Request - Add or Modify Promo & Discount Code

Legend:
- Complete Tasks
- Make Decision
- Gather Information / Data
- Ask for Answers

Start

Approved by Financial Department? → No → Go get Approval CC me on the Email

Approved by Financial Department? → Yes → Do you have all data Ready?

Do you have all data Ready? → No → Ask Management, Accounting etc.

Do you have all data Ready? → Yes → Send Request

Send Request → Promo / Discount Name

Promo / Discount Name → Provide Percentage OR Flat Amount

Provide Percentage OR Flat Amount → GCL Account #

GCL Account # → Expiration Date?

Expiration Date? → Yes → Provide Expiration Date

Expiration Date? → No → Finish

Provide Expiration Date → Finish