promotion Type. Fields marked with red x are mandatory. Below is a list of available Promotion Types:

- Default: specific promotion product(s) discounted by % or value
- Flat Discount By Purchase Qty: get flat discount by % or value when customer purchase a defined quantity from participating products listed
- Flat Price By Purchase Qty: get flat price when customer purchase a defined quantity from participating products listed
- Free Gift By Purchase Qty: get free item of certain quantity when customer purchase a defined quantity from participating products listed
- Free Gift By X Spent: get free item of certain quantity when customer purchase / spend a defined total amount from participating products listed

- Allow Discount By X Spent: get discount by % or value when customer purchase / spend a defined total amount
- Tender Discount: get discount by % or value off sales transaction's total amount when using defined tender / payment means
- Member Discount: get discount by % or value off sales transaction's total amount

3. Click "Save" button at the bottom right side of screen

4. For some promotion schemes, user will need to enter promotion info line item in the "Promo Items" tab. For product type, user can filter the products list by selecting a brand from "Product Brand" dropdown list. In "Promo Items" tab, for product type of promotion schemes, add product to be discounted or given away in the promotion scheme by searching for the product from the product number drop-down list. Depending on which type of promotion schemes, user is required to enter the "Payment Means", "Quantity", "Discount %", "Discount Amount", and / or "Nett Price". Fields marked with red x are mandatory

Note: Ensure the product is not listed in other promotion schemes during the same period for the same customers list

Click 🗗 button to add the promotion line item. Repeat step 4 to add more promo items into the promotion scheme.

5 . For certain promotion schemes, user is required to assign product(s) as the qualifying / participating products. The "*Product List*" tab will be available for selection in this case. Click on the "*Product List*" tab, select product(s) and assign them into the promotion scheme.

For "*Purchase by Quantity*" type of promotion scheme, user must define the <u>qualifying quantity</u> here for each assigned product. When customer purchase any product from the list, the system will check whether the promotion's condition(s) were met, and apply the promotion to the sales transaction when the

transaction document is confirmed

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promotion Code		Promotion Name						Effective From	Valid Till		
T02-FGPQ		T02-Free Gift by	Purchase	Qua	antity			20/06/2016	✔ 20/06/2016		
romotion Type		Currency						Account Setting			
Free Gift By Purch	Oh:	SGD - Singapore	Dellas				~	Free Products			
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ipent Amount Discount %	Discount Amount	🗹 Sunday 🗹 Thursday	_		· -	Tuesday 🗹 We Saturday	ednesday	Description			
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Product Code A	Name		Uom	(B)	1	Product Code A		Name		Quantity	
Product Code A BD01-003145	Name Ctrl-A Beauty Balm 40ml		Uom Each	四 へ		Product Code A BD05-005642		Name Hydrating Refreshing Creamy F	oam 125ml	Quantity	3
3D01-003145	Name Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml)		-			Hydra Fresh	Name Hydrating Refreshing Creamy F Black Lacquer 1.5ml	oam 125ml	Quantity	3
3D01-003145 3D01-003146	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each	-		BD05-005642	Hydra Fresh Super Liner	Hydrating Refreshing Creamy F Black Lacquer 1.5ml	oam 125ml	Quantity	3
BD01-003145 BD01-003146 BD01-003147	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90g)	Each Each	-		BD05-005642 BD05-005643	Hydra Fresh Super Liner Super Liner	Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g	oam 125ml	Quantity	3
BD01-003145 BD01-003146 BD01-003147 BD01-003148	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each Each Each	-		BD05-005642 BD05-005643 BD05-005644	Hydra Fresh Super Liner Super Liner Double Exte	Hydrating Refreshing Creamy F Black Lacquer 1.5ml		Quantity	3 3 3
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148W	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90g Doctor's Label Red Improve Purifying Mask)	Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3333
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148 BD01-003149	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90g Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask)	Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3 3 3
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148 BD01-003149 BD01-003150	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90g Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask Ctrl-A Soothing Moisturizer 50g)	Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3 3 3 3
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148W BD01-003149 BD01-003150 BD01-003150 BD01-BUNDLE	Ctri-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Lipht Cream 909 Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask Ctri-A Soothing Moisturizer 509 Ctri-A Sensitive Sun Protector 40ml Doctor's Label Red Improve Purifying Mask PO2		Each Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3 3 3 3 3
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148W BD01-003149 BD01-003150 BD01-BUNDLE BD01-BUNDLE-W	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90g Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask Ctrl-A Sochting Moisturizer 50g Ctrl-A Sensitive Sun Protector 40ml		Each Each Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148 BD01-003149 BD01-003150 BD01-BUNDLE BD01-BUNDLE-W BD01-BUNDLE-W	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90) Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask Ctrl-A Soothing Moisturizer 50g Ctrl-A Sensitive Sun Protector 40ml Doctor's Label White Improve Purifying Mask PO2 Doctor's Label White Improve Purifying Mask PO2		Each Each Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3
BD01-003145 BD01-003146 BD01-003147 BD01-003148 BD01-003148 BD01-003148 BD01-003150 BD01-BUNDLE BD01-BUNDLE BD01-BUNDLE-W BD02-002130 BD02-002131	Ctri-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90 Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask Ctri-A Soothing Moisturizer 500 Ctri-A Sensitive Sun Protector 40ml Doctor's Label Red Improve Purifying Mask PO2 Doctor's Label White Improve Purifying Mask PO2 Doctor's Label White Improve Purifying Mask PO2		Each Each Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	33333
8D01-003145 8D01-003146 8D01-003147 8D01-003148 8D01-003148 8D01-003148 8D01-003150 8D01-8UNDLE 8D01-8UNDLE 8D01-8UNDLE-W 8D02-002130 8D02-002132	Ctrl-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90g Doctor's Label Red Improve Purifying Mask Doctor's Label Red Improve Purifying Mask Ctrl-A Soothing Moisturizer 50g Ctrl-A Sensitive Sun Protector 40ml Doctor's Label Red Improve Purifying Mask PO2 Doctor's Label Red Improve Purifying Mask PO2 Jasmine Shower Gel 250ml Mint Tes Shower Gel 250ml		Each Each Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	333333
8D01-003145 8D01-003146 8D01-003147 8D01-003147 8D01-003148 8D01-003148 8D01-003148 8D01-003149 8D01-003149 8D01-8UNDLE 8D01-8UNDLE 8D01-8UNDLE 8D01-8UNDLE 8D02-002131 8D02-002132 8D02-002133	Ctri-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Light Cream 90 Doctor's Label Red Improve Purifying Mask Doctor's Label White Improve Purifying Mask Ctri-A Soothing Moisturizer 50g Ctri-A Sensitive Sun Protector 40ml Doctor's Label Red Improve Purifying Mask PO2 Doctor's Label Red Improve Purifying Mask PO2 Jamine Shower Gel 250ml Mint Tea Shower Gel 250ml		Each Each Each Each Each Each Each Each	< ()		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3333
Product Code & B001-003145 B001-003146 B001-003147 B001-003148 B001-003148 B001-003148 B001-003150 B001-8UNDLE B001-8UNDLE B001-8UNDLE B002-002130 B002-002131 B002-002133 B002-002134 B002-002134	Ctri-A Beauty Balm 40ml Black Label Nourishing Beauty Balm SPF 25 (50ml Ceramidin Lipht Cream 90g Doctor's Label Red Improve Purifying Mask Octor's Label White Improve Purifying Mask Ctri-A Soothing Moisturizer 50g Ctri-A Sensitive Sun Protector 40ml Doctor's Label Red Improve Purifying Mask PO2 Doctor's Label White Improve Purifying Mask PO2 Doctor's Label White Improve Purifying Mask PO2 Ibarnine Shower Gel 250ml Japanee Roze Shower gel 250ml Lip Butter 6g - Jasmine		Each Each Each Each Each Each Each Each	-		BD05-005642 BD05-005643 BD05-005644 BD05-005645	Hydra Fresh Super Liner Super Liner Double Exte	n Hydrating Refreshing Creamy F Black Lacquer 1.5ml Ultra Sharp 0.5g ension Beauty Tubes 2 x 7ml		Quantity	3333

Example 1: Promotion Type is Free Gift by Purchase
Qty.

Step 1: Select free gift from Promo Item tab.(Ex: Facial mask x1)

Step 2: Select promotion items from Product List tab. (Ex: Moisturizer x2)

Promotion = Buy 2 moisturizer will free facial mask

Example 2: Promotion Type is Allow Discount by X Spent.

Step 1: Enter the Amount that user is required to spend at **Spent Amount** field. (Ex: \$200)

Step 2: Select products to be discounted and enter the percentage (%) from Product List tab. (Ex: BB Cushion discount 20%)

Promotion = Customer will get 20% discount when purchase BB Cushion if spend \$200 in total.

6. On "Retail Customers List" tab, assign retail customers for the promotion scheme by selecting available partner(s) from the bottom left table and click " i button in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple partners.

Note: If no retail customer is selected for the promotion scheme, it will apply the promotion scheme for <u>ALL</u> registered retail customers and walk-in retail customers.

Promo Items	Product List Retail Customers List Stores Notes / Attachments						
<i>»</i>							2
List of Busine	ss Partners			Selected Busines	s Partners		
Partner Cod	A Name	10	1	Partner Code A		Name	17 A
RC-16-03000	Judy Hopps	^	1	RC-16-060009	A T Chen		^
RC-16-03000	Peter Foxx	n	1				
RC-16-06000	Alan B Cruz						
RC-16-06000							
RC-16-06000	Harry Parker		_				
RC-16-06000			۲				
RC-16-06000		_	-				
RC-16-06000		_					
RC-16-07001		_	_				
RC-16-07001							
RC-16-07001							
RC-16-07001	3 Tony Starr						
		~	1				~
-		~	-				~
Total 12 reco	rds.		1	Total 1 records.			
Con	Firm Promotion				Create New	Save Revert	Delete
Promotion L	ist Promotion Details						

7. On *"Stores"* tab, assign which store to run the promotion scheme by selecting available partner(s) from the bottom left table and click " in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple partners

(Promo Items	Product List Retail Customers List Stores	Noter (Attachmente					
1		Froduct List Retail Customers List Stores	Notes / Attachments					<u> </u>
	List of Business I	Partners			Selected Busines	ss Partners		
1	Partner Code A	Name	[Partner Code A		Name	ф ^
1	4110.011/CO001	Cold Storage - HQ	1	^	4110.011/CS002	The Corner Shops		
	4110.011/GU001	Guardian - HQ						
	4110.011/LU001	Luxola						
	4110.011/ME001	Metro						
	4110.011/MU001	Mustafa			_			
	4110.011/RO001	Robinson						
	4110.011/SA001	Sasa - HQ		-				
	4110.011/SA002	Sasa - Gateway						
	4110.011/SA003	Sasa - Changi						
	4110.011/SA004	Sasa - Bugis						
	4110.011/SE001	Sephora						
	4110.011/TA001	Tang's Department Store						
	4110.011/TA002	Takashimaya						
	4110.011/WA001	Watsons - HQ		4				~
	4110.012/MA001			~				~
l	Total 16 records.				Total 1 records.			
(Promotion				Create New	Save Revert	Delete

8. Click "Save" button at the bottom right side of screen when done

9. Click "Confirm Promotion" button at the bottom left side of screen and click "Yes" button to confirm



10. Click "Approve Promotion" button at the bottom left side of screen and click "Yes" button to approve



Update Promotion Details

 Double click on promotion scheme to be updated, it will bring up the selected promotion details on the "Promotion Details" tab. If a promotion scheme's status is "Confirmed" or "Approved", right click on the scheme and reopen the scheme first

2. Click "Save" button at the bottom right side of the screen when done with the updates

3. Click "Confirm Promotion" button at the bottom left side of screen and click "Yes" button to confirm

4. Click "Approve Promotion" button at the bottom
left side of screen and click "Yes" button to approve
the promotion scheme

Delete Promotion Scheme

 Double click on promotion scheme to be deleted, it will bring up the selected promotion details on the "Promotion Details" tab. If a promotion scheme's status is "Confirmed" or "Approved", right click on the scheme and reopen* the scheme first.

*Note: Promotion that has been used for posted transactions cannot be re-opened

 Click on "Delete" button at the bottom right side of screen

3. Click on "Yes" button on the pop-up window to

Close Promotion Scheme

 Double click on promotion scheme to be closed, it will bring up the selected promotion details on the "Promotion Details" tab. The promotion scheme's status must be "Approved", for user to be able to close it.

2. Click on arrow at "Reopen Approved Promotion" button and click on "Close Promotion"* option

3. Click on *"Yes"* button on the pop-up window to confirm closing* promotion scheme.

*Note: Closed promotion cannot be reopened!

Copy Promotion Scheme

1. Double click on promotion scheme to be copied, it will bring up the selected promotion details on the *"Promotion Details"* tab.

2. Click on arrow at "Confirm Promotion", "Approve Promotion", or "Reopen Approved Promotion" button (depending on the document status) and click on "Copy Promotion" option

3. Click on "Yes" button on the pop-up window to confirm creating a copy of the promotion scheme.

View and Search for Promotion Details

1. On "Promotions List" tab enter search parameter to filter the result, i.e. type in period of the promotion scheme in the "From" & "Till" textfield

boxes or select from drop-down lists

Year: Year 2016	From: Till:	~			🚺 Cre	ate N
Promotion Code A	Promotion Name	Promotion Type	Effective From	Valid Till	Status	
01-ADXS	T01 - Allow Discount by X Spent		Jun 8, 2016	Jun 12, 2016	Approved	
01-Def	Test01-Default		Jun 1, 2016	Jun 5, 2016	Approved	
01-FDPQ	T01-Flat Discount by Purchase Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
01-FGPQ	T01-Free Gift by Purchase Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
01-FGXS	T01 - Free Gift for X Spent		Jun 7, 2016	Jun 12, 2016	Approved	
01-FPPQ	T01-Flat Price by Purchase Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
01-MD	T01 - Member Discount		Jun 8, 2016	Jun 12, 2016	Approved	
01-Stores	T01-Stores		Jul 4, 2016	Jul 4, 2016	Approved	
01-TD	T01 - Tender Discount		Jun 8, 2016	Jun 12, 2016	Approved	
02-ADXS	T02 - Allow Discount by X Spent		Jun 19, 2016	Jun 20, 2016	Approved	
02-Def	Test02-Default		Jun 1, 2016	Jun 5, 2016	Approved	
02-FDPQ	T02-Flat Discount by Purchase Quantity		Jul 18, 2016	Jul 19, 2016	Drafted	
2-FGPQ	T02-Free Gift by Purchase Quantity		Jun 20, 2016	Jun 20, 2016	Approved	
2-FPPQ	T02-Flat Price by Purchase Quantity		Jun 20, 2016	Jun 20, 2016	Approved	
02-Stores	T02-Stores		Jul 4, 2016	Jul 4, 2016	Approved	
02-TD	T02 - Tender Discount		Jun 20, 2016	Jun 20, 2016	Approved	
03-ADXS	T03 - Allow Discount by X Spent		Jun 29, 2016	Jun 29, 2016	Approved	
03-Def	Test03-Default		Jun 6, 2016	Jun 7, 2016	Approved	
03-FGPQ	T03-Free Gift by Purchase Quantity		Jul 14, 2016	Jul 14, 2016	Approved	
03-FPPQ	T03-Flat Price by Purchase Quantity		Jun 21, 2016	Jun 21, 2016	Approved	
03-Stores	T03-Stores		Jul 4, 2016	Jul 4, 2016	Approved	
03-TD	T03 - Tender Discount		Jun 29, 2016	Jun 29, 2016	Approved	
04-ADXS	T04 - Allow Discount by X Spent		Jul 13, 2016	Jul 13, 2016	Closed	
04-FPPQ	T04-Flat Price by Purchase Quantity		Jul 29, 2016	Jul 30, 2016	Approved	
05-ADXS	T05 - Allow Discount by X Spent		Jul 13, 2016	Jul 13, 2016	Approved	
06-ADXS	T06 - Allow Discount by X Spent		Jul 18, 2016	Jul 18, 2016	Approved	
07-ADXS	T07 - Allow Discount by X Spent		Jul 29, 2016	Jul 29, 2016	Approved	
08-ADXS	T08 - Allow Discount by X Spent		Jul 29, 2016	Jul 29, 2016	Approved	
st	test		Jun 20, 2016	Jun 20, 2016	Drafted	
st-del01 Search Engine	test-del01		Jun 20, 2016	Jun 20, 2016	Approved	
st-del02	test-del02		Jun 20. 2016	Jun 20. 2016	Drafted	
3	Status: < Select All > 🗸			k	🗘 🗘 1 of 31 🖒	

Result can be sorted alphabetically by clicking the fields' columns

3. Select promotion schemes / lines from the list view and right-click mouse. This will open options available to the selected line(s).

Promotions ×							
? Year: Year 2016	✓ From:	▼ Till:	~			Cre	eate New
Promotion Code A	Promotion	Name	Promotion Typ	Effective From	Valid Till	Status	R.
T01-ADXS	T01 - Allow Discount by X Spe	ent		Jun 8, 2016	Jun 12, 2016	Approved	^
T01-Def	Test01-Default			Jun 1, 2016	Jun 5, 2016	Approved	
T01-FDPQ	T01-Flat Discount by Purchas	e Quantity		Jun 1, 2016	Jun 5, 2016	Approved	
T01-FGPQ	T01-Free Gift by Purchase Qu	antity		Jun 1, 2016	Jun 5, 2016	Approved	
T01-FGXS	T01 - Free Gift for X Spent			Jun 7, 2016	Jun 12, 2016	Approved	
T01-FPPQ	T01-Flat Price by Purchase Qu	antity		Jun 1, 2016	Jun 5, 2016	Approved	
T01-MD	T01 - Member Discount		_	Jun 8, 2016	Jun 12, 2016	Approved	
T01-Stores	T01-Stores	Show Promotion		Jul 4, 2016	Jul 4, 2016	Approved	
T01-TD	T01 - Tender Discount	👌 Confirm Promotion		Jun 8, 2016	Jun 12, 2016	Approved	
T02-ADXS	T02 - Allow Discount by X Sp	Reopen Promotion		Jun 19, 2016	Jun 20, 2016	Approved	
T02-Def	Test02-Default	Approve Promotion		Jun 1, 2016	Jun 5, 2016	Approved	
T02-FDPQ	T02-Flat Discount by Purcha			Jul 18, 2016	Jul 19, 2016	Drafted	
T02-FGPQ	T02-Free Gift by Purchase Qu	Reopen Approved Pr	omotion	Jun 20, 2016	Jun 20, 2016	Approved	
T02-FPPQ	T02-Flat Price by Purchase Q	Close Promotion		Jun 20, 2016	Jun 20, 2016	Approved	
T02-Stores	T02-Stores	 Delete Promotion 		Jul 4, 2016	Jul 4, 2016	Approved	
T02-TD	T02 - Tender Discount			Jun 20, 2016	Jun 20, 2016	Approved	
TOD ADVC	THE ALL DO V.C.	•		1 20 2010	1 20 2017		

4. Double click on promotion scheme to view full details of the promotion scheme, it will bring up the details on *"Promotion Details"* tab for the selected promotion