


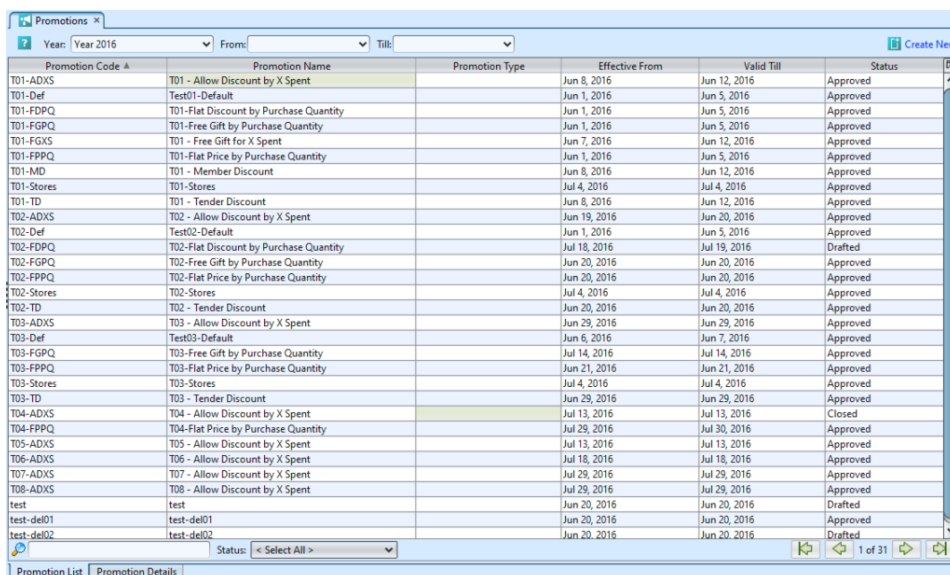


# Promotions (POS)

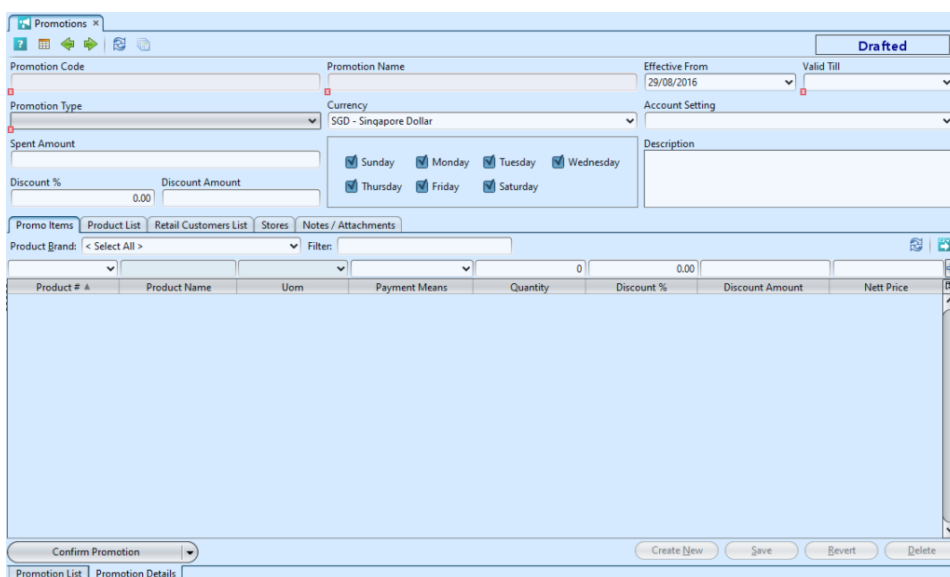
It allows the user to manage promotion for retail point of sales process.

Below actions are available under **"Promotions"**:

-  Create new promotion scheme
-  Update, delete, close, and copy promotion scheme
-  View and search for promotion details



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



**Promotions** | **Drafted**

Promotion Code:  Promotion Name:  Effective From:  Valid Till:

Promotion Type:  Currency:  Account Setting:

Spent Amount:  Description:

Discount %:  Discount Amount:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Promo Items | Product List | Retail Customers List | Stores | Notes / Attachments

Product Brand:  Filter:

Product #	Product Name	Uom	Payment Means	Quantity	Discount %	Discount Amount	Nett Price
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Confirm Promotion | Create New | Save | Revert | Delete

Promotions Drafted

Promotion Code:  Promotion Name:  Effective From: 29/08/2016 Valid Till:

Promotion Type:  Currency: SGD - Singapore Dollar Account Setting:

Spent Amount:  Discount %: 0.00 Discount Amount:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Description:

Promo Items | **Product List** | Retail Customers List | Stores | Notes / Attachments

List of Products		
Product Code	Name	Uom
BD01-003145	Ctrl-A Beauty Balm 40ml	Each
BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml)	Each
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
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	Mint Tea Shower Gel 250ml	Each
BD02-002132	Japanese Rose Shower gel 250ml	Each
BD02-002133	Lip Butter 6g - Jasmine	Each
BD02-002134	Lip Butter 6g - Wild Rose	Each
BD03-002454	Sun Control Sensitive SPF50 Face Emulsion 50ml	Each

Total 125 records.

Selected Products

Product ...	Name	Quantity
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Confirm Promotion  Create New  Save  Revert  Delete

Promotion List | Promotion Details

Promotions Drafted

Promotion Code:  Promotion Name:  Effective From: 29/08/2016 Valid Till:

Promotion Type:  Currency: SGD - Singapore Dollar Account Setting:

Spent Amount:  Discount %: 0.00 Discount Amount:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Description:

Promo Items | **Product List** | Retail Customers List | Stores | Notes / Attachments

List of Business Partners	
Partner Code	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 Searners
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

Total 13 records.

Selected Business Partners

Partner C...	Name
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Confirm Promotion  Create New  Save  Revert  Delete

Promotion List | Promotion Details

Promotions Drafted

Promotion Code:  Promotion Name:  Effective From: 29/08/2016 Valid Till:

Promotion Type:  Currency: SGD - Singapore Dollar Account Setting:

Spent Amount:  Discount %: 0.00 Discount Amount:

Sunday  Monday  Tuesday  Wednesday  
 Thursday  Friday  Saturday

Description:

Promo Items | **Product List** | Retail Customers List | Stores | Notes / Attachments

List of Business Partners	
Partner Code	Name
4110.011/CO001	Cold Storage - HQ
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 - HO

Total 17 records.

Selected Business Partners

Partner C...	Name
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Confirm Promotion  Create New  Save  Revert  Delete

Promotion List | Promotion Details

Field Name	Description	Mandatory Information
Promotion Code	Custom code for the promotion	Y
Promotion Name	Name of the promotion	Y
Effective from	Start date of the promotion	Y
Valid Till	End date of the promotion	Y
Promotion Type	Type of promotion	Y
Currency	Currency of the promotion	Y
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	Y
Description	Description	N
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	N
Retail Customers List – Name	Retail customer name	N
Stores tab		
Stores – Partner Code	Store code	Y
Stores – Name	Store name	Y

## 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"** drop-down 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

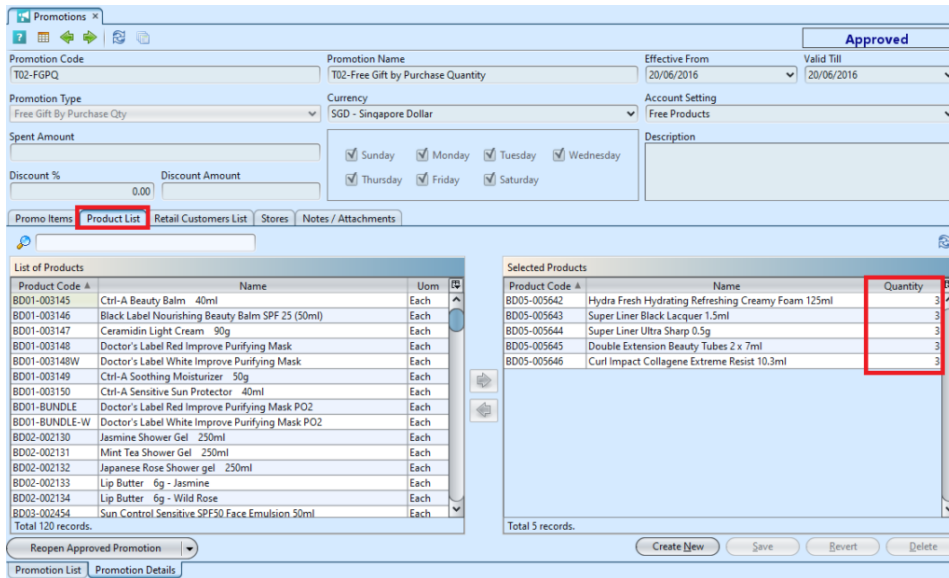
***Note:** Ensure the product is not listed in other promotion schemes during the same period for the same customers list*

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 qualifying quantity 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



### 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)

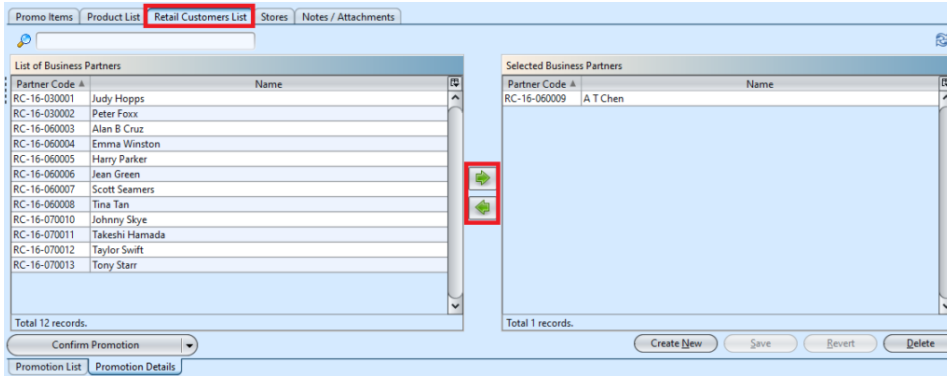
Step 2: Select products to be discounted and enter the percentage (%) from Product List tab. (Ex: BB Cushion discount 20%)


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

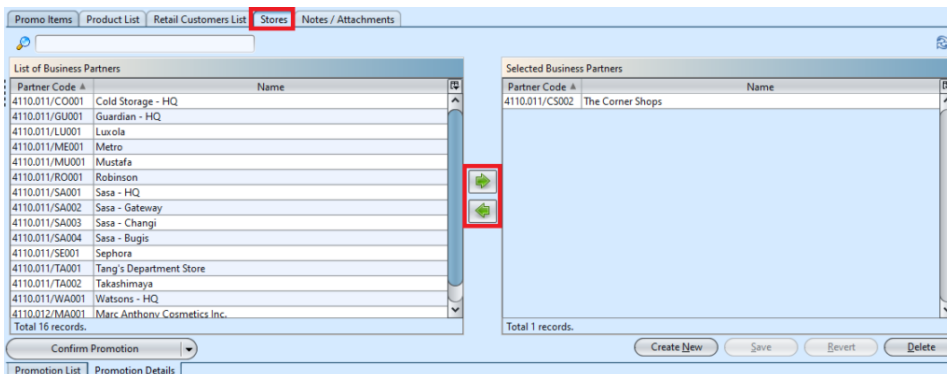
6. On **"Retail Customers List"** tab, assign retail customers for the promotion scheme by selecting available partner(s) from the bottom left table and click "  " button in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple

partners.

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

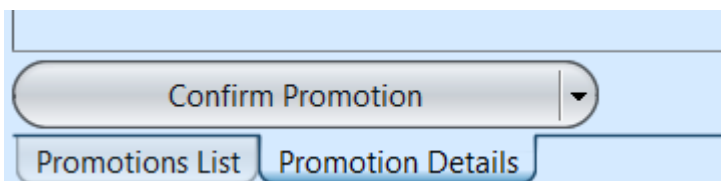


7. On **“Stores”** tab, assign which store to run the promotion scheme by selecting available partner(s) from the bottom left table and click **“****”** button in middle of screen. Hold Ctrl or Shift key then mouse left-click to select multiple partners



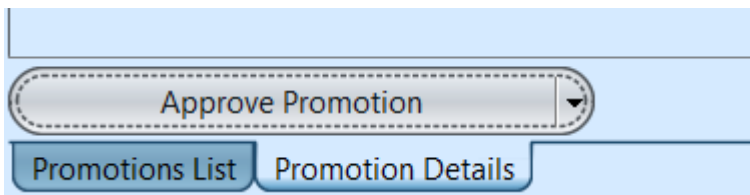
8. Click **“Save”** button at the bottom right side of screen when done

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

the promotion scheme



## Update Promotion Details

1. 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

1. 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

2. Click on **"Delete"** button at the bottom right side of screen
3. Click on **"Yes"** button on the pop-up window to



confirm promotion scheme deletion

## Close Promotion Scheme

1. 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!

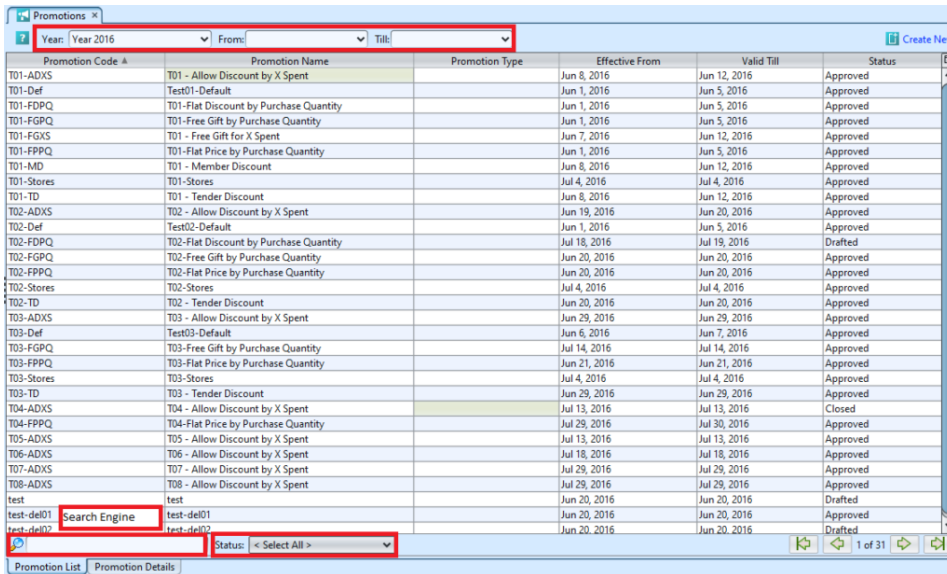
## Copy Promotion Scheme

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

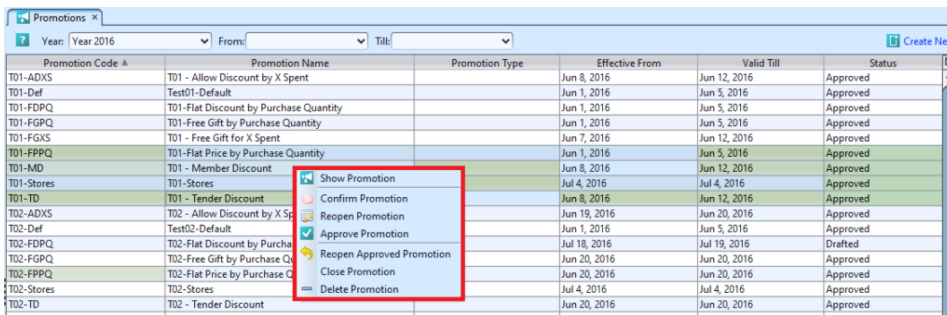
1. On **"Promotions List"** tab enter search parameter to filter the result, i.e. type in period of the promotion scheme in the **"From"** & **"Till"** textfield

boxes or select from drop-down lists



2. 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).



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