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Dufry Promotions and Advertising Application

USER GUIDE

LIST OF CHANGES

| <i>Version</i> | <i>Change Reason</i> | <i>Change Responsible</i> | <i>Change Date</i> |
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1 Overview

This guide is designed to assist in learn, use, and understand Dufry Advertising & Promotions application. It uses a combination of high-level feature descriptions, representative screen images, examples of feature usage and specific sequences to use the application.

2 Definitions, Acronyms and Abbreviations

The following tables contain the specifics terms, acronyms and abbreviations used throughout this document.

| Acronym | Description |
|-------------|-----------------------------------|
| AYP | Actual Year Period |
| BA | Brand Advisors |
| BU | Business Unit |
| CHF | The currency used in Switzerland |
| DCIS | Dufry Customer Information System |
| GWP | Gift with purchase |
| HQ | Head Quarters |
| LCY | Local Currency |
| PYP | Previous Year Period |

| Specific terms | Description |
|--------------------------|---|
| Break The Barrier | Low price-point items located at the entrance of the store. "Grab & GO": Concerns mainly the PnC category; up to EUR 15.00 |
| Global Promotion | A promotion coordinated through the global team, created and designed with a consistent theme globally Incorporates ALC, FOD, P&C categories and in some location TOB (between 4-10 products per category). - Key Message: "The Best Brands at the Best Prices" - Frequency: 3 times a year (slots of 4 months each) |

| Specific terms | Description |
|------------------------------|---|
| Liquidation Promotion | <p>Promotion to deplete levels of a specified item or line. A promotion to reduce excess inventory or old inventory; the promotion can include price off or discounts. E.g. "I love SALE" campaign.</p> <p>Examples</p> <ul style="list-style-type: none"> – Items that are discontinued – Out of date chocolates – Damaged goods – Slow sellers – End of season fashions. |
| Multi Unit Promotion | <p>Any promotion aiming at increasing volume. The customer gets a discount or a GWP when buying 2 products or more from the same sku or buying 2 different products from the same range.</p> <p>Examples</p> <ul style="list-style-type: none"> - Buy 2 for \$x - Buy 2, get x% off - Buy 2 items, get 3 (get 1 free) - Buy 2 items, get GWP 20% off second purchase - Buy Any 2, get 20% off - Any 2 for \$x - Buy 2 get 20% off; Buy 3 of the same sku get 30% off etc... (Layered mechanic) |
| Publications/Brochure | Promotions that are only advertised in the leaflet and are not associated with any other mechanic (e.g. no discount). |
| Seasonal Events | Interactive multi-brand or cross-category events organized by Dufry Global Mkt team. The purpose is to entertain customers while also promoting products through an event using staff, music and exciting technology. Outside store spaces can be dedicated for these large promotions. <ul style="list-style-type: none"> - Whisky Festival - Black Friday - Valentines day, Halloween, Easter, Christmas etc. |
| Single Unit Promotion | All promotions that aim at selling just one unit. Can include price offs, discounts, Gifts With Purchase for 1 |

| Specific terms | Description |
|---|--|
| | <p>item (GWP), One-Price-Promotion offers and Travel/Dufry Exclusives.</p> <p>Examples:</p> <ul style="list-style-type: none"> – Discount on single bottle of hard liquor. – Buy a 100ml fragrance & get a GWP – One chocolate-bar offered with 20% off; Was \$9.90 NOW \$7.90 – One-Price-Promotion offers (PnC: EUR 19.95 offers) – Travel / Dufry exclusives (Non value offers) – The Perfect Gift (PnC: up to EUR 29.95) |
| Staff Incentive | <p>An incentive or a sales contest negotiated with the supplier.</p> <p>Examples: If the sales target is reached, a sales person get the chance to win xx.</p> |
| Up to 40% | <p>A PnC exclusive promo-type offering customers a selected number of perfumes with a discount that can reach 40% vs. regular price (or vs. Highstreet market ie. UK).</p> <p>This discount can be applied vs. "regular price" or vs. "High street market"; to be confirmed per location.</p> <p>Example:</p> <ul style="list-style-type: none"> – Save up to 40% |
| Tastings/Testings/Hostess/ Animation | <p>Suppliers' exclusive branded-animations. Dressed-up gondolas, highlighted wall bays or floor spaces. A promotion where passengers can sample the item before purchase.</p> <p>Examples</p> <ul style="list-style-type: none"> - HPP, SPP, Mega events - Branded tastings - Specially hired hostesses promoting the goods - Brand Ambassadors - Brand events (e.g. Puig Paco Rabanne XS event with specially designed stage, decorated gondolas, hostesses and performing rock band) or Brand rewards (e.g Johnnie Walker Formula One car-win etc.) |

3 Common Features

The following features are used across the application; hence, they are described in this section. Required links are provided to assist the user, wherever required:

- Roles and data
- Automatic Category Selection
- Category list restriction
- Data Population in the Fields
- Search by Partial Data
- Selecting Multiple Options

3.1 Roles and Data

The section screens and the data in the sections are displayed based on the companies and categories to which the users have access to.

3.2 Automatic Category Selection

The category user association is defined at database level and must be populated manually.

You have an example in the following table.

Table 3-1 Example for User/Category Association

| User ID | Category List | Default Selection |
|--------------|---------------------------|--------------------------|
| <User ID_01> | 10 – Tobacco | 10 – Tobacco |
| <User ID_01> | 20 – Alcoholic Beverages | |
| <User ID_01> | 30 – Food & Confectionery | |
| <User ID_01> | 40 – Perfumes & Cosmetics | |
| <User ID_02> | 20 – Alcoholic Beverages | 20 – Alcoholic Beverages |
| <User ID_03> | 60 – Toys | 60 – Toys |
| | 80 – Electronics | |

3.3 Category list restriction

The category list restriction is available for selection in the following screens of the application:

- Dashboards
- Promotion Calendar
- Manage Promotions
- View Promotion tab
- Create Promotion
- Edit Promotion
- Copy from
- Promotion terms
- Advertising Terms
- Create Advertising Terms
- Income details
- Invoice reminder
- Invoice Request Management
- Documents and Agreements

The following sections offer examples on how the category list restrictions apply in the screens of the application.

3.3.1 Dashboards

On the Dashboard screen, only the associated categories are available for selection for a specific user:

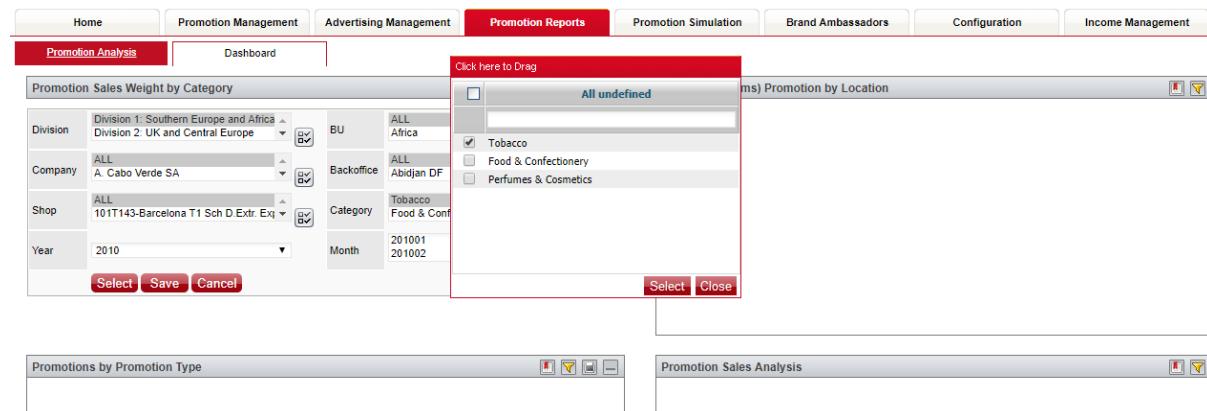


Figure 3-1 - Dashboards Restriction

3.3.2 Promotion Calendar

On the promotion calendar screen, only the associated categories are available for selection for a specific user:

The screenshot shows the Dufry Promotions and Advertising Application interface. The top navigation bar includes Home, Promotion Management (selected), Advertising Management, Promotion Reports, Promotion Simulation, Brand Ambassadors, Configuration, and Income Management. Below this is a secondary navigation bar with Manage Promotion, Promotion Terms, Manage Local Promotion, and Promotion Calendar. A 'Search By Filter' dialog is open, containing various dropdown menus for filtering data. In the center of the dialog, there is a list of categories: Tobacco, Food & Confectionery, and Perfumes & Cosmetics. The 'Tobacco' checkbox is checked. At the bottom of the dialog are 'Select' and 'Close' buttons.

Figure 3-2 Category restriction of Toys and Electronics for User ID_3

3.3.3 Manage Promotions

On the Manage Promotion screen, only the associated categories are available for selection for a specific user:

The screenshot shows the Dufry Promotions and Advertising Application interface. The top navigation bar includes Home, Promotion Management (selected), Advertising Management, Promotion Reports, Promotion Simulation, Brand Ambassadors, Configuration, and Income Management. Below this is a secondary navigation bar with Manage Promotion, Promotion Terms, Manage Local Promotion, and Promotion Calendar. An 'Enter Promotion Details' dialog is open, containing various dropdown menus for promotion settings. In the center of the dialog, there is a list of categories: Tobacco, Food & Confectionery, and Perfumes & Cosmetics. The 'Tobacco' checkbox is checked. At the bottom of the dialog are 'Select' and 'Close' buttons.

Figure 3-3 Category restriction for User ID_1

3.3.4 Create Promotion

On the Create Promotion flow, for Category selection on the *Companies and Shops* screen, only the associated categories are available for selection for a specific user:

Promotion details **Companies and Shops** Type of Promotion Items Promotion Summary Terms

Create Promotion Wizard - Companies And Shops

Definition Level: Company (All Shops)

Category: No Category Selected

Select

- (10) Tobacco
- (30) Food & Confectionery
- (40) Perfumes & Cosmetics

Companies: 0 Companies Selected

Figure 3-4 Create Promotion

Notice that in this screen the category is not automatically pre-selected, therefore the category must be selected to continue promotion creation flow.

3.3.5 Copy From

On the Copy From Promotion flow, for Category selection from Item screen, only the associated categories are available for selection for a specific user:

Promotion details **Companies and Shops** Type of Promotion Items Promotion Summary Terms

Copy Promotion Wizard - Companies And Shops

Definition Level: Shop

Category: (10) Tobacco Selected

Select

- (10) Tobacco
- (20) Alcoholic Beverages
- (30) Food & Confectionery
- (40) Perfumes & Cosmetics

Companies: 1 Companies Selected

Figure 3-5 Copy From

3.3.6 Promotion Terms

On the Promotion terms screen, only the associated categories are available for selection for a specific user:

The screenshot shows the 'Promotion Management' tab selected in the top navigation bar. Below it, the 'Promotion Terms' tab is also highlighted. On the left, there's a search bar and a series of filters for Cluster, View, Promotion Description, Start Date*, Division, Company, Shop Channel, Shop, Group, Global Manufacturer, and Brand. In the center, a modal window titled 'Click here to Drag' displays a list of categories: All undefined, Tobacco, Alcoholic Beverages, Food & Confectionery, and Perfumes & Cosmetics. The 'Tobacco' checkbox is checked. At the bottom of the modal are 'Select' and 'Close' buttons. To the right of the modal, there are several date fields (e.g., 2019-01-01, 2019-12-31) and dropdown menus for Global Promotion, Single Unit Promotion, and other local settings.

Figure 3-6 Promotion Terms

3.3.7 Manage Advertising

On the Manage Advertising screen, only the associated categories are available for selection for a specific user:

The screenshot shows the 'Advertising Management' tab selected in the top navigation bar. Below it, the 'Manage Advertising' tab is highlighted. On the left, there's a search bar and a series of filters for Cluster, View, Start Date*, Division, Company, Shop Channel, Shop, Global Manufacturer, and Brand. In the center, a modal window titled 'Click here to Drag' displays a list of categories: All undefined, Tobacco, Alcoholic Beverages, Food & Confectionery, and Perfumes & Cosmetics. The 'Tobacco' checkbox is checked. At the bottom of the modal are 'Select' and 'Close' buttons. To the right of the modal, there are several date fields (e.g., 2019-01-01, 2019-12-31) and dropdown menus for various advertising terms like Beauty & Brand Ambassadors Bonus, Local Manufacturer, and Category.

Figure 3-7 Manage Advertising

Create Advertising terms screen

On the Create Advertising terms screen, only the associated categories are available for selection for a specific user:

The screenshot shows the 'Create Advertising Term' screen. At the top, there is a 'Selection' slider and a 'Terms and Conditions' link. Below this, a 'Hierarchy' section is shown. Under 'Global View', there is a 'Classification' section and a 'Category' section. A dropdown menu is open under 'Category', showing a search bar and a list of categories: (10) Tobacco, (20) Alcoholic Beverages, (30) Food & Confectionery, and (40) Perfumes & Cosmetics. The 'Search...' field in the dropdown is highlighted with a red box.

Figure 3-8 Create Advertising Terms

3.3.8 Income Report

On the Income Report screen, only the associated categories are available for selection for a specific user:

The screenshot shows the 'Income Report And Income Approval - Search' screen. At the top, there is a 'Income Search' section with 'Search by ADV Number' and 'Search By Filters' buttons. Below this, there are sections for 'Cluster', 'Division', 'Company', 'Type Of Income', and 'Category'. A dropdown menu is open under 'Category', showing a search bar and a list of categories: (10) Tobacco, (20) Alcoholic Beverages, (30) Food & Confectionery, and (40) Perfumes & Cosmetics. The 'Search...' field in the dropdown is highlighted with a red box. At the bottom of the dropdown menu, there are 'Check All' and 'Uncheck All' buttons, with 'Check All' being checked.

Figure 3-9 Income Report

3.3.9 Invoice Reminder

On the Invoice reminder screen, only the associated categories are available for selection for a specific user:

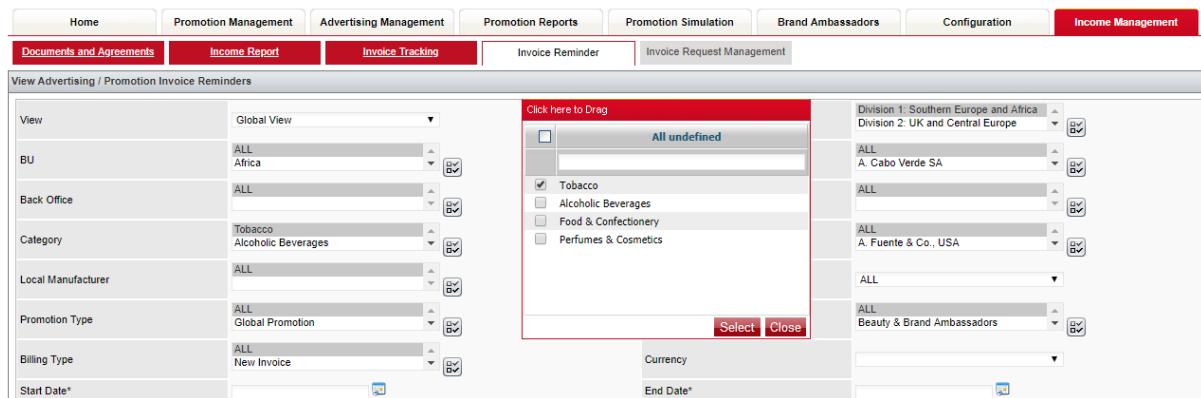


Figure 3-10 Invoice Reminder

3.4 Data Population in the Fields

The master data in the fields in the entire application are populated from the **DCIS** database.

3.5 Search by Partial Data

You can search for items using partial item numbers with use of wildcard characters (*asterisk). A tool tip is displayed with examples of search, with three combinations *1*, *1 and 1*. *1* is used search for item numbers which has the number 1 at any place.

1. *1 is used to search for item numbers ending with the number 1.
2. 1* is used to search for item numbers starting with the number 1.
3. 36*,*46 is used to search for multiple item search, either starting with the number 36 or ending with number 46.

This feature is available in the following functions:

- Promotion Calendar
- Manage Promotion – since on the manage promotion one can search by multiple promotion ids, this feature is available for a single promotion id search pattern (e.g. **ADV20172234***). Also, the wildcard * cannot be used at the beginning of the search term, e.g. ***222323**
- Promotion Terms

A sample screen is shown in the following figure to display the sample tool tip on a screen.

The screenshot shows a complex search interface with various filters like Forecast Method, View, BU, Back Office, Shop Transit Type, Category, Sub Group, Local Manufacturer, Line, Organization Grouping Level, Publications / Brouchure, Year, Division, Company, Shop Channel, Shop, Group, Global Manufacturer, Brand, GWP, and Promotion Classification. A tooltip is overlaid on the 'Item - Item Description' field, containing instructions for item search combinations:

- a) *111 -> For item number(s) ending with 111
- b) *1* => For item number(s) having 1 at any place
- c) *1 => For item number(s) ending with 1
- d) 36*,*45 => For multiple item search

Figure 3-11 Tool Tip on Item Search Field

3.6 Selecting Multiple Options

While selecting the data for search criteria, adding records, etc., you can select multiple options by clicking . In the below example, the process of selecting multiple companies is described.

Click and the filter selection grid as in the following figure is displayed.

| All Company | |
|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | A. Cabo Verde SA |
| <input checked="" type="checkbox"/> | A. Italia Srl |
| <input checked="" type="checkbox"/> | Audioguiarete, SL |
| <input checked="" type="checkbox"/> | Cancouver Uno SL |
| <input checked="" type="checkbox"/> | Dufrital SpA |
| <input checked="" type="checkbox"/> | Dufry & G.T.D.C. Ltd. |
| <input checked="" type="checkbox"/> | Dufry Aeroport dAlger Sarl |
| <input checked="" type="checkbox"/> | Dufry CE s.r.o. |
| <input checked="" type="checkbox"/> | Dufry Côte d'Ivoire SA |
| <input checked="" type="checkbox"/> | Dufry Duty Free Italia Srl. |
| <input checked="" type="checkbox"/> | Dufry Duty Free Nigeria Ltd |
| <input checked="" type="checkbox"/> | Dufry Egypt LCC Duty Free |

Select **Close**

Figure 3-12 Multiple Selection Option

Select the **All Company** check box to select all the companies or select the respective check boxes against the companies to select only a few of them. After having made your selection, click **Select** to select the corresponding companies. Click **Close** to close the **Multi Select** screen.

Other option: If Multi Select screen is closed, you can hold the **Ctrl** key pressing and click the required options to select more than one companies.

You can click on the **Multi Select** screen header and drag it to any location on the screen.

The same procedure mentioned here is used to select multiple options across the application, wherever is displayed against the field names.

3.7 Create/Edit Promotions and Terms Catalogue

- 1. Expand and Collapse sections** – (you can expand a section using the button and collapse the section using the button.)

Catalogue Term - Create

- Term Catalogue Details

Name No Name

Cluster

Divisions 0 Divisions Selected

Companies 0 Companies Selected

Promotion Types 0 Promotion Types Selected

Category No Category

Level Manufacturer (All Brands) Selected

Figure 3-13 – Expand and Collapse

- 2. Drop-downs** – from the drop-downs, you can look for the needed items by scrolling down or by using the search field (the search will return results after you type in at least 3 letters). To select an option, you must click on the corresponding check box.

- Company

1 selected

Dufry

Dufry & G.T.D.C. Ltd.
 Dufry Aeroport d'Alger Sarl
 Dufry Bali Indonesia
 Dufry Basel-Mulhouse AG

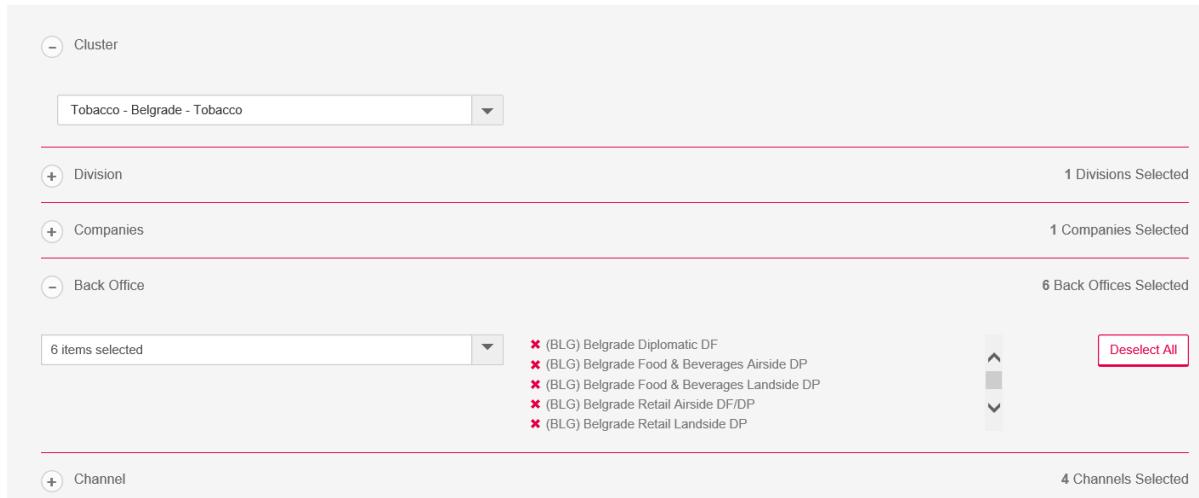
Check All Uncheck All

Figure 3-14 – Drop-down

- 3. Deselect** – you can deselect the selected items using one of the below options:

- From the drop-down by deselecting the checkbox or by clicking  button;
- From the right pane by clicking the  button (one by one deselect);
- From the right pane by clicking the  button;

4. Information on number of selections – in the right pane it is displayed the number of selections in each section.



| Level | Selection Count |
|-------------|-------------------------|
| Cluster | 1 Divisions Selected |
| Division | 1 Companies Selected |
| Companies | 6 Back Offices Selected |
| Back Office | 6 items selected |
| Channel | 4 Channels Selected |

Figure 3-15 – Information on Selections

4 Getting started with the User Guide

This section offers details on the major flows and actions that are available or required for using the application.

To access the features provided, the user must login in the system, navigate through various sections to perform needed actions and log off to exit the application.

4.1 Login Procedure

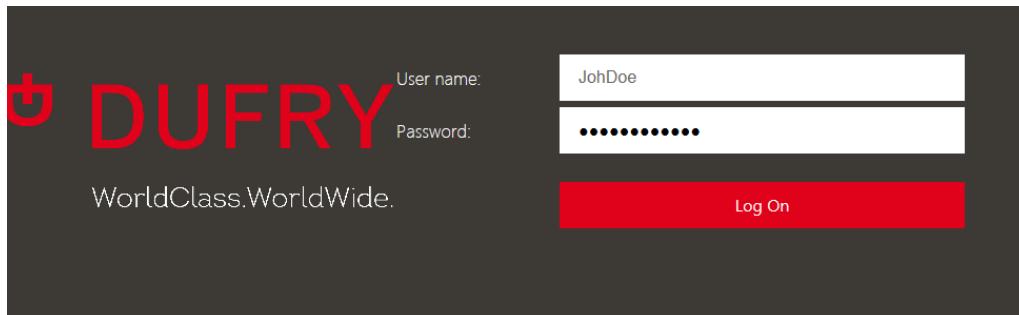
To login to Dufry Promotions and Advertising Application, the user must perform the following steps as described below.

1. Logging into the Dufry Portal using the Cloud access by performing the following steps:

Open Internet Browser and open the cloud.

Press enter key. System brings the Login Screen

Enter the portal user name and password.



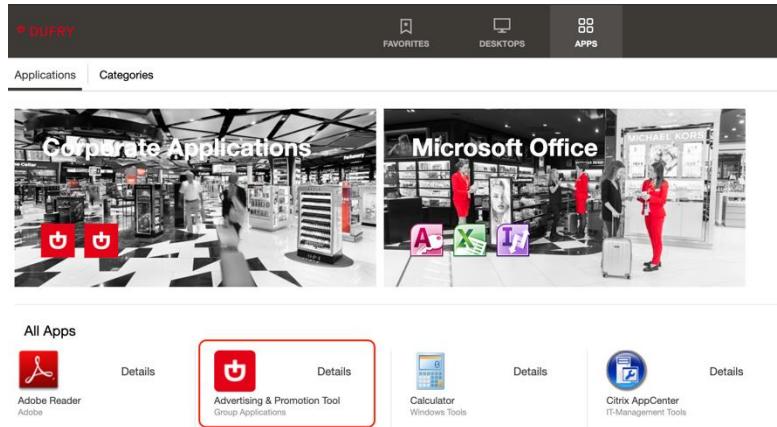
2. Click on Apps.



Details

Desktop

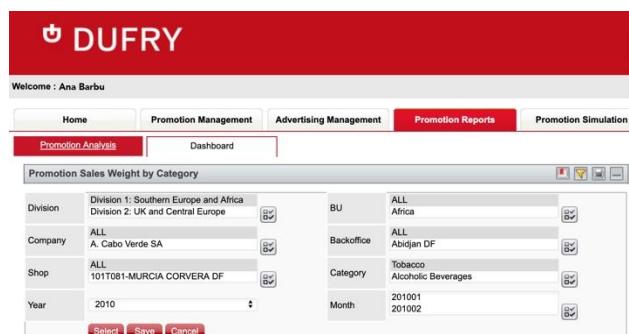
3. Click on "Advertising and Promotions tool" icon.



4. Enter User Name and Password, then click Submit.



5. The Application is launched.



4.2 Interface and Navigation

The application interface consists of:

- Promotion Management home screen
- System Sections presented under a System Menu

4.2.1 Promotion Management Home Page

Upon logging into the application, the **Dufry Advertising and Promotions Application Home Page** is displayed. A Sample of the Home page is displayed in the following figure.

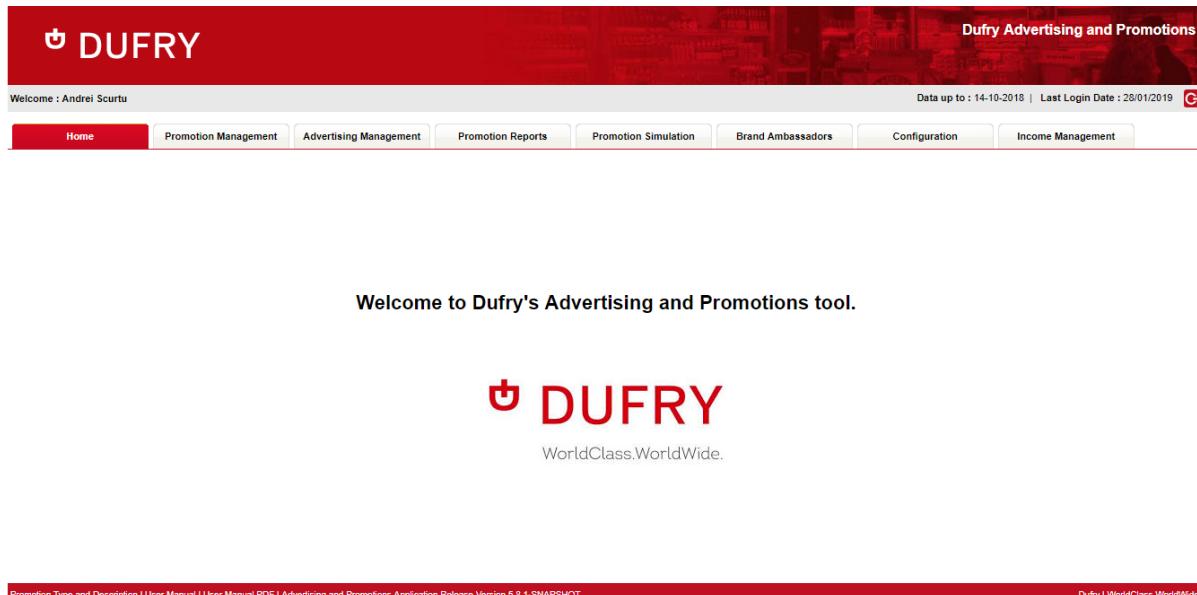


Figure 4-1 Home Page

The Home page has various links and user information that is displayed on it. The following figure displays all of them and their purposes are described below.



Welcome to Dufry's Advertising and Promotions tool.



Figure 4-2 Understanding Promotion Application

Table 4-1 Legend for Figure 3-2

| No | Item | Description |
|----|------------|--|
| 1 | Dufry Logo | The Dufry Logo is displayed. |
| 2 | User Name | The username of the logged in User is displayed. |

| No | Item | Description |
|----|--------------------------------------|---|
| 3 | Section Names | The section names available in the Advertising and Promotions Application are displayed. |
| 4 | Application Name | The Application name is displayed. |
| 5 | Last update of the database | Last date when the database information was updated in the application |
| 6 | Last Login Date | Last login date of the user is displayed. |
| 7 | Logout Button | The Logout button is displayed. You can click on this button to log out of the application. |
| 8 | Promotion Type and Description | Click on the link to view various Promotion Types and their description. |
| 9 | User Manual PDF/ Online help | Click on the link to view the user guide/online help of the Dufry Advertising and Promotions Application. |
| 10 | Application name and release version | The Application name and the version number are displayed. |
| 11 | Copyright | To be reviewed by Dufry IT. |

4.3 System Menu

The **Advertising and Promotions Application** provides you various sections, which are dependent on the roles and access privileges of the logged in user:

- Home
- Promotion Management
- Advertising Management
- Promotion Reports
- Promotion Simulation
- Brand Ambassadors
- Configuration
- Income Management

Each section is comprised of functions, which are provided as tabs under the selected section and accessible by clicking on it.

4.3.1 Promotion Management Section

The **Promotion Management** section enables you to handle global promotions, local promotions, promotion terms and the promotion calendar. The **Promotion Management** section consists of the following key functions:

- Manage Promotion
- Promotion Terms
- Manage Local Promotion
- Promotion Calendar

4.3.2 Advertising Management Section

The **Advertising Management** section is used handle Advertising Terms and advertising. It allows the user to Create or Bulk Upload new advertising terms, edit, copy or export to excel existing terms and cancel terms.

4.3.3 Promotion Reports Section

The **Promotion Reports** section is used to analyze the promotional sales performance of the items in promotion. **Promotion Reports** section consists of the following key functions:

- Promotion Analysis
- Dashboard

4.3.4 Promotion Simulation Section

The **Promotion Simulation** section is used to manage the promotional forecast estimation at item level and to analyze the impact of the promotion forecast in the sales category budget. **Promotion Simulation** section consists of the following key functions:

- Promotion Simulation Tool
- Budget and Benchmark Data
- Summary Report-Dashboard
- Simulation Status

4.3.5 Brand Ambassadors

The Brand Ambassadors module provides a facility to record the direct revenue and cost generated by Brand Ambassadors. It consists of the following key functions:

- Search
- Upload

4.3.6 Configuration Section

The **Configuration** section is used to

- Define Clusters for a quick selection of the organizational structure;
- Handle Term and Conditions Catalogues;
- Manage Exclusions.

4.3.7 Income Management

This section handles the following main functions:

- Documents and Agreements
- Income Report
- Invoice Tracking
- Invoice Reminder
- Invoice Request Management

4.4 Exit System (Log Off)

After you have completed the transactions, you can log out the Advertising & Promotions Application by clicking on  .



Figure 4-3 Logging off from the Application

On clicking , the Advertising and Promotions application gets closed.

You can log off the cloud, if required.

5 Promotion Management

There are four sub functions in the **Promotion Management** section:

- Manage Promotion
- Promotion Terms
- Manage Local Promotion
- Promotion Calendar

The functionality of each of these functions are described in the sections below.

On clicking the **Promotion Management** tab a screen is displayed as in the following figure.

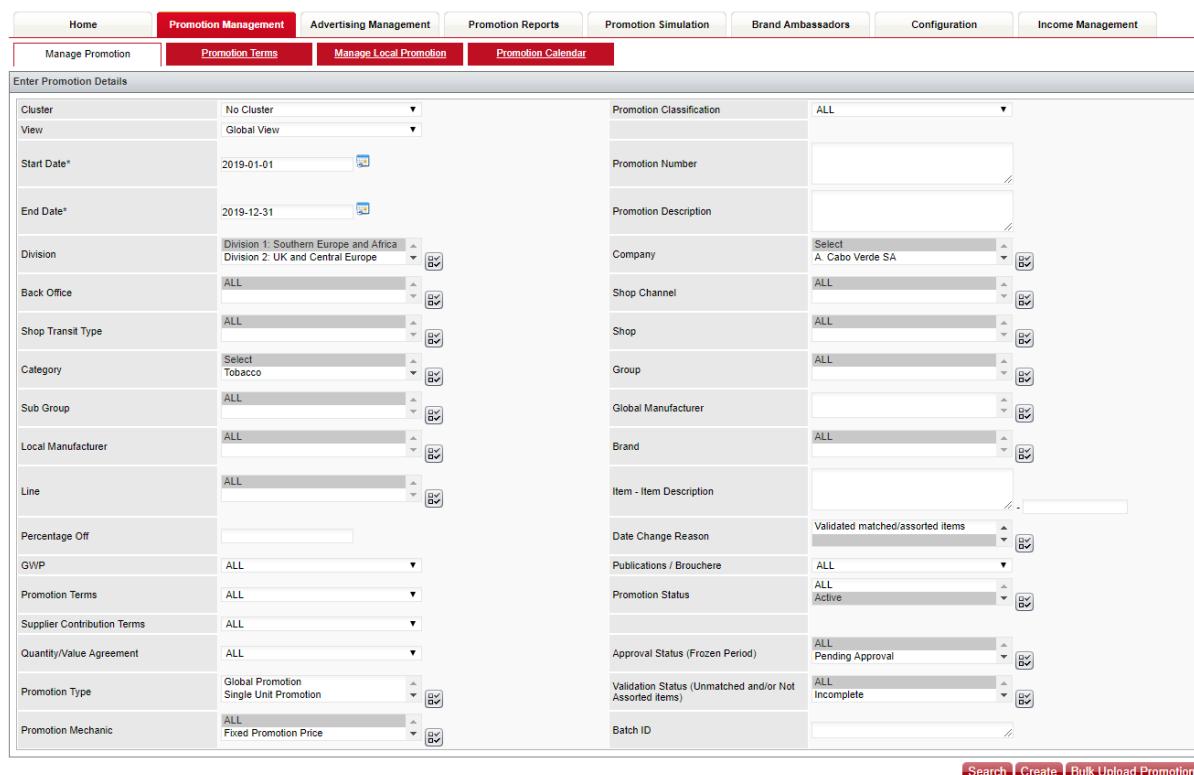


Figure 5-1: Promotion Management Section

5.1 Manage Promotion

The Manage Promotion function is used to **Create** new promotions, **Search** for existing promotions and **Bulk Upload Promotions** using an Excel template.

5.1.1 Search for a promotion

Enter the following details in the Manage Promotion window to search for a promotion:

1. Cluster – Select one of the defined Clusters. The option No Cluster is selected by default. This field is not mandatory.

2. Promotion Classification – Select either ALL, Global or Local Classification. The option ALL is selected by default.
3. View – Select Global View to view the promotions created at global level or Local View to view the promotions created at local level.
4. Promotion Description – Enter the promotion description in alphanumeric format in the text box provided. Even if you do not enter the complete promotion description, the system filters the promotions with the description.

*Both Promo Description and Promo Description details can be used to search, by entering the text in the same box from search filters. You can use * to search for partial description (for example *SPLENDIA*)*

5. Promotion Number – Enter the number of promotion you want to view in alphanumeric format. You have the option to insert more than one ADV number and do a bulk search. The ADV numbers need to be one per line without any additional characters as in the following figure.

| | |
|--------------------------|--|
| Promotion Classification | <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text" value="ALL"/> |
| | |
| Promotion Number | <input style="width: 150px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text" value="ADVPR2019612106"/> <input style="width: 150px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text" value="ADVPR2019612209"/> <input style="width: 150px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text" value="ADVPR2019612987"/> |
| Promotion Description | |
| Company | <input style="width: 100px; height: 25px; border: 1px solid #ccc; padding: 2px;" type="text" value="Select"/> <input checked="" type="checkbox"/> A. Cabo Verde SA |

Figure 5-2: Bulk Search Promotion Box

Refer to *Search by Partial Data* to learn more about search numbers with use of wildcard characters

6. Start Date – Click  to select the start date of the promotion. This is a mandatory field. The first day of the year is displayed as the date, by default.
7. End Date – Click  to select the end date of the promotion. This is a mandatory field. The last day of the year is displayed as the date, by default.
8. Division – Select the Division from the drop down menu. All the divisions are listed.
9. Company – Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option **All** is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.
10. Backoffice – Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop names are displayed in the **Shop** field.
11. Shop Channel – Select the shop channels from the listed options. You can select multiple shop channels, if required, by clicking . The option **All** is selected, by default. Based on the shop channels selected, the Shop Transit Types are displayed in the **Shop Transit Type** field.
12. Shop Transit Type – Select the shop transit types from the listed options. You can select multiple shop transit types, if required, by clicking . The option **All** is selected, by default. Based on the shop transit types selected, the shops are displayed in the **Shop** field.

13. Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option **All** is selected, by default.

14. Category – Select the categories from the drop down menu. You can select multiple categories, if required, by clicking .

15. Group – Select the groups from the listed options. You can select multiple groups, if required, by clicking . The option **All** is selected, by default. Based on the groups selected, the sub groups are displayed in the **Sub Group** field.

16. Sub Group – Select the sub groups from the listed options. You can select multiple sub groups, if required, by clicking . The option **All** is selected, by default. Based on the sub groups selected, the global manufacturers are displayed in the **Global Manufacturers** field.

17. Global Manufacturer – Select the global manufacturers from the listed options. You can select multiple global manufacturers, if required, by clicking . The option **All** is selected, by default.

*If the option **Global View** is selected, in the **View** field, this field is enabled. If the option **Local View** is selected, in the **View** field, this field is disabled.*

18. Local Manufacturer – Select the local manufacturers from the listed options. You can select multiple local manufacturers, if required, by clicking .

*If the option **Local View** is selected, in the **View** field, this field is enabled. If the option **Global View** is selected, in the **View** field, this field is disabled.*

19. Brand – Select the brands from the listed options. You can select multiple brands, if required, by clicking . Based on the manufacturers selected, the brands are displayed in the field. The option **All** is selected, by default. Based on the brands selected, the lines are displayed in the **Line** field.

*Based on the option selected in the **View** field, the Global and Local lines are displayed.*

20. Line – Select the lines from the listed options. You can select multiple lines, if required, by clicking . The option **All** is selected, by default.

21. Item – Item Description – Enter the item name in numeric format and item description in alphanumeric format.

Refer to *Search by Partial Data* to learn more about search numbers with use of wildcard characters

22. Percentage Off – Enter the percentage off in numeric format of two digits and two decimals maximum length.

23. Date Change Reason – Select the reason for change of promotion dates from the dropdown menu. You can select multiple reasons, if required. Click  to select multiple reasons.

24. GWP – Select the GWP (Gift With Purchase) option from the drop-down list. The listed options are **All**, **Yes** and **No**.

25. Publications/Brochure – Select the Publications/Brochure option from the drop-down list. The listed options are **All**, **Yes** and **No**.

26. Promotion Terms – Select the Promotion Terms option from the drop-down list. The listed options are **All**, **With Terms** and **Without Terms Proposed**.

27. Promotion Status – Select the Promotion Status option from the drop-down list. The listed options are **All**, **Active** and **Cancelled**.

28. Supplier Contribution Terms – Select the Supplier Contribution Terms from the drop-down list. You can select only one option.

29. Quantity/Value Agreement – Select the Quantity/Value Agreement from the drop-down list. You can select only one option.

30. Approval status (Frozen Period) – Select an option from the drop-down list

31. Promotion Type – Select the Promotion Type from the listed options. You can select multiple promotion types, if required, by clicking .

Refer to *Selecting Multiple Options* to learn the process of selecting multiple options.

32. Validation status (unmatched items) – Select an option from the drop-down list

33. Promotion Mechanic – Select the Promotion Mechanism option from the drop-down list. The listed options are **All**, **Yes** and **No**.

34. Batch ID – Insert Batch ID in the text box.

35. Promotion Campaign – Select the Campaign filter options from the drop-down list. **All** is preselected when Category is changed

After entering the search criteria click, **Search** and a progress indicator pop-up will inform you of the steps that the system follows to bring the search results.

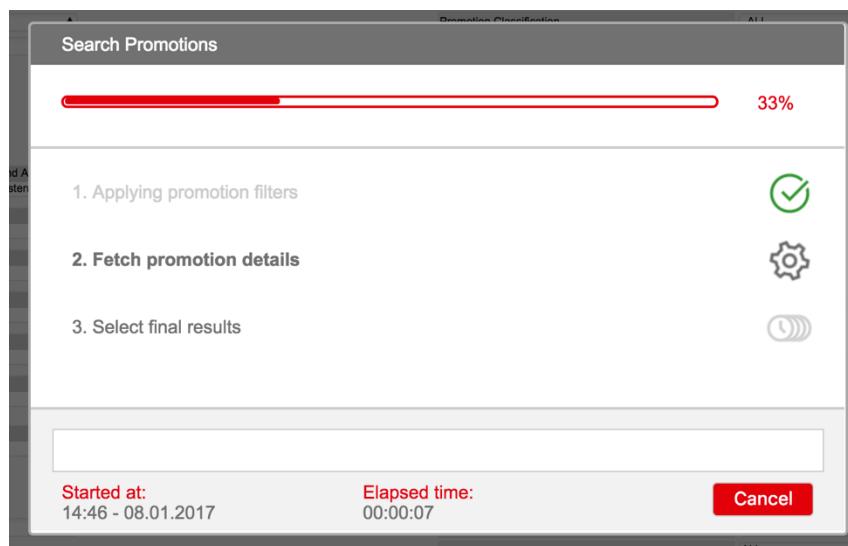


Figure 5-3: Progress Indicator

Search results will be presented in a new window, from where you have the below options:

- Copy from and Edit promotions in the application.
- Export existing Promotions in Promotions Excel format view details.
- Cancel the promotions.
- Review and Validate promotions with changes made during the Frozen Period.
- Bulk Validate promotions with changes made during the Frozen Period.

- Access Bulk Upload Promotions Screen.
- Manage Digital Media Content for the selected promotions.
- Close the Search Results.

The screenshot shows a search results page for promotions. At the top, there is a header bar with the Dufry logo, the title "DUFRY PROMOTIONS AND ADVERTISING", and a user profile. Below the header is a search bar and a table displaying 24 items. The table has columns for Promotion Code, Creator, Promotion Type, Division, Company, Back Office, Manufacturer, Brand, Auto Generated Description, Custom Description, and Start Date. Each row contains a checkbox, the promotion code, creator's name, promotion type, division, company name, back office location, manufacturer, brand, descriptions, and start date. At the bottom of the table, there are buttons for "Selected all", "Clear selection", "Refresh Columns", and "Selected results: 0 of 24 items". Below the table are several action buttons: "Export to Excel", "Custom Export to Excel", "Bulk Approve", "Bulk Change", "Bulk Validate", "Review & Approve", "Edit", "Cancel Promotion", "Copy From", "Manage Digital Media Content", "Close", "Bulk Upload Promotions", and "+ Create".

Figure 5-4: Search Result of Promotions

The following columns are displayed: **Promotion Code**, **Promotion Type**, **Company**, **Backoffice**, **Manufacturer**, **Promotion Description**, **Promotion description Details**, **Start Date**, **End Date**, **Promotion Status**, **Promotion Approval status** (Frozen period), **Promotion validation status** (unmatched items), **Incentive Type**, **Incentive Details** and **Targets Quantities**, **Supplier Contribution**, **Quantity/Value Agreement**, **Billing Currency**, **Billing Type**, **Billing Period**, **Billing Schedule**, **Campaign Name**, **Campaign Type**. You can click on the columns' headers to sort them in ascending and descending order. Click on the icon to download the promotion details to an Excel worksheet.

Click on the ADV number to view the promotion details as in the following figure:

- Promotion details
- Items details
- Promotion change history

View Promotion ADVPR2018576213

| | | Active | Approved |
|--|--|---|----------|
| - Promotion Details | | | |
| Classification: Global Definition Level: Undefined Divisions: Division 2: UK and Central Europe Company: Dufry Basel-Mulhouse AG Back Office: (WTB) Basel-Mulhouse DF (WTB) Basel-Mulhouse DP | | Shop Channel: Airport Shop NA Shop Transit Type: Departure Not Applicable Landside Shops: (WTB) BSL – Gate Sud Shop (CHBD) (WTB) BSL-International Main Shop (CHBB) (WTB) BSL-Y-International Shop (CHBC) (WTB) BSL-International Fashion (CHBE) | |
| View: Global Promotion Type: Single Unit Promotion Percentage Off: 10 Auto-generated Description: Save 10% | | Promotion Start Date: 2018/10/03 Promotion End Date: 2019/01/02 | |
| Mechanic Type: Discount Category: (20) Alcoholic Beverages | | Manufacturer: Beam Global Spirits & Wine, USA Brand: TEACHER'S | |
| Promotion Currency: EUR Gift outside the assortment: No Gift in assortment: No | | | |
| + Items Details | | | |
| + Promotion Change History | | | |
| <input type="button" value="Close"/> | | <input type="button" value="View Terms"/> <input type="button" value="Edit Promotion"/> | |

Figure 5-5: View Promotion

Please refer to [View Promotion](#) for a more detailed description.

5.1.2 Create a Promotion

You can create a promotion using either the Create or Copy From buttons:

- Create Button is accessible from both *Search Criteria* and *Search Results* Screens;
- Copy From Button is accessible only from *Search Results* Screen.

5.1.3 Create a Promotion using Create button

Click Create to create a new promotion and the Create New Promotion window is displayed.

Promotion Details

Create Promotion Wizard - Promotion Details

Start Date: 2019/03/27

End Date:

Classification: Global

Split Level: None

Publications / Brochures

Target Income Currency: None

Target Income Amount:

0 Customer Type Selected

Please complete all fields

Figure 5-6: Promotion Details

Here you will start by inserting the below information:

- Start Date and End Date of the promotion - the End Date cannot be earlier than the Start Date.
- Classification – Global or Local – Global by default. But now Local users can create Global Promotions.
- Promotion Creation level: Brand or Manufacturer. A new promotion will be created for each Brand/Manufacturer previously accepted. The default option for Promotion Creation level is “None”.
- Publications or Brochures - you must pick this option by clicking the corresponding check box.
- Target Income Currency: Optional except if any Target Income Amount is entered.
- Target Income Amount: Optional except if any Target Income Currency is selected.
- Customer Type: Optional

Note: If you select the Brand as Promotion Creation Level, you will have a promotion for each of the brands included in the grids. If you select the Manufacturer as Promotion Creation Level, you will have a promotion for each of the manufacturers included in the grids.

Companies and Shops

Promotion details Companies and Shops Type of Promotion Items Promotion Summary Terms

Create Promotion Wizard - Companies And Shops

Definition Level

- + Company (All Shops)

Category

- + (20) Alcoholic Beverages Selected

Clusters

- + 0 Clusters Selected

Divisions

- 1 Divisions Selected

1 item selected

* Division 2: UK and Central Europe

Deselect All

Companies

- + 1 Companies Selected

Back Offices

- + 3 Back Offices Selected

Channels

- + 2 Channels Selected

Transit Types

- + 4 Transit Types Selected

Shops

- + 5 Shops Selected

Previous Step **Next Step**

Figure 5-7: Companies and Shops

You must follow the below instructions in order to advance to the next step:

1. Expand the Definition Level section using the button and select a level from the dropdown.
i Promotions defined at **Company** level will be implemented in **all** the shops where the promotional items are assorted.
2. Expand the Category section using the button and make a selection from the dropdown list.
3. Expand the Division section using the button and open the drop-down to select the needed divisions. You can make multiple selections by clicking on each check box or by clicking Check All button.
4. Expand the Company section using the button and open the drop-down to select the needed companies. You can make multiple selections by clicking on each check box or by clicking Check All button.

Once at least one Company is selected, all the following sections will be automatically pre-selected with all available options. The Next Step button is also available as we have a valid Shop selection.

If Definition Level is **Company (all shops)**, the following steps will be grayed out.

5. Expand the Backoffice section using the  button and open the drop-down to select the needed backoffices. You can make multiple selections by clicking on each check box or by clicking Check All button.
6. Expand the Channel section using the  button and open the drop-down to select the needed channels. You can make multiple selections by clicking on each check box or by clicking Check All button.
7. Expand the Transit Type section using the  button and open the drop-down to select the needed transit types. You can make multiple selections by clicking on each check box or by clicking Check All button.
8. Expand the Shop section using the  button and open the drop-down to select the needed shops. You can make multiple selections by clicking on each check box or by clicking Check All button.

Important! – you have the following two options to create promotions:

Create Single Promotion

To create one promotion (one ADV) you must select one Company and for that Company only shops with the same Currency. If there are more than one selling currency in the company, the application will create more than one promotion.

Create Batch of Promotions

To create a Batch of promotions (more than one ADV) you can select as many Companies as you want, without any restriction on Currencies.

All promotions belonging to a certain Batch are linked together by a unique Batch ID and you can also edit them together.

The  button becomes available as soon as at least one shop is selected/pre-selected. By clicking it you will advance to the next step of the creation process.

Important! – here you will see the first summary on possible Exclusions that are active for the Location (Shops) and the Period (Start Date & End Date) that you just selected:

- In case an Exclusion is active, you will see a notification icon in the upper right corner – you can click on this icon to expand the Exclusion List and analyse the content of each line.

When expanding the Exclusion List, you will have available the following information:

- Exclusion ID – with possibility to reach View Exclusion by clicking on the ID;
- Hierarchy on which the Exclusion is created;
- Category;

- Start Date;
- End Date

Create Promotion Wizard - Companies And Shops

Exclusion Information

Please note that for the selection made, there are exclusion applied to the promotion. Click to see them.

Company (All Shops)

| | |
|------------------|-----------------------------------|
| Definition Level | |
| Category | (20) Alcoholic Beverages Selected |
| Clusters | 0 Clusters Selected |
| Divisions | 1 Divisions Selected |
| Companies | 1 Companies Selected |
| Back Offices | 3 Back Offices Selected |
| Channels | 2 Channels Selected |
| Transit Types | 4 Transit Types Selected |
| Shops | 5 Shops Selected |

Previous Step **Next Step**

Figure 5-8: Exclusion Information

Exclusion List

Please note that for the selection made, the following exclusions will apply to the promotion

| Exclusion ID | Hierarchy | Category | Start Date | End Date |
|--------------|-----------|---------------------|------------|------------|
| ADVEX20196 | Category | Alcoholic Beverages | 2020/01/28 | 2020/01/28 |

Close

Figure 5-9: Exclusion List

Type of Promotion

In this step, you must set the Promotion Type, Promotion Mechanic and all related details. You will have available only the Promotion Mechanics that are accepted by the previously selected Companies. Once you have filled in all fields, the Next Step button will become available.

The Promotion Mechanics will be displayed depending on the ERP/POS combination available in the selected Companies.

Figure 5-10: Type of Promotion

- **Promotion Type** – here you can select from the drop-down one of the following promotion types: Global Promotion, Single Unit Promotion, Multi Unit Promotion, Tastings/Testings/Hostess/Animation, Break the Barrier, Liquidation Promotion, Seasonal Events , Staff Incentive, Save up to 40%
- **Promotion Mechanic** – here you can select from the drop-down one of the following promotion mechanics: Multi-Unit, Discount, Non Value Offer, Promotion Price.
- **Auto-generated description** - which is relevant to the promotion mechanic and which cannot be modified.
- **Description** - you can insert additional information which is editable.
- **Marketing Campaign Name** – (Optional) add Campaign Name to the promotion from a list of eligible campaigns

Refer to the annex related to promo mechanics.

Items

In this step, you must select the items that will be added to the promotion (or batch of promotions). Here we have a Filtering Section similar with the one at Companies and Shops.

Figure 5-11: Item Selection Step

- First step is to select the View that you want to use for the filters. By default, Global View will be selected but you have the option to switch to Local View.

Local View is available only when the promotion is created for one company.

- Global View** gives you the possibility to filter by Global Manufacturer, Global Brand, Global Group, Global Sub Group, Global Line. Also, the **Bulk Add Global Items** is functional with **Global Items IDs**. In the grids will be added only items marked with status Active (and not items marked with status Blocked).
- Local View** gives you the possibility to filter by Local Manufacturer, Local Brand, Local Group, Local Sub Group, Local Line. Also, the **Bulk Add Global Items** is functional with **Local Items IDs**. Here the Local Item Status is available and you can pick if you want to add in the grids Active, Blocked or All Items.

2. The wizard will **automatically preselect the shops that have sales in the last 6 months** for at least one item in that category. If you want to create the promotion for a new shop, which has no sales yet, you must return to the first step and manually add it. If the Category is changed, wizard will pre select again the shops that match the new Category.

3. Select Items

Search Field – To add one item at once

This is designed as a quick search that helps you add a certain item into the promotion. You can search by Global Item, Local Item, Global Item Description and Local Item Description.



Figure 5-12: Search Filter

Filter Functionality - To add one or several items at once

To add one or several items at once you can use the filer functionality to make your selection and add them into the promotion.

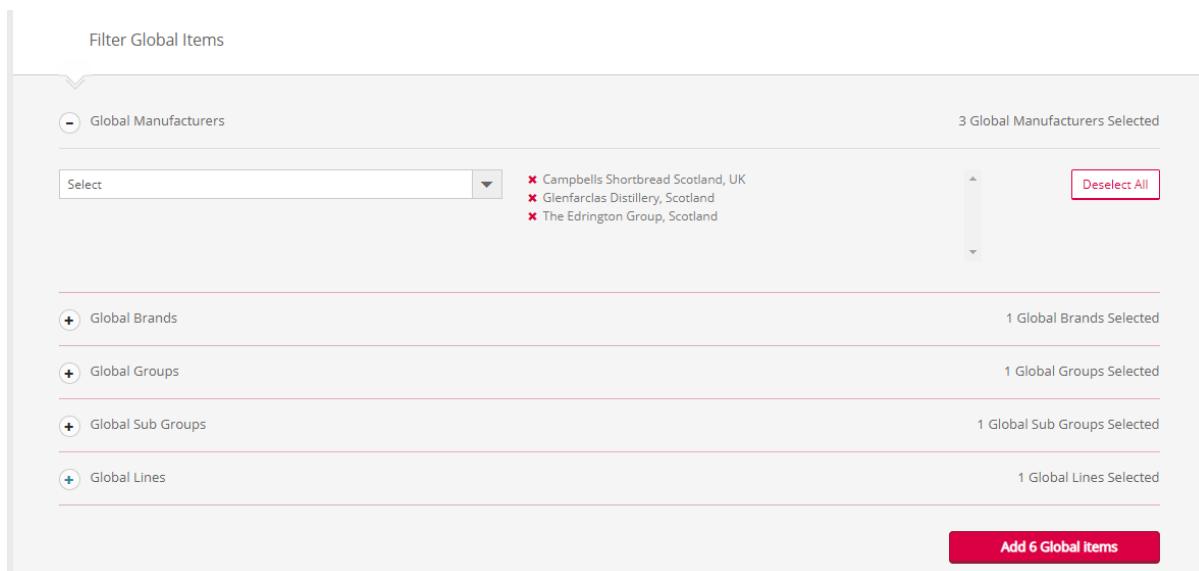


Figure 5-13 – Filter functionality

The **Add 0 global items** button reflects the number of Global Items available in your selection. Once you click on it, all local items matching to the global items in your selection will be added.

Using the filters, you can either type the Manufacturer, Brand etc. description or you can **use the code**, like in the below example:

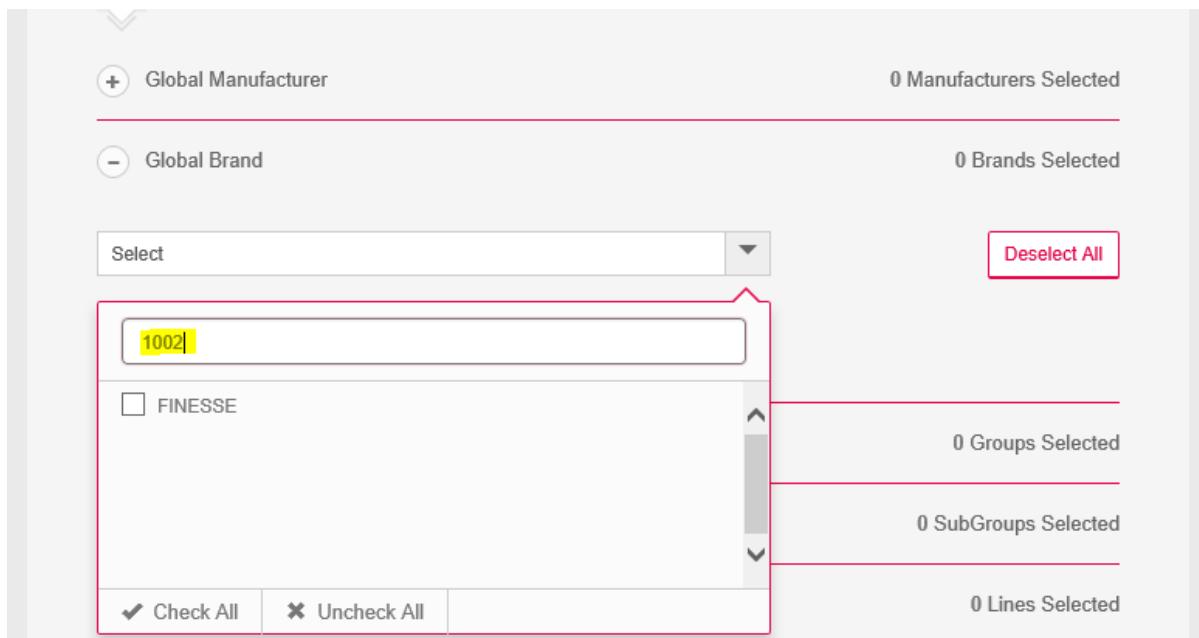


Figure 5-14: Filter functionality

In order to narrow down your selection using all filters, you must follow the bellow steps:

- Expand the Manufacturer section using the  button and open the drop-down to select the needed manufacturers. You can make multiple selections by clicking on each check box or by clicking Check All button.
- Expand the Brand section using the  button and open the drop-down to select the needed brands. You can make multiple selections by clicking on each check box or by clicking Check All button.
- Collection section, available only if category is (50) Watches, Jewelry, Accessories or (70) Textiles, Leather, Luggage:
Expand the Collection section using the  button and open the drop-down to select the needed category. You can make single selections for collection season and collection year.
- Expand the Group section using the  button and open the drop-down to select the needed groups. You can make multiple selections by clicking on each check box or by clicking Check All button.

- Expand the Sub Group section using the  button and open the drop-down to select the needed sub groups. You can make multiple selections by clicking on each check box or by clicking Check All button.

- Expand the Line section using the  button and open the drop-down to select the needed lines. You can make multiple selections by clicking on each check box or by clicking Check All button.

 Add 0 global items

Wait a few seconds for the  button to refresh the number of available items and then click on it to add them into the promotion.

Bulk Add Items

Another option to add multiple items at once, is by clicking the  Bulk Add button.

To use the **Bulk Add functionality**, you need to follow the next steps:

- Have at hand the **Global/SAP Item numbers** (for Global View) or **Local Item numbers** (for Local View) that you need to add into the promotion – you can copy paste them from Excel or any other form with the condition to have one global item number per line.
- Copy and Paste the **Global/SAP or Local** Item numbers (one per line) in the window that was opened after clicking the Bulk Add button.

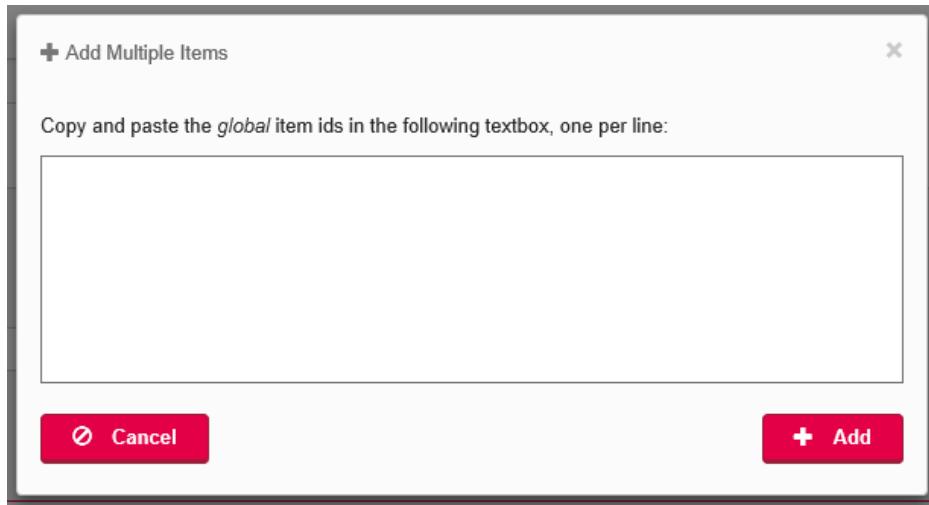


Figure 5-15 Add Multiple Items window

Once you have copied the Item numbers, you can click on Add button, to start the process that will add in the grids all the local items corresponding to the selected global items.

You will be able to see the progress and receive feedback when no Local Item was found for one of the Global Items (for Global View).

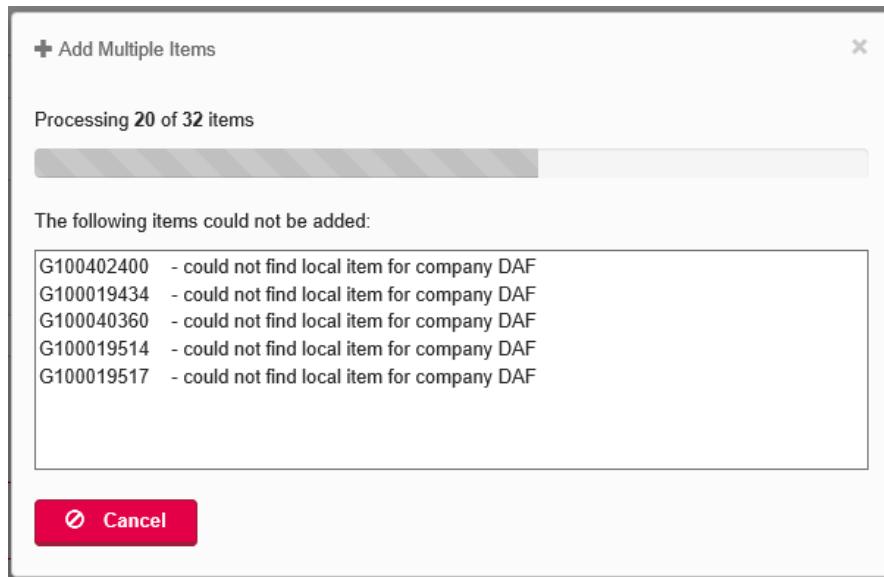


Figure 5-16 Add Multiple Items feedback window

In the information window, you see how many items have been processed of the total number of items introduced, also you will have the information related to the missing items (Global Item code and company where a Local Item is not available).

You will receive specific feedback for SAP codes, in case these are not valid or not available for the selected Category.

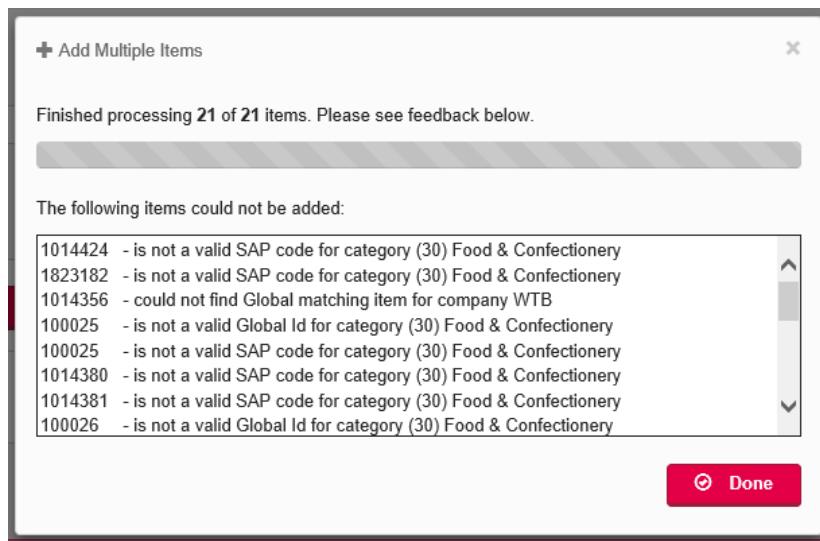


Figure 5-17 Add Multiple Items feedback window

You will receive feedback in case no local item is available for the Global/SAP code – this will be added in the Grid as an unmatched item, part of the Add Unmatched Items feature.

[Refer to Validate Promotions with Unmatched Items for more details.](#)

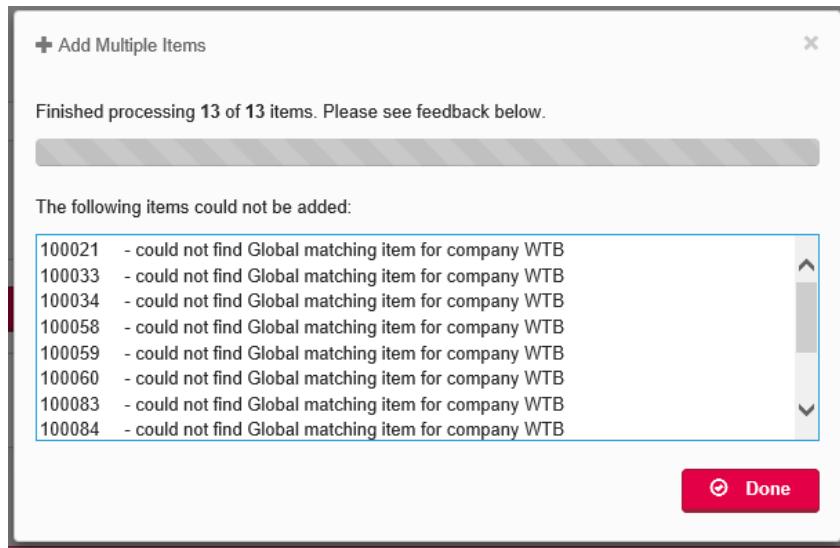


Figure 5-18 Add Multiple Items feedback window

You can Copy and Paste the information on missing items into an excel file, to be able to upload again when the items are matched. The information will be automatically split on columns when copied in Excel.

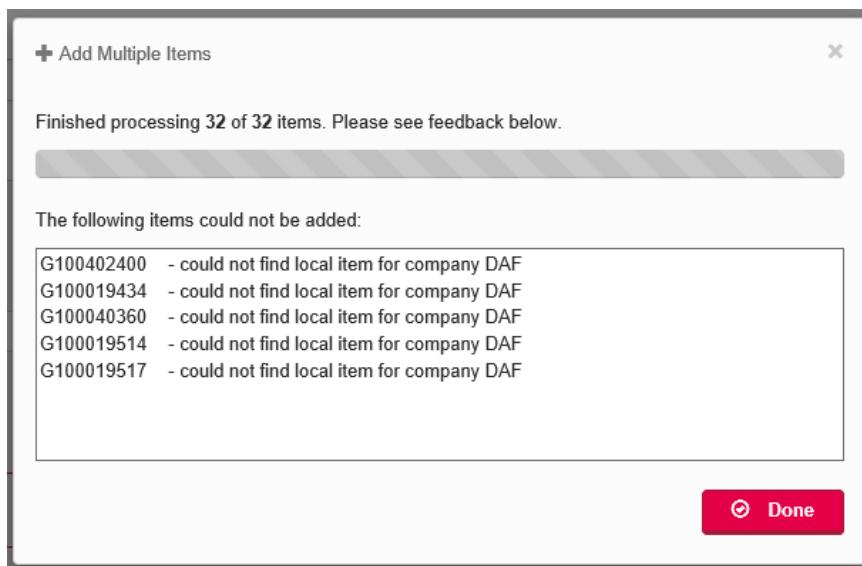


Figure 5-19 Add Multiple Items confirmation window

Once the upload operation is finished, you can close the window by clicking the Done button and observe that the items have been added into the grids.

4. Add Unmatched Items

Promotions can now be created with Global/SAP Items that have not been matched yet with a Local Item for the selected Company. The Promotion can be created only with not matched items or with a combination of matched and unmatched items

5. Item Grids

After you add items, these will be added into grids in the lower section of the window.

Here you can have more tables, one corresponding to each currency of the Companies previously selected. Above each table, you can see the Currency and the matching Company codes. You also have a filter box, where you can search for a certain Item by any of the values available in the grid.

The screenshot shows the 'Create Promotion Wizard - Add Items' interface. At the top, there are tabs for 'Global View' (which is selected) and 'Local View'. Below this, there are sections for 'Currency: EUR (DCA, WTB)' and 'Currency: CHF (WTB)'. Each section includes a 'Filter...' input field and checkboxes for 'Select all' and 'Select non-matched'. The main area contains two data grids:

| A... | U... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
|-------------------------------------|------|-------------|------------|----------|--------------|-------------------------------|------------------------|
| <input checked="" type="checkbox"/> | | G100015330 | 101755 | 1861765 | WTB | C.DIOR HOMME DEO SP 150 | *CD DIOR HOM |
| <input checked="" type="checkbox"/> | | G100015329 | 101754 | 1861764 | WTB | C.DIOR HOMME EDTS 100 | CD DIOR HO |
| <input checked="" type="checkbox"/> | | G100015328 | 101753 | 1861762 | WTB | C.DIOR HOMME EDTS 50 | CD DIOR HC |
| <input checked="" type="checkbox"/> | | G100019365 | 100890 | 1001697 | WTB | C.DIOR MISS ORIGINAL EDTS 100 | CD MISS DIOR EDTS |
| <input checked="" type="checkbox"/> | | G100015332 | | | DCA | C.DIOR HOMME AS LOTION 100 | |
| <input checked="" type="checkbox"/> | | G100015330 | | | DCA | C.DIOR HOMME DEO SP 150 | |
| <input checked="" type="checkbox"/> | | G100019365 | | | DCA | C.DIOR MISS ORIGINAL EDTS 100 | |

| A... | U... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
|------|------|-------------|------------|----------|--------------|--|------------------------|
| | | G100015329 | 101754 | 1861764 | WTB | C.DIOR HOMME EDTS 100 | CD DIOR HO |
| | | G100015328 | 101753 | 1861762 | WTB | C.DIOR HOMME EDTS 50 | CD DIOR HC |
| | | G100015332 | 101756 | 1861767 | WTB | C.DIOR HOMME AS LOTION 100 | CD DIOR HOMI |
| | | G100015330 | 101755 | 1861765 | WTB | C.DIOR HOMME DEO SP 150 | *CD DIOR HOM |
| | | G100065949 | 153090 | 2279682 | WTB | C.DIOR HYPNOTIC POISON EAU SECRET EDTS 100 | CD HYPN POISON EA |
| | | G100065951 | 153089 | 2279684 | WTB | C.DIOR MISS EDTS 100 | CD I |
| | | G100019365 | 100890 | 1001697 | WTB | C.DIOR MISS ORIGINAL EDTS 100 | CD MISS DIOR EDTS |

At the bottom of each grid, there are buttons: 'Accept selected', 'Accept all', 'Reject selected', 'Clear not accepted', 'Clear all', 'Copy selection', and a status message indicating the number of accepted items.

Figure 5-20 Multiple Grids/Currencies

When you add unmatched items into the grids, they will have all Global information filled in and the Local information blank. You can perform all actions, as you would normally perform for matched items (accept them in promotion, set discount, set prices etc.).

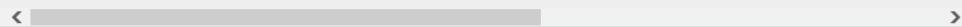
In the upper left corner of the Grid you have a checkbox that gives you the possibility to **Select unmatched items**, so you can have quick access and easy processing of these lines.

Currency: EUR (BLG, WTB)

Select all Select non-matched



| A... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
|------|-------------|------------|----------|--------------|---|------------------------|
| ✓ | 123456 | | | WTB | GIVENCHY POP GLOSS TESTER 455 BOOST COPP 6ML | |
| ✓ | 100799 | | | BLG | ARDEN PROVOCATIVE INTERLUDE EDPS 50 | |
| ✓ | G100020844 | 103523 | | WTB | BIOtherm BAUME BODY NUTRITION 200 | *BIO BAUME CORPS NUTRI |
| ✓ | G100020799 | 118165 | | WTB | BIOtherm BIOSOURCE MAKE UP REMOVER MILK D... | BIO BIOSOURCE CLEAN MI |
| ✓ | G100015905 | 122369 | | WTB | A RUIZ DE LA PRADA LIP BALM TROPICAL SPF 15 | RUIZ DE LA PRADA |
| ✓ | G100016132 | 28846 | 1910624 | BLG | "LANCOME DUO MASCARA HYPNOSE, DEFINCILS BL... | LA DUO MASC.HYPNOSE+DI |
| | G100015905 | 37399 | | BLG | A RUIZ DE LA PRADA LIP BALM TROPICAL SPF 15 | ARP LIP BALM TROPICA |
| | 100799 | 40012272 | | WTB | ARDEN PROVOCATIVE INTERLUDE EDPS 50 | ARD PROVOCATIVE INTER |
| | G100020799 | 40040043 | | WTB | BIOtherm BIOSOURCE MAKE UP REMOVER MILK D... | BIO BIOSOURCE LAIT DE |



Accept selected Grid contains 6 accepted items / 9 items

Figure 5-21 Unmatched Items in Grid

When you add **Not Assorted** items in the grids, these will be marked by red highlight and an information icon in front of Global Item column. For each item, you can see the below details:

- Date of last gathered price – For all items (assorted and not assorted) you will see the date of last gathered price while rolling your mouse over the DF Price or DP Price;
- Shops in which the item is not assorted – by rolling your mouse over the information icon you will see a list of shops where that item is not present in the assortment. You can expand the information by clicking on the information icon and a pop-up window will be opened;

Currency: CHF (WTB)

Select all Select non-matched



| A... | U... | Global Item | Local Item Description | Local Item Sta... | Regular Price DF | Regular Price DP | Simulated TSU | Proposed TSU |
|------|------|--------------|------------------------|-------------------------|------------------|------------------------------------|---------------|--------------|
| ✓ | | □ G100018660 | 125 | JPG LE MALE EDTS 125 | Active | 75 | 0 | |
| ✓ | | □ G100018659 | S 75 | JPG LE MALE EDTS 75 | Active | Last price gathered on: 2016/12/01 | | |
| ✓ | | □ G100015291 | 100 | CK FREE EDTS 100 | Active | 66 | 0 | |
| ✓ | | □ G100015734 | S 50 | ROD HER EDTS 50 | Active | 69 | 0 | |
| ✓ | ! | □ G100017162 | S 65 | BUL OMNIA CORAL EDTS 65 | Active | 0 | | |

Accept selected Grid contains 5 accepted items / 5 items

Figure 5-22 Last Price Gathered

Currency: CHF (WTB)

Filter...

Select all Select non-matched

| A... | U... | Global Item | Local Item Description | Local Item Sta... | Regular Price DF | Regular Price DP | Simulated TSU | Proposed TSU |
|------|------|-------------|------------------------|-------------------------|------------------|------------------|---------------|--------------|
| ✓ | | G100018660 | 125 | JPG LE MALE EDTS 125 | Active | 75 | 0 | |
| ✓ | | G100018659 | S 75 | JPG LE MALE EDTS 75 | Active | | 54 0 | |
| ✓ | | G100015291 | 100 | CK FREE EDTS 100 | Active | 66 | 0 | |
| ✓ | | G100015734 | S 50 | ROD HER EDTS 50 | Active | 69 | 0 | |
| ✓ | ! | G100017162 | S 65 | BUL OMNIA CORAL EDTS 65 | Active | | 0 | |

The item is not part of the assortment of the following shops:
(WTB)BSL-Arrival Shop

[Accept selected](#) [Accept all](#) [Reject selected](#) [Clear not accepted](#) [Clear all](#) [Copy selection](#) Grid contains 5 accepted items / 5 items

Figure 5-23 Shops where Item is Not Assorted

In the detailed pop-up window you will also be informed about the number of shops where the item is assorted versus the number of shops where the item is not assorted.

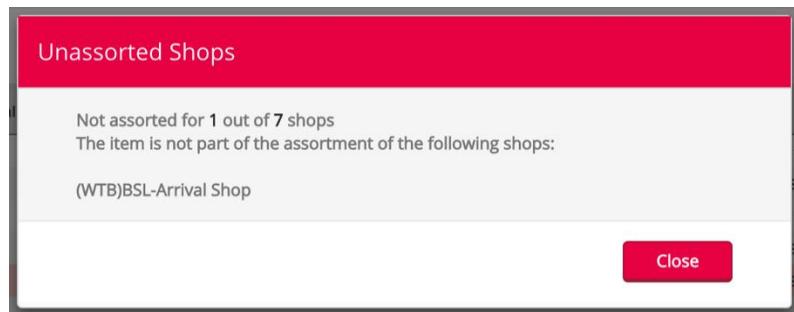


Figure 5-24 - Unassorted Shops Pop-up

When you add **Excluded** items in the grids, these will be marked by red highlight and an information icon in front of Global Item column. For each item, you can see the below details:

- List of Exclusion IDs that apply for each item – summary of Exclusion ID list is available on mouse roll-over;
- Access to detailed list of Exclusions – you can expand the information available on mouse roll-over by clicking on the information icon and a pop-up window will be opened;

Figure 5-25 – Exclusion List

When expanding the Exclusion List, you will have available the following information:

- Exclusion ID – with possibility to reach View Exclusion by clicking on the ID;
 - Hierarchy on which the Exclusion is created;
 - Category;
 - Start Date;
 - End Date

Promotion details Division and Company Type of Promotion **Items** Promotion Summary Terms

Frozen Date
2017/08/21

Create Promotion Wizard - Promotion Items Global View Local View

Exclusion List

Please note that this item is part of the following exclusions

| Exclusion ID | Hierarchy | Category | Start Date | End Date |
|--------------|-----------|---------------------|------------|------------|
| ADVEX201710 | Brand | Alcoholic Beverages | 2017/12/01 | 2017/12/30 |

Close

Figure 5-26 – Exclusion List

On the right side above each grid, you have a drop-down, which can be used to hide some of the columns. The dots indicate which columns are active (red) and which columns are inactive (gray).

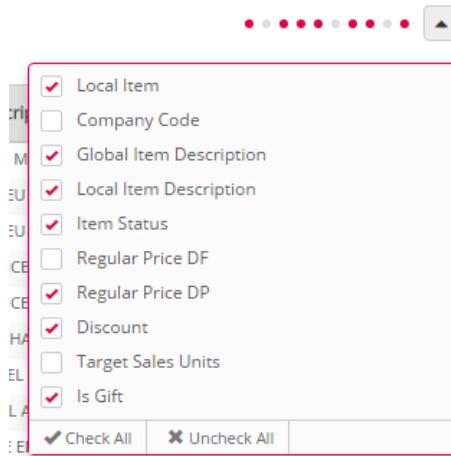


Figure 5-27 Hide columns

6. Apply Promo Price for mechanic “Promotion Price”, “Pool Combination Discount” or “Layered Combination Discount”.

Bulk Set Promo Price

If the previously selected Mechanic is Promotion Price, you must insert (in the grid) a Promo Price for each accepted item in order to activate the “Next Step” button. The Price is set by double-clicking the corresponding price box in the grid.

To set a Promo Price for more items at once, you can use the **Bulk set promo price** button.

To efficiently use the functionality, you can follow the below recommended steps:

- a) Select the items that have the same Promo Price from the grids. You can do this by clicking one by one the items or by using the Grid Filter and Select All functions at the same time.

Example: In the below grid (Figure 5-28 Grid Example – Initial State), search for HOMME and the click on Select all checkbox in the top-left corner above the table. Once you have done that, only the items with HOMME in their description will be selected (Figure 5-29 Grid Example – After Selection). To continue with another selection, you must clear the letters from the filter and you will have all 37 items displayed again.

Currency: CHF (WTB)

Filter...
 Select all Select non-matched



| A... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
|--------------------------|-------------|------------|----------|--------------|---|------------------------|
| <input type="checkbox"/> | G100015903 | 122367 | | WTB | A.RUIZ DE LA PRADA LIP BALM CHERRY | RUIZ DE LA PRA |
| <input type="checkbox"/> | G100015902 | 122365 | | WTB | A.RUIZ DE LA PRADA LIP BALM TUTTI FRUTTI | RUIZ DE LA PRA |
| <input type="checkbox"/> | 106050 | 112308 | | WTB | ALCYONS GOLDMANIA EDPS 100 *ALC GOLDMANIA EDPS 100 ALC GOLDMA | |
| <input type="checkbox"/> | G1000309036 | 170200 | 2345125 | WTB | AZZARO CHROME LTD SUMMER EDTS 100 | *AZZ CHROME SUMME |
| <input type="checkbox"/> | G100020799 | 118165 | | WTB | BIO THERM BIOSOURCE MAKE UP REMOVER MILK D... | BIO BIOSOURCE CLEAN |
| <input type="checkbox"/> | G100020799 | 40040043 | | WTB | BIO THERM BIOSOURCE MAKE UP REMOVER MILK D... | BIO BIOSOURCE LAIT |
| <input type="checkbox"/> | G100020844 | 103523 | | WTB | BIO THERM BAUME BODY NUTRITION 200 | *BIO BAUME CORPS NU |
| <input type="checkbox"/> | 123456 | | | WTB | GIVENCHY POP GLOSS TESTER 455 BOOST CUPP 6ML | |
| <input type="checkbox"/> | G100015905 | 122369 | | WTB | A.RUIZ DE LA PRADA LIP BALM TROPICAL SPF 15 | RUIZ DE LA PRA |
| <input type="checkbox"/> | 100799 | 40012272 | | WTB | ARDEN PROVOCATIVE INTERLUDE EDPS 50 | ARD PROVOCATIVE INT |

Accept selected

Accept all

Reject selected

Clear not accepted

Clear all

Copy selection

Grid contains 0 accepted items / 11 items

Figure 5-28 Grid Example – Initial State

Currency: CHF (WTB)

Filter...
 Deselect all Deselect non-matched



| A... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
|-------------------------------------|-------------|------------|----------|--------------|---|------------------------|
| <input checked="" type="checkbox"/> | G100015903 | 122367 | | WTB | A.RUIZ DE LA PRADA LIP BALM CHERRY | RUIZ DE LA PRA |
| <input checked="" type="checkbox"/> | G100015902 | 122365 | | WTB | A.RUIZ DE LA PRADA LIP BALM TUTTI FRUTTI | RUIZ DE LA PRA |
| <input checked="" type="checkbox"/> | 106050 | 112308 | | WTB | ALCYONS GOLDMANIA EDPS 100 *ALC GOLDMANIA EDPS 100 ALC GOLDMA | |
| <input checked="" type="checkbox"/> | G1000309036 | 170200 | 2345125 | WTB | AZZARO CHROME LTD SUMMER EDTS 100 | *AZZ CHROME SUMME |
| <input checked="" type="checkbox"/> | G100020799 | 118165 | | WTB | BIO THERM BIOSOURCE MAKE UP REMOVER MILK D... | BIO BIOSOURCE CLEAN |
| <input checked="" type="checkbox"/> | G100020799 | 40040043 | | WTB | BIO THERM BIOSOURCE MAKE UP REMOVER MILK D... | BIO BIOSOURCE LAIT |
| <input checked="" type="checkbox"/> | G100020844 | 103523 | | WTB | BIO THERM BAUME BODY NUTRITION 200 | *BIO BAUME CORPS NU |
| <input checked="" type="checkbox"/> | 123456 | | | WTB | GIVENCHY POP GLOSS TESTER 455 BOOST CUPP 6ML | |
| <input checked="" type="checkbox"/> | G100015905 | 122369 | | WTB | A.RUIZ DE LA PRADA LIP BALM TROPICAL SPF 15 | RUIZ DE LA PRA |
| <input checked="" type="checkbox"/> | 100799 | 40012272 | | WTB | ARDEN PROVOCATIVE INTERLUDE EDPS 50 | ARD PROVOCATIVE INT |

Accept selected

Accept all

Reject selected

Clear not accepted

Clear all

Copy selection

Grid contains 0 accepted items / 11 items

Figure 5-29 Grid Example – After Selection

You can use these actions to make selections based on any information existent in the table (Global/Local item numbers, Global/Local item descriptions, Company, Retail Prices etc.)

- b) Once you have selected the needed Items, click on Bulk Set Promo Price button.
- c) In the window you opened, you have the possibility to set one or both Promo Prices for the selected items.

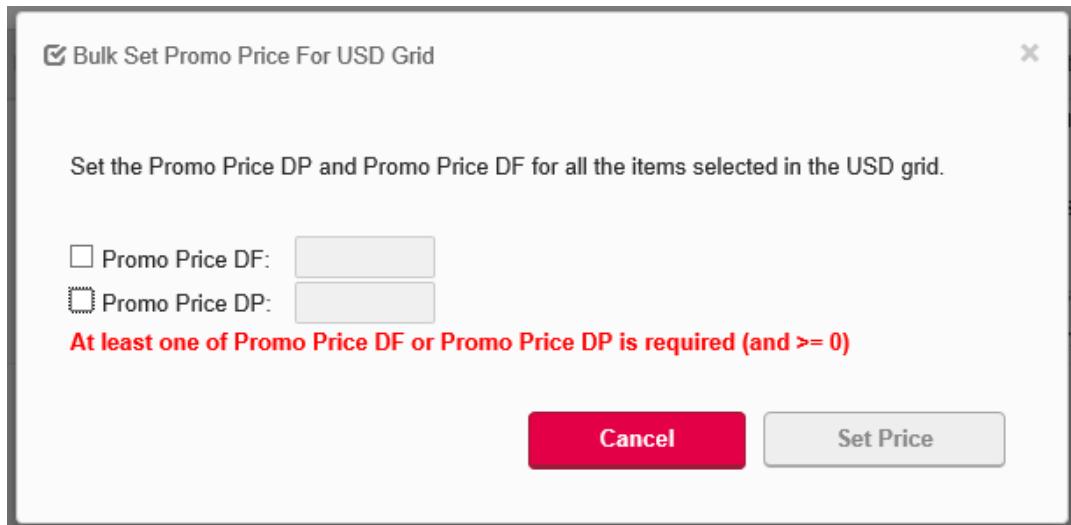


Figure 5-30 Bulk Set Promo Price window

- d) To set the Price you must first click the checkbox to activate the input field for one or both prices.
- e) Once you have inserted the value(s), click on Set Price to close the window and update the Promo Price for all selected items.

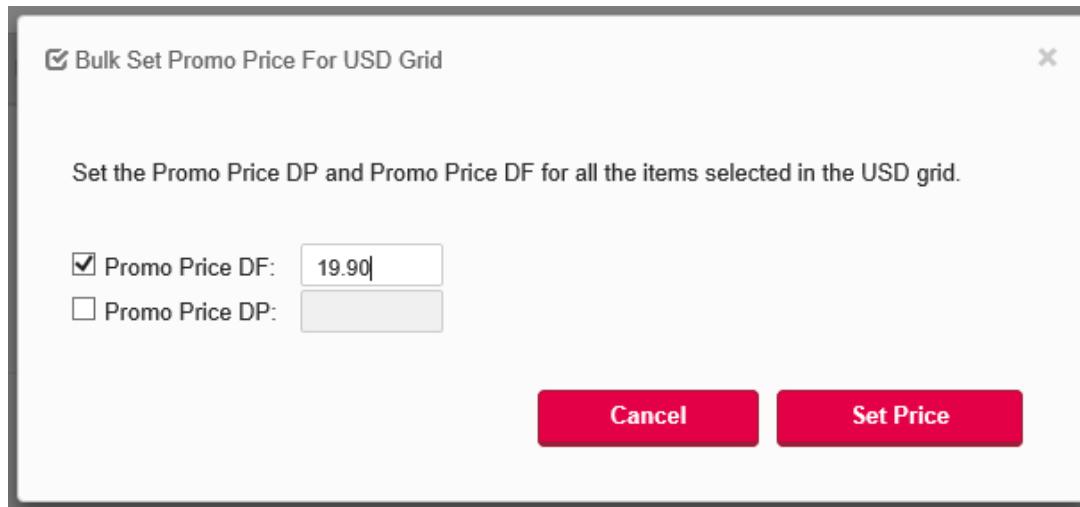


Figure 5-31 Bulk Set Promo Price example

Multi-Unit – Warning for Promotional Price

This feature will apply if on Type of Promotions step you picked one of the following combinations:

Multi-Unit – Pool Combination Discount

Multi-Unit – Layered Combination Discount – Quantity & Value

When choosing one of the above mechanics you have to set a promotional price for a specific number of items – this results in splitting the amount to the number of items set as condition.

Example 1: Buy 2 items for 50EUR – in this case each item will have Promotional Price of 25 EUR

Example 2: Buy 3 items for 70EUR – in this case each item will have Promotional Price of 23.33 EUR

If the Retail price if at least one of the items from Example 1 is less than 25 EUR, when advancing to the Items Grids a warning will be presented along with highlighting the corresponding line, as in the below figure:

| For the highlighted items the Promotion Price will be higher than the Retail Price | | | | | | |
|--|-------------|------------|----------|--------------|--|------------------------|
| Currency: EUR (WTB) | | | | | | |
| <input type="text" value="Filter..."/> ... | | | | | | |
| <input type="checkbox"/> Select all <input type="checkbox"/> Select non-matched | | | | | | |
| A... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
| ✓ <input checked="" type="checkbox"/> | G100020799 | 118165 | | WTB | BIOtherm Biosource Make Up Remover Milk D... | BIO BIOSOURCE CLEAN MI |
| ✗ <input type="checkbox"/> | G100020799 | 40040043 | | WTB | BIOtherm Biosource Make Up Remover Milk D... | BIO BIOSOURCE LAIT DE |
| ✓ <input checked="" type="checkbox"/> | G100020844 | 103523 | | WTB | BIOtherm Baume Body Nutrition 200 | *BIO BAUME CORPS NUTRI |
| ✓ <input checked="" type="checkbox"/> | 123456 | | | WTB | GIVENCHY Pop Gloss Tester 455 Boost Copp 6ML | |
| ✓ <input checked="" type="checkbox"/> | G100015905 | 122369 | | WTB | A.RUIZ DE LA PRADA Lip Balm Tropical SPF 15 | RUIZ DE LA PRADA |
| ✗ <input type="checkbox"/> | 100799 | 40012272 | | WTB | ARDEN PROVOCATIVE INTERLUDE EDPS 50 | ARD PROVOCATIVE INTER |

Figure 5-32 Warning when Promo Price is higher than Retail Price

For Layered Combination Discount, the warning will be presented if at least one of the total amounts introduced (in any of the layers and for any currency) is higher than the Retail Price for the selected item.

The Warning has an informative purpose and will not stop the Promotion Creation or Edit process – you can advance to the next step if all other mandatory information is filled in.

7. Accept Items

To accept items in the grid, you must select them by clicking the check box and then press “Accept Selected” button. Once accepted, the items are marked accordingly in the first column. If you want to mark some accepted items as not accepted, you must select them by clicking the check box and then pressing “Reject Selected” button.

To accept all items in the grid, you can go straight to “Accept All” button. If you want to clear the grid, you have two options:

- Clear unaccepted items – which leaves only the accepted items in the grid.
- Clear all – which clears all times and removes the grid.

| Accept selected | Accept all | Reject selected | Clear not accepted | Clear all | Copy selection | Bulk set promo price |
|--|---|--|---|--|---|---|
| <input type="button" value="Accept selected"/> | <input type="button" value="Accept all"/> | <input type="button" value="Reject selected"/> | <input type="button" value="Clear not accepted"/> | <input type="button" value="Clear all"/> | <input type="button" value="Copy selection"/> | <input type="button" value="Bulk set promo price"/> |

Figure 5-33 Action Buttons

For the Accept All, Clear not accepted and Clear all buttons, you have a confirmation pop-up with the options to continue the action or go back.

If you checked the Gift with Purchase option in the previous screen, now you can go and mark one or more items as gifts. You can do that in the last column, labeled as “Gift”, by clicking the box corresponding to that item.

In the bottom right corner of the grid, you can see how many items are available and how many of them have been accepted.

Currency: USD (ADF, BLA, DAF)

Filter...

Select all

| Acc... | Global Item | Local Item Description | Item Status | Regular Price DF | Regular Price DP | Target Sales Units | Is Gift |
|--------|-------------|-----------------------------------|-------------|------------------|------------------|--------------------|---------|
| ✓ | G100354503 | CHANEL CHANCE EAU TENDRE BODY | Active | 85 | 85 | 0 | |
| ✓ | G100019406 | CHANEL ALLURE BL 200 | Active | 0 | 0 | 0 | |
| ✓ | G100019423 | CHANEL ALLURE DFO SP.100 | Active | 48 | 48 | 0 | ✓ |
| ✓ | G100019442 | CHANEL ALLURE EDPV 100ML | Active | 126 | 126 | 0 | |
| ✓ | G100019442 | CHANEL ALLURE EDPS NOT REFILL 100 | Active | 0 | 0 | 0 | |
| | G100019441 | NOT REFILL 50 | Active | 106 | 106 | 0 | |
| | G100019441 | Allure Edp 50ml | Active | 0 | 0 | 0 | |
| | G100019441 | NOT REFILL 50 | Active | 94 | 94 | 0 | |
| | G100019394 | CHANEL ALLURE EDTS 100 | Active | 123 | 123 | 0 | |
| | G100019394 | CHANEL ALLURE EDTV 100ML | Active | 100 | 100 | 0 | |

Accept selected | Accept all | Reject selected | Clear not accepted | Clear all | Copy selection | Grid contains 5 accepted items / 984 items

Figure 5-34 Item Grid Example

In case of multiple grids, you can redo the steps of accepting items or you can click on Copy selection button under the already adjusted grid. The selection will be copied to all other grids based on Global Item association.

At least one item must be marked as accepted for the “Next Step” button to be available.

Once you finished working with the Grids, you can click on Save button and proceed to see the summary of the created Promotions

Promotion Summary

If you want to go back and change anything, you can use the Previous Step button or the progress bar. Once all fields are completed, the Save button will become active and you must click it to save the promotion.

After the Save operation is completed, you will proceed to the Promotion Summary screen where you will see details about Promotion Status, ID, Company, Shops, Currency, Description and Item Details.

The screenshot shows the 'Create Promotion Wizard - Promotion Summary' screen. At the top, there is a navigation bar with six steps: 'Promotion details', 'Companies and Shops', 'Type of Promotion', 'Items', 'Promotion Summary' (which is highlighted in red), and 'Terms'. Below the navigation bar is a search bar labeled 'Filter...' and a checkbox labeled 'Select all'. A table lists two promotions:

| Promotion ID | Description | Status | Details | Currency | Company | Shops |
|---|--------------|--------|---|----------|-------------------------|--|
| <input checked="" type="checkbox"/> ADVPR2019611839 | Save 15% Off | ACTIVE | 54 matched local items : no unmatched local items | CHF | Dufry Basel-Mulhouse AG | BSL-Arrival Shop (CHBI) |
| <input type="checkbox"/> ADVPR2019611840 | Save 15% Off | ACTIVE | 54 matched local items : no unmatched local items | EUR | Dufry Basel-Mulhouse AG | BSL – Gate Sud Shop (504; CHBD); BSL-International M |

Below the table are three export buttons: 'Export Promotion to excel', 'Export unassorted items', and 'Export unmatched items'. Underneath these buttons are three date fields: 'Start Date' (2020/01/28), 'End Date' (2020/01/28), and 'Frozen Date' (2019/11/04). A 'Promotion Classification' field shows 'Global'. At the bottom right are two buttons: 'Manage Digital Media Content' (highlighted in red) and 'Open Terms'.

Figure 5-35 - Promotion Summary

From Promotion Summary you have the below options:

- View Created Promotions – by clicking on each Promotion ID to open it in View Mode.
- Export Promotion to excel – you can export one Promotion at once in excel format and you will receive the file downloaded from your browser.
- Export unassorted items – you will receive the details for unassorted items in the file downloaded from your browser.
- Export unmatched items – you will receive the details for unmatched items in the file downloaded from your browser.

Here you also have details on:

- Promotion Start Date and End Date.
- Frozen date applied to all promotions created in one batch.
- Promotion Classification – automatically assigned depending on your user's classification.

[Manage Digital Media Content](#)

At the bottom of the page there is the [Manage Digital Media Content](#) button that allows you to add digital media content to a specific promotion or in bulk to all the newly created promotions.

For details on how to create, edit and delete digital media content please see the corresponding chapter from this User Guide.

Note: At this stage, any new promotion will not become Active until it has a Promotion Terms associated. You can continue now to insert the terms (by clicking on the [Open terms](#) button) or

you can come back later to add Terms either by editing the promotions and reaching the last step or by accessing the Terms Creation page straight from View Promotion Mode.

Promotion Terms

By continuing to Promotion Terms, you will have two options at hand:

1. If one or more catalogues are already created, these will be proposed to be applied for your promotion – you can accept them as they are, edit them or discard them, and create new terms.
2. If there is only 1 catalogue suggested, it will be automatically applied adding one term –which you can accept or not. If more than 1 catalogue are suggested, then you will see the **Mult. catalogue entries found** button. Click on the **Mult. catalogue entries found** button to see the list of suggested term catalogues for a single promotion.

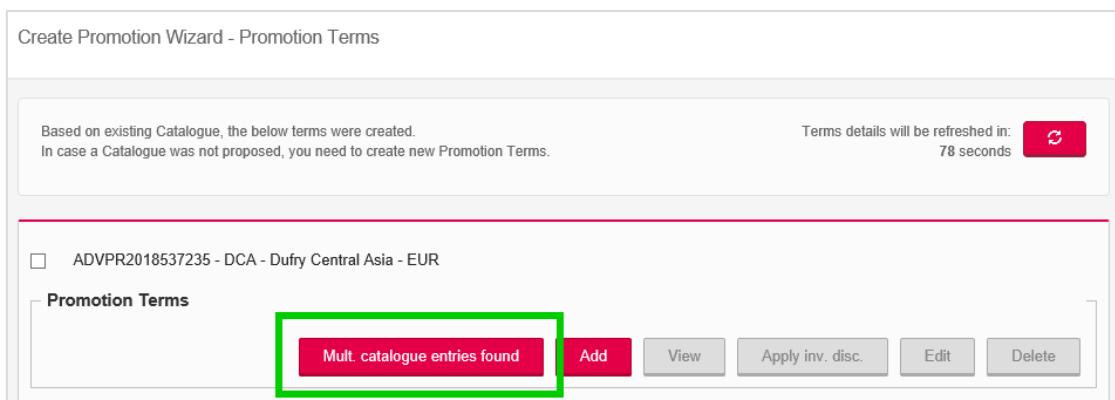


Figure 5-36 Promotion Creation Wizard – Terms – Proposed term catalogues (1)

| Multiple Matching Catalogue Entries For ADVPR2018537235 | | | | | |
|---|--------------|--|--------|------------|--------------------------------------|
| | Catalogue ID | Name | Status | Categories | Manufacturers |
| <input type="checkbox"/> | PC201700061 | VO EMEA DIV2 100%OFF COST EUR (NO:...) | Active | P&C | Acqua di Parma, Italy;Adidas, Ger... |
| <input checked="" type="checkbox"/> | PC201700072 | VO EMEA DIV1+2+3 NO CONTRIBUTION (...) | Active | P&C | Acqua di Parma, Italy;Adidas, Ger... |
| <input type="checkbox"/> | PC201700205 | Liquidation Price OFF 30 Q | Active | P&C | Acqua di Parma, Italy;Adidas, Ger... |

Figure 5-37 Promotion Creation Wizard – Terms – Proposed term catalogues (2)

3. If no catalogue is available for your promotion, you will be able to create a new term.

You can create, edit and delete the terms for a single promotion, by clicking on the **Add**, **Edit** or **Delete** buttons respectively. You can also apply an invoice discount to the promotion by clicking on **Apply inv. disc.**.

The screenshot shows a table of promotion terms. A single row is selected, highlighted with a green border. The columns include Term Key (236669), Term Level (PROMOTION), Manufacturers, Brands, Billing Currency (AMD), Billing Type (New Invoice), and Bill. At the top right of the table area, there is a group of five buttons: Add, View, Apply inv. disc., Edit, and Delete. The 'Apply inv. disc.' button is highlighted with a red box.

| | Term Key | Term Level | Manufacturers | Brands | Billing Currency | Billing Type | Bill |
|-------------------------------------|----------|------------|---------------|--------|------------------|--------------|------|
| <input checked="" type="checkbox"/> | 236669 | PROMOTION | | | AMD | New Invoice | An |

Figure 5-38 Promotion Creation Wizard - Create, Edit and Delete terms

If you want to create the same terms for more than 1 promotion, select the promotions you want and click on the **Add for Multiple** button.

The screenshot shows a list of promotions with checkboxes next to their names. Two checkboxes are checked: one for 'ADVPR2018537236 - UK70 - WDFG UK Holdings Ltd - GBP' and another for 'ADVPR2018537237 - ITB - Interbares S.A. - USD'. Below this list, there is a section labeled 'Promotion Terms' for each selected promotion, containing the same set of buttons as Figure 5-38. At the bottom of the page, there is a button labeled 'Add for Multiple' which is highlighted with a red box.

Figure 5-39 Promotion Creation Wizard – Terms - Add for Multiple

For details on how to create term catalogues or new promotion terms please see the corresponding chapter from this User Guide.

5.1.4 Save Promotion with Excluded Items

If you have excluded items in your Promotion, after clicking on Save button you will have the options to:

- 1.** Save – items will be removed from the shops where they are excluded during the export to the local systems;
- 2.** Save as draft – all items are saved and promotion is created as Draft (from here you can go and review the Exclusions and you can later Activate the promotion, once you are satisfied with the item list).
- 3.** Cancel your action.

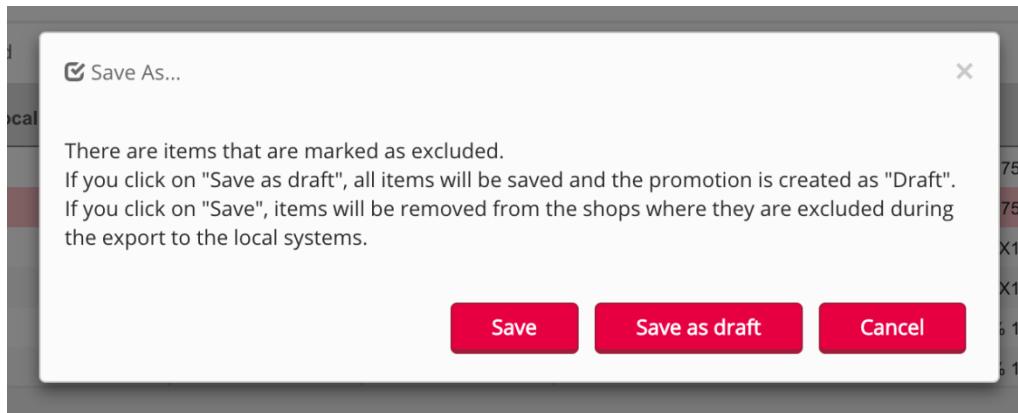


Figure 5-40 Save with unmatched items

5.1.5 Save Promotion with Unmatched Items

If you have unmatched items in your Promotion, after clicking on Save button you will have the options to:

- 4.** Discard Unmatched items and Save the promotion as a regular Save action.
- 5.** Save Promotion as incomplete, while waiting for the items to be matched. You will be informed about the unmatched items and the possibility to receive them in an excel file by e-mail.
- 6.** Cancel your action.

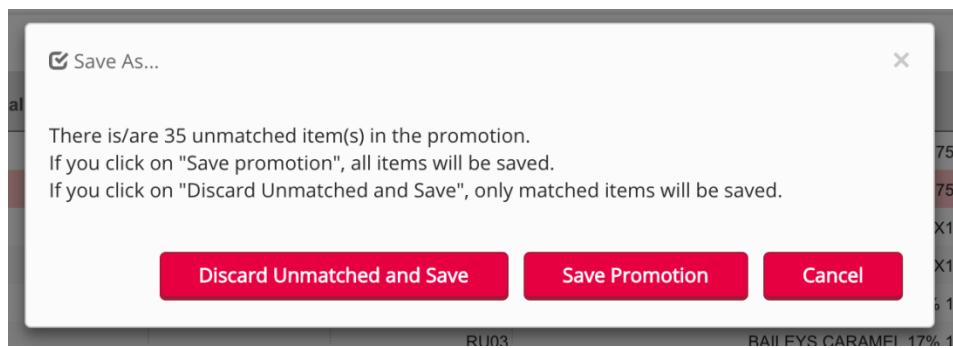


Figure 5-41 Save with unmatched items

Saving the promotion by Discarding the Unmatedched items will behave as a regular Save action, as described as the beginning of this chapter.

Saving the promotion as Incomplete, will give you information about the unmatched items and the possibility to export them in an excel file from Promotion Summary.

5.1.6 Save Promotion with Items Not in the Assortment

A promotion can be created only for assortment present at the store level. The promotion definition wizard will check the existing price values and sales for items defined in promotions for a specific period of time currently set at 12 months.

Example: The application will consider any item that will not have a price defined in the last 12 months as being discontinued from the sell and the promotion definition process will indicate this to the user while creating the promotion.

During **Item Selection Step** the application will indicate the unavailability of specific items in the shops selected for promotion creation. [Third Step – 1](#)

Note: If you have unassorted items in your Promotion, after clicking on Save button the Promotion will be saved with all items present in the Item Grids. The System will do the below checks when sending the items to the ERP:

- All items that are assorted for all shops in the promotion will be sent to these locations (shops);
- Items that are not assorted for all shops in the promotion will be sent only to the locations (shops) where they appear as being in assortment;
- Items marked as Gift will be sent to all shops in the promotion, regardless of the assortment;
- If from the list of items, the only one assorted for a location is the one marked as Gift, that item will not be sent until another regular item is assoterd for that location;

From Promotion Summary, you have the possibility to export an Excel file with the list of Unassorted Items.

5.1.7 Create a Promotion using the Copy From button

Another way to create a promotion by using the Copy from button.

Once searched for the promotion that needs to be copied, you can click on the Copy From button available in the Manage Promotion tab.

ADVPR201744707

| Promotion Code | Promotion Type | Company | Back Office | Manufacturer | |
|---|-----------------------|---------------------------------|--|---|-----------------------|
| <input type="checkbox"/> ADVPR2017447072 | Seasonal Events | Dufry CE s.r.o. | Prague | Desigual, Spain | Save 40% Off |
| <input type="checkbox"/> ADVPR2017447073 | Multi Unit Promotion | The Nuance Group AG (CH) | Geneve DF; Geneve DP; Oftringen; Zurich DF; Zurich ... | UNKNOWN | Buy any 2 items |
| <input type="checkbox"/> ADVPR2017447074 | Multi Unit Promotion | Dufry CE s.r.o. | Prague | BACCO Europe, Ireland; Bacardi Martini, Bermuda; B... | Buy any 2 items, |
| <input type="checkbox"/> ADVPR2017447075 | Single Unit Promotion | Dufry CE s.r.o. | Prague | Pernod Ricard World Trade, France | Fixed Promo Pri... |
| <input checked="" type="checkbox"/> ADVPR2017447076 | Liquidation Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Limited Brands (Victoria's Secret), USA; UNKNOWN | All offers that ar... |
| <input type="checkbox"/> ADVPR2017447077 | Liquidation Promotion | Dufry Maroc SARL | Casablanca Mohamed V DF | Colbert, France; GENERIC MANUFACTURER; Lanvin, Fr... | Buy 1 items, get |
| <input type="checkbox"/> ADVPR2017447078 | Multi Unit Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Solen Choco, Turkey | Buy any 3 items |
| <input type="checkbox"/> ADVPR2017447079 | Multi Unit Promotion | Dufry Maroc SARL | Beni Mellal DF | Japan Tobacco International, Japan | Buy all items, Sa... |

Select all Clear selection Results 19059 items

Figure 5-42 Copy From

After clicking the Copy From button, you will be prompted to pick Single copy or Batch copy. Both options result in the opening of a new Promotion Screen with all information pre-populated. Here you can remove or add any information, except changing the category.

Copy from Single

The Copy from Single functionality gives the possibility to copy a promotion by keeping the exact same configuration or by updating any information, except Category. While performing this operation, you must be aware of the below points:

- You can change or add any other company in the promotion – this will trigger an action on the Items page and the system will automatically bring into the grids the items belonging to the new company or companies (based on the Global Items existing in the original promotion, the one that is being copied).
- For a Fixed Price promotion, you need to set the Price in all the new grids and for all the new items, in case you added one or more companies to the promotion.
- All other actions are similar with the operation of creating a Single Promotion or a Batch of Promotions.

Copy from Batch

The Copy from Batch functionality gives the possibility to copy a batch of promotions by keeping the exact same configuration or by updating any information, except Category. While performing this operation, you must be aware of the below points:

- You can change or add any other company in the promotion – this will trigger an action on the Items page and the system will automatically bring into the grids the items belonging to the new company or companies. This is done based on all Global Items already existent in the Batch of promotions that is being copied.

Example: We copy a Batch of promotions that was created for companies WTB (with Items A, B and C) and DUF (with items A, D and E). We add new company BLG -> the system will automatically bring into the grids items A, B, C, D and E for company BLG.

- You can use the Filter Selection or the Bulk Add feature to add items for the newly added Companies, if any.
- All other actions are similar with the operation of creating a Single Promotion or a Batch of Promotions.

5.1.8 Promotions Excel Upload

This functionality allows you to upload the promo range defined during the negotiations with suppliers into the Dufry A&P application. The upload is based on the Excel Template that can be downloaded from the Application.

The Upload Screen can be accessed by clicking on “Bulk Upload Promotions” button that is located in the Manage Promotion Screen.

A new window will be opened, through which you will have access to the following:

- Download latest Version of the Full Template File;
- Download latest Version of the Cluster Template File;
- Browse and Upload the filled in Excel File;
- Upload History;
- View Upload Details for already uploaded files;

Bulk Promotion Upload

The screenshot shows the 'Bulk Promotion Upload' interface. At the top, there's a 'Upload Excel' section with a 'Browse' button and an 'Update' button. Below it, a note says 'Please select the Excel file for upload' with 'No file chosen'. Underneath are download links for various template versions. The main area is titled 'Upload History' and contains a table with columns: Date, File Name, File Description, Excel Type, Valid Lines, and Invalid Lines. The table lists several uploaded files with their details. At the bottom right are 'Refresh History' and 'View Upload Details' buttons.

| | ▼ Date | File Name | File Description | Excel Type | Valid Lines | Invalid Lines |
|--------------------------|------------|---|---|------------|-------------|---------------|
| <input type="checkbox"/> | 14/03/2019 | Excel_Upload_Promotion_Template_T-AleDam_14_Mär... | Excel_Upload_Promotion_Template.xlsxm | Standard | 3 | 0 |
| <input type="checkbox"/> | 14/03/2019 | Excel_Upload_Promotion_Template_T-AleDam_14_Mär... | Data for Training 2 | Standard | 3 | 0 |
| <input type="checkbox"/> | 20/02/2019 | Data_for_training2_T-AleDam_20_Feb_2019_062600_v... | Data_for_training2.xlsxm | Standard | 3 | 0 |
| <input type="checkbox"/> | 20/02/2019 | Data_for_training2_T-AleDam_20_Feb_2019_102300_v... | Data_for_training2.xlsxm | Standard | 3 | 0 |
| <input type="checkbox"/> | 19/02/2019 | Data_for_training2_T-AleDam_19_Feb_2019_050700_v... | Data_for_training2.xlsxm | Standard | 2 | 0 |
| <input type="checkbox"/> | 05/02/2019 | Excel_Upload_Promotion_Template_T-AleDam_05_Fe... | Excel_Upload_Promotion_Template.xlsxm | Standard | 1 | 26 |
| <input type="checkbox"/> | 05/02/2019 | Excel_Upload_Promotion_Template_T-AleDam_05_Fe... | Excel_Upload_Promotion_Template.xlsxm | Standard | 0 | 12 |
| <input type="checkbox"/> | 30/01/2019 | Data_for_training_T-AleDam_30_Jan_2019_103700_v4... | Data_for_training | Standard | 3 | 0 |
| <input type="checkbox"/> | 28/01/2019 | Data_for_training_T-AleDam_28_Jan_2019_040300_v4... | Data_for_training.xlsxm | Standard | 14 | 0 |
| <input type="checkbox"/> | 31/10/2018 | Excel_Upload_Promotion_Template_T-AleDam_31_Ok... | Excel_Upload_Promotion_Template.xlsxm -- Test 2 | Standard | 2 | 0 |

Figure 5-43: Upload Screen

To **Download** the latest full template file you must click on the blue hyperlink presented in the screen [!\[\]\(fa5dc375f53ebca2254d954696b0908e_img.jpg\) Download Template v4.4](#) and an excel file template will be downloaded on your computer. The content of this file will have the entire organizational structure from which you can choose your options in each cell's drop-downs.

To **Download** the latest cluster template file you must click on the blue hyperlink presented in the screen [!\[\]\(d6aad4f5f3a3490eafad821ab9ac8608_img.jpg\) Download Cluster Template v4.4](#) and an excel file template will be downloaded on your computer. The content of this file will have only the organizational structure saved in the Cluster that you picked during download.

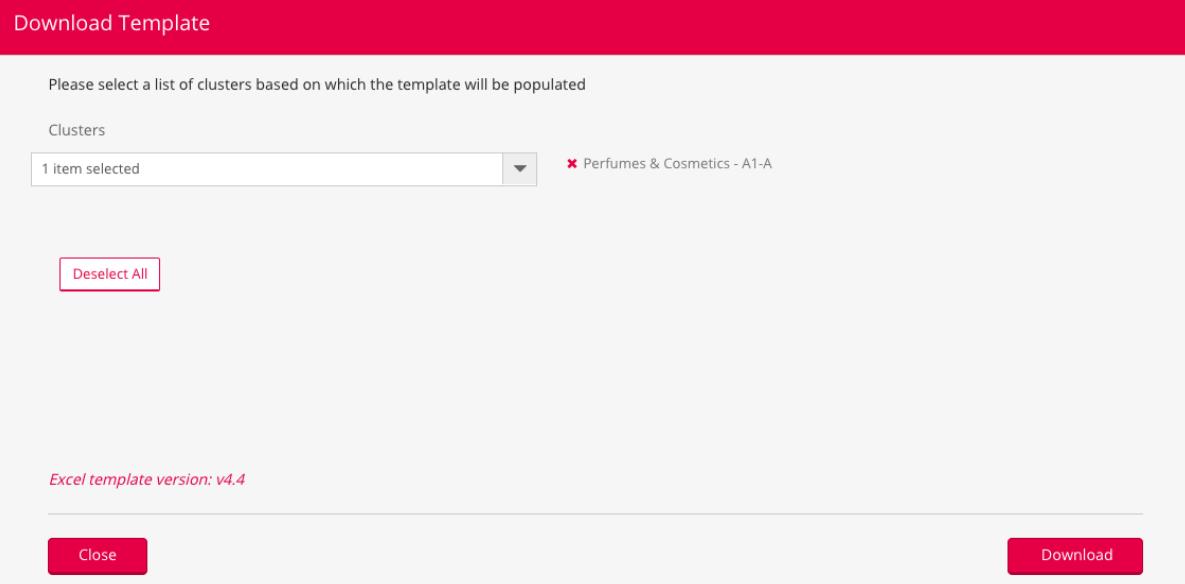


Figure 5-44 - Download Cluster Template

When downloading the Cluster Template you have the below options:

- Choose only one Cluster – the downloaded excel file will contain in the drop-downs information for that specific cluster;
- Choose more than one Cluster – the downloaded excel file will contain in the drop-downs information as a sum of what was existing in the selected clusters;

While filling in the Templates and choosing ALL on the Shops column, you will encounter the below behavior:

- a) Full Template – when choosing ALL on the Shops column, the promotion will be created for ALL shops in that Company;
- b) Cluster Template – when choosing ALL on the Shops column, the promotion will be created for **ALL shops of that Company which were present in the Cluster**;

To **Upload a filled in Excel File**, you must click on “Browse” button and select the file from your computer. After the file is selected, you must click on Upload for the validation process to begin.

The **Upload History Table** will contain a list with all the files uploaded by you and you will see there the following information:

- a) Date of upload;
- b) File Name;
- c) File Description;
- d) Valid Lines;
- e) Invalid Lines;

To **View the Upload Details** for a file, you must select it from the grid and then click on the corresponding button.

Upload File

Once clicking on “Upload” button, a new window will open where the File Description will automatically take the text used as File Name. You can adjust this description as needed. After Field Description is filled in, you must click on “Upload” button.



Figure 5-45: Add Description

After clicking the “Upload” button, the window will show the upload Progress that has 2 types of indicators:

- a) Progress bar
- b) Step by Step progress indicator – here you will see the percentage of completion and status for each step. The possible statuses are:
 - Done (successfully completed);
 - Pending (not started);
 - Failed (an issue was found and the upload process was stopped);

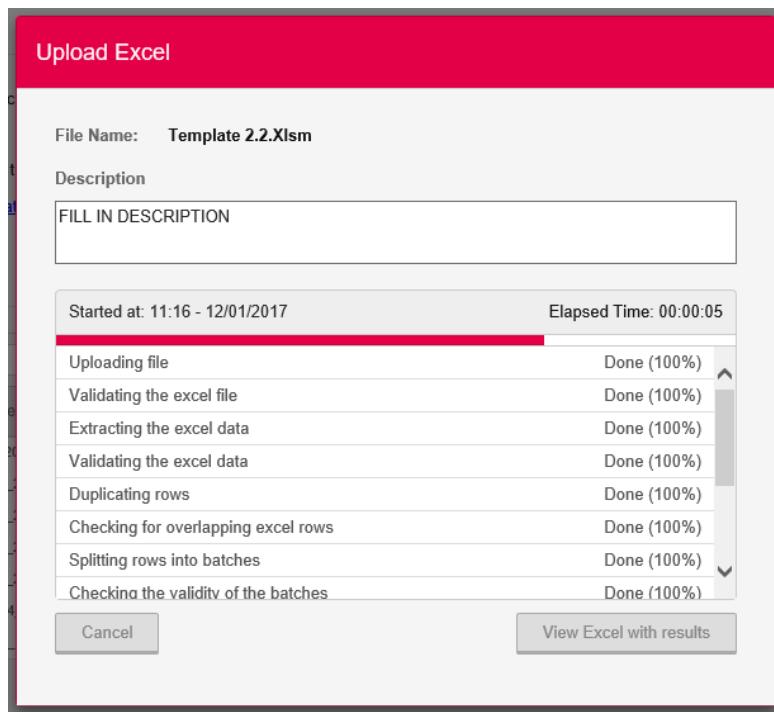


Figure 5-46: Add Description

Details on Failed Upload Step

Below you can see a mapping between the “Failed” status on each Step and possible causes:

| Step | Description | Status | Possible Cause | Example |
|---------------------------|--|--------|---|--|
| Uploading File | Transfers file in the database | Failed | Internet connection fails or User Session Expired | N/A |
| Validating the excel file | Validates the excel version and excel header | Failed | Version is not correct or the excel header has been altered | A column is missing or the column header has been altered / deleted. |
| Extracting the excel data | Reading data inserted by the User | Failed | At least one cell is not having the right type of data (for example it has a formula) | In Description field you have a concatenation formula between multiple fields. |
| Validating the excel data | Verifies that all mandatory data is there and that the input is meeting all conditions | Failed | After the validation, there was no eligible row to continue with Promo Creation | All rows had at least one missing mandatory field or inconsistencies (invalid start and end date). |

| | | | | |
|--------------------------------------|---|--------|---|---|
| | | | | None of the rows had valid location input (Ex: company code). |
| Duplicating rows | If you have one company with 2 currencies and want to create promotion for ALL shops, you can put info on one row and system will add another one for the second currency | Failed | Internet connection fails our User Session Expired | N/A |
| Checking for overlapping excel rows | Checks if inside the excel there are any overlapping promotions | Failed | After this step no promotion is marked as valid and the process stops | N/A |
| Splitting rows into batches | Identifies the Batches and assigns the correct rows to each Batch | Failed | Internet connection fails our User Session Expired | N/A |
| Checking the validity of the batches | Checks that all mandatory rules for having a batch are met | Failed | Internet connection fails our User Session Expired | If not all rules are met, the row will be adjusted with an error message. |
| Converting batches | Batches are converted into a format that will be inserted into the database | Failed | Internet connection fails our User Session Expired | N/A |
| Splitting batches into promotions | Batches are converted into promotions | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Promotions | Saves/Updates all information into the database | Failed | Internet connection fails our User Session Expired | N/A |
| Updating the excel file | Writes all information back into the excel file | Failed | Internet connection fails our User Session Expired | N/A |
| Finalizing Upload | Returns the validated file to the User | Failed | Internet connection fails our User Session Expired | N/A |

If one step of the Upload Process has failed, you need to check and correct your file based on the above information for the failed step. Once the file has been adjusted, you can redo the upload action.

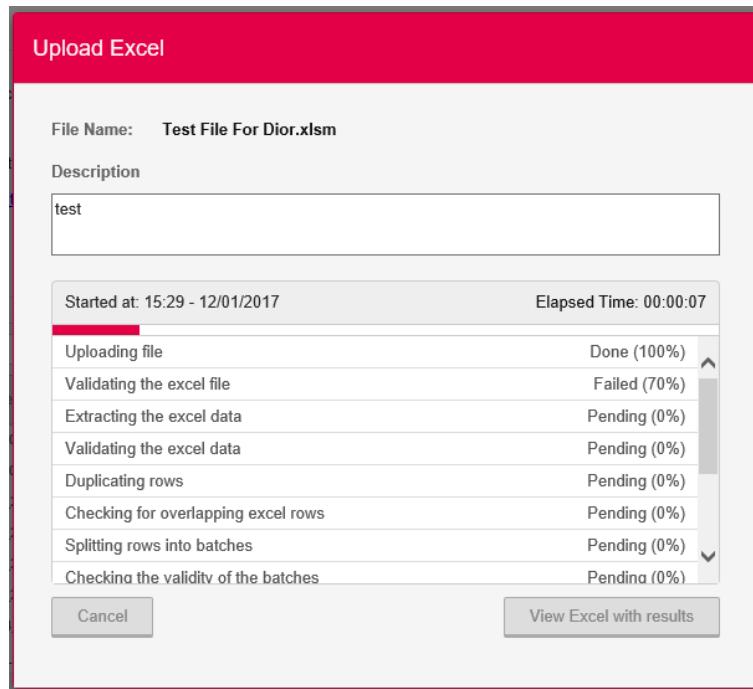


Figure 5-47: Failed Upload

If all steps of the Upload Process are successful, then the “View Excel with results” button will become active and you can download the validated excel.

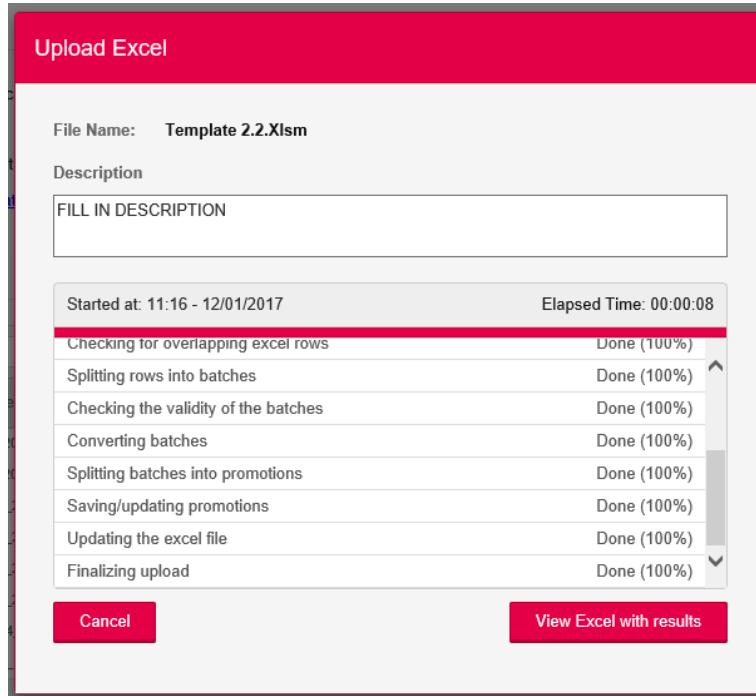


Figure 5-48: Successful Upload

[View Excel Results](#)

Once you click on “View Excel with results” button, a new window will open with the below information:

- File Description – the description introduced during Upload;
- Table with all rows from the excel file;
- Option to Download the validated file;
- Option to go to Open Promotion Mechanics;
- Option to Close the window;

Note: “Open Promotion Mechanics” button will be available only if all lines in the uploaded excel file are valid. In case you have invalid lines, please download the file, correct the lines and upload again to be able to advance and add Mechanics to your promotions.

In the table, the below fields are present:

- Promotion number;
- Start Date;
- End Date;
- Status;
- Company ID;
- Shop;
- Currency;
- Category;
- Global Item;
- Sap Item;
- Local Item;
- Promotion Errors;

View Upload Details

| File Description: Test | | | | | | | | | | 3 out of 3 valid lines | |
|------------------------|------------|------------|--------|---------------------------|------|----------|----------|-------------|----------|------------------------|------------------|
| Filter... | | | | | | | | | | | |
| Promotion | Start Date | End Date | Status | Company | Shop | Currency | Category | Global Item | Sap Item | Local Item | Promotion Errors |
| ADVPR2017473750 | 01/01/2021 | 01/01/2021 | DRAFT | Dufry Moscow Sheremetyevo | ALL | USD | 40 | G100015904 | | | |
| ADVPR2017473749 | 01/01/2021 | 01/01/2021 | DRAFT | Dufry Belgrade | ALL | RSD | 40 | G100015904 | | | |
| ADVPR2017473748 | 01/01/2021 | 01/01/2021 | DRAFT | Dufry Belgrade | ALL | EUR | 40 | G100015904 | | | |

[Close](#)
[Download](#)
[Open Promotion Mechanics](#)

Figure 5-49: View Upload Details

Promotion Errors

After the Excel has been validated on “Promotion Errors” column the successful rows will have no information and the unsuccessful rows will have error messaged. The possible error messages can be seen in the below table:

| Error Description | Error Message |
|---|---|
| Invalid Company | Company is not valid for the selected Division |
| Invalid Back Office | Back Office is not valid for the selected Company |
| Invalid Channel | Channel is not valid for the selected Back Office |
| Invalid Transit Type | Transit Type is not valid for the selected Channel |
| Invalid Shop | Invalid shops for the selected Company, Back Office, Channel, Transit Type |
| Invalid category | The selected Category is invalid for the defined items |
| Access denied for the category selected | User Access denied for the selected category |
| Access denied for the company selected | User Access denied for the selected company |
| Invalid End Date | End Date is behind the Start Date |
| Invalid Promotion dates | Dates are not consistent for Promotions in same Batch |
| Invalid G code | Global Code is not valid |
| Invalid local Code | No valid Local Item Code for the provided G/SAP code |
| Mismatch Codes | Mismatch between Global Code, Sap Code and Local Code |
| No Codes Supplied | At least one type of item code should be supplied |
| Invalid SAP Code | SAP Code is not valid |
| Invalid code for category | Item Code is invalid for selected Category |
| Overlapping rows | Item overlapping with other Item in current file |
| Empty mandatory field | "Field_NAME" is mandatory |
| Invalid Promotion Type | The promotion type provided does not exist |
| Exception on promotion split for save | Something went wrong in the server when trying to split this promotion for save |

| | |
|-----------------------------|--|
| Exception on save promotion | Something went wrong in the server when trying to save the promotion |
| Missing Manufacturer | For current selection, Manufacturer is mandatory |
| Missing Brand | For current selection, Brand is mandatory |
| Manufacturer Present | Manufacturer not allowed for selected category |
| Brand Present | Brand not allowed for selected category |
| Collection season present | Collection Season not allowed for selected category |
| Collection year present | Collection Year not allowed for selected category |
| Missing Collection Year | For current selection, Year Collection is mandatory |
| Missing Collection Season | For current selection, Season Collection is mandatory |

Validate Excel File

For a better understanding of the process and rules that need to be considered when filling in data, below are the exact steps that the System follows after an excel file is uploaded:

1. Check the Excel Version and Excel Header (name and column order). If this is not matching the expectations, a pop-up window will inform the user.
2. Find rows that don't have mandatory fields filled in. These rows are marked as invalid;
3. Only the rows that are Valid after the previous step will be carried forward. System validates if Item Codes are valid for the selected Category/Company (we should have either a local or a SAP code on each row). If these are not correct, rows will be marked as invalid.
4. Only the rows that are Valid after the previous step will be carried forward. System validates if Start Date < End Date. If this is not correct, rows will be marked as invalid.
5. Only the rows that are Valid after the previous step will be carried forward. System validates if the Promotion Type is correct. If this is not correct, rows will be marked as invalid.
6. Only the rows that are Valid after the previous step will be carried forward. Company, Backoffice, Channel, TransitType, Shop are correctly selected, if the User has access to the selected Company and if the Currency is available. If this is not correct, rows will be marked as invalid.
7. Only the rows that are Valid after the previous step will enter a procedure that validates the Item Codes. The rows will be marked as invalid if the local code is not found. In this case we will have a message in the returned excel file, that the item has not been found, but the row will not be marked as invalid (because we can have cases with unmatched items). In this step we have a special case, when category is Collection (50-Watches, Jewelry, Accessories or 70-Textiles, Leather, Luggage), you can fill in either item codes or collection codes. Keep in mind that you cannot have both item codes and collection codes filled at the same time.
8. The remaining rows will go into a "row duplicate" step. If a row has Backoffice='ALL' and 'Channel='ALL' and Transit Type and Shop='ALL' (or only Shop='ALL') system checks if for the

selected Company we have shops with more than one currency. If so, the system will add another row, so we have a row in our excel for each Currency.

9. The next step checks if there is any overlapping inside the Excel File. If an overlap is identified, the second row will be marked as invalid.
10. All Valid Rows are split into Batches following the Batch Validity Rules.
11. System fills in the Excel File the necessary information and makes it available to the User for Download.

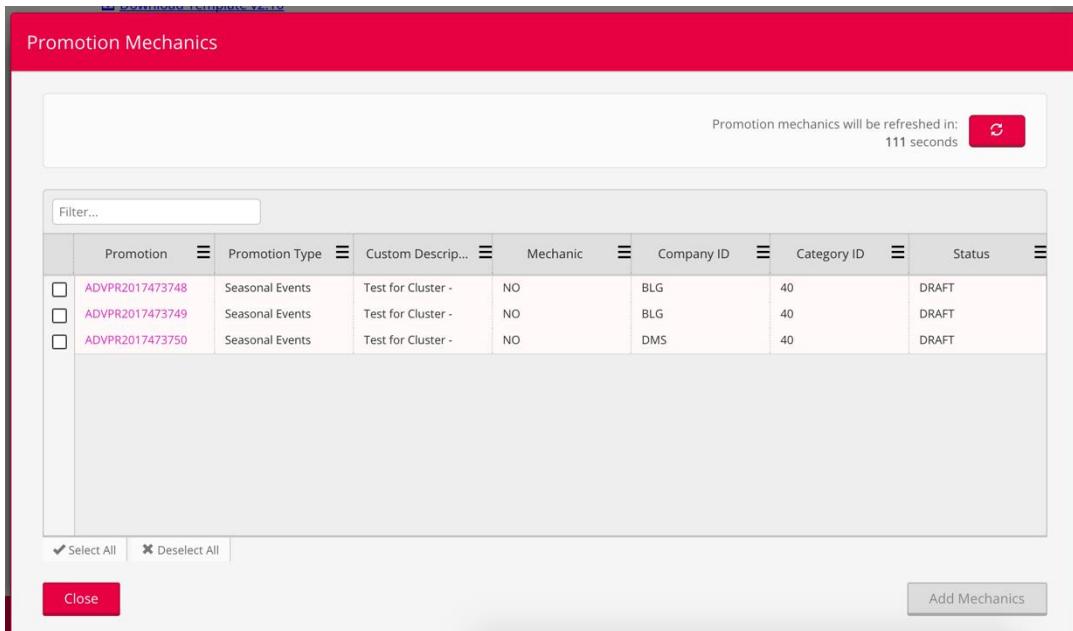
Further information on how to fill in each column from the excel file will be found in the Template Downloaded from the application, in “Business Rules” spreadsheet.

All Promotion Data needs to be inserted into “Promotion Upload Template” spreadsheet from the downloaded Template file.

Add Mechanics

Once all lines in the excel file are valid, you can continue to Add Mechanics Step. Once you click on “Open Promotion Mechanics” Button, a new window will open with the below details:

- Promotion ID
- Promotion Type
- Custom Description
- Mechanic (YES/NO)
- Company ID
- Category ID
- Status



The screenshot shows a modal dialog titled "Promotion Mechanics". At the top right, there is a message: "Promotion mechanics will be refreshed in: 111 seconds" with a refresh icon. Below this is a filter input field labeled "Filter...". The main area contains a table with the following data:

| | Promotion | Promotion Type | Custom Descrip... | Mechanic | Company ID | Category ID | Status |
|--------------------------|-----------------|-----------------|--------------------|----------|------------|-------------|--------|
| <input type="checkbox"/> | ADVPR2017473748 | Seasonal Events | Test for Cluster - | NO | BLG | 40 | DRAFT |
| <input type="checkbox"/> | ADVPR2017473749 | Seasonal Events | Test for Cluster - | NO | BLG | 40 | DRAFT |
| <input type="checkbox"/> | ADVPR2017473750 | Seasonal Events | Test for Cluster - | NO | DMS | 40 | DRAFT |

At the bottom left are buttons for "Select All" and "Deselect All". At the bottom right are "Close" and "Add Mechanics" buttons.

Figure 5-50 - Add Mechanics

During this step, you have the possibility to:

- Filter the Promotion list using the filters existing in the grid header;

- Select one or multiple promotions to Add Mechanics for all at once – the only restriction is that you can add mechanics at once for Promotions with the same Promotion Type (as Mechanic Matrix is applied);
- Refresh the page (automatically or manually) to see the data after you have added mechanics for some of the Promotions;
- Close the window and come back later to add mechanics in case you are not yet ready to do it;

Other Facts

The excel upload cannot be used to correct ADVs. Once the ADVs are created (with or without mechanics), the corrections need to be done through the screens.

Promotion in Frozen period indicator - This field will inform the user if the promotion was created during frozen period (Yes/No).

Once the result file is downloaded, user can manually correct the problems and upload again the file. This can be done as many times the user considers necessary. ADV numbers will be associated only when all lines in the excel file are valid.

For the promotions with status Unprocessed, application will create an ADV number and the valid promotion details will be saved, even if promotion has errors.

For example, if the Promotion has no matching items, the Error will indicate this in the error field but the ADV will be created with the valid information (Start date, End date, promotion description) and the Promotion can be accessed from the Promotion Management screen for later edit (from application directly or by excel upload).

5.1.9 Promotion Mechanics

1. Discount

The inserted discount will be applied to the selling price of each item.

Note: A valid value for Percentage Off is 1 to 100 and you can use decimals with dot (for example 20.5). Decimals with coma (for example 20,5) are not allowed.

2. Multi-Unit

A new drop down will become active, that contains the following Sub Types. Each sub type will require different details:

| | Sub Type | Details |
|-------------|--------------------------|------------------------|
| Mix & Match | Simple Quantity Discount | Lowest price for free |
| | | Highest price for free |

| | |
|------------------------------|---|
| | Every Xth item gets Y% off |
| Fixed Combination Discount | Percentage off (with gift option) |
| Vario Combination Discount | Multiple settings (with gift option) |
| Pool Combination Discount | Get X items with Y total price |
| Layered Combination Discount | Multiple settings (percentage or value) |

a) Simple Quantity Discount

- Lowest Price for free: If all items in the promotion are bought, then the one with the lowest price will be received for free.
- Highest Price for free: If all items in the promotion are bought, then the one with the highest price will be received for free.
- Every Xth item gets Y% off : for example, for the 3rd item bought the client will get 10% discount.

Discount will be applied on the cheapest item.

- b) Fixed Combination Discount: all items in the promotion must be bought to get the specified discount. You also have the option to give a gift with the promotion.
- c) Vario Combination Discount: gives you the possibility to create a fully customized promotion.

Here you have the Condition Type as Quantity or Turnover. For "Quantity", the indicated number of items must be bought to get the promotion. For "Turnover", the indicated value must be reached in bought items to get the promotion.

The Discount Unit can be set at Value or Percentage. For "Value", a fix amount of money will be offered as discount. For "Percentage", the indicated value will be offered as discount.

For both Turnover and Value, you will observe multiple currencies – matching the selling currencies of the previously selected Companies. Therefore, you must insert a value for each of the currencies. You can see the matching company in a tooltip by rolling the pointer over each currency.

The Vario Combination Discount Sub-Type also offers the possibility to give a gift with the purchase.

- d) Pool Combination Discount: you can set a price, Total Purchase Value, to be applied to a indicated number of items bought.
- e) Layered Combination Discount: you can add between 2 and 99 layers; A number of items must be bought to get a discount in percentage or in value;

Example (Layered - Percent Off):

Layer 1: Buy 2 items and get 10% off

Layer 2: Buy 3 items and get 15% off

Layer 2: Buy 4 items and get 20% off

3. Fixed Price

The promo price for each item will be set in the next step.

4. Non Value Offer

The mechanic can be associated, for example, with Tastings or Events and also has the possibility to give a gift with the purchase.

5. Gift With Purchase

Some of the Mechanics give you the possibility to give a gift with the promotion. You can enable this option by clicking on the corresponding checkbox, depending on the type of gift you wish to offer. You have two possibilities:

1. Gift in the assortment – if you click this option, on the Items page you will have to mark in the grid (is Gift column) at least one item from the promotion to be offered free of charge;
2. Gift outside the assortment – if you click this option, a text box will appear in the Mechanics page where you need to insert the gift description (for example, a teddy bear or a balloon). Gift outside the assortment means that the item is not registered as a local/global item in the system.

Please note that when this option is selected, a discount will not be applied.

Detailed mechanic parameters are available in [Annexure 3. Annexure_3_1](#)

5.1.10 Promotion Type & Mechanic Matrix

Mechanics can be added into a promotion based on a **pre-defined matrix between Promotion Type, Promotion Mechanic and Category**.

On the third step of Promotion Creation screens, you will encounter the following sequence of steps:

1. Pick the needed **Promotion Type** – here you can choose any promotion type and all options will be available in the list;
2. Pick **Promotion Mechanic** – here you will see available a **restricted list of mechanics**, based on the previously chosen Promotion Type.

Using Clusters

When using Clusters, you will encounter the below sequence of steps:

1. Division and Company – choose the needed Cluster;
2. After you choose the Cluster, the system will automatically fill in the Category;
3. Based on the Category, the system will allow you to choose from the appropriate Promo Types and Mechanics);

Example: We have a Cluster for Division 1 and Tobacco – if this Cluster is chosen, on Type of Promotion step you will see only the Promotion Types and Promotion Mechanics that are allowed to be defined for Category Tobacco and for all Companies from Division 1.

The Company & Mechanic restriction will be applied as well, along with the Promo Type & Mechanic restriction. For example, if you wish to create a Promotion for Company A with Promo Type

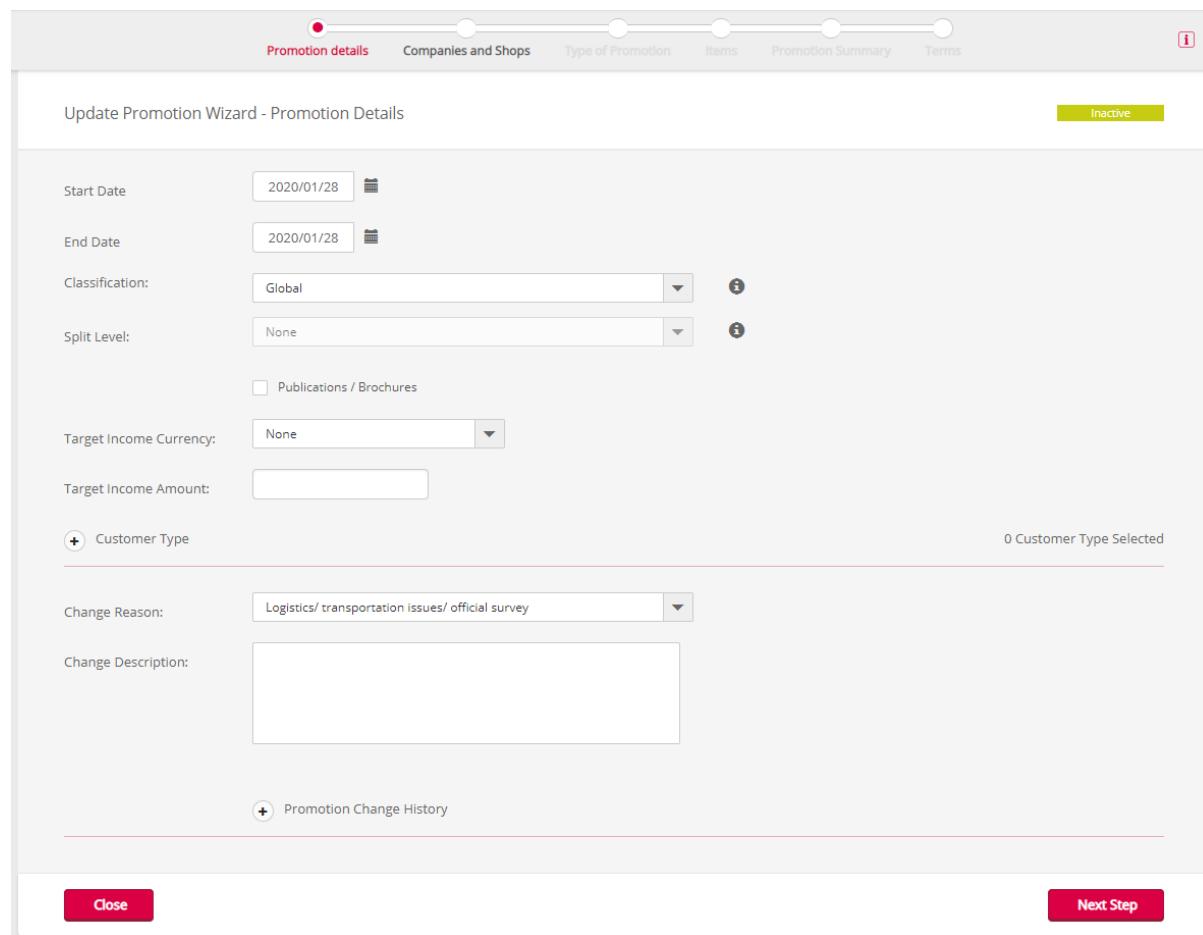
Liquidation, in the Promotion Mechanic drop-down you will be able to choose from the mechanics available for that specific company and that specific Promotion Type.

5.1.11 Edit Promotions

In Edit Mode, the following information about the current promotion(s) is present in all the pages of the wizard:

- Promotion ID(s) – these will be available only for editing promotions, not for creating, as there are no IDs generated until the save action
- Locations where the promotions will be available
- Promotion type
- Promotion period

Because the information is extensive, you have the Info area in the header area, which on mouse hover activates a tooltip with the complete details.



The screenshot shows the 'Update Promotion Wizard - Promotion Details' window. At the top, a navigation bar indicates the current step is 'Promotion details' (marked with a red dot), followed by 'Companies and Shops', 'Type of Promotion', 'Items', 'Promotion Summary', and 'Terms'. A tooltip 'Inactive' is visible over the 'Promotion Summary' button. The main form contains the following fields:

- Start Date:** 2020/01/28 (with a calendar icon)
- End Date:** 2020/01/28 (with a calendar icon)
- Classification:** Global (with a dropdown arrow and info icon)
- Split Level:** None (with a dropdown arrow and info icon)
- Publications / Brochures:** An unchecked checkbox.
- Target Income Currency:** None (with a dropdown arrow)
- Target Income Amount:** An empty input field.
- Customer Type:** A section with a '+' icon and a note '0 Customer Type Selected'.
- Change Reason:** A dropdown menu showing 'Logistics/ transportation issues/ official survey'.
- Change Description:** A large text input area.
- Promotion Change History:** A section with a '+' icon.

At the bottom, there are 'Close' and 'Next Step' buttons.

Figure 5-51 Edit Window

Edit Single Promotion

To edit one promotion (one ADVPR) you must click on the corresponding Select check box and then click on Edit button situated in the bottom-right corner of the window.

The Edit Window will be opened and the information for the selected promotion automatically pre-populated.

Edit Batch of Promotions

To edit a batch of promotions at once (more than one ADVPR), you must search for one of the promotions in the Batch and redo the steps from Edit Single Promotion.

Edit Batch

Once the Edit Window is open, you can click on the **Edit Batch** button in the bottom-left corner of the screen. The information for all the promotions existent in that batch will be loaded and you can continue with the editing process.

First Step – Promotion Details

In the Promotion Details screen, all fields are editable, except the Promotion Creation Level. Here you also need to add a Change Reason and Change Description if Reason is “Other”. You also have the possibility to see the Promotion Change History, by expanding the section situated at the bottom of the screen.

Second Step – Division and Company

At this step, Division and Company sections are read-only and you cannot make any modifications.

You can bring adjustments to Back Office, Channel, Transit Type and Shops. This is allowed with two restrictions:

- 1. Prevent creating new promotion** – The user will not be able to add shops with new currencies that are not already in the promotion.
- 2. Prevent deleting promotion** – In Edit Batch mode, at least one shop for each company must still be selected.

In case the actions made in this screen result in one of the above cases, the user will be informed that a new currency has been detected or that all shops have been removed for a company. Until the selection is valid, the Next Step button will not be available

Third Step – Type of Promotion

In the Type of Promotions screen, all info can be modified.

For guiding on the adjustments that can be made on this page, refer to Third Step – Type of Promotion. [Second Step –](#)

Fourth Step – Items

In the Items screen, the Category will be read-only but you can add or remove items in the grids.

For guiding on the adjustments that can be made on this page, refer to Fourth Step – Items. [Third Step –](#)

5.1.12 Update Promotion

If you want to go back and change anything, you can use the  button or the progress bar. Once all fields are completed, the  button will become active and you must click it to update the promotion.

After the Update operation is completed, you will Proceed to the Promotion Summary tab well you will see detailed information about the updated Promotions

5.1.13 Edit Promotion Restrictions

Edit Promotion after the Promotion Start Date

If a promotion already started, only End Date Extension is allowed. When clicking on “Edit” you will be redirected to the View Promotion Page, where you can see all Promotion Details and adjust the End Date along with inserting the reason.

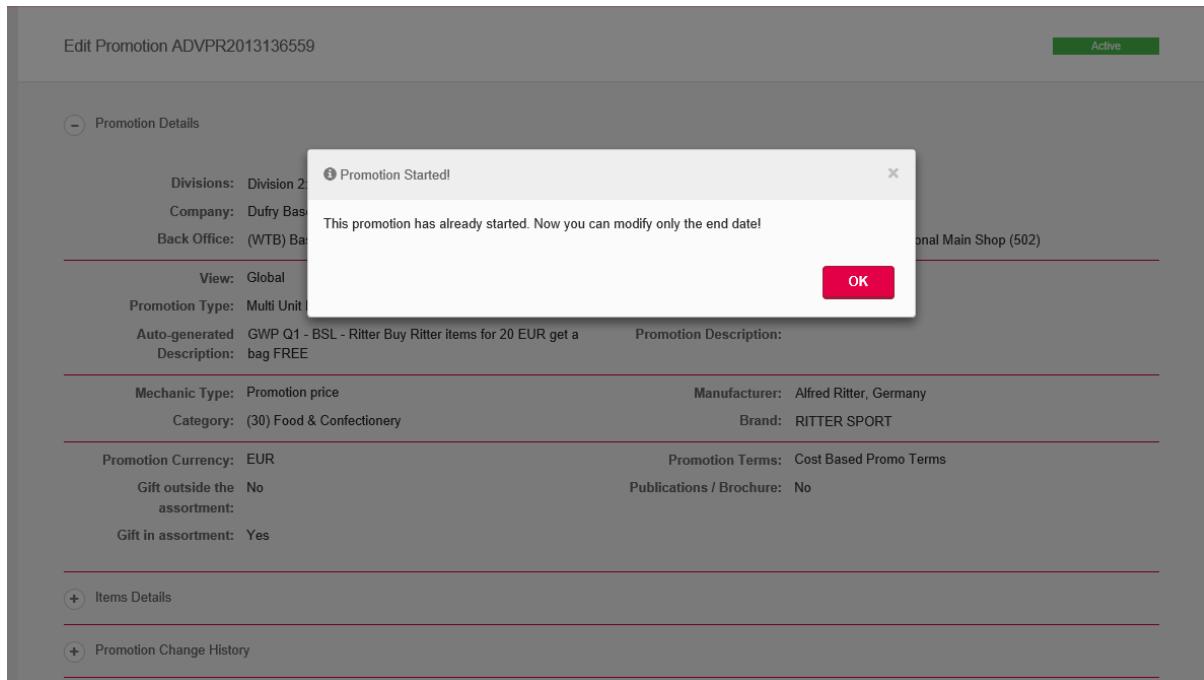


Figure 5-52 – Warning on Edit after Start Date

When editing the Promotion, you will be informed that the promotion has already started and you can click OK to continue with the changes. On the displayed page you will have four sections:

1. Promotion Details
2. Items Details
3. Promotion Change History
4. Edit Started Promotion

In the fourth section you have the option to extend the End Date along with adding the corresponding reason for the change.

The screenshot shows the "Edit Started Promotion" section of the application. It includes fields for "End Date" (set to 2014/03/31), "Change Reason" (a dropdown menu with "Select" highlighted), and "Change Description" (an empty text area). At the bottom left is a red "Close" button, and at the bottom right is a message box with the text "Please select a change reason".

Figure 5-53 – Extend End Date

The screenshot shows a modal dialog box titled 'Edit Started Promotion'. At the top, there are three tabs: 'Items Details' (selected), 'Promotion Change History', and 'Edit Started Promotion'. Below the tabs, there are fields for 'End Date' (set to 2016/11/01) and 'Change Reason' (set to 'Supplier request'). A large text area for 'Change Description' contains the text 'TEST EXTENDED END DATE'. At the bottom right of the dialog is a red button labeled 'Update Promotion'.

Figure 5-54 – Extend End Date Example

Once you have filled in all necessary information, you can click on Update Promotion to apply the new End Date and save the reason. This change will be afterwards reflected in Promotion Change History Section.

Edit Liquidation Promotion

For Liquidation promotions it is not allowed to change the Liquidation Promotion Type to another Promotion Type if the promotion is in the frozen period.

In case a promotion is edited for the purpose of changing the Promotion Type from Liquidation to any Promotion type, the following restrictions flow will be applied:

- In case the promotion is before Frozen period, any promotion type change can be performed on the promotion;
- In case there is a promotion of type Liquidation, if the user changes the promotion type to any other promotion type, the system will check if the promotion is in Frozen Period and if this is the case, the change will not be possible;

You will be informed about this restriction in a popup message during the Save operation:

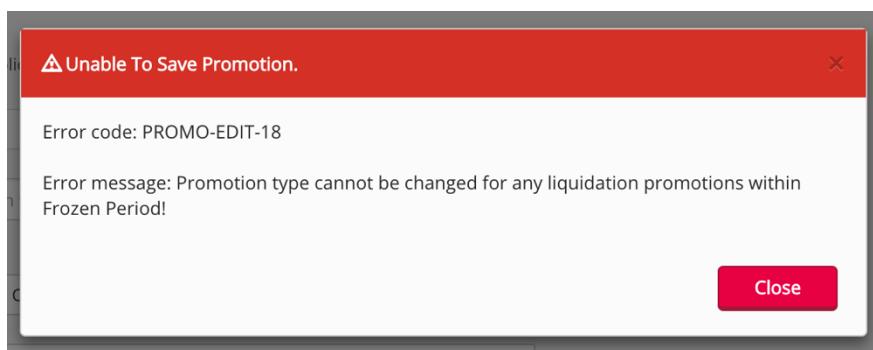


Figure 5-55 - Error on Liquidation Promotion

5.1.14 Cancel Promotions

You can cancel the existing promotions if you do not wish to run them in the shops. The cancelled promotions are not deleted from the database. You can view them by selecting the **Cancelled** filter option and searching for these promotions.

Note! The sections Promotion Analysis Report, View Income Details, View Invoice Reminder Reports, Invoice Request Management, Dashboards, Alerts and Calendar do not display the promotions with the status **Cancelled**.

You cannot edit promotions with the status **Cancelled**. You cannot either import or export the promotions with this status. However, you can copy a promotion with this status and the new promotion will be in active status. As the Cancelled Promotion cannot be edited, a Promotion term cannot be added. The Promotion Terms of a Cancelled promotion will be excluded in Manage Promotion Term > Search.

A screen is displayed as shown in the following figure after the search for the promotions is performed.

| Promotion Code | Creator | Promotion Type | Definition Level | Division | Company | Back Office | Manufacturer | Brand |
|-----------------|---------------|------------------|---------------------|----------|--------------------------|------------------------|-----------------------------------|-----------------------------|
| ADVPR2019611838 | Andrei Scurtu | Global Promotion | Shop | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse DF | BAT, British American Tobacco, UK | ALFRED DUNHILL; JOHN PLAYER |
| ADVPR2019611862 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse Arrival | The Edrington Group, Scotland | GLENROTHES |
| ADVPR2019611863 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse DF | The Edrington Group, Scotland | TIA MARIA |
| ADVPR2019611864 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse DF | The Edrington Group, Scotland | VILLA MASSA |
| ADVPR2019611865 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse DF | The Edrington Group, Scotland | FAMOUS GROUSE |
| ADVPR2019611866 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse DF | The Edrington Group, Scotland | MACALLAN |
| ADVPR2019611867 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse Arrival | The Edrington Group, Scotland | BRUGAL |
| ADVPR2019611868 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse Arrival | The Edrington Group, Scotland | HIGHLAND PARK |
| ADVPR2019611869 | Andrei Scurtu | Global Promotion | Company (all shops) | DV2 | Dufry Basel-Mulhouse ... | Basel-Mulhouse Arrival | The Edrington Group, Scotland | FAMOUS GROUSE |

Figure 5-56 Existing Promotions

Select the check boxes against the promotion you want to cancel, click Cancel to cancel the promotion(s) and the screen as shown in the following figure is displayed.

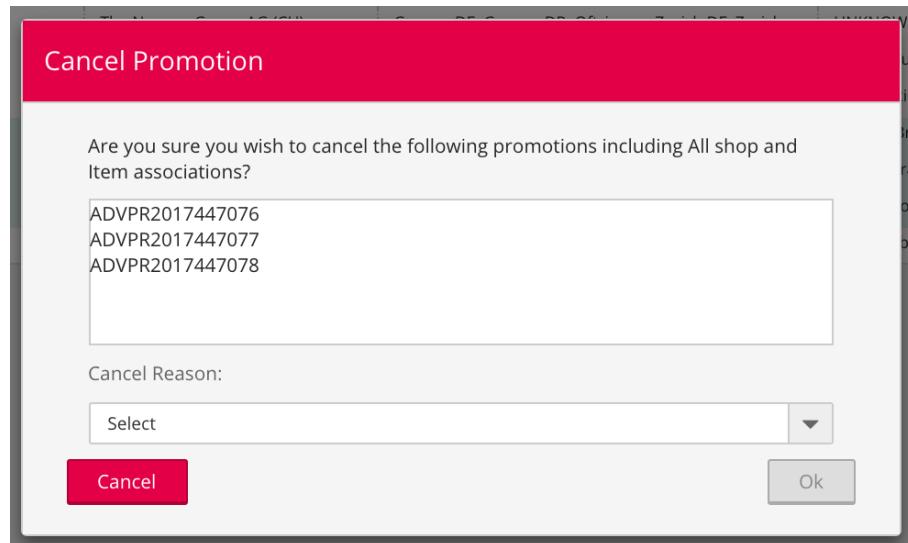


Figure 5-57 Cancelling a Promotion – Confirmation

You will be asked to confirm the action and before proceeding you need to select a Cancel Reason from the Drop-down. Once a Cancel Reason is selected, please click on Ok to complete the action.

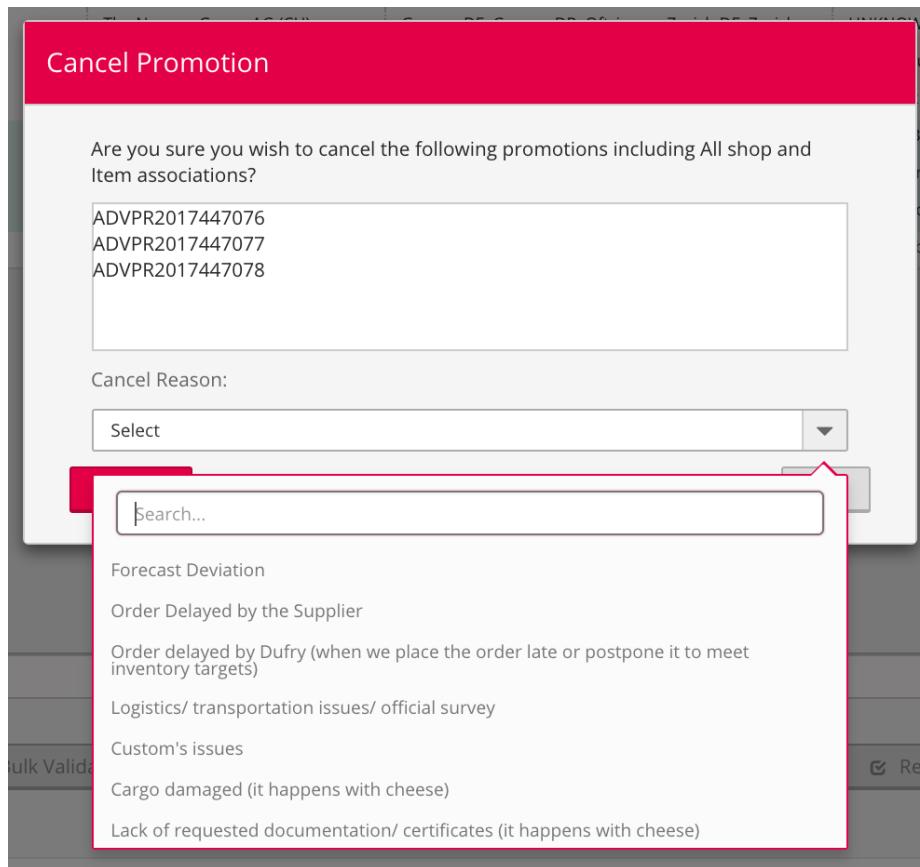


Figure 5-58 Cancelling a Promotion – Reason

You can view the cancelled promotions by selecting the **Cancelled** filter option and searching for the promotions.

5.1.15 Exporting Excel

You can export the existing promotion details in an excel template, whenever required. A screen is displayed after you search for the promotions. as shown in the following figure

| Promotion Code | Promotion Type | Company | Back Office | Manufacturer | Description |
|----------------|------------------|---------------------------------|---------------------------------------|---|--------------|
| ADVR2018537200 | Global Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Mondelez World Travel Retail LLC, Switzerland | Save 11% Off |
| ADVR2018537201 | Global Promotion | Dufry Belgrade | Nis | Japan Tobacco International, Japan | Save 3% Off |
| ADVR2018537206 | Global Promotion | Dufry Basel-Mulhouse AG | Basel-Mulhouse Arrival | BACCO Europe, Ireland: Bacardi Martini, Bermuda | Save 2% Off |
| ADVR2018537207 | Global Promotion | TNG (St.Petersburg) | St Petersburg DF | Bacardi Martini, Bermuda | Save 2% Off |
| ADVR2018537208 | Global Promotion | Dufry Mexico SA de CV | Cancun DP | Produtts Luxe International, France | Save 6% Off |
| ADVR2018537209 | Global Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Mondelez World Travel Retail LLC, Switzerland | Save 11% Off |
| ADVR2018537210 | Global Promotion | Dufry Belgrade | Belgrade Retail Airside DF/DP; Nis | MANUFACTURER REGIONAL BRANDS: Pernod Ricard ... | Save 4% Off |
| ADVR2018537211 | Global Promotion | Dufry Basel-Mulhouse AG | Basel-Mulhouse Arrival | Diageo, UK | Save 2% Off |
| ADVR2018537212 | Global Promotion | Dufry Basel-Mulhouse AG | Basel-Mulhouse DF | Diageo, UK | Save 3% Off |
| ADVR2018537213 | Global Promotion | Dufry Basel-Mulhouse AG | Basel-Mulhouse Arrival | Diageo, UK | Save 3% Off |
| ADVR2018537214 | Global Promotion | Autogrill Lanka Ltd | Colombo | Toms / Anthon Berg Confectionery Group, Denmark | Save 3% Off |
| ADVR2018537215 | Global Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Mondelez World Travel Retail LLC, Switzerland | Save 11% Off |
| ADVR2018537216 | Global Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Mondelez World Travel Retail LLC, Switzerland | Save 17% Off |
| ADVR2018537217 | Global Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Mars Incorporated USA: Storck, Germany | Save 12% Off |
| ADVR2018537220 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Chanel Parfums, France: Lauder Estee Travel Retailin... | Save 4% Off |
| ADVR2018537221 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Lauder Estee Travel Retailing, USA | Save 5% Off |
| ADVR2018537222 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Coty Prestige, Switzerland | Save 6% Off |
| ADVR2018537223 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Coty Prestige, Switzerland | Save 8% Off |

Figure 5-59 Export Excel

Click Export Excel after selecting the check box against the promotion you want to open and wait for the file to be downloaded in your browser.

5.1.16 Custom Export to Excel

You can export promotions to excel using the “Custom Export to Excel” button.

| | | | | | | |
|-------------------------------------|----------------|------------------|------------------|---------------------------------------|------------------------------------|-------------|
| <input type="checkbox"/> | ADVR2018537221 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Lauder Estee Travel Retailing, USA | Save 5% Off |
| <input checked="" type="checkbox"/> | ADVR2018537222 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Coty Prestige, Switzerland | Save 6% Off |
| <input checked="" type="checkbox"/> | ADVR2018537223 | Global Promotion | Interbailes S.A. | Aeroparque Buenos Aires DF; Ezeiza DF | Coty Prestige, Switzerland | Save 8% Off |

Figure 5-60 - Promotion Custom Export to Excel

This works just like “Export to Excel”, but the user has the option to choose which columns will be exported. Some columns are mandatory and cannot be excluded from the Custom Excel Export – the columns relevant for a promotion (these columns are present in the selection, but are pre-selected and disabled).

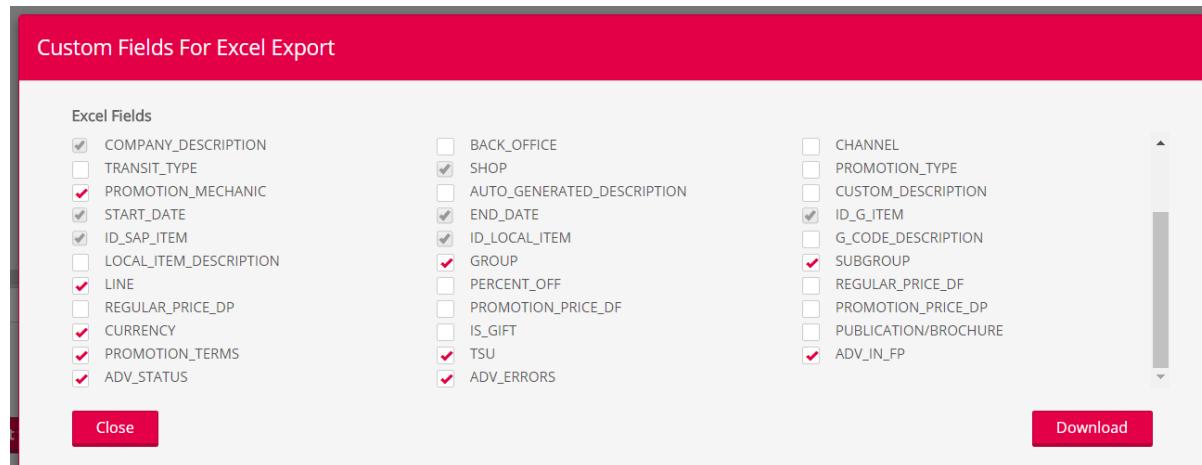


Figure 5-61 - Promotion Custom Export to Excel

The user's preferences will be remembered for each Custom Export Excel (when using the custom export, the selection will be pre-populated based on your last selection of columns to export; the selection will be remembered even if you log out from the application).

New columns with item details are available in custom mode (these columns are not available in the default Excel Export:

- Manufacturer
- Brand
- Group
- SubGroup
- Line

For each exported promotion, the information populated in these columns are either the Local or Global details, based on the Promotion View.

5.1.17 Bulk Promotion Change

In order to perform a bulk change in multiple promotions, select the promotions that you want to change and click on the **Bulk Change** button.

Filter...

| Promotion Code | Promotion Type | Company | Back Office | Manufacturer |
|--|-------------------------------------|-------------------------------------|--------------------------------------|--|
| ADVR2014269379 | Testings/Testings/Hostess/Animas... | Dufry Shanghai | Shanghai Wing4 DF; Shanghai Wing5 DP | Chanel Parfums, France; Clarins, France; Coty Prestig... |
| ADVR2016418493 | Single Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Mondelez World Travel Retail LLC, Switzerland |
| ADVR2016438573 | Global Promotion | Autogrill Lanka Ltd | Colombo | Lindt & Spruengli, Switzerland |
| ADVR2016442391 | Multi Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Godiva, Belgium |
| <input checked="" type="checkbox"/> ADVR2017453784 | Multi Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Godiva, Belgium |
| ADVR2017457612 | Single Unit Promotion | Dufry Bali Indonesia | Bali | Haribo, Germany |
| <input checked="" type="checkbox"/> ADVR2017457614 | Single Unit Promotion | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | Haribo, Germany |
| ADVR2017461610 | Multi Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Mondelez World Travel Retail LLC, Switzerland |
| ADVR2017462736 | Global Promotion | Dufry Emirates - Branch Sharjah | Sharjah DF | Arden Elizabeth International (FFI-Fragrances),USA; P... |
| <input checked="" type="checkbox"/> ADVR2017464293 | Global Promotion | JADFS | Amman; Aqaba; Marka | Euroitalia, Italy |
| ADVR2017464294 | Global Promotion | JADFS | Amman; Aqaba; Marka | Arden Elizabeth International (FFI-Fragrances),USA; P... |
| ADVR2017464295 | Global Promotion | JADFS | Amman; Aqaba; Marka | Clarins, France; Coty Prestige, Switzerland |
| ADVR2017464296 | Global Promotion | JADFS | Amman; Aqaba; Marka | Arden Elizabeth International (FFI-Fragrances),USA |
| ADVR2017466003 | Multi Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Godiva, Belgium |
| ADVR2017466216 | Multi Unit Promotion | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | Godiva, Belgium |
| ADVR2017474328 | Multi Unit Promotion | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | Mondelez World Travel Retail LLC, Switzerland |
| ADVR2017474329 | Multi Unit Promotion | Dufry Bali Indonesia | Bali | Mondelez World Travel Retail LLC, Switzerland |
| ADVR2017478126 | Multi Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Perfetti Van Melle, Italy |

Select all Clear selection Selected results 3 of 1362 items

Export to Excel Bulk Approve Bulk Change Bulk Validate Review & Approve Edit Cancel Promotion Copy From

Figure 5-62 Bulk Promotion Change

The selected promotions must meet these requirements:

1. All the promotions must have the same **classification** (Local or Global).
2. If the promotions classification is Local, then all the promotions must be for the same **company**.
3. All the promotions must have the same **category**.

If any of the selected promotions doesn't meet these requirements, then an error message will be displayed.

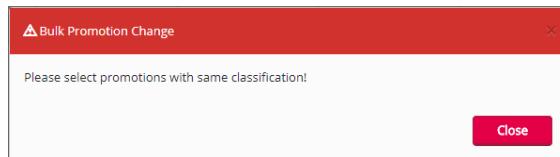
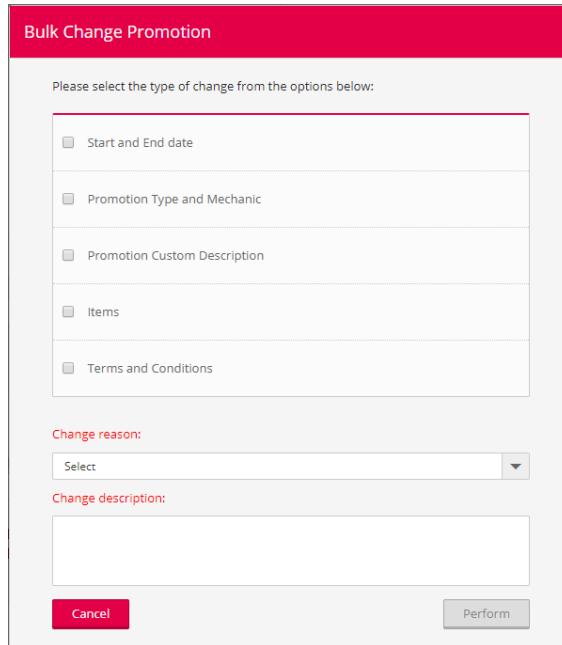


Figure 5-63 Bulk Promotion Change - Error message

If all these requirements are met, then a dialog will be displayed for choosing the type of change to perform. Select the one you want to perform.



The screenshot shows the 'Bulk Change Promotion' dialog. At the top, it says 'Please select the type of change from the options below:' followed by a list of checkboxes:

- Start and End date
- Promotion Type and Mechanic
- Promotion Custom Description
- Items
- Terms and Conditions

Below this is a section labeled 'Change reason:' with a dropdown menu containing 'Select'. Underneath is a section labeled 'Change description:' with a large text input field.

At the bottom right are two buttons: 'Cancel' (red) and 'Perform' (grey).

Figure 5-64 Bulk Promotion Change – Change types

The types of bulk change that you can perform are:

- Start and End date
- Campaign
- Promotion Type and Mechanic
- Promotion Custom Description
- Items
- Terms and Conditions

Regardless the type selected, it's mandatory to select a **Change Reason** and enter a **Change Description**.



This screenshot shows the same dialog as Figure 5-64, but the focus is on the 'Change reason:' and 'Change description:' sections. The 'Change reason:' dropdown is set to 'Select'. The 'Change description:' field is a large empty text area.

Figure 5-65 Bulk Promotion Change - Change Reason & Change Description

Then click on the **Perform** button to continue. For some of the change types, you can configure the new parameters in this dialog (new fields will be displayed) but for others the parameters are configured in a new dialog that will be displayed after clicking on Perform.

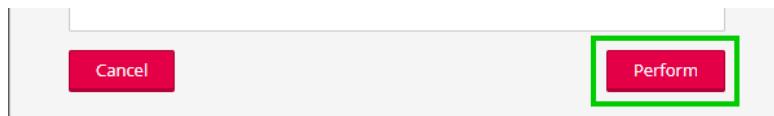


Figure 5-66 Bulk Promotion Change - Perform button

Every change type requires a confirmation in the last step in order to save the changes. For this, a dialog with the list of impacted promotions will be displayed. Click on **Yes** to go ahead.

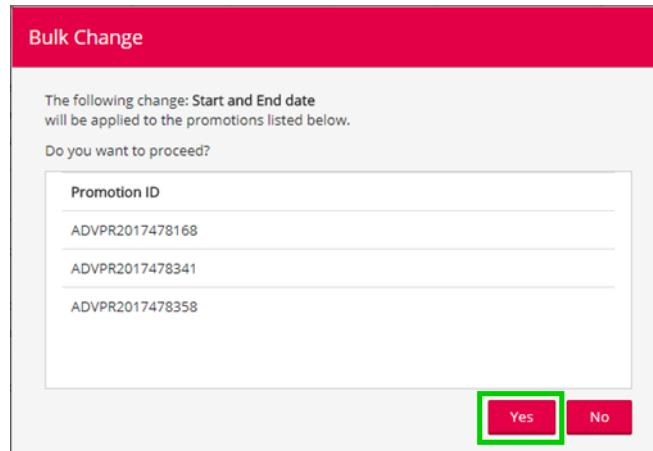


Figure 5-67 Bulk Promotion Change - Start and End dates - Confirmation

After configuring the new parameters, a dialog with the process **progress** will be displayed. In this dialog you will see a list of all the impacted promotions and the **status** of the operation for each of them. If the process fails for any of the promotions, all the promotions will remain the same as before. When the process is complete, click on **Close** to return to the **Search Results** section.

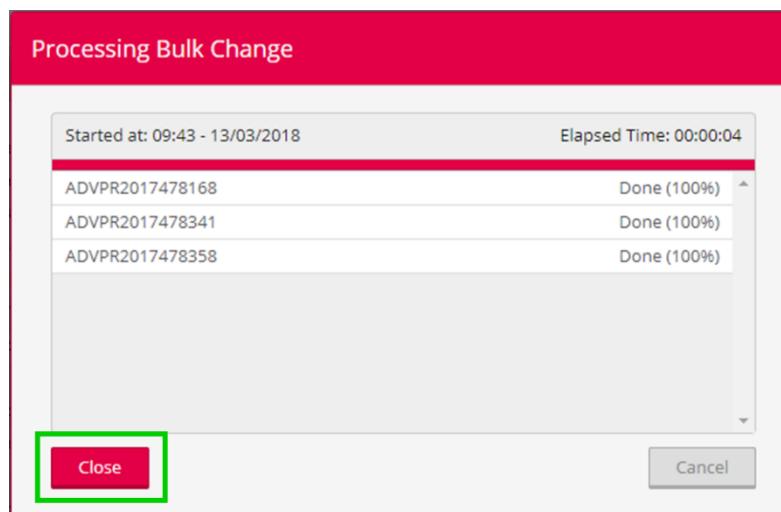
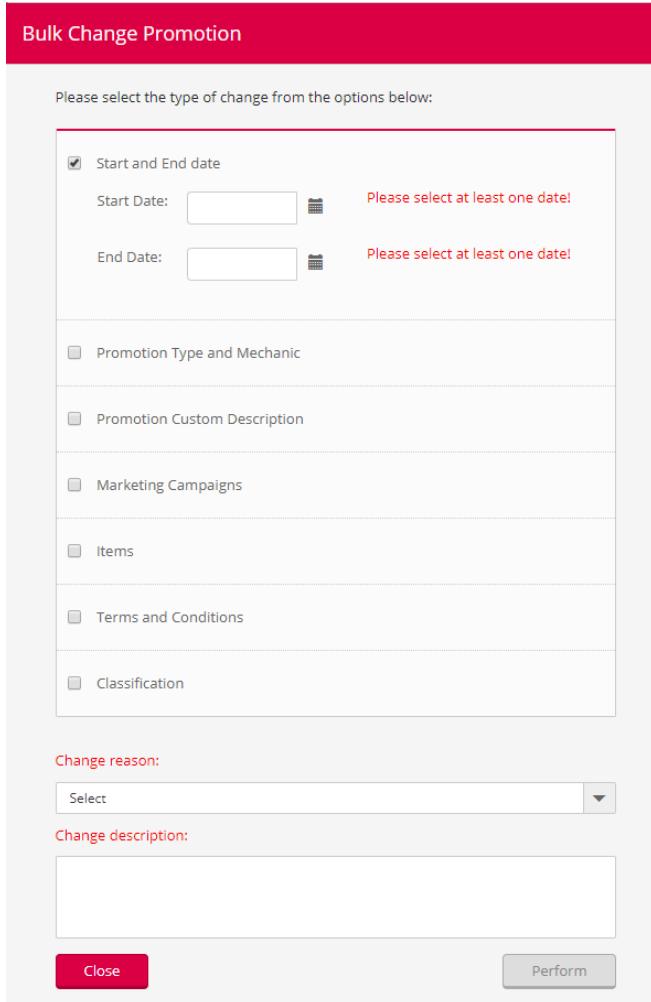


Figure 5-68 Bulk Promotion Change - Process progress

Start and End Date

If the **Start and End Date** change type is selected, then 2 fields for the dates will be shown on the dialog.



The screenshot shows the 'Bulk Change Promotion' dialog. At the top, it says 'Please select the type of change from the options below:'. A checkbox labeled 'Start and End date' is checked. Below it, there are two input fields: 'Start Date:' and 'End Date:', each with a calendar icon. To the right of each field is a red error message: 'Please select at least one date!'. To the left of the date fields is a list of other change types: 'Promotion Type and Mechanic', 'Promotion Custom Description', 'Marketing Campaigns', 'Items', 'Terms and Conditions', and 'Classification'. Each of these has an unchecked checkbox next to it. At the bottom, there is a 'Change reason:' dropdown menu set to 'Select', a 'Change description:' text area, a 'Close' button, and a 'Perform' button.

Figure 5-69 Bulk Promotion Change - Start and End date

There are some **restrictions**:

1. The promotions must have **not started** yet.
2. The new Start date can't be in the **past**.
3. The new End date can only be the **present day** or a date in the **future**.

Select the new dates and click on **Perform** to save them.

Promotion Type and Mechanic

The following are the **restrictions** for changing the type and mechanic of the selected promotions:

1. The **promotion type** and the **promotion mechanic** of all the promotions must be the same.
2. The **new promotion mechanics** **cannot** be any of these:

- Promotion Price
- Promotion with a Gift in the Assortment

If you select the **Promotion Type and Mechanic** change type, then the parameters will be configured in a new dialog. Click on **Perform** to continue. If the requirements above are met, then a new dialog will be displayed for choosing the new type and mechanic. Otherwise, you will see an error message.

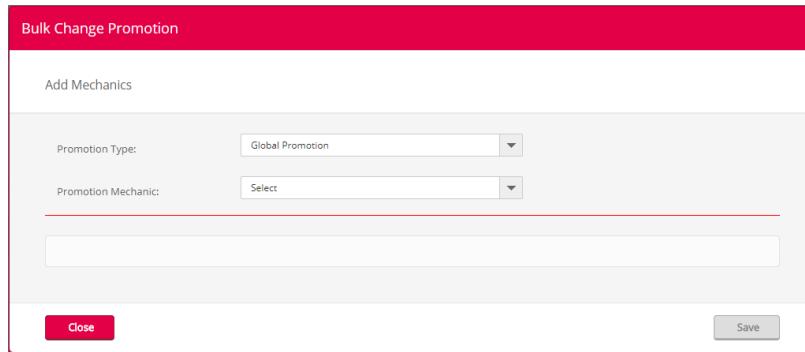


Figure 5-70 Bulk Promotion Change – Promotion Type and Mechanic Dialog

In the new dialog, select the promotion **Type**:

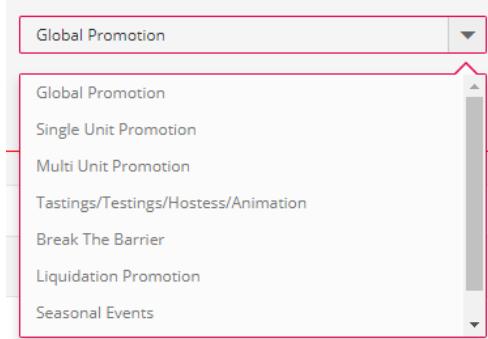


Figure 5-71 Bulk Promotion Change – Promotion Type and Mechanic Dialog – Type

Depending on the type selected, a list of available promotion **mechanics** will appear below (**Promotion Price** is not allowed to be selected):

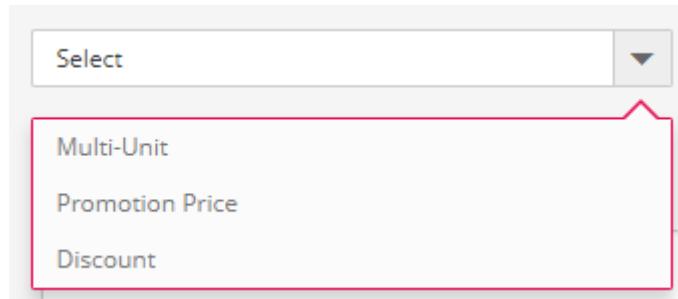
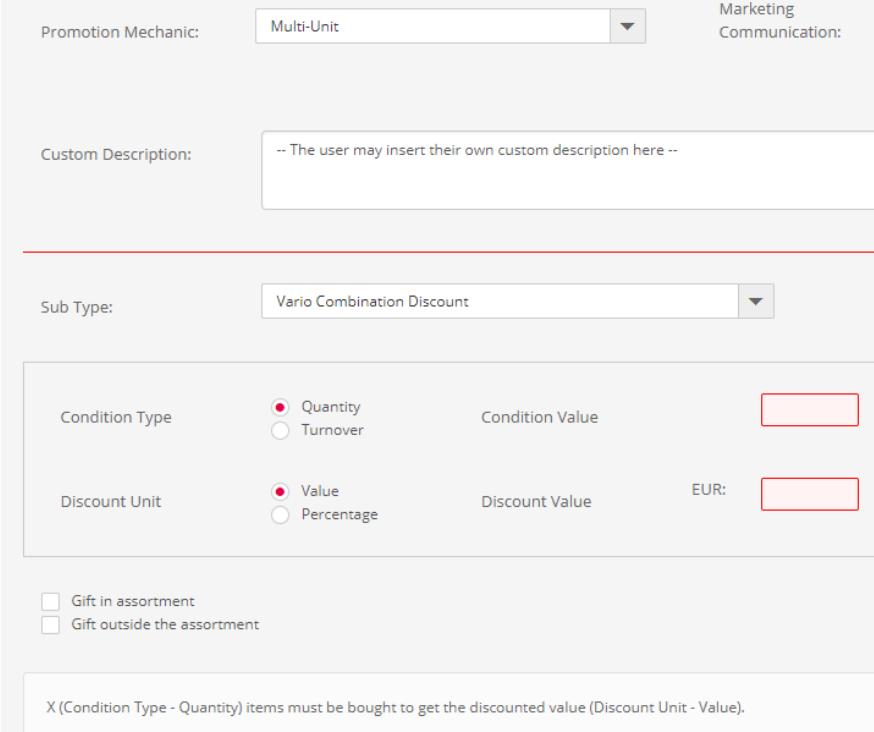


Figure 5-72 Bulk Promotion Change – Promotion Type and Mechanic Dialog – Mechanic

Select the desired **mechanic** and define its parameters:



Promotion Mechanic: Multi-Unit

Marketing Communication:

Custom Description: -- The user may insert their own custom description here --

Sub Type: Vario Combination Discount

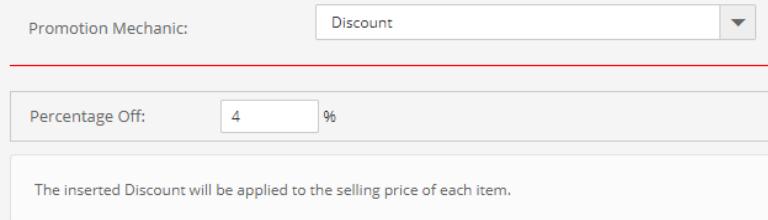
Condition Type: Quantity Turnover Condition Value: [Redacted]

Discount Unit: Value Percentage Discount Value: EUR: [Redacted]

Gift in assortment
 Gift outside the assortment

X (Condition Type - Quantity) items must be bought to get the discounted value (Discount Unit - Value).

Figure 5-73 Bulk Promotion Change – Promotion Type and Mechanic Dialog - Multi-Unit



Promotion Mechanic: Discount

Percentage Off: 4 %

The inserted Discount will be applied to the selling price of each item.

Figure 5-74 Bulk Promotion Change – Promotion Type and Mechanic Dialog – Discount

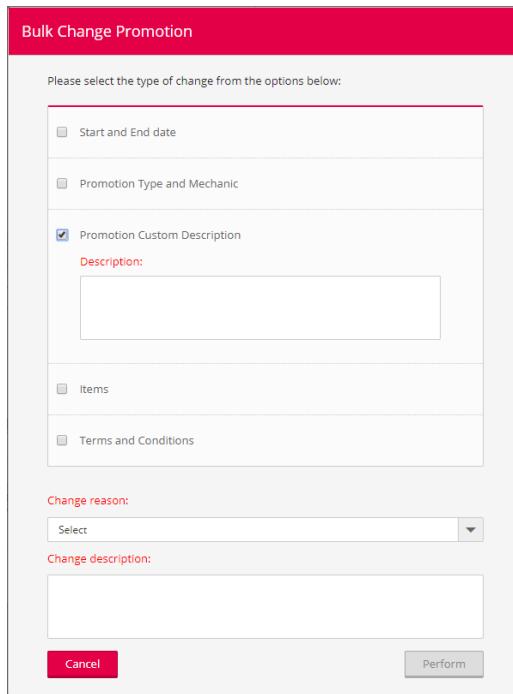
Finally, click on **Save**:



Figure 5-75 Bulk Promotion Change – Promotion Type and Mechanic Dialog - Save

Promotion Custom Description

For changing the **custom description** of all the selected promotions, after checking its correspondent checkbox, enter the new **description** and click on the **Perform** button:

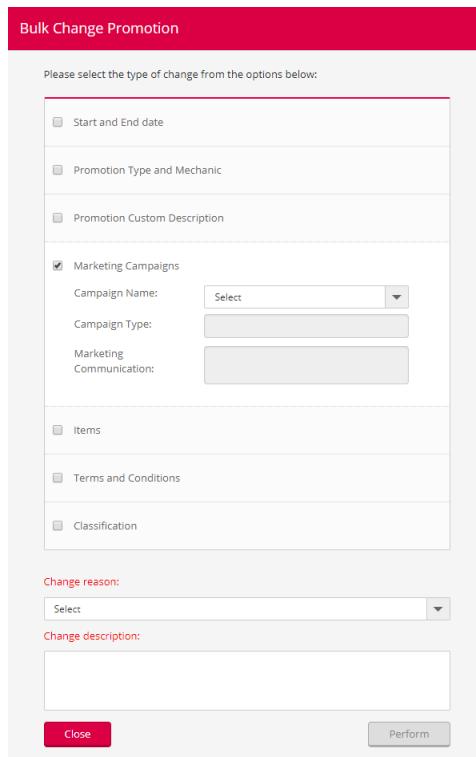


The screenshot shows a dialog box titled "Bulk Change Promotion". It contains a list of change types with checkboxes: "Start and End date", "Promotion Type and Mechanic", "Promotion Custom Description" (which is checked), "Items", and "Terms and Conditions". Below this, there are fields for "Change reason:" (a dropdown menu) and "Change description:" (a text area). At the bottom are "Cancel" and "Perform" buttons.

Figure 5-76 Bulk Promotion Change - Promotion Custom Description

Marketing Campaigns

If **Marketing Campaigns** change type is selected, then 3 will be shown. You can select Campaign Name and the rest will be auto-filled.



This screenshot shows the same dialog box as Figure 5-76, but with the "Marketing Campaigns" checkbox selected. This selection triggers additional fields: "Campaign Name" (a dropdown menu), "Campaign Type" (a text input field), and "Marketing Communication" (a text input field). The other change types and their associated fields remain the same.

Figure 5-77 Bulk Promotion Change – Marketing Campaigns

Campaign Name is only field required because the other two, Campaign Type and Marketing Communication, are filled automatically. Keep in mind that Campaign Name list is filtered by category.

Items

If you want to **add** or **remove** items for all the selected promotions, select either Add or Remove and click on the **Perform** button:

Figure 5-78 Bulk Promotion Change – Items

If you select **Add**, the following **restriction** apply:

- All the selected promotions must **not** have the **Promotion Price** mechanic.

If this requirement is not met, you will see an error message and you won't be able to go ahead. If it is met, then you will see a dialog for adding items to the promotions, similar to the item page of the Promotion Creation Wizard. See section 6.1.2. “Create a Promotion” for details on how this page works.

Figure 5-79 Bulk Promotion Change – Items - Add

However, in this case there are the following restrictions:

- The **Category** selection will be predefined and disabled.
- For **Global** or **Local** promotions the view will be respectively **Global** or **Local**. If any of the selected promotions is at Brand or Manufacturer level, then these filters will also be preselected and disabled accordingly.

If you selected **Remove**, you will see a dialog with the list of **items** found on the selected promotions:

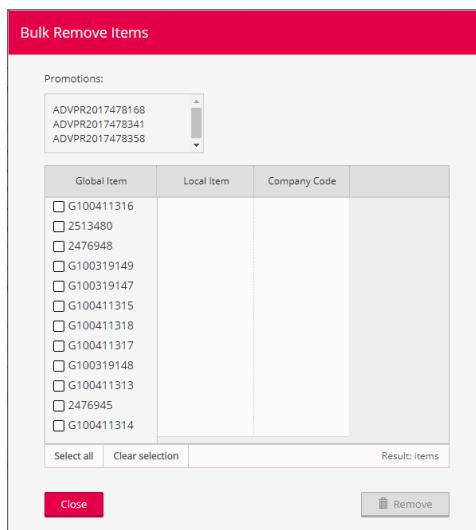


Figure 5-80 Bulk Promotion Change – Items - Remove

Select the items you want to remove and click on the **Remove** button.

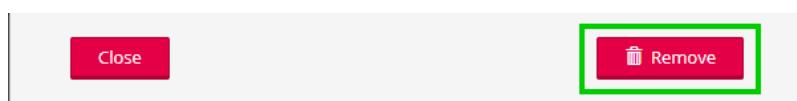


Figure 5-81 Bulk Promotion Change – Items - Remove button

It's possible that some of the items are not present in each of the promotions. In this case, the removal action would still be possible but it will only impact the promotions where the selected items are found. If any of the selected items is the only item in any of the promotions or it's a *gift in the assortment*, the removal action will be rejected and you will see an error message.

Terms and Conditions

If you select the **Terms and Conditions** change type, click on the **Perform** button to open a new dialog.

Promotion Details

| Promo ID | Company Code | Company De... | Promot... | Descri... | Start D... | End Date | Classif... | Status |
|-----------------|--------------|----------------------|-------------------|-----------------|------------|------------|------------|--------|
| ADVPR2017478168 | DBAL | Dufry Bali Indonesia | Multi Unit Pro... | Buy any 2 It... | 2017/10/01 | 2018/01/03 | Global | Active |
| ADVPR2017478341 | DBAL | Dufry Bali Indonesia | Multi Unit Pro... | Buy any 2 It... | 2017/10/01 | 2018/01/03 | Global | Active |
| ADVPR2017478358 | DBAL | Dufry Bali Indonesia | Single Unit Pr... | Save 30% Off | 2017/10/01 | 2018/01/03 | Global | Active |

Definition Level

Level: Promotion

Billing Details

Billing Currency: AMD

Billing Type: New Invoice

Billing Period: Annual

Billing Date: 2018/12/31

Apply Invoice Discount

Figure 5-82 Bulk Promotion Change - Terms & Conditions (1)

Supplier Terms

Supplier Contribution Type: Fixed Quantity/Value Agreement: Fixed Amount

Income received as a Fixed amount.
Example: 7.000€ per space in store.

Filter...

| Supplier Contribution Term | Quantity/Value Agreement | Value | Funding % | Margin % | Quantity From | Remarks |
|---|--------------------------|-------|-----------|----------|---------------|---------|
| <input checked="" type="checkbox"/> Fixed | Fixed Amount | 4 | | | | |

Delete selected Delete all

Save

Figure 5-83 Bulk Promotion Change - Terms & Conditions (2)

This dialog is similar to the one of the Promotion Creation Wizard (see section 6.1.2. “Create a Promotion” for details on how this dialog works). Validations for each individual promotion must pass (e.g. no income should have already been calculated for any of the promotions).

Note: The **Margin Maintenance** type of Supplier Term is available only if all selected promotions have the **Discount** or the **Promotion Price** mechanic.

When saving the terms, keep in mind the following points:

1. The new Terms & Conditions will fully override any existing Terms & Conditions of each individual promotion.
2. This operation **doesn't** require an **approval**, even if it's done within the **Frozen** period. Therefore, this change will appear in the **Promotion History** but it will **not** make the promotions have the **Pending Approval** status.
3. In case the **Margin Maintenance** supplier term has been added (only possible if all the promotions have the **Discount** or **Promotion Price** mechanic), then:
 - a. In the case of **Discount** mechanic, for each individual promotion, its specific **discount** will be applied as the **Funding %**.
 - b. In the case of the **Promotion Price** mechanic, the value of **Margin %** must be manually entered and will be applied for all the promotions.

After defining the new terms and conditions, click on the **Update** button to save the changes:



Figure 5-84 Bulk Promotion Change - Terms & Conditions - Update

5.1.18 Bulk Promotion Validation

In order to perform a bulk validation in multiple promotions, select the promotions that you want to validate and click on the **Bulk Validate** button.

| Promotion Code | Promotion Type | Company | Back Office | Manufacturer | |
|---|-------------------------------------|-------------------------------------|-----------------------------|--|-------------|
| <input type="checkbox"/> ADVPR2017485836 | Global Promotion | Dufry Bali Indonesia | Bali | Lauder Estee Travel Retailing, USA | Fixed Pr ▲ |
| <input type="checkbox"/> ADVPR2017486444 | Multi Unit Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | GENERIC MANUFACTURER; Lindt & Spruengli, Switzer... | Buy any |
| <input type="checkbox"/> ADVPR2017494418 | Global Promotion | Dufry Bali Indonesia | Bali | Lindt & Spruengli, Switzerland | Buy 2 Itx |
| <input type="checkbox"/> ADVPR2017496174 | Single Unit Promotion | Dufry Bali Indonesia | Bali | Alfred Ritter, Germany | Save 30% |
| <input type="checkbox"/> ADVPR2017497381 | Break The Barrier | Dufry Emirates - Branch Sharjah | Sharjah DF | Produits Luxe International, France | Save 3% |
| <input type="checkbox"/> ADVPR2017500890 | Global Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | GENERIC MANUFACTURER; Puig Antonio Group, Spain | Save 35% |
| <input type="checkbox"/> ADVPR2017500892 | Global Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Lauder Estee Travel Retailing, USA | Fixed Pr |
| <input type="checkbox"/> ADVPR2017501063 | Global Promotion | Dufry Bali Indonesia | Bali | Puig Antonio Group, Spain | Save 35% |
| <input type="checkbox"/> ADVPR2017501066 | Global Promotion | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | Puig Antonio Group, Spain | Save 35% |
| <input type="checkbox"/> ADVPR2017501079 | Single Unit Promotion | The Nuance Group (Australia) Pty... | Canberra DF; Melbourne DF | Arden Elizabeth International (FFI-Fragrances),USA | Fixed Pr |
| <input checked="" type="checkbox"/> ADVPR2017501105 | Multi Unit Promotion | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | L'oreal, France | For ever |
| <input type="checkbox"/> ADVPR2017501107 | Multi Unit Promotion | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | L'oreal, France | For ever |
| <input checked="" type="checkbox"/> ADVPR2017501214 | Break The Barrier | The Nuance Group (Australia) Pty... | Melbourne DF | Arden Elizabeth International (FFI-Fragrances),USA; B... | All offer ▾ |
| <input checked="" type="checkbox"/> ADVPR2017501215 | Break The Barrier | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | L'oreal, France | All offer ▾ |
| <input type="checkbox"/> ADVPR2017501216 | Break The Barrier | Dufry Bali Indonesia | Bali | L'oreal, France | All offer ▾ |
| <input type="checkbox"/> ADVPR2017501228 | Global Promotion | The Nuance Group (Australia) Pty... | Melbourne DF | Arden Elizabeth International (FFI-Fragrances),USA | Save 20% |
| <input type="checkbox"/> ADVPR2017501730 | Tastings/Testings/Hostess/Animat... | Dufry Cambodia Ltd | Phnom Penh DF; Siem Reap DF | Puig Antonio Group, Spain; UNKNOWN | All offer ▾ |
| <input type="checkbox"/> ADVPR2017501732 | Tastings/Testings/Hostess/Animat... | The Nuance Group (Australia) Pty... | Melbourne DF | Puig Antonio Group, Spain | All offer ▾ |

Figure 5-85 Bulk Promotion Validation

This operation is available only if the following requirements are met. Otherwise the Bulk Validation button is disabled:

1. The user must have promotion **management rights**.
2. All the promotions must have the **Ready to Validate** validation status.
3. All promotions must have the same **classification** (Global or Local) and, if the classification is **Local**, only local promotions can be validated.

If any of the selected promotions doesn't meet these requirements, the operation can't be performed and an error message will be displayed. If they meet them, then a confirmation message will be displayed:

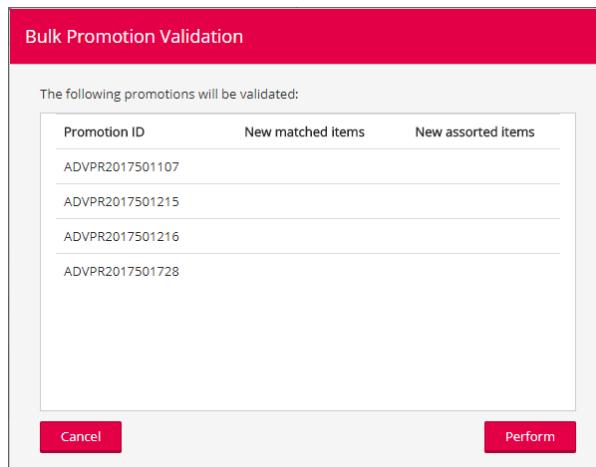


Figure 5-86 Bulk Promotion Validation - Confirmation

Click on the **Perform** button to go ahead. As in the Promotion Bulk Change, you will see the process progress dialog and when it's done you can click on **Close**.

5.1.19 Additional Details

Promotion overlap

When creating a promotion that has items included in a different promotion:

- The system removes all overlapping items from the current promotion.
- If there are items still left in the promotion, the system allows creating the promotion.
- The system notifies the user that the promotion has been created, but several items were automatically removed – an item list is provided.

Overlapping rules do not apply to Liquidation or Non Value Promotions. Also Overlapping rules do not apply if there are 2 different Promotion Types (One for promo A and another one for promo B, in the same period of time).

Target Sales Units (TSU) Management

Create Promotion On promotion creation, for the Item selected to be included in the promotion, the TSU column will be read only, prohibiting user to add any value. No action can be performed on the column field.

The TSU column does not display any value (blank) in the User Interface but the promotion inserts the value “0” in the database for each item present in promotion.

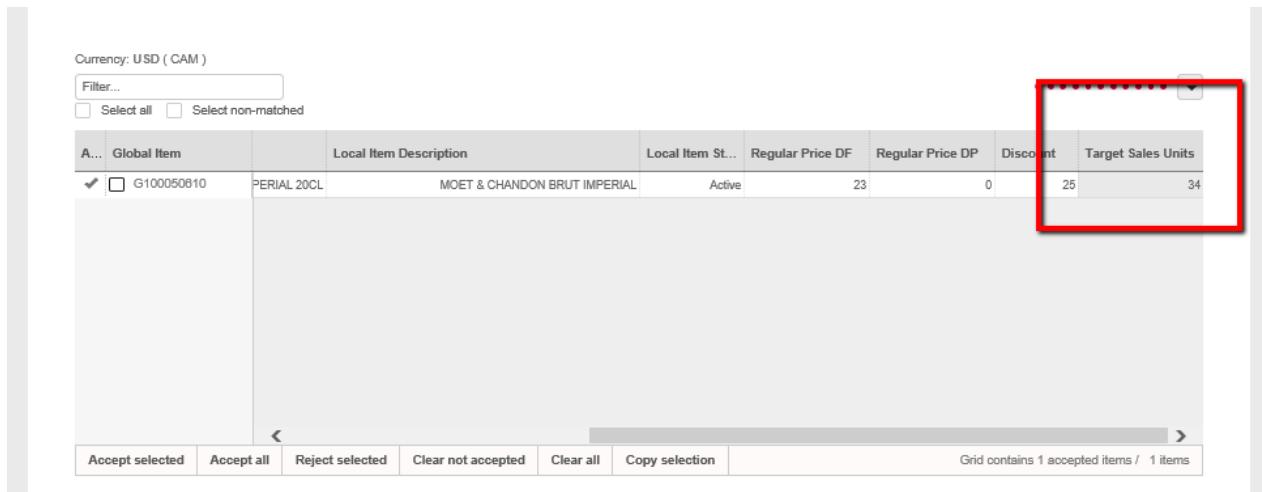


Figure 5-87 Create Promotion

Incomplete Promotion

In case the Promotion is in state “Incomplete”, it is allowed to insert TSU for unmatched items.

The Promotion is in state “Incomplete” in case the items added to a promotion based on Global Code/SAP Code does not have a matched Local Assortment. In this case, only the non matched items presented in the Items grid will have the TSU column editable.

| Promotion Item Details | | | |
|------------------------|--|-----------------------|---|
| View | Global View | Promo Reference Nr | |
| Promotion Type | Single Unit Promotion | Promotion Description | Non Value Offer |
| Percentage Off | | Promotion End Date | 2016-12-31 |
| Promotion Start Date | 2016-10-01 | Company | Dufry Egypt LCC Private Free Zone |
| Division | Division 1: Southern Europe and Africa | Shop Channel | Airport Shop |
| Back Office | SSH1 Borg El Arab DF | Shop | HBE - Borg El Arab Airport Departure Shop (1) |
| Shop Transit Type | Departure | Group | Fragrances&Miniature Coffrets |
| Category | Perfumes & Cosmetics | Global Manufacturer | Beaute Prestige International - BPI, France |
| Sub Group | Special Sets / Value Sets | Brand | Euroitalia, Italy |
| Local Manufacturer | Women | | ISSEY MIYAKE GIANNI VERSACE |
| Line | NO LINE | No of Date Changes | 0 View Change History |
| Company DCIS Currency | USD | Promotion Currency | USD |

| View Promotions Item Details | | | | | | | | | | | | |
|---|-------------|-------------------|----------|---------------------|-------------------------|-----------------------------|-----------------------|------------------------------|------------------------|----------------------|----------------------|-----------------------------------|
| Item Description | Item Status | Manufacturer Item | Currency | Regular Sales Price | Standard Purchase Price | Stock on Hand (in Base UOM) | Date of Stock on Hand | Forecast Sales (in Base UOM) | Date of Forecast Sales | Promotion Price (DF) | Promotion Price (DP) | Target Sales Units (in Sales UOM) |
| EAU D'ISSEY POUR HOMME / NUIT DUO SET EH AN | Active | | USD | DF:0.00 DP:0.00 | 0.00 | 0 | | 0 | | 0.00 | 0.00 | |
| CE CRYSTALS VERSACE DUO PACK 60 | Active | | USD | DF:0.00 DP:0.00 | 0.00 | 0 | | 0 | | 0.00 | 0.00 | |

Figure 5-88 Incomplete Promotion

Edit Promotion

During the Edit promotion flow, the value of the column TSU is populated with the data from simulation and by default the column is READ-ONLY (greyed out)

If no simulation was performed for the item, the value is blank.

If in simulation no forecast is wanted (for whatever reasons), the value for TSU is 0.

If the simulation was already done, the screen presents the value resulted from simulation.

Simulation

The simulation process remains unchanged and the simulated TSU is updated back to promotion in the database.

Promotions in the states of **Incomplete** or **Ready to Validate** are not subjected to the Simulation process.

The quantities added in the Create/Edit process of the Promotions are subject of simulation only after the Promotion is valid and all the items are fully matched.

5.2 Promotion Terms

5.2.1 Search a Promotion Term

Click the **Promotion Terms** tab and the screen is displayed as shown in the following figure.

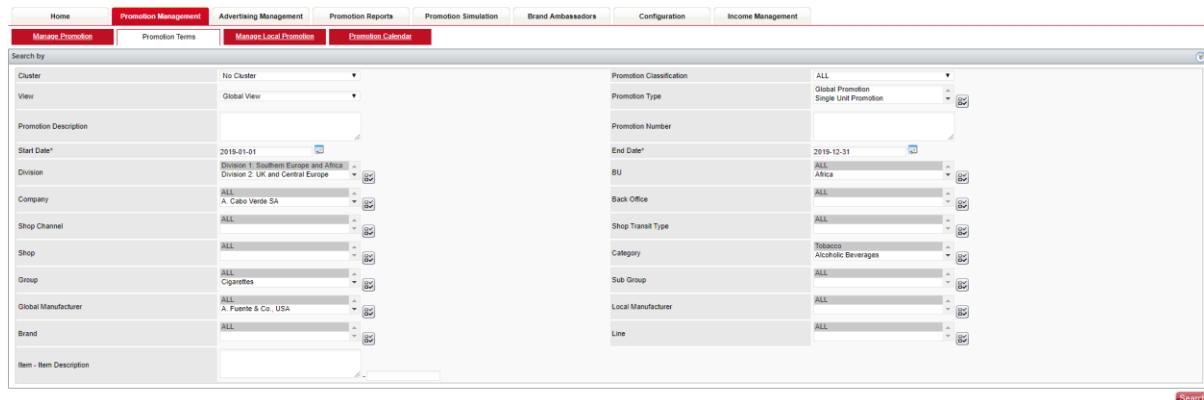


Figure 5-89 Promotion Terms Section

Click  to collapse the filter. On clicking the button, the filter is collapsed and the button is changed to . Click  to maximize the filter.

Enter the following details to search for a promotion:

1. **Cluster** – Select one of the defined Clusters. The option No Cluster is selected by default. This field is not mandatory.
2. **Promotion Classification** – Select either ALL, Global or Local Classification. The option ALL is selected by default.
3. **View** – Select Global View to view the global promotions or Local View to view the local promotions from the drop down menu. The option Global View is displayed, by default.
4. **Promotion Type** – Select the Promotion Type from the listed options. You can select multiple promotion types, if required, by clicking . The option All is selected, by default.

Refer to Selecting Multiple Options *to learn the process of selecting multiple options.*

5. **Promotion Description** – Enter the promotion description in alphanumeric format in the text box provided. Even if you do not enter the complete promotion description, the system filters the promotions with the description.
6. **Start Date** – Click  to select the start date of the promotion. This is a mandatory field. The first day of the year is displayed as the date, by default.
7. **End Date** – Click  to select the end date of the promotion. This is a mandatory field. The last day of the year is displayed as the date, by default.
8. **Division** – Select the Division from the drop down menu. All the divisions are listed. Based on the Division selected, the Business Units are displayed in the BU field.
9. **BU** - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option All is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.

- 10.** Company - Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option **All** is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.

The shops are loaded when the company is selected. You can further shortlist the shops with backoffices, shop channels, and shop transit types.

If Local View option is selected in the View field, the multiple selection feature is removed for the Company field.

- 11.** Backoffice - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop Names are displayed in the **Shop** field.

- 12.** Shop Channel – Select the shop channels from the listed options. You can select multiple shop channels, if required, by clicking . The option **All** is selected, by default. Based on the shop channels selected, the Shop Transit Types are displayed in the **Shop Transit Type** field.

- 13.** Shop Transit Type – Select the shop transit types from the listed options. You can select multiple shop transit types, if required, by clicking . The option **All** is selected, by default. Based on the shop transit types selected, the shops are displayed in the **Shop** field.

- 14.** Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option **All** is selected, by default.

- 15.** Category – Select the categories from the drop down menu. You can select multiple categories, if required, by clicking .

- 16.** Group – Select the groups from the listed options. You can select multiple groups, if required, by clicking . The option **All** is selected, by default. Based on the groups selected, the sub groups are displayed in the **Sub Group** field.

- 17.** Sub Group – Select the sub groups from the listed options. You can select multiple sub groups, if required, by clicking . The option **All** is selected, by default. Based on the sub groups selected, the global manufacturers are displayed in the **Global Manufacturers** field.

- 18.** Global Manufacturer – Select the global manufacturers from the listed options. You can select multiple global manufacturers, if required, by clicking . The option **All** is selected, by default.

If the option Global View is selected, in the View field, this field is enabled. If the option Local View is selected, in the View field, this field is disabled.

- 19.** Local Manufacturer – Select the local manufacturers from the listed options. You can select multiple local manufacturers, if required, by clicking .

If the option Local View is selected, in the View field, this field is enabled. If the option Global View is selected, in the View field, this field is disabled.

- 20.** Brand – Select the brands from the listed options. You can select multiple brands, if required, by clicking . Based on the manufacturers selected, the brands are displayed in the field. The option **All** is selected, by default. Based on the brands selected, the lines are displayed in the **Line** field.

Based on the option selected in the View field, the Global and Local lines are displayed.

- 21.** Line – Select the lines from the listed options. You can select multiple lines, if required, by clicking . The option **All** is selected, by default.

22. Item – Item Description – Enter the item name in numeric format and item description in alphanumeric format.

Refer to Search by Partial Data to learn more about search of items with partial item numbers with use of wildcard characters.

After entering the search criteria click, **Search** to view the promotion terms and the figure as shown in the following screen is displayed.

Figure 5-90 Promotion Terms – Search Result

Click to collapse the filter. On clicking the button, the filter is collapsed and the button is changed to . Click to maximise the filter.

Click to print the Promotion Terms.

Click to show/hide the search filter.

Click to download the promotion terms to an Excel worksheet.

Click to go to the next page.

Click to go to the previous page.

Click to go to the first page.

Click to go to the last page.

You can select the pages by clicking on the Page drop down menu, if more than one page is available.

You can select the number of items per page by clicking on the No of Rows per page drop down menu. The listed options are 5, 10, 15, 20, 25 and 30 pages per row.

5.2.2 Deleting Promotion Terms

You can delete the existing promotion terms for a selected promotion code using this section.

A screen is displayed on searching for the promotion terms as shown in the following figure.

| Promotion Terms | | | | | | | |
|--------------------------|-----------------|-----------------------------|---------------------------------------|------------|------------|----------------------|---------------------|
| | Promotion Code | Promotion Type | Promotion Description | Start Date | End Date | Terms and Conditions | Invoice Discount(%) |
| <input type="checkbox"/> | ADVPR2018574830 | Multi Unit Promotion | Buy any 2 Items, Save 10% Off on each | 2018-06-13 | 2019-01-31 | Click to Open Terms | null |
| <input type="checkbox"/> | ADVPR2018575735 | Multi Unit Promotion | Buy any 2 Items, Save 6% Off on each | 2018-06-13 | 2019-01-31 | Click to Open Terms | 0 |
| <input type="checkbox"/> | ADVPR2018603917 | Tastings/Testing/Hostess/An | All offers that are not discounted | 2019-01-03 | 2019-01-31 | Click to Open Terms | 0 |
| <input type="checkbox"/> | ADVPR2018609828 | Tastings/Testing/Hostess/An | All offers that are not discounted | 2018-12-04 | 2019-01-02 | Click to Open Terms | 0 |
| <input type="checkbox"/> | ADVPR2018603431 | Multi Unit Promotion | Buy any 2 Items, Save 10% Off on each | 2018-10-01 | 2019-01-31 | Click to Open Terms | 0 |
| <input type="checkbox"/> | ADVPR2018602261 | Multi Unit Promotion | Buy any 2 Items, Save 15% Off on each | 2018-09-18 | 2019-01-31 | Click to Open Terms | null |
| <input type="checkbox"/> | ADVPR2018577216 | Multi Unit Promotion | Buy any 2 Items, Save 20% Off on each | 2018-06-21 | 2019-01-08 | Click to Open Terms | null |
| <input type="checkbox"/> | ADVPR2018574904 | Multi Unit Promotion | Buy any 2 Items, Save 10% Off on each | 2018-06-13 | 2019-01-31 | Click to Open Terms | null |
| <input type="checkbox"/> | ADVPR2018604450 | Tastings/Testing/Hostess/An | All offers that are not discounted | 2019-03-05 | 2019-04-02 | Click to Open Terms | 0 |
| <input type="checkbox"/> | ADVPR2018577671 | Multi Unit Promotion | Buy any 2 Items, Save 10% Off on each | 2018-06-23 | 2019-01-31 | Click to Open Terms | null |

Figure 5-91 Existing Promotion Terms

Select the check box against the Promotion Code and click **Delete** to delete the Promotion Terms. On successful deletion, the screen as shown in the following figure is displayed.

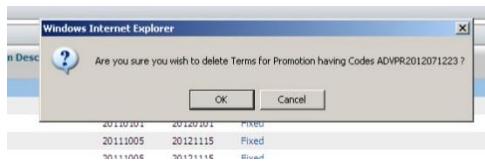


Figure 5-92 Deleting the Promotion Terms – Confirmation

Click **OK** to delete the promotion terms or **Cancel** to cancel the deletion process. The screen as shown in the following figure is displayed.

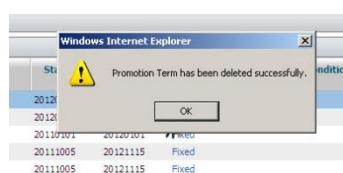


Figure 5-93 Promotion Term Has Been Deleted Successfully

The promotion terms for the selected **Promotion Code** are deleted successfully. You can add the new promotion terms by editing the Promotions in the [Manage Promotions](#) section. [Manage_Promotion](#)

5.2.3 Apply Terms to a Promotion

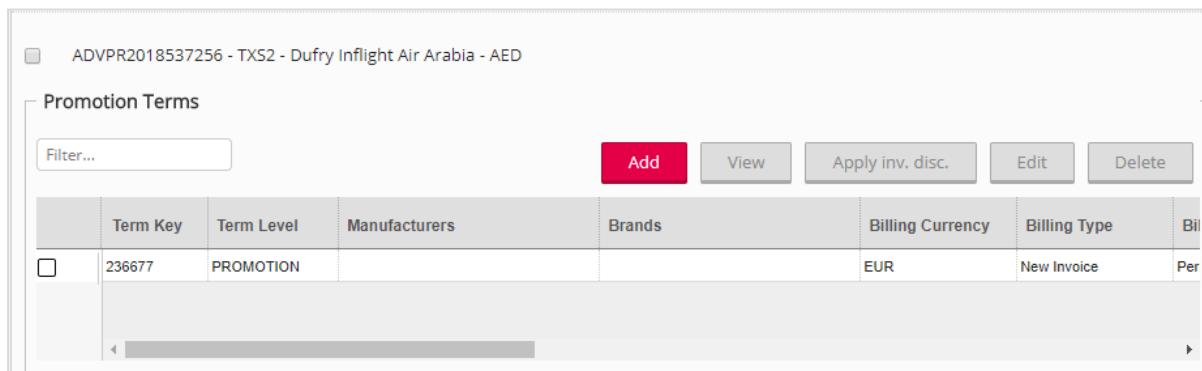
Last Step of Promotion Creation is Terms Definition. Once you create a Promotion or a Batch of Promotion, you can advance to the Terms Page.

By continuing to Promotion Terms, you will have two options at hand:

- If a Catalogue is already created, this will be proposed to be applied for your promotion – you can accept it as it is, edit it or discard it and create a New Term;
- If no Catalogue is available for your promotion, you will be able to create a New Term;

Apply Catalogue Terms

If a catalogue matching your Promotion details has been previously created, the System will automatically detect the matching and propose it as suitable to be applied. In this case, when advancing to Promotion Terms you will see the below screen:

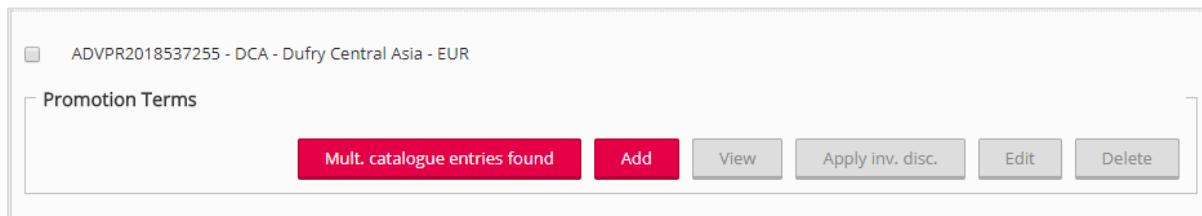


The screenshot shows a table titled 'Promotion Terms'. At the top, there is a header row with columns: Term Key, Term Level, Manufacturers, Brands, Billing Currency, Billing Type, and Bill. Below the header, there is one data row. The data row contains the following values: Term Key (236677), Term Level (PROMOTION), Manufacturers (empty), Brands (empty), Billing Currency (EUR), Billing Type (New Invoice), and Bill (Per). There are also buttons for 'Add', 'View', 'Apply inv. disc.', 'Edit', and 'Delete' at the top right of the table area.

Figure 5-94 - Apply Catalogue Terms (1)

In the example above, for the first promotion you have a suggested catalogue that has been automatically associated.

If more than 1 catalogue are suggested, then the **Mult. catalogue entries found** button will be displayed. If you click on it, you will have a dialog with the list of suggested catalogues. Select one and click on **Create T&C** to add that term.



The screenshot shows a table titled 'Promotion Terms'. At the top, there is a header row with columns: Term Key, Term Level, Manufacturers, Brands, Billing Currency, Billing Type, and Bill. Below the header, there are two data rows. The first data row has the same values as in Figure 5-94: Term Key (236677), Term Level (PROMOTION), Manufacturers (empty), Brands (empty), Billing Currency (EUR), Billing Type (New Invoice), and Bill (Per). The second data row has the following values: Term Key (236677), Term Level (PROMOTION), Manufacturers (empty), Brands (empty), Billing Currency (EUR), Billing Type (New Invoice), and Bill (Per). There are also buttons for 'Add', 'View', 'Apply inv. disc.', 'Edit', and 'Delete' at the top right of the table area. A red button labeled 'Mult. catalogue entries found' is visible in the center of the table area.

Figure 5-95 Apply Catalogue Terms (2)

| Multiple Matching Catalogue Entries For ADVPR2018537255 | | | | | |
|---|--------------|--|--------|------------|--------------------------------------|
| | Catalogue ID | Name | Status | Categories | Manufacturers |
| <input type="checkbox"/> | PC2017000061 | VO EMEA DIV2 100%OFF COST EUR (NO:UK...) | Active | P&C | Acqua di Parma, Italy;Adidas, Ger... |
| <input checked="" type="checkbox"/> | PC2017000072 | VO EMEA DIV1+2+3 NO CONTRIBUTION (DI...) | Active | P&C | Acqua di Parma, Italy;Adidas, Ger... |
| <input type="checkbox"/> | PC2017000205 | Liquidation Price OFF 30 Q | Active | P&C | Acqua di Parma, Italy;Adidas, Ger... |

◀ ▶

Close
Create T&C

Figure 5-96 Apply Catalogue Terms (3)

On the last step (Terms) you will be able to see a summary of the proposed Catalogue, consisting of:

- Billing Details – Billing Currency, Billing Period, Billing Type and Billing Schedule;
- Supplier Terms – The list of Contribution Terms and Quantity/Value Agreements associated with the proposed Catalogue;

On this screen the data will be refreshed periodically, to reflect any adjustments that were done to the associated terms or to display the details for any recently created terms. The data can be refreshed in two manners:

- a) By waiting a number of seconds for the page to be refreshed automatically – the number of seconds until the next refresh is displayed in the upper right corner of the screen;
- b) By clicking the “Refresh” button – in case you don’t want to wait for the automatic refresh, you can click on the button next to the timer and the information will be updated with the newest details;

To see the full set of details for the suggested Catalogue you must click on View Button and check the details recommended for each Promotion. By clicking on View, a new window will open, containing the Promotion Details with the recommended Billing Details and Supplier Terms.

View Promotion Term 236677

| | |
|---|----------------------------------|
| Promotion Details | |
| Promotion Id: ADVR2018537256 | Promotion Type: Global Promotion |
| Start Date: 2019/11/20 | End Date: 2019/12/30 |
| Classification: Global | Description Details: Save 5% Off |
| Status: Active | |
| Definition Level | |
| Level: Promotion | |
| Billing Details | |
| Billing Currency: EUR | |
| Billing Period: Periodic | |
| Billing Type: New Invoice | |
| Billing Schedule: Quarterly | |
| Invoice Discount | |
| Discount value (%): 0 | Reason: [Empty Box] |
| Supplier Terms | |
| Filter... | |
| Supplier Contribution Term Quantity/Value Agreement Value Bonus Percent... Quantity From Remarks Units In | |
| Sell Out - % of Cost Price % of Sell Out Quantity at Cost Price 0 30 0 | |

Figure 5-97 - View Proposed Term

From this screen you can perform the below actions:

- Close – and return to the last step of Promotion Creation Screen (Terms);
- Edit – edit the proposed details and save the terms for your promotion;
- Delete – delete the suggested term for your promotion;

Supplier Terms

| |
|---|
| Filter... |
| Supplier Contribution Term Quantity/Value Agreement Value Bonus Percent... Quantity From Remarks Units In |
| Fixed Fixed Amount 3000 0 0 test |
| Sell Out - Retail vs. Promo Price B... % of difference between Regular a... 0 10 500 |

< [Horizontal Scroll Bar] >

Action Buttons: Close, Edit, Delete

Figure 5-98 - Actions on Proposed Term

Edit the proposed Catalogue Term

By clicking on button, all details will be opened in edit mode where you have the possibility to customize the selections.

- a) Promotion Details – this section will remain read-only during the edit process;
- b) Billing Details – this section is editable and can be particularized depending on the specific needs of the created Promotion;
- c) Supplier Terms - this section is editable and can be particularized depending on the specific needs of the created Promotion;

Once you have made all the needed changes, you must click on the **Update** button from the bottom right corner of the screen. If you changed your mind and you don't want to apply the changes, you can click on the **Close** button from the bottom left corner of the screen.

Delete the proposed Catalogue Term

By clicking on **Delete** button, the proposed term will no longer be associated with your promotion. When performing this action a confirmation message will be prompted and you have the possibility to cancel or continue with the deletion.

Close

If the proposed terms are suitable for your promotion, you can click on “Close” button in the bottom right corner of the screen to finalise your work. Once clicking on “Close”, you will receive a summary about which Promotions have/don't have terms associated.

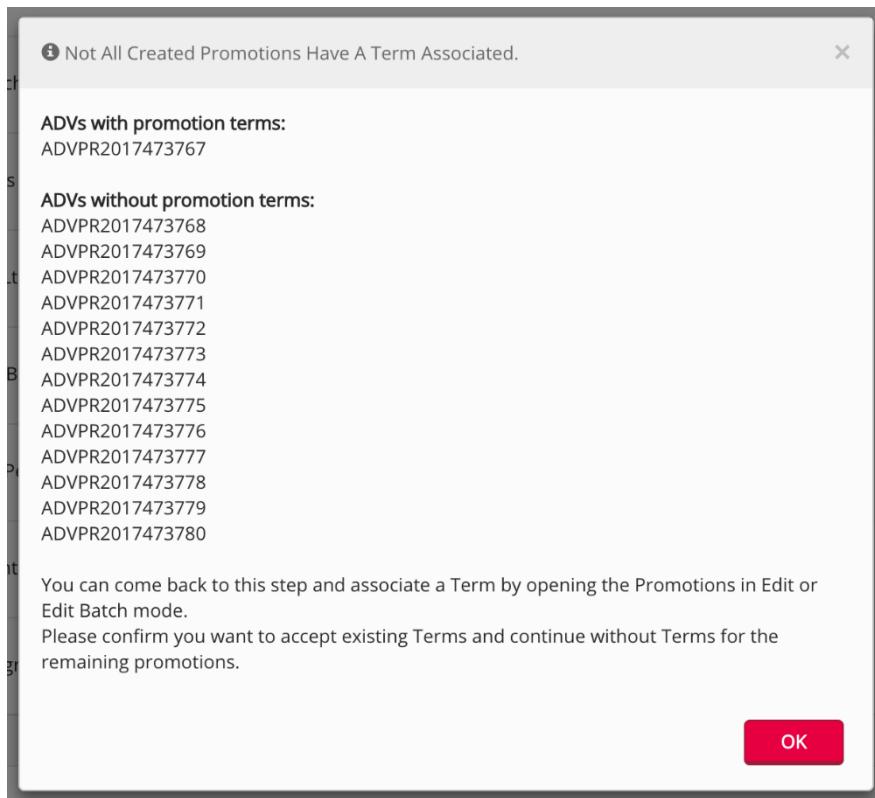


Figure 5-99 - Terms Summary

Note: If needed, you can go at any time and adjust the associated Term for a promotion or a batch of promotions.

Apply New Terms

If there is no previously created catalogue that can be associated with your promotion, then on the last step of Promotion Creation (Terms) you can click the **Add** button to create a new term.

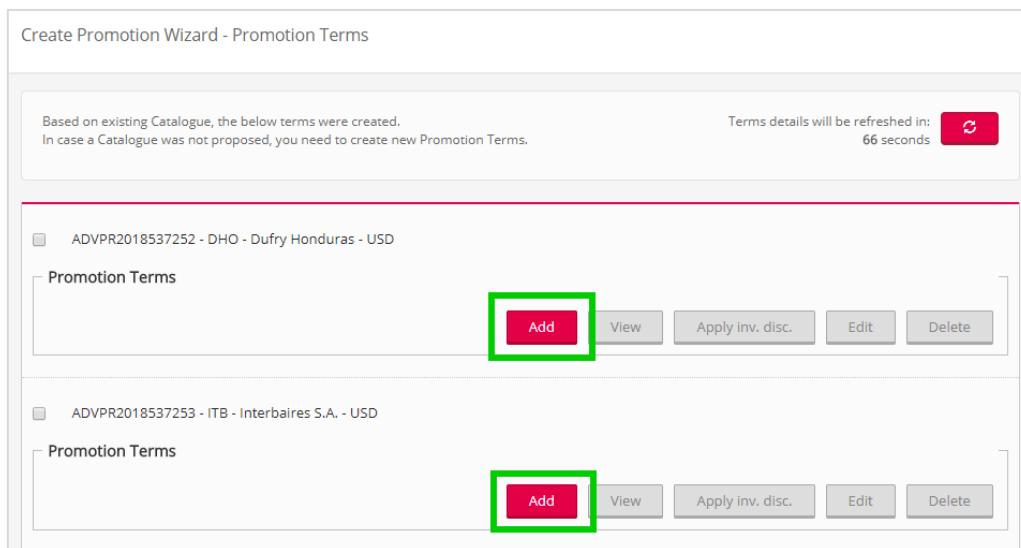


Figure 5-100 - Create New Term

By clicking on the “Add” button, a new window will open, with the below sections available:

- Promotion Details – this section will remain read-only during the create process;
- Definition Level – It sets if the term will apply for all the items of the promotion or only for those ones of some particular manufacturers or brands.
- Billing Details – this section can be particularized depending on the specific needs of the created Promotion;
- Supplier Terms - this section can be particularized depending on the specific needs of the created Promotion;

Promotion Details

- Promotion Id: ADVPR2018537252
- Start Date: 2019/11/20
- Classification: Global
- Status: Inactive
- Promotion Type: Global Promotion
- End Date: 2019/12/30
- Description: Save 5% Off
- Details

Definition Level

Level:

Billing Details

Billing Currency:

Billing Type:

Billing Date:

Apply Invoice Discount

Discount Value (%):

Reason:

Figure 5-101 - Create New Term Sections (1)

Supplier Terms

Supplier Contribution Type:

Quantity/Value Agreement:

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks |
|----------------------------|--------------------------|-------|------------------|---------------|---------|
| No Rows To Show | | | | | |

Figure 5-102 Create New Term Sections (2)

Definition Level

Level:

Billing Details

Billing Currency:

Billing Type:

Figure 5-103 Create New Term Sections (3)

Once you have made all the needed adjustments, you must click on the **Save** button from the bottom right corner of the screen. A confirmation message is presented that the term has been associated with your promotion.

Fill in Billing Details

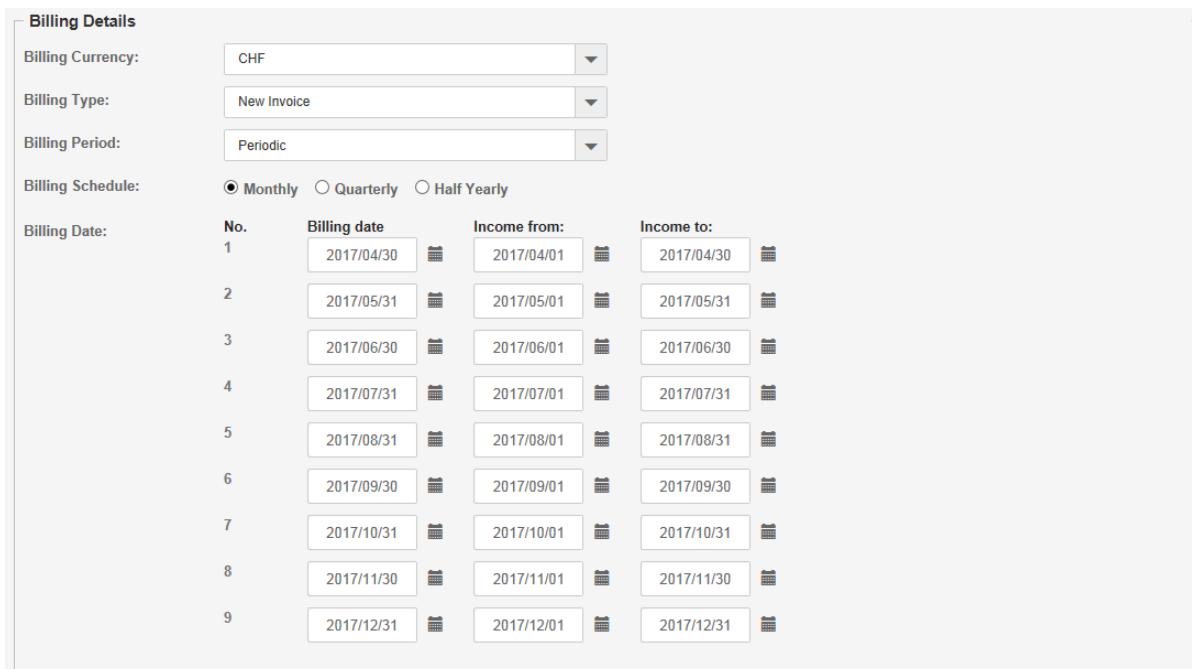
There are two cases when you will need to specifically fill in the Billing Details for a Term:

- a) When you perform an Edit action on the suggested Catalogue;
- b) When you create a New Promotion Term;

Note: Creating a New Promotion Term means to create a term that will be used just once, for a specific promotion, and will not be introduced in the Catalogue list.

For the Billing Period, the below options are available:

1. End of Promotion – The Billing will be done on the date inserted as “End Date” for the Promotion;
2. Annual – The Billing will be done on the last day of each year;
3. Periodic
 - a. Monthly – The Billing Plan will reflect the number of months over which the promotion will be active;
 - b. Quarterly – The Billing Plan will reflect the number of quarters over which the promotion will be active;;
 - c. Half Yearly – The Billing Plan will reflect intervals of 6 months;



| No. | Billing date | Income from: | Income to: |
|-----|--------------|--------------|------------|
| 1 | 2017/04/30 | 2017/04/01 | 2017/04/30 |
| 2 | 2017/05/31 | 2017/05/01 | 2017/05/31 |
| 3 | 2017/06/30 | 2017/06/01 | 2017/06/30 |
| 4 | 2017/07/31 | 2017/07/01 | 2017/07/31 |
| 5 | 2017/08/31 | 2017/08/01 | 2017/08/31 |
| 6 | 2017/09/30 | 2017/09/01 | 2017/09/30 |
| 7 | 2017/10/31 | 2017/10/01 | 2017/10/31 |
| 8 | 2017/11/30 | 2017/11/01 | 2017/11/30 |
| 9 | 2017/12/31 | 2017/12/01 | 2017/12/31 |

Figure 5-104 - Monthly Billing

Billing Details

| | |
|-------------------|--|
| Billing Currency: | CHF |
| Billing Type: | New Invoice |
| Billing Period: | Periodic |
| Billing Schedule: | <input type="radio"/> Monthly <input checked="" type="radio"/> Quarterly <input type="radio"/> Half Yearly |
| Billing Date: | No. Billing date Income from: Income to: |
| | 1 2017/06/30 2017/04/01 2017/06/30 |
| | 2 2017/09/30 2017/07/01 2017/09/30 |
| | 3 2017/12/31 2017/10/01 2017/12/31 |

Figure 5-105 - Quarterly Billing

Billing Details

| | |
|-------------------|--|
| Billing Currency: | CHF |
| Billing Type: | New Invoice |
| Billing Period: | Periodic |
| Billing Schedule: | <input type="radio"/> Monthly <input type="radio"/> Quarterly <input checked="" type="radio"/> Half Yearly |
| Billing Date: | No. Billing date Income from: Income to: |
| | 1 2017/12/31 2017/04/01 2017/12/31 |

Figure 5-106 - Half Yearly Billing

All Billing Dates can be selected as needed for the Term that you are currently creating.

5.2.4 Apply Terms to a Batch of Promotions

When Creating a Batch of Promotions, you can encounter the below cases:

- a) All Promotions in your Batch will have a Catalogue Term associated – in this case you can view the Terms and Edit where needed or Accept all of them and Close the window;
- b) No Promotion in your Batch has a Catalogue Term associated – in this case you can either create a New Term for each Promotion or you can do the below steps:
 1. Close the window;
 2. Open Terms Catalogue and Create a New Catalogue that matches your Batch;
 3. Search for one ADV in that Batch and open in Edit Mode;
 4. Click Edit Batch to bring all data into the screen and edit all Promotions together;
 5. Go to last step “Terms” and the previously created Catalogue should be associated to all Promotions;
 6. Do any needed changes or accept and close the window;
- c) Only some of the Promotions in your Batch have a Term associated – in this case you can either create a New Term for each Promotion that doesn't have an association, accept only those that have association and leave the other ones without a Term, or you can do the below steps:
 1. Review the Terms for those Promotions that have an association and close the window;

2. Open Terms Catalogue and Create a New Catalogue that matches the remaining Promotions from your Batch;
3. Search for one ADV in that Batch and open in Edit Mode;
4. Click Edit Batch to bring all data into the screen and edit all Promotions together;
5. Go to last step “Terms” and the previously created Catalogue should be associated to all the remaining Promotions;
6. Do any needed changes or accept and close the window.

5.2.5 Supplier Contribution Type Field Specifications for Promotion Terms

When different supplier contribution types are selected, the system displays static help text that shows the rules and example about that contribution type. Based on the options selected, the fields get changed as shown below:

1. Fixed - When you select the option **Fixed**, the options in **Quantity/Value Agreement** field are:

- Fixed Amount: Enter the fixed amount to be paid in this field.
- Free Goods: Estimated Value: Enter the estimated value Free Goods in this field.

2. Sales Based (Sell out - % of Retail Sales Price) - When you select the option Sell out - % of Retail Sales Price, the options in **Quantity/Value Agreement** field are:

- % based on Sell Out Qty at Retail Price: **% of the total sales in retail price paid by the supplier - based on the quantity of units sold during the promotion or advertising period;**
- % based on Sell Out Value at Retail Price: **% of the total sales in retail price paid by the supplier - based on the value of sales made during the promotion or advertising period;**

3. Sales Based (Sell out - % of Cost price) - When you select the option Sell out - % of Cost price, the options in **Quantity/Value Agreement** field are:

- % of Sell Out Qty at Cost Price: **% on purchase price paid by the supplier based on the quantity of units sold;**
- % of Sell Out Value at Cost Price: **% on purchase price paid by the supplier based on the value of units sold;**

4. Sales Based (Sell out - Retail vs. Promo Price based) - When you select the option Sell out - Retail vs. Promo Price based, the option in **Quantity/Value Agreement** field is:

- **% of difference between regular and promo price:** % of the difference between the retail and the promotional price paid by the supplier based both on quantities or value sold;

5. Sales Based (Sell out - Retail Price) - When you select the option Sell out - Retail Price, the option in **Quantity/Value Agreement** field is:

- **Value per unit** - For every X units sold to the end customer, the supplier contributes X USD;

6. Sales Based (Sell in - % of Purchase based) - When you select the option **Sell in - % of Purchase based**, the options in **Quantity/Value Agreement** field are:

- % on Purchase Quantity (Cost Price): **The supplier pays a % based on the total purchased quantity during the promotion or advertising period;**
- % on Purchase Value (Cost Price): **The supplier pays a % based on the total purchased value during the promotion or advertising period;**

For Quantity/Value Agreement: Select the Quantity value agreement from the drop-down list. The listed options are changed as described above. Click Save to add the promotions terms.

5.3 Manage Local Promotion

The Manage Local Promotion function is used to:

- Create Local Promotions in the application
- Search for Local Promotions



Figure 5-107 Local Promotions Function

5.3.1 Create a Local Promotion

Click **Manage Local Promotion** to create a new local promotion and the **Create Promotion** window is displayed.

First Step – Promotion Details

| Create Promotion Wizard - Promotion Details | |
|--|--|
| Start Date | 2019/01/29 <input type="button" value=""/> |
| End Date | <input type="text"/> <input type="button" value=""/> |
| Local Promo Id: | <input type="text"/> |
| Promotion Type: | <input type="button" value="Global Promotion"/> |
| Description: | <input type="text"/> |
| Target Income Currency: | <input type="button" value="None"/> |
| Target Income Amount: | <input type="text"/> |
| <input type="button" value="Close"/> Please complete all fields | |

Figure 5-108 Promotion Details

Here you will start by inserting the following information:

- Start Date and End Date of the promotion – the End Date cannot be earlier than the Start Date.
- Local Promo Id – this Id must be unique.
- Promotion Type – here you can select from the drop-down one of the following promotion types: Global Promotion, Single Unit Promotion, Multi Unit Promotion, Tastings/Testings/Hostess/Animation, Break the Barrier, Liquidation Promotion, Seasonal Events, Staff Incentive, Save up to 40%.
- Description – you can insert additional information which is editable.
- Target Income Currency – select a currency from a dropdown list
- Target Income Amount – if a currency is selected, this field becomes mandatory.

Second Step – Division and Company

Create Promotion Wizard - Local Promotion Divisions

- Divisions

Division 2: UK And Central Europe

+ Companies: Dufry Basel-Mulhouse AG

+ Back Offices: 3 Back Offices Selected

+ Channels: 2 Channels Selected

+ Transit Types: 4 Transit Types Selected

+ Shops: 10 Shops Selected

Previous Step **Save**

Figure 5-109 Division and Company – sections expanded

You must follow the below instructions in order to advance and save the Local Promotion:

1. Expand the Division section using the button and open the drop-down to select the needed division.
 2. Expand the Company section using the button and open the drop-down to select the needed company.
- i** Once a Company is selected, all the following sections will be automatically pre-selected with all available options. The Save button is also available as we have a valid Shop selection.

3. Expand the Backoffice section using the  button and open the drop-down to select the needed backoffices. You can make multiple selections by clicking on each check box or by clicking Check All button.

4. Expand the Channel section using the  button and open the drop-down to select the needed channels. You can make multiple selections by clicking on each check box or by clicking Check All button.

5. Expand the Transit Type section using the  button and open the drop-down to select the needed transit types. You can make multiple selections by clicking on each check box or by clicking Check All button.

6. Expand the Shop section using the  button and open the drop-down to select the needed shops. You can make multiple selections by clicking on each check box or by clicking Check All button.

The  button becomes available as soon as at least one shop is selected/pre-selected. By clicking it you will be notified that the Promotion was saved and the Create Local Promotion Term window will open.

5.3.2 Create Local Promotion Term

The last step in defining a new Local Promotion is the creation of a Local Promotion Term.

The Create Local Promotion Term window contains the following sections:

- a) Billing Details – this section can be particularized depending on the specific needs of the created Promotion;
- b) Apply Invoice Discount – this section can be particularized depending on the specific needs of the created Promotion;
- c) Supplier Terms - this section can be particularized depending on the specific needs of the created Promotion.

Create Local Promotion Term

Billing Details

| | |
|-------------------|---|
| Billing Type: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="New Invoice"/> |
| Billing Period: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Annual"/> |
| Billing Date: | <input style="width: 100px; border: 1px solid #ccc; padding: 2px;" type="text" value="2019/12/31"/> |
| Billing Currency: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="USD"/> |

Apply Invoice Discount

| | |
|---|---|
| <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/> | Reason: <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text"/> |
|---|---|

Supplier Terms

| | | | |
|---|---|---------------------------|--|
| Supplier Contribution Type: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Fixed"/> | Quantity/Value Agreement: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Fixed Amount"/> |
| <small>Income received as a Fixed amount. Example: 7.000€ per space in store.</small> | | | |
| Add Term | | | |

| | |
|--|--|
| <input type="text" value="Filter..."/> | |
|--|--|

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In |
|---|--------------------------|-------|------------------|---------------|---------|----------|
| <input checked="" type="checkbox"/> Sell Out - % of Sales | Sell Out - % of Sales | 0 | | 0 | | |

[Delete selected](#)
[Delete all](#)

Close
Save

Figure 5-110 Create Local Promotion Term section

Billing Details

This section contains the following options:

- Billing Currency – select from the drop-down the needed currency.
- Billing Type – select from the drop-down the needed billing type. The options are: New Invoice, New Invoice (Free Goods), New Invoice/Direct Deal, Off Invoice, Others.
- Billing Period – select from the drop-down the needed billing period. The options are: Annual, End of Promotion, Periodic.
- Billing Date

Billing Details

| | |
|-------------------|---|
| Billing Type: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="New Invoice"/> |
| Billing Period: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="Annual"/> |
| Billing Date: | <input style="width: 100px; border: 1px solid #ccc; padding: 2px;" type="text" value="2019/12/31"/> |
| Billing Currency: | <input style="width: 100%; border: 1px solid #ccc; padding: 2px;" type="text" value="USD"/> |

Figure 5-111 Local Promotion Term billing details

Apply Invoice Discount

In this section you may insert a Discount Value and add additional information in the Reason section, which is editable.

The screenshot shows a form titled 'Apply Invoice Discount'. It has two input fields: 'Discount Value (%)' with a placeholder '0.00' and 'Reason:' with a large text area below it.

Figure 5-112 Local Promotion Term invoice discount

Supplier Terms

You must follow the below instructions in order to save a Supplier Term the Local Promotion:

1. Select Supplier Contribution Type from the drop down list
 - i** For a detailed list of supplier contribution type specifications, please see section **7.2** of this User Guide
2. Select Quantity/Value Agreement from the drop down list

The screenshot shows a 'Supplier Terms' section. On the left, a dropdown 'Supplier Contribution Type' is set to 'Fixed'. A dropdown 'Quantity/Value Agreement' is set to 'Fixed Amount'. Below these are two dropdown menus: 'Income received as a Fix Example: 7.000€ per sp' and 'Filter...'. To the right is a table with columns: 'Supplier Contribution Term', 'Quantity/Value Agreement', 'Value', 'Bonus Percentage', 'Quantity From', and 'Remarks'. A red box highlights the 'Value' column. At the bottom right of the table is a red 'Add Term' button.

Figure 5-113 Local Promotion supplier terms

3. Click the **Add Term** button to add the selected Contribution Type into the grid.
4. In the table fill the needed number – these are highlighted into a darker gray for each line, compared to the cells that don't need to be filled in:

The screenshot shows a table with columns: 'Supplier Contribution Term', 'Quantity/Value Agreement', 'Value', 'Bonus Percentage', 'Quantity From', and 'Remarks'. A single row is present with values: 'Fixed', 'Fixed Amount', '1000', '0', '0', and an empty 'Remarks' field. The 'Value' cell is highlighted with a darker gray background. At the bottom are buttons for 'Delete selected' and 'Delete all'.

Figure 5-114 Local Promotion supplier contribution term values

5. Click the **Save** button to save the Supplier Term and add them to the Local Promotion.

5.3.3 Search Local Promotion



Figure 5-115 Local Promotions Function

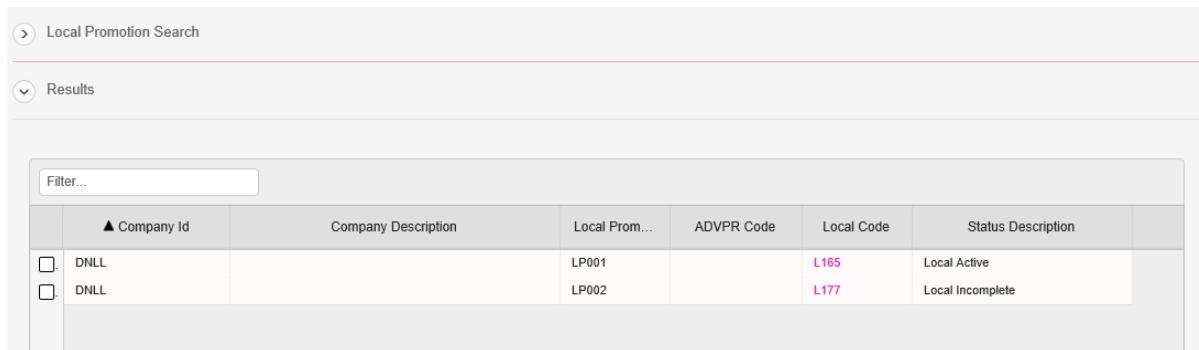
Click Search Local Promotion and the Search Local Promotion window is displayed:

Figure 5-116 Search Local Promotion window

You must follow the bellow instructions in order to search for a Local Promotion:

1. Expand the Division section using the button and open the drop-down to select the needed division.
2. Expand the Company section using the button and open the drop-down to select the needed company.
3. If you expand the Status section using the button, you have the option to filter the searched promotion by their current status. You can select the following from a drop down list: Action Required, Local Active, Local Incomplete, Mapped to ADVPR.
4. In the Local Promotion IDs you have the option to filter the searched promotion by your own IDs.

5. Click the  button in order for the Results section to expand and see your Searched Local Promotions.



| | ▲ Company Id | Company Description | Local Prom... | ADVPR Code | Local Code | Status Description | |
|--------------------------|--------------|---------------------|---------------|------------|------------|--------------------|--|
| <input type="checkbox"/> | DNLL | | LP001 | | L165 | Local Active | |
| <input type="checkbox"/> | DNLL | | LP002 | | L177 | Local Incomplete | |

Figure 5-117 Serch Local Promotion results

-  Notice that the Local Promotion Search section collapsed and the Results section expanded. You can expand the Local Promotion Search section by clicking  on the button and start a new search.

The Results section will present the information relatd to the Local Promotions found. The results will be presented in a grid having the following columns:

- Company Id
- Company Description
- Local Promotion ID
- ADVPR Code
- Local Code
- Status Description

The Search Local Promotions Grid will allow you the following:

- View Local Promotion
- Edit Promotion
- View Terms
- Edit Terms
- Create Terms
- Map Promotion

View Local Promotion

In order to view details about a Local Promotion, click on its Local Code in the grid:

| Filter... | | | | | | |
|--------------------------|--------------|---------------------|---------------|------------|------------|--------------------|
| | ▲ Company Id | Company Description | Local Prom... | ADVPR Code | Local Code | Status Description |
| <input type="checkbox"/> | DNLL | | LP001 | | L165 | Local Active |
| <input type="checkbox"/> | DNLL | | LP002 | | L177 | Local Incomplete |

Figure 5-118 Promotion Local Code

After you clicked on the Promotion Local Code, as shown at Figure 6-69, a View Local Promotion window will open, with the following sections and information:

Promotion Details

- Division
- Company
- Back Office
- Shop Channel
- Shop Transit Type
- Shops
- Local Promotion Id
- Promotion Type
- Description
- Promotion Start Date
- Promotion End Date

Promotion Change History



Click on the button to see a more detailed view of the current promotion change history.

View Local Promotion L165

Promotion Details

| | |
|--|--|
| Division: Division 2: UK, Central and Eastern Europe | Shop Channel: Airport Shop |
| Company: Dufry Nord LLC | Shop Transit Type: Arrival Departure |
| Back Office: (DNLL) St. Petersburg DP | Shops: (DNLL) Hudson News Shop Pulkovo (DNLL) Hudson Pulkovo Airside DP #2 (DNLL) Pulkovo airside DP #7: Food & Toys |

| | |
|----------------------------------|----------------------------------|
| Decis Code: LP001 | Promotion Start Date: 2018/01/02 |
| Promotion Type: Global Promotion | Promotion End Date: 2018/01/21 |
| Description: | |

Promotion Change History

Close View Terms Edit Promotion

Figure 5-119 View Local Promotion window

Edit Promotion

Filter...

| | Company Id | Company Description | ▲ Local Promotion Id | A&P ADVPR C... | A&P Local... | Status Description | |
|-------------------------------------|------------|---------------------|----------------------|----------------|--------------|--------------------|--|
| <input checked="" type="checkbox"/> | DNLL | Dufry Nord LLC | LP001 | | L165 | Local Active | |
| <input type="checkbox"/> | DNLL | Dufry Nord LLC | LP002 | | L177 | Local Missing T&C | |

Results 2 items

[+ Create Terms](#)
[Edit Terms](#)
[View Terms](#)
[Map Promotion](#)
[Edit](#)
[+ Create](#)

Figure 5-120 Search Local Promotion Grid view with promotion selected

i The Edit button will be available only after you have selected the desired promotion from the grid.

In order to edit a local promotion click on the **Edit** button, and the Edit Local Promotion windows will be shown with the following information and options:

- Promotion Details
- Promotion Change History
- Edit Local Promotion – you can edit the following options:
 - Start Date
 - End Date
 - Description
 - Change Reason

Edit Local Promotion L165

Promotion Details

| | |
|--|----------------------------------|
| Division: Division 2: UK, Central and Eastern Europe | Shop Channel: Airport Shop |
| Company: Dufry Nord LLC | Shop Transit Type: |
| Back Office: (DNLL) St. Petersburg DP | Shops: |
| Local Promotion Id: LP001 | Promotion Start Date: 2018/01/02 |
| Promotion Type: Global Promotion | Promotion End Date: 2018/01/21 |
| Description: | |

Promotion Change History

Edit Local Promotion

| | |
|----------------|--------------------------|
| Start Date | 2018/01/02 |
| End Date | 2018/01/21 |
| Description: | |
| Change Reason: | Example of Change Reason |

Close **View Terms** **Update Promotion**

Figure 5-121 Edit Local Promotion window

i In order for the **Update Promotion** button to be available, you have type in a Change Reason in the custom field.

View Terms

There are two ways to View Terms for a Local Promotion:

1. In the **Search Local Promotion window**, Select the desired Promotion and click the **View Terms** button in order for the View Local Promotion Term window to be shown.

i The View Terms button will only be available for selected promotion that have a Local Active status.

The View Local Promotion Term window will appear.

View Local Promotion Term

| | | | | | | |
|----------------------------|-----------------------------|-------|------------------|---------------|---------|----------|
| Promotion Details | | | | | | |
| Start Date | 2018/11/02 | | | | | |
| End Date | 2018/11/03 | | | | | |
| Regional Visibility | Yes | | | | | |
| Description | Test Description - Training | | | | | |
| Billing Details | | | | | | |
| Billing Currency | AED | | | | | |
| Billing Period | Annual | | | | | |
| Billing Type | New Invoice | | | | | |
| Billing Date | 2018/12/31 | | | | | |
| Invoice Discount | | | | | | |
| Discount value (%): | 0 | | | | | |
| Reason: | <input type="text"/> | | | | | |
| Supplier Terms | | | | | | |
| Filter... | | | | | | |
| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percent... | Quantity From | Remarks | Units In |
| Fixed | Fixed Amount | 500 | 0 | 0 | | |

Close **Edit**

Figure 5-122 View Local Promotion Term window

2. The Second way to see View Terms is to be in the **View Promotion window**, Figure 6-70, and click on the **View Terms** button. The View Local Promotion Term window will appear, as show in Figure 6-73.

Edit Term

There are two ways to View Terms for a Local Promotion:

1. In the **Search Local Promotion window**, Select the desired Promotion and click the **Edit Term** button in order for the Edit Local Promotion Term window to be shown.

i The Edit Term button will appear only for selected promotion that have a Local Missing T&C status.

Edit Local Promotion Term

Billing Details

| | | |
|-------------------|--|---|
| Billing Type: | <input type="text" value="New Invoice"/> | ▼ |
| Billing Period: | <input type="text" value="Annual"/> | ▼ |
| Billing Date: | <input type="text" value="2019/12/31"/> | |
| Billing Currency: | <input type="text" value="EUR"/> | ▼ |

Apply Invoice Discount

| | | |
|---------------------|----------------------|------------------------------|
| Discount Value (%): | <input type="text"/> | Reason: <input type="text"/> |
|---------------------|----------------------|------------------------------|

Supplier Terms

| | | | |
|---|------------------------------------|---------------------------|---|
| Supplier Contribution Type: | <input type="text" value="Fixed"/> | Quantity/Value Agreement: | <input type="text" value="Fixed Amount"/> |
| <small>Income received as a Fixed amount. Example: 7.000€ per space in store.</small> | | | |

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In |
|--------------------------------|--------------------------|-------|------------------|---------------|---------|----------|
| <input type="checkbox"/> Fixed | Fixed Amount | 500 | 0 | 0 | | |

Figure 5-123 Edit Local Promotion Term window

i For a more detailed description of the steps required in order to Edit Terms, please refer to Section **6.2.2** of this User Guide.

2. The second way to Edit Terms is to be in the **View Local Promotion Term** window, as shown in the Figure 6-73, and click on the button. The Edit Local Promotion Term window will be shown, as seen in Figure 6-74.

i For a more detailed description of the steps required in order to Edit Terms, please refer to Section **6.2.2** of this User Guide.

Create Term

In the Local Promotion Search window you can Create Terms for Local Promotions by clicking on the **+ Create Terms** button, as shown in Figure 6-75.

| Company Id | Company Description | ▲ Local Promotion Id | A&P ADVPR C... | A&P Local... | Status Description |
|--|---------------------|----------------------|----------------|--------------|--------------------|
| <input type="checkbox"/> DNLL | Dufry Nord LLC | LP001 | | L165 | Local Active |
| <input checked="" type="checkbox"/> DNLL | Dufry Nord LLC | LP002 | | L177 | Local Missing T&C |

Results 2 items

+ Create Terms **Edit Terms** **View Terms** **Map Promotion** **Edit** **+ Create**

Figure 5-124 Local Promotion Search window – Local Missing T&C promotion selected

i In order for the **+ Create Terms** button to be shown, you have to select a Local Promotion with the Local Incomplete status.

The Create Local Promotion Term window will be shown, as seen in Figure 6-62. For a detailed description of the steps required in order to Create Local Promotion Terms, please refer to Section **6.2.2** of this User Guide.

Map Promotion

The **Map Promotion** button, as can be seen in Figure 6-71, gives you the option to map a Local Promotion with an ADVPR code valid for the current company. The Promotion ADV window will be shown.

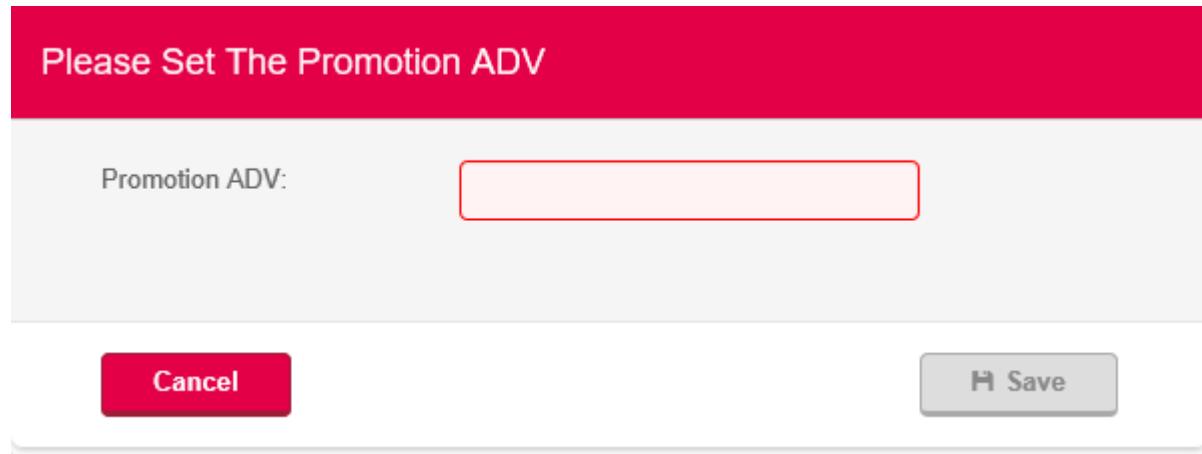


Figure 5-125 Promotion ADV window

5.4 View Promotion

This aims at searching for promotions for any period and any location.

A sample view for a promotion is displayed in the image below:

| Promotion Details | | Inactive | |
|---|-----------------------------------|---|---|
| Classification: | Global | Shop Channel: | Airport Shop |
| Definition Level: | Shop | Shop Transit Type: | Departure |
| Divisions: | Division 2: UK and Central Europe | Shops: | (WTB) BSL-International Main Shop (502: CHBB) |
| Company: | Dufry Basel-Mulhouse AG | | |
| Back Office: | (WTB) Basel-Mulhouse DF | | |
| View: | Global | Promotion Start Date: | 2020/01/28 |
| Promotion Type: | Global Promotion | Promotion End Date: | 2020/01/28 |
| Percentage Off: | 25 | Promotion Description: | |
| Auto-generated | Save 25% Off | Customer Types: | |
| Description: | | | |
| Mechanic Type: | Discount | Manufacturer: | BAT, British American Tobacco, UK |
| Category: | (10) Tobacco | Brand: | ALFRED DUNHILL JOHN PLAYER |
| Promotion Currency: | EUR | | |
| Gift outside the assortment: | No | | |
| Gift in assortment: | No | | |
| + Items Details | | | |
| + Promotion Change History | | | |
| <input type="button" value="Close"/> | | <input type="button" value="Create Terms"/> <input type="button" value="Edit Promotion"/> | |

Figure 5-126 View Promotion

Promotion details

The information contained in Promotion Details is structured as follows:

- Classification
- Division
- Company
- Back Office
- Shop Channel
- Shop Transit Type
- Shop

Maximum 4 entries will be presented for each section of the above, and in case that are more values, the scroll functionality can be used to view the entire list.

- View (the Global/Local view set up for the Items)
- Promotion Type (The promotion type Mechanics)
- Percentage off (Calculated percentage at the Promotion Mechanic)
- Auto generated Description (Auto generated Promotion description based on the Mechanic type)
- Promotion Start date
- Promotion End Date
- Promotion Description (Free text)
- Mechanic type
- Category (Items category in Promotion)
- Manufacturer (Item Manufacturer- Based on the Local View/Global view status, the Label will indicate Local Manufacturer or Global Manufacturer by case)
- Brand (Item Brand- Based on the Local View/Global view status, the Label will indicate Local Brand of Global Brand by case)

Maximum 3 entries will be presented for each section of the above, and in case that are more values, the scroll functionality can be used to view the entire list.

- Promotion Currency
- Gift outside the assortment (Gift with Purchase indicator)
- Gift in the assortment (Gift with Purchase indicator)
- Promo Terms – Indicator for Promo Terms creation
- Publication/ Brochure – Indicator for Promo inserted in the leaflet

Items details

The Item Details tab will present the information related to the Items in Promotion.

Items Details

| It... | Global Item | Local Item | Company Code | Global Item Description | Local Item Description | Local Item |
|-------|-------------|------------|--------------|----------------------------------|----------------------------------|----------------------------------|
| | 1000730 | 1000730 | WTB | Dunhill Red KS 200 | Dunhill Red KS 200 | Dunhill Red KS 200 |
| | 1000731 | 1000731 | WTB | Dunhill International Red 200 | Dunhill International Red 200 | Dunhill International Red 200 |
| | 1000773 | 1000773 | WTB | Dunhill Button Red KS 400 | Dunhill Button Red KS 400 | Dunhill Button Red KS 400 |
| | 1000775 | 1000775 | WTB | Dunhill International Red KS 400 | Dunhill International Red KS 400 | Dunhill International Red KS 400 |
| | 1839300 | 1839300 | WTB | Dunhill Button Blue KS 200 | Dunhill Button Blue KS 200 | Dunhill Button Blue KS 200 |
| | 2382844 | 2382844 | WTB | John Player Special Blue KS 200 | John Player Special Blue KS 200 | John Player Special Blue KS 200 |
| | 2382845 | 2382845 | WTB | John Player Special Blue KS 400 | John Player Special Blue KS 400 | John Player Special Blue KS 400 |
| | 2382846 | 2382846 | WTB | John Player Special Red KS 200 | John Player Special Red KS 200 | John Player Special Red KS 200 |
| | 2382847 | 2382847 | WTB | John Player Special Red KS 400 | John Player Special Red KS 400 | John Player Special Red KS 400 |
| | 2466217 | 2466217 | WTB | Dunhill Switch Black Blue KS 200 | Dunhill Switch Black Blue KS 200 | Dunhill Switch Black Blue KS 200 |

Figure 5-127 Item Details

The items are presented in a grid having the following columns:

- Global Item
- Local Item
- Company Code
- Global Item Description
- Local Item Description
- Local Item Status
- Regular Price DF
- Regular Price DP
- Discount
- Target sales Units
- Is Gift

Depending of the Mechanic type of the promotion, additional grid columns will be available:

- Promotion Price DF
- Promotion Price DP

Promotion Change history

The Promotion Change history tab presents the information related to the changes performed on Promotion.

| Change Srt.No. | Modified Date | Promotion Start Date | Promotion End Date | Promotion Status | Approval Status |
|----------------|---------------|----------------------|--------------------|------------------|-----------------|
| 1 | 2016-08-26 | 2017-01-01 | 2017-01-25 | ACTIVE | |
| 2 | 2016-08-26 | 2017-01-01 | 2017-01-25 | ACTIVE | |
| 3 | 2016-08-26 | 2017-01-01 | 2017-01-25 | ACTIVE | |

Figure 5-128 Promotion Change History

The items are presented in a grid having the following columns:

- Change Serial Number
- Modified Date
- Promotion Start Date
- Promotion End Date
- Promotion Status
- Approval status
- Reason
- Changed By
- Changed description

You will be able to edit the promotion or close the window.

Refer to [Error! Reference source not found.](#) to learn more about editing options for promotions.

5.5 Promotion Calendar

The Promotion Calendar section is used to provide single point visibility to Dufry HQ/Regional Users of the planned promotions for a Calendar Year, Location, Product at Promotion Type level. You can further drill down to view list of Promotions and view details of individual Promotions. You can also view the Previous Year and Next Year Calendars.

5.5.1 Searching a calendar

Click on **Promotion Calendar** tab to view the calendar of the Promotions created for a selected date range.

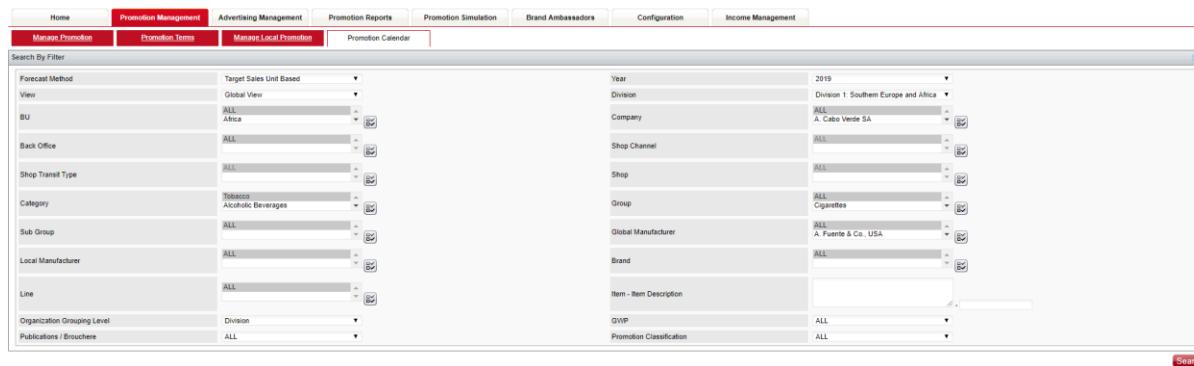


Figure 5-129 Promotion Calendar Search Criteria

Click to collapse the filter. On clicking the button, the filter is collapsed and the button is changed to . Click to maximize the filter.

Enter the following details to search for a particular promotion calendar:

1. **Forecast Method** – Target Sales Unit Based/Pyp Sales Based. Forecasted weight will be calculated according to the selected forecast method.
2. **View** – Select Global View to view the promotions created at global level or Local View to view the promotions created at local level.
3. **Year** – Select the Year from the drop down menu. All the years for which promotions are created are displayed in the list.
4. **Division** – Select the Division from the drop down menu. All the divisions are listed. Based on the Division selected, the Business Units are displayed in the **BU** field.
5. **BU** - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option **All** is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.

Refer to [Selecting Multiple Options](#) to learn the process of selecting multiple options.

6. **Company** - Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option **All** is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.
7. **Backoffice** - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop Names are displayed in the **Shop** field.
8. **Shop Channel** – Not available
9. **Shop Transit Type** – Not available
10. **Shop** – Not available
11. **Category** – Select the categories from the drop down menu. You can also select multiple categories, if required, by clicking .
12. **Group** – Select the groups from the listed options. You can select multiple groups, if required, by clicking . The option All is selected, by default. Based on the groups selected, the sub groups are displayed in the **Sub Group** field.

13. Sub Group – Select the sub groups from the listed options. You can select multiple sub groups, if required, by clicking . The option **All** is selected, by default. Based on the sub groups selected, the global manufacturers are displayed in the **Global Manufacturer** field.

14. Global Manufacturer – Select the global manufacturers from the listed options. You can select multiple global manufacturers, if required, by clicking . The option **All** is selected, by default.

*If the option **Global View** is selected, in the **View** field, this field is enabled. If the option **Local View** is selected, in the **View** field, this field is disabled.*

15. Local Manufacturer – Select the local manufacturers from the listed options. You can select multiple local manufacturers, if required, by clicking .

*If the option **Local View** is selected, in the **View** field, this field is enabled. If the option **Global View** is selected, in the **View** field, this field is disabled.*

16. Brand – Select the brands from the listed options. You can select multiple brands, if required, by clicking . Based on the manufacturers selected, the brands are displayed in the field. The option **All** is selected, by default. Based on the brands selected, the lines are displayed in the **Line** field.

17. Line – Select the lines from the listed options. You can select multiple lines, if required, by clicking . The option **All** is selected, by default.

*Based on the option selected in the **View** field, the Global and Local lines are displayed.*

18. Item – Item Description – Enter the item name in numeric format and item description in alphanumeric format.

*Refer to **Search by Partial Data** to learn more about search of items with partial item numbers with use of wildcard characters.*

19. Organization Grouping Level – Select the Organization Grouping level from the drop down menu. The listed options are Division, BU, Company Backoffice. The option Division is selected by default. Based on the options selected in this field, the search result is displayed differently. For example, if you select Business Units, the report is displayed based on the Business Units selected in the field.

20. GWP – Select the GWP (Gift With Purchase) option from the drop down menu. The listed options are All, Yes and No.

21. Publications/Brochure – Select the Publications/Brochure from the drop down menu. The listed options are All, Yes and No.

22. Promotion classification – Select the promotion classification. The listed options are Local and Global.

After entering the search criteria click, **Search** to view the promotions and the screen as in the following figure is displayed.

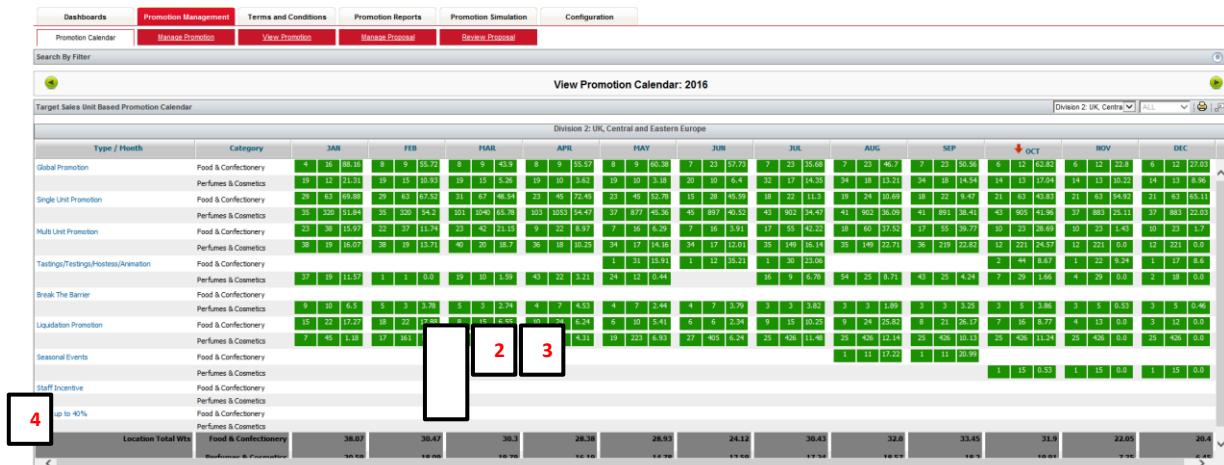


Figure 5-130 - Promo Calendar screen

5.5.2 How to read a calendar

An arrow is displayed on the calendar to indicate Current Month based on current sales month returned from Calendar search as shown in the following figure.

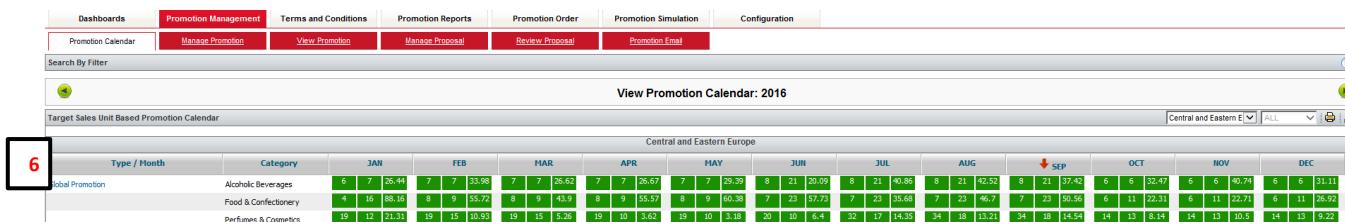


Figure 5-131 Current Month Based On Current Sales

Several information are displayed in the calendar for each promotion type and category type as in the following figure.

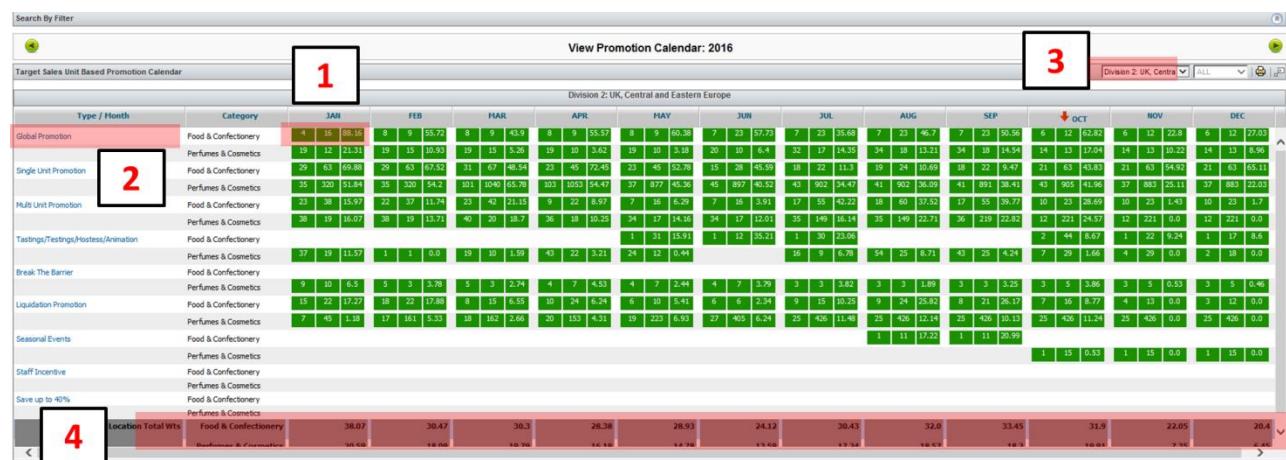


Figure 5-132 - Promo Calendar screen - Four Parts of information

Part 1 – Promotion details

1. The first green box shows the number of Promotions (number of ADVs).

When you move the mouse over the first green cell of each month, a pop up is displayed like in the following figure.



Figure 5-133 Promotion Calendar Pop Up Display – Number of ADVs

If you click on the first green box, you will view the promotion details, like in the following figure.



Figure 5-134 Promotion Details

By clicking on the Promotion code (ADV number), you can open the promotion in View Mode as in the following figure and from there you can click the Edit Promotion button to edit the details or you can Close the View Mode.

[Refer to subchapter Error! Reference source not found..](#)

View Promotion ADVPR2014240638 Active

(-) Promotion Details

| | |
|--|---|
| Divisions: Division 2: UK, Central and Eastern Europe | Shop Channel: Airport Shop |
| Company: Dufry Basel-Mulhouse AG | Shop Transit Type: Departure |
| Back Office: (WTB) Basel-Mulhouse DF | Shops: (WTB) BSL – Gate Sud Shop (504) (WTB) BSL-International Main Shop (502) (WTB) BSL-Y-International Shop (503) |
| View: Global | Promotion Start Date: 2015/10/01 |
| Promotion Type: Global Promotion | Promotion End Date: 2016/01/31 |
| Percentage Off: 35 | Promotion Description: |
| Auto-generated Description: GLOBAL PROMO 10.15.-01.16 - Ch. Frey - Basel | |
| Mechanic Type: Discount | Manufacturer: Chocolat Frey, Switzerland |
| Category: (30) Food & Confectionery | Brand: CHOCOLAT FREY |
| Promotion Currency: EUR | Promotion Terms: Cost Based Promo Terms |
| Gift outside the assortment: No | Publications / Brochure: No |
| Gift in assortment: No | |

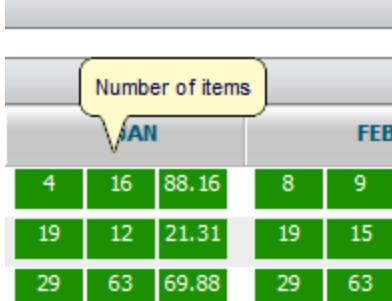
(+) Items Details

(+) Promotion Change History

Close Edit Promotion

Figure 5-135: Promo Calendar - View Promotion details

2. The 2nd green box shows the number of total distinct items for all promotions (All ADVs)



A pop-up window showing a 3x3 grid of numbers representing the count of distinct items per month. The grid is as follows:

| | | | | | |
|-----------------|-----|-------|----|----|--|
| Number of items | | | | | |
| | | | | | |
| JAN | FEB | | | | |
| 4 | 16 | 88.16 | 8 | 9 | |
| 19 | 12 | 21.31 | 19 | 15 | |
| 29 | 63 | 69.88 | 29 | 63 | |

Figure 5-136: Promotion Calendar Pop Up - Number of items

3. The 3rd green box shows the Promotion Sales weight (Promo Pressure)



A pop-up window showing a 3x3 grid of numbers representing the weight of sales percentage per month. The grid is as follows:

| | | | | | |
|-------------------|-----|-------|----|----|--|
| Weight of Sales % | | | | | |
| | | | | | |
| JAN | FEB | | | | |
| 4 | 16 | 88.16 | 8 | 9 | |
| 19 | 12 | 21.31 | 19 | 15 | |
| 29 | 63 | 69.88 | 29 | 63 | |

Figure 5-137: Promotion Calendar Pop Up - Weight of sales %

Part 2 – Promotion type details

When you click on the Promotion Type to view the yearly calendar for this specific promotion type, the screen as in the following figure is displayed.



Figure 5-138 View Promotion Type

Click to print the details.

Click to close the screen.

Part 3 – Organization grouping level selection

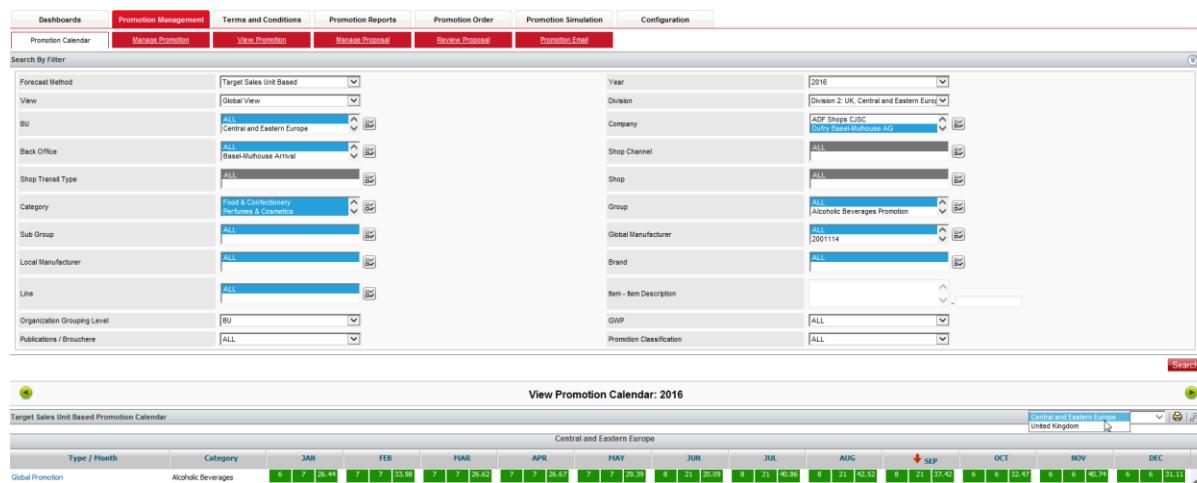


Figure 5-139 Selecting the Organization grouping level

The values in the drop down menu are based on the options selected in the Organization Grouping Level field in the search criteria. If the Org level is BU, the result displays the values of the distinct BU values of the active promotions displayed in the calendar. User can then view the calendar one BU at a time. Similarly, if Org level is company, the result displays the values of the distinct company values of the active promotions displayed in the calendar. You can then view the calendar one Company at a time.

Part 4 – Aggregate sales weight

At the bottom of the Calendar, the sales weight of the categories selected is displayed as shown in the following figure.

| | | | | | | | | | | | | | |
|--------------------|----------------------|-------|-------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|
| Location Total Wts | Alcoholic Beverages | 33.44 | 35.25 | 33.48 | 34.94 | 33.93 | 29.18 | 30.29 | 31.0 | 30.58 | 37.03 | 46.46 | 35.22 |
| | Food & Confectionery | 38.07 | 30.47 | 30.3 | 28.38 | 28.93 | 24.12 | 30.43 | 32.0 | 33.45 | 17.3 | 24.32 | 22.53 |
| | Perfumes & Cosmetics | 20.59 | 18.09 | 19.88 | 16.23 | 14.8 | 13.65 | 17.41 | 18.7 | 18.24 | 5.91 | 7.62 | 6.69 |

Figure 5-1 Aggregate Sales Weight

By clicking in the icon, the total summary of the items based on the category is displayed as in the figure below.

| | | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|--|----------------------|----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Perfumes & Cosmetics | 7 | 17 | 18 | 20 | 19 | 27 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| | | 45 | 161 | 162 | 153 | 223 | 405 | 426 | 426 | 426 | 426 | 426 | 426 | 426 |
| | | 1.18 | 5.33 | 2.66 | 4.31 | 6.93 | 6.24 | 11.48 | 12.14 | 10.14 | 0.0 | 0.0 | 0.0 | 0.0 |
| | Seasonal Events | 2 | 2 | 2 | | | | | | | | | 18 | |
| | | 13 | 13 | 13 | | | | | | | | | 19 | |
| | | 32.77 | 30.6 | 13.14 | | | | | | | | | 0.0 | |
| | Food & Confectionery | | | | | | | | | 1 | 1 | | | |
| | | | | | | | | | | 11 | 11 | | | |
| | | | | | | | | | | 17.22 | 20.99 | | | |
| | Perfumes & Cosmetics | | | | | | | | | | | 1 | 1 | 1 |
| | | | | | | | | | | | | 15 | 15 | 15 |
| | | | | | | | | | | | | 0.0 | 0.0 | 0.0 |
| | Staff Incentive | | | 1 | | | | | | | | 4 | 4 | 4 |
| | | | | 1 | | | | | | | | 7 | 7 | 7 |
| | | | | 0.0 | | | | | | | | 0.0 | 0.0 | 0.0 |
| | Food & Confectionery | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Perfumes & Cosmetics | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Location Total Wts | Alcoholic Beverages | 33.44 | 35.25 | 33.48 | 34.94 | 33.93 | 29.18 | 30.29 | 31.0 | 30.58 | 37.03 | 46.46 | 35.22 |
| | | Food & Confectionery | 38.07 | 30.47 | 30.3 | 28.38 | 28.93 | 24.12 | 30.43 | 32.0 | 33.45 | 17.3 | 24.32 | 22.53 |
| | | Perfumes & Cosmetics | 20.59 | 18.09 | 19.88 | 16.23 | 14.8 | 13.65 | 17.41 | 18.7 | 18.24 | 5.91 | 7.62 | 6.69 |

Summary Total

| Category | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|----------------------|-------|-------|-------|-------|-------|-------|-------|------|-------|-------|-------|-------|
| Alcoholic Beverages | 33.44 | 35.25 | 33.48 | 34.94 | 33.93 | 29.18 | 30.29 | 31.0 | 30.58 | 37.03 | 46.46 | 35.22 |
| Food & Confectionery | 38.07 | 30.47 | 30.3 | 28.38 | 28.93 | 24.12 | 30.43 | 32.0 | 33.45 | 17.3 | 24.32 | 22.53 |
| Perfumes & Cosmetics | 20.59 | 18.09 | 19.88 | 16.23 | 14.8 | 13.65 | 17.41 | 18.7 | 18.24 | 5.91 | 7.62 | 6.69 |

Figure 5-140 Summary Total

A sample print screen is displayed below to indicate the print screen features.

Promotion Search Details

Forecast Method : Target Sales Unit Based
View : Global View
BU : ALL
Back Office : ALL
Shop Transit Type : ALL
Category : Alcoholic Beverages,Food & Confectionery,Perfumes & Cosmetics
Sub Group : ALL
Local Manufacturer : ALL
Line : ALL
Item Description :
GWP : ALL

Year : 2016
Region : Division 2: UK, Central and Eastern Europe
Company : Dufry Basel-Mulhouse AG
Shop Channel : ALL
Shop : ALL
Group : ALL
Global Manufacturer : ALL
Brand : ALL
Item :
Organization Grouping Level : BU
Publications / Brochure : ALL

For your information:
This Data is not correct-
Please DISREGARD

| | Month/Week/Day |
|------------------|----------------|
| Nr of promotions | 15 |
| Nr of items | 5 |
| Weight of Sales% | 10.2 |

| BU31 | | | | | | | | | | | | | |
|-----------------------|----------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Type / Month | Category | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Global Promotion | Alcoholic Beverages | | | | | | | | | | | | |
| | Food & Confectionery | | | | | | | | | | | | |
| | Perfumes & Cosmetics | | | | | | | | | | | | |
| Single Unit Promotion | Alcoholic Beverages | | | | | | | | | | | | |
| | Food & Confectionery | | | | | | | | | | | | |
| | Perfumes & Cosmetics | | | | | | | | | | | | |
| Multi Unit Promotion | Alcoholic Beverages | | | | | | | | | | | | |

Figure 5-141 Print Screen Features

THE DATA IN GREEN ON THE RIGHT SIDE OF THE SCREEN IS NOT CORRECT.

6 Advertising Management

The Advertising Management section is used to manage the advertising terms for a manufacturer. The Advertising terms are defined for a Global or Local Manufacturer or Supplier associated with Shops. The advertising terms are defined at brand level for a manufacturer. You can edit the brands while editing the advertising terms.

You can acces the Advertising Terms module, from the dashboard:

Figure 6-1 Advertisin Management module

In this section you have the following options for managing advertising terms:

- Search for Advertising terms
- Export to Excel the results of a search
- Create a new advertising term
- Copy from an already existing advertising term
- Upload using an Excel template
- Edit existing term
- Cancel Advertising terms

All of these options will be detailed in the following sections.

6.1 Search Advertising Terms

On accessing the Advertising Module in the dashboard, the first thing that it will be shown is the search grid, as seen in the figure below.

The screenshot shows a search interface for advertising terms. It includes fields for Cluster, View, Start Date*, Division, Company, Shop Channel, Shop, Global Manufacturer, Brand, Advertisement Number, Advertising Terms, End Date*, BU, Back Office, Shop Transit Type, Category, Local Manufacturer, and Advertisement Status. Below the search form are buttons for Search, Copy From, Create, Upload, Edit, Export Excel, and Cancel.

Figure 6-2 Search for Advertising Terms

In order to run a search, you have the following options to choose from:

- 1. Cluster** – you may chose an already defined cluster, which will populate all the other fields with a predefined structure;
- 2. View** – choose between Global or Local View;
- 3. Start Date** – select a start date by clicking on the button;
- 4. Division** – select one or more divisions for your search;
- 5. Company** – select one or more companies for you search;
- 6. Shop Channel** – select one or more shop channels for your search;
- 7. Shop** – select one or more shops for your search;
- 8. Global Manufacturer** – select one or more manufacturers for your search;
- 9. Brand** – select one or more brands for your search;
- 10. Advertisement Number** – in this section you can insert one or more advertisement codes for a more targeted search;
- 11. Advertising terms** – select one or more advertising terms;
- 12. End Date** – select a start date by clicking on the button;
- 13. BU** – select one or more business units;
- 14. Back Office** – select one or more back offices for your search;
- 15. Shop Transit Type** – select one or more shop transit types for your search;
- 16. Category** – select one or more categories for your search;
- 17. Local Manufacturer** – select one or more local manufacturers for your search.

After you have chosen your search criteria, click on the **Search** button to run your search. The results will be shown in a grid, as seen in the following figure.

The screenshot shows a search results grid for Advertising Terms. The grid has columns for Advertising Code, Manufacturer, Brand(s), Company / DC, Shop(s), Start Date, End Date, Term Type, Business Activities, Advertisement St..., and Advertisement Cl... . There are 5 items listed:

| Advertising Code | Manufacturer | Brand(s) | Company / DC | Shop(s) | Start Date | End Date | Term Type | Business Activities | Advertisement St... | Advertisement Cl... |
|---|---------------|----------|-----------------------------|---------|------------|------------|----------------------|---------------------|---------------------|---------------------|
| <input type="checkbox"/> ADVAD20171142 | Maui Jim, USA | | Chicago Duty Free | ALL | 01/01/2017 | 31/12/2017 | Commercial Agreement | Active | Global | |
| <input checked="" type="checkbox"/> ADVAD20171144 | Maui Jim, USA | | Duftrair SpA | ALL | 01/01/2017 | 31/12/2017 | Commercial Agreement | Active | Global | |
| <input type="checkbox"/> ADVAD20171146 | Maui Jim, USA | | Dufry Cruise Services, L... | ALL | 01/01/2017 | 31/12/2017 | Commercial Agreement | Active | Global | |
| <input type="checkbox"/> ADVAD20171148 | Maui Jim, USA | | Dufry France SA | ALL | 01/01/2017 | 31/12/2017 | Commercial Agreement | Active | Global | |
| <input type="checkbox"/> ADVAD20171150 | Maui Jim, USA | | Dufry Grand Turk | ALL | 01/01/2017 | 31/12/2017 | Commercial Agreement | Active | Global | |

Buttons at the bottom include: Select all, Clear selection, Refresh Columns, Export to Excel, Edit, Cancel, Copy From, Bulk Upload Advertising, and Create.

Figure 6-3 Advertising Terms – search results grid

6.1.1 GRID buttons

1. **Select all** – select all items ;
2. **Clear selection** – clear selected items ;
3. **Refresh Columns** – update changes from columns ;
4. **Clear filters** – clear typed filters ;

6.1.2 ACTIVE buttons

1. **Export to Excel** – export selected records to Excel file ;
2. **Edit** – edit the selected advertising term ;
3. **Cancel** – cancel the existing advertising term ;
4. **Copy From** – create a new advertising term by copying the data from selected one ;
5. **Bulk Upload Advertising** – upload Excel file of records ;
6. **Create** – create a new advertising term ;
7. **Close** – close the search results;

6.2 Export Excel

After you have run your search following the steps detailed in the [6.1.1 Search Advertising Terms](#) section you can export the Advertising Terms you need to an Excel Worksheet using the following steps:

1. Select the needed ADV codes from the results grid;
2. Click on the **Export to Excel** button to export their details to an Excel File.

6.3 Create Advertising Terms

In order to create a new advertising term, click on the button and the Create Advertising Wizard will be shown, as seen in the following figure.

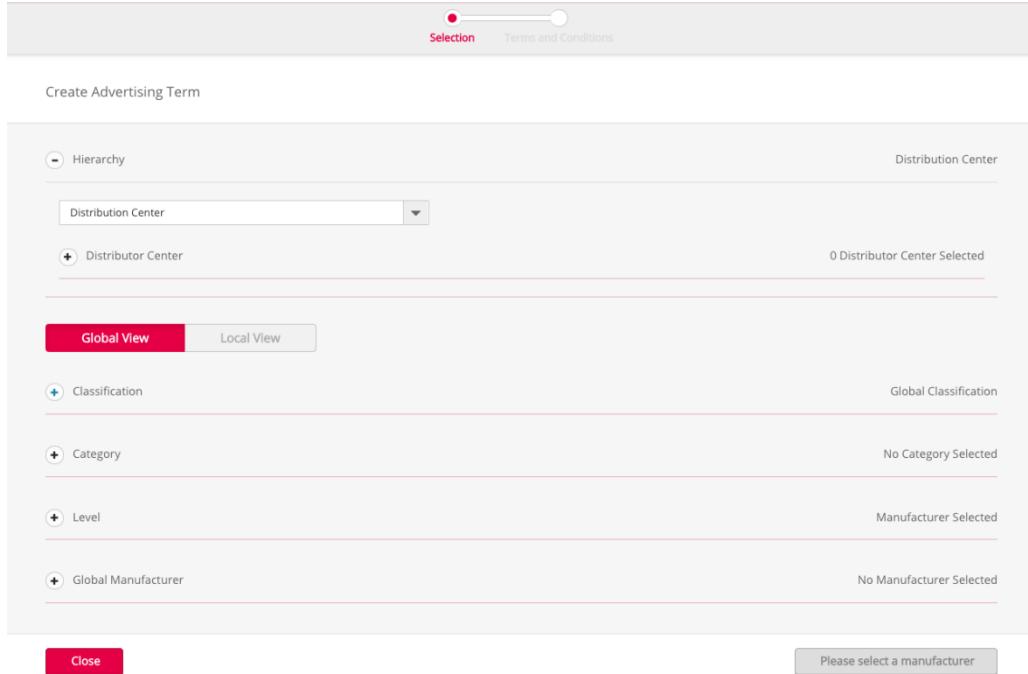


Figure 6-4 Advertising Terms – Create Advertising Wizard

In this window you must go through the following steps in order to create a new advertising term:

6.3.1 Selection

1. Hierarchy – click on the button to expand this section and then select a Hierarchy from the dropdown list, you have the following options: *Distribution Center*, *Company* and *Shop*. For each of these you will have a particular set of options:

a. Distribution Center – Use the *Distribution Center* hierarchy if you want to define Advertising Terms with Sell-In (Purchases) in the Supplier Contribution Term section later on.

Click on the button to expand this section and select one or more distribution center from the dropdown list;

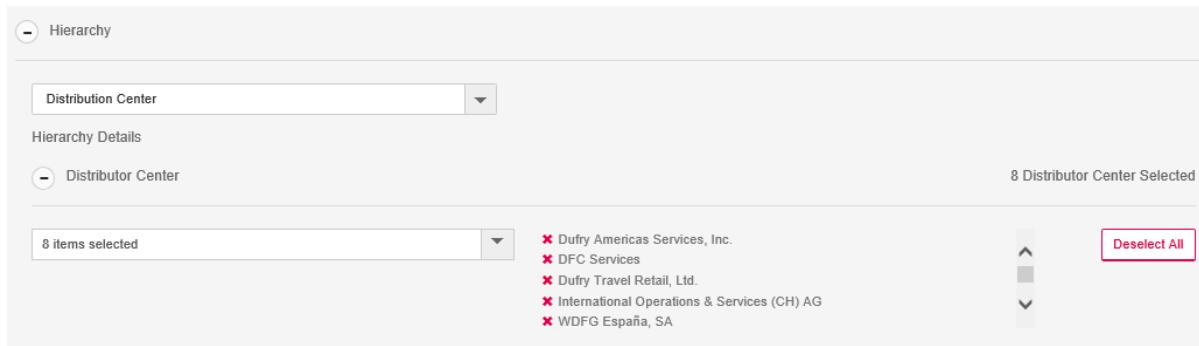


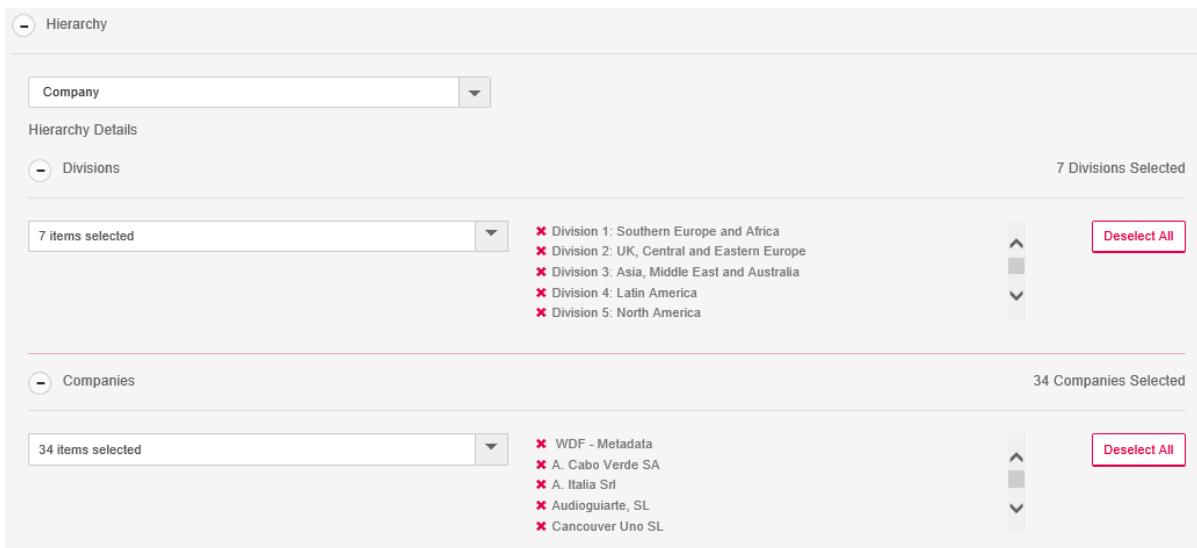
Figure 6-5 Distribution Center Hierarchy Level

b. Company – Use this hierarchy if you want to define Advertising Terms at company level, with Sell-Out (Sales) in Supplier Contribution Term section later on.

- i When you use this, all shops for the selected company are considered, including shops that may be added in the future.

You have two options here:

- Divisions – click on the  button to expand this section and select one or more divisions from the dropdown list;
- Companies – click on the  button to expand this section and select one or more companies from the dropdown list;



The screenshot shows a user interface for selecting company hierarchies. It consists of two main sections: 'Divisions' and 'Companies'. Each section has a dropdown menu with a list of selected items and a 'Deselect All' button.

Divisions Section:

- Label: Company
- Section Title: Hierarchy Details
- Section Label: Divisions
- Count: 7 Divisions Selected
- Items Selected: Division 1: Southern Europe and Africa, Division 2: UK, Central and Eastern Europe, Division 3: Asia, Middle East and Australia, Division 4: Latin America, Division 5: North America
- Action Buttons: Deselect All

Companies Section:

- Section Label: Companies
- Count: 34 Companies Selected
- Items Selected: WDF - Metadata, A. Cabo Verde SA, A. Italia Srl, Audioguia, SL, Cancouver Uno SL
- Action Buttons: Deselect All

Figure 6-6 Company Hierarchy Level

c. Shop – Use this hierarchy if you want to define Advertising Terms at shop level, with Sell-Out (Sales) in the Supplier Contribution Term section later on.

- i When you use this, only the selected shops are included.

You have the following options here:

- Cluster – you may click on the  button to expand this section and select a predefined cluster from the dropdown list, this will all the other option in the hierarchy at the shop level;
- Divisions – click on the  button to expand this section and select one or more divisions from the dropdown list;
- Companies – click on the  button to expand this section and select one or more companies from the dropdown list;
- Back Offices – click on the  button to expand this section and select one or more back offices from the dropdown list;
- Channels – click on the  button to expand this section and select one or more back offices from the dropdown list;
- Transit Types – click on the  button to expand this section and select one or more back offices from the dropdown list;

- Shops – click on the  button to expand this section and select one or more back offices from the dropdown list.

 For the Company and Shop levels, you can chose between Global or Local View. This will give you the chance to select Global/Local manufacturers and brands.



Figure 6-7 Global View and Local View

2. Category – click on the  button to expand this section and select a category from the dropdown list;

3. Level – click on the  button to expand this section and select a level from the dropdown list, you have two options: Manufacturer and Brand;

4. Global or Local Manufacturer – click on the  button to expand this section and search for a Manufacturer by typing in the custom field;

5. Global or Local Brand – click on the  button to expand this section and search for a Manufacturer by typing in the custom field;

Next tab

Click on the  button to advance at the second steps in new advertising term creation.

6.3.2 Terms and Conditions

1. Advertising Terms Details

- Start Date** – click on the  button to select a start date from the calendar;
- End Date** – click on the  button to select a start date from the calendar;
- Type of Sales** – select from a dropdown list, you have two options: Net Sales, Gross Sales;
- Advertising Term Type** – select from a dropdown list, you have the following options:
 - Leaflet / Brochure;
 - Light Box / Logo;
 - Visual Production;
 - Beauty & Brand Ambassadors;
 - Extranet;
 - Bonus;
 - Budget Listing fee;
 - On Line Web;
 - Digital Screen;
 - Till points;
 - Personalized;
 - Generic;

- Liquidation range review;
 - Variable Agreement;
 - Commercial Agreement;
- e. **Business Activities** – type the activities in the custom field;
 - f. **Dimension** – type the dimension in the custom field;
 - g. **Location Number** – type the number in the custom field;
 - h. **Text Invoicing** – type the text invoicing in the custom field.

Advertising Terms Details

| | | |
|-----------------------|----------------------|---|
| Start Date | 2019/03/27 |  |
| End Date | 2019/03/27 |  |
| Type of Sales: | Net Sales | |
| Advertising Term Type | Leaflet / Brochure | |
| Business Activities | <input type="text"/> | |
| Dimension | <input type="text"/> | |
| Location Number | <input type="text"/> | |
| Text Invoicing | <input type="text"/> | |

Figure 6-8 Advertising Term Details

2. Billing Details

Billing Details

Billing Type:
New Invoice

Billing Period:
Annual

Billing Date:
2019/12/31

Billing Currency:
EUR

Figure 6-9 Advertising Terms – Billing Details

- a. **Billing Currency** – select a currency from the dropdown list;
- b. **Billing Type** – select from the dropdown list, you have the following options: New Invoice, No Invoice (Free Goods), No Invoice/Direct Deal, Off Invoice, Others;

This option selected here will have an impact on the Supplier Terms further on. The Supplier Terms by Billing Type are as follows:

| Billing Type | Supplier Contribution Type | Quantity/Value Agreement | Description |
|--------------------|------------------------------------|--|--|
| New Invoice | Fixed | Fixed Amount | Income received as a Fixed amount |
| | Fixed | Free Gift and Goods | Free gift/goods given for every purchase. Estimated Value of the free goods is considered |
| | Sell Out - % of Retail Sales Price | % of Sell Out Quantity at Retail Price | % of the total sales in retail price paid by the supplier - based on the quantity of units sold during the promotion or advertising period |
| | | % of Sell Out Value at Retail Price | % of the total sales in retail price paid by the supplier - based on the value of sales made during the promotion or advertising period |
| | | % of Sell Out with Threshold | Based on Thresholds |
| | Sell Out – Retail Price | Value Per Unit (You can further select Units is: Sales UOM, Global UOM, Invoicing UOM) | For every X units sold to the end customer, the supplier contributes X USD |
| | Sell In - % of Purchased based | % of Purchase Quantity (Purchase Price) | The supplier pays a % based on the total purchase value during the advertising period, if the quantity condition is met |
| | | % of Purchase Value (Purchase Price) | The supplier pays a % based on the total purchase value during the advertising period, if the value condition is met |
| | | % of Purchase with Threshold (Value) | The supplier pays a % based on the total purchase value during the advertising period, based on the layer that meets the value condition |

| | | | |
|------------------------------------|---|--|--|
| No Invoice (Free Goods) | Purchase price already discounted | Fixed Amount | Purchase price already discounted |
| | | | |
| No Invoice / Direct Deal | Purchase price already discounted | Fixed Amount | Purchase price already discounted |
| Off Invoice | Company undertakes full impact | Fixed Amount | Company undertakes full impact |
| Others | Fixed | Fixed Amount | Income received as a Fixed amount |
| | Fixed | Free Gift and Goods | Free gift/goods given for every purchase. Estimated Value of the free goods is considered |
| | Sell Out - % of Retail Sales Price | % of Sell Out Quantity at Retail Price | % of the total sales in retail price paid by the supplier - based on the quantity of units sold during the promotion or advertising period |
| | | % of Sell Out Value at Retail Price | % of the total sales in retail price paid by the supplier - based on the value of sales made during the promotion or advertising period |
| | % of Sell Out with Threshold  | | Based on Thresholds |
| | Sell Out – Retail Price | Value Per Unit (You can further select Units is: Sales UOM, Global UOM, Invoicing UOM) | For every X units sold to the end customer, the supplier contributes X USD |



Supplier contributions with Thresholds – this kind of option allows you to set bonus percentages in an advertising term based on the layer that meets the value condition.

Example: In the following figure, if the Value of Sell Out is:

- Between 100 and 300 there will be a bonus percentage of 5%;
- Between 301 and 600 there will be a bonus percentage of 10%;
- More or equal to 601 there will be a bonus percentage of 15%.

If you set the *Value From* field to 0, then that interval will not have a higher limit. In the figure below, the last layer means that there will be a bonus percentage of 15% for values bigger or equal to 601.

Supplier Terms

| | | | |
|-----------------------------|------------------------------------|---------------------------|------------------------------|
| Supplier Contribution Type: | Sell Out - % of Retail Sales Price | Quantity/Value Agreement: | % of Sell Out with Threshold |
|-----------------------------|------------------------------------|---------------------------|------------------------------|

Based on a Threshold.
Example: 3% of rebate if Sell Out < 100 units sold.

Add Term

Filter...

| Supplier Contribution Term | Quantity/Value Agreement | Fixed Value | Value From | Value To | Bonus Percentage | Quantity From | Remarks |
|---|------------------------------|-------------|------------|----------|------------------|---------------|---------|
| <input type="checkbox"/> Sell Out - % of Retail Sales Price | % of Sell Out with Threshold | 0 | 100 | 300 | 5 | 0 | |
| <input type="checkbox"/> Sell Out - % of Retail Sales Price | % of Sell Out with Threshold | 0 | 301 | 600 | 10 | 0 | |
| <input type="checkbox"/> Sell Out - % of Retail Sales Price | % of Sell Out with Threshold | 0 | 601 | 0 | 15 | 0 | |

< >

Delete selected | Delete all

Previous Step | Save

Figure 6-10: Supplier Terms with Thresholds

Important: The interval values must not overlap, otherwise you will not be able to save the advertising term, being prompted with the following dialog box.

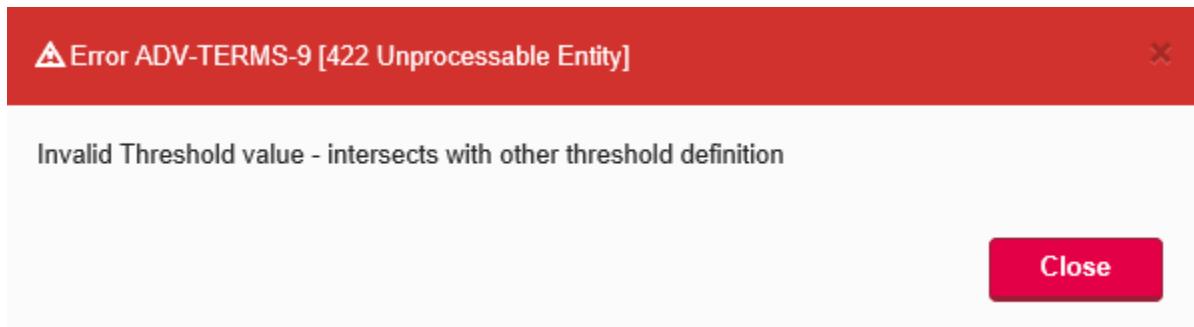


Figure 6-11: Invalid Threshold value

c. **Billing Period** – select from the dropdown list, you have the following options: Annual, End of Promotion or Periodic:

- Annual – click on the button to select a billing date from the calendar;
- End of Promotion – click on the button to select a billing date from the calendar;
- Periodic – choose the billing schedule: Monthly, Quarterly, Half Yearly.

Click on the **Add Term** button in order to add the term and the edit its values in the grid below.

Supplier Terms

| Supplier Contribution Type: | Sell Out - % of Cost Price | Quantity/Value Agreement: | % of Sell Out Quantity at Cost Price |
|--|----------------------------|---------------------------|--------------------------------------|
| <small>% on purchase price paid by the supplier based on the quantity of units sold. Example: 3% of rebate from Sell Out at Cost Price per 100 units sold.</small> | | | |
| Add Term | | | |
| <input type="text" value="Filter..."/> | | | |
| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage |
| <input type="checkbox"/> Fixed | Fixed Amount | 5000 | 0 |
| <input type="checkbox"/> Sell Out - Retail Price | Value per Unit | 100 | 0 |
| | | | 3 |
| | | | Sales UOM |
| < > | | | |
| <input type="button" value="Delete selected"/> <input type="button" value="Delete all"/> | | | |

Previous Step **Save**

Figure 6-12 Advertising Terms – Supplier Terms

Click on the **Save** button in order to save the new Advertising Term.

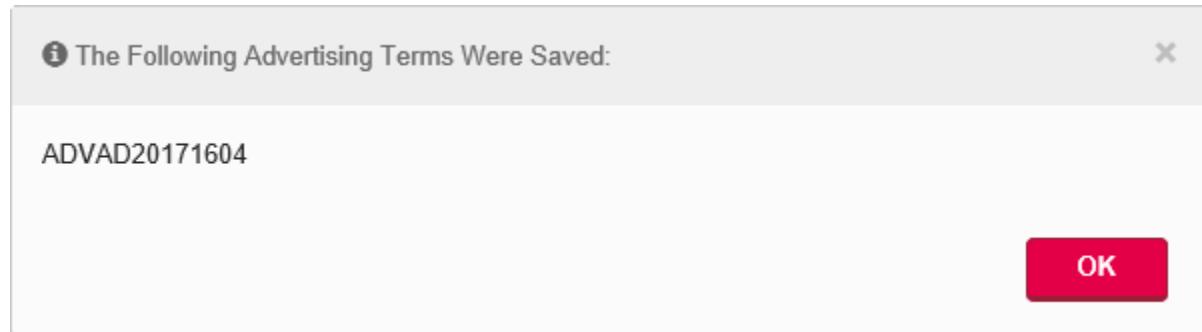


Figure 6-13: Advertising Term successfully saved

6.4 Copy from Advertising Terms

You can replicate an advertising term using the Copy From option. The option is used when an existing advertising term is close to the requirement of a new advertising term.

To use this option, go through the following steps:

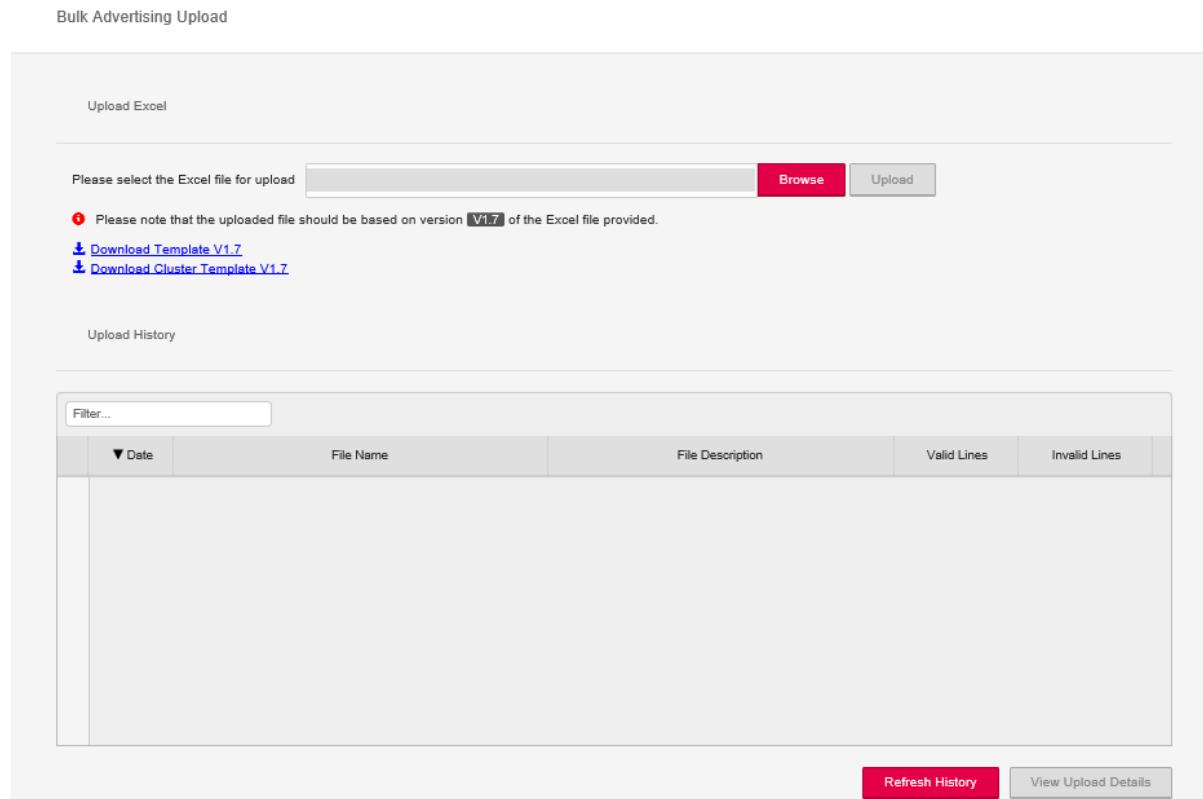
1. Search for the advertising terms;
2. Click on the **Copy From** button, after selecting the check box against the advertising term you want to copy;
3. The advertising term is copied and you can make the required changes in the new advertising term;
4. A new window will be shown, giving you the option to edit the newly created advertising term. For more details on this, please refer to the [7.7.3 Creating Advertising Terms](#) section. [Create Advertising Terms](#)



A new advertising term code is generated every time you use this option.

6.5 Upload Advertising Terms

Another useful way to create Advertising Terms is to upload an Excel Template. You can access the Upload Screen by clicking on the **Upload** button in the Advertising Terms tab. The Advertising Upload window will be shown as seen in the following figure.



The screenshot shows the 'Bulk Advertising Upload' interface. At the top, there's a 'Upload Excel' section with a 'Browse' button and an 'Upload' button. Below it, a note says 'Please select the Excel file for upload' and provides download links for 'Download Template V1.7' and 'Download Cluster Template V1.7'. A 'Filter...' input field is above a table titled 'Upload History'. The table has columns: Date (sorted by descending date), File Name, File Description, Valid Lines, and Invalid Lines. There are no entries in the table. At the bottom right are 'Refresh History' and 'View Upload Details' buttons.

Figure 6-14 Advertising Upload window

In order to upload Advertising Terms using this feature you must go through the following steps:

6.5.1 Download Template

Download the latest Version of the Template or Cluster Template File:

- Click [Download Template V1.7](#) for the full template;
- i** The content of this file will have the entire organizational structure from which you can choose your options in each cell's drop-downs.
- Click [Download Cluster Template V1.7](#) for the Cluster Template, a new window will appear asking you to select a cluster from the dropdown list as show in the following figure;
- i** The content of this file will have only the organizational structure saved in the Cluster that you picked during download, as you can see in the following figure.

Download Template

Please select a list of clusters based on which the template will be populated

Clusters

Select

0 clusters selected

Deselect All

I

Perfumes & Cosmetics - NEE-HoG-D
 Perfumes & Cosmetics - SE2-C
 Alcoholic Beverages - Generic US Spaces
 Alcoholic Beverages - Playa Mexico

Check All Uncheck All

Excel template version: V1.7

Close **Download**

Figure 6-15 Advertising Terms – Download Cluster Template

6.5.2 Fill in the Template

The template will contain 3 spreadsheets:

- Business Rules – short summary of columns and column definition;
- Instructions – detail on how to fill in each field;
- Template – to be filled in with information needed in order to create the Advertising Terms.



While filling in the Templates and choosing ALL on the Shops column, you will encounter the below behavior:

- a) Full Template – when choosing ALL on the Shops column, the advertising term will be created for ALL shops in that Company;
- b) Cluster Template – when choosing ALL on the Shops column, the advertising term will be created for **ALL shops of that Company which were present in the Cluster**;

6.5.3 Upload File

1. Click on the **Browse** button to select the Excel File you filled in;
2. Click on the **Upload** button to start the upload;
3. A new window will open where the File Description will automatically take the text used as File Name. You can adjust this description as needed. After Field Description is filled in, you must click on the *Upload* button.

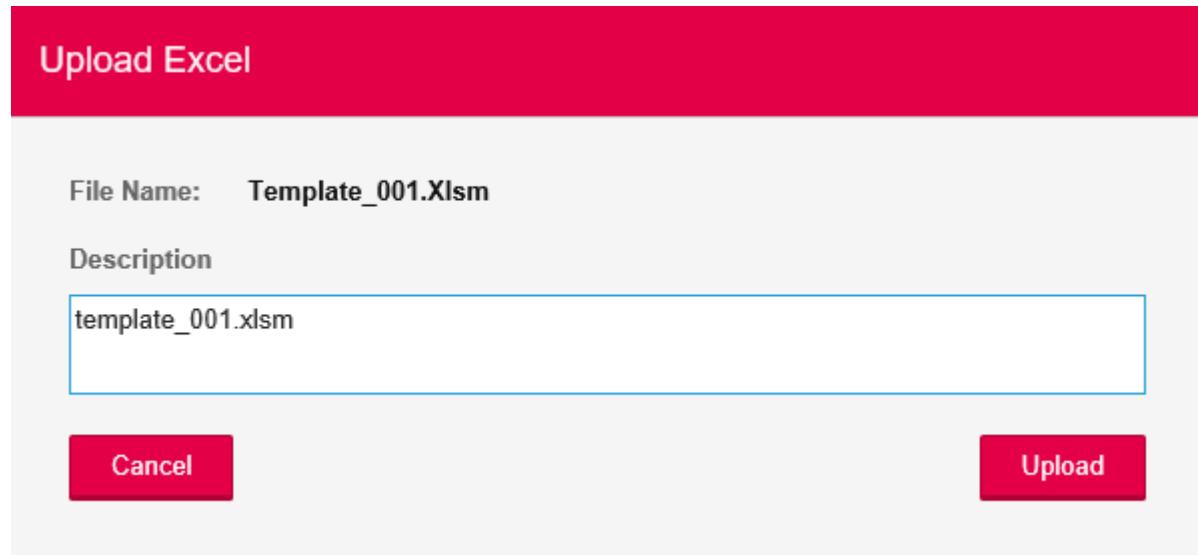


Figure 6-16 Upload Excel – Add Description

4. After clicking the “Upload” button, the window will show the upload Progress that has 2 types of indicators:

- Progress bar
- Step by Step progress indicator – here you will see the percentage of completion and status for each step. The possible statuses are:
 - Done (successfully completed)
 - Pending (not started)
 - Failed (an issue was found and the upload process was stopped)

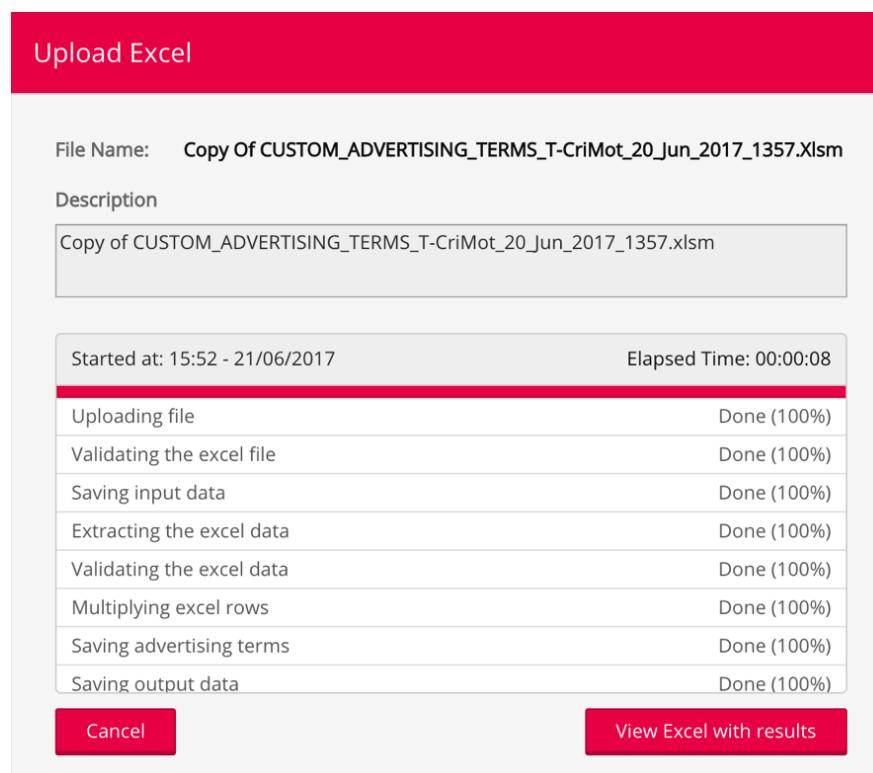


Figure 6-17 Advertising Terms – Upload Progress

6.5.4 Details on Failed Upload Step

Below you can see a mapping between the “Failed” status on each Step and possible causes:

| Step | Description | Status | Possible Cause | Example |
|---------------------------|--|--------|---|---|
| Uploading File | Transfers file in the database | Failed | Internet connection fails our User Session Expired | N/A |
| Validating the excel file | Validates the excel version and excel header | Failed | Version is not correct or the excel header has been altered | A column is missing or the column header has been altered / deleted. |
| Saving Input Data | Saves the File Parameters | Failed | Internet connection fails our User Session Expired | N/A |
| Extracting the excel data | Reading data inserted by the User | Failed | At least one cell is not having the right type of data (for example it has a formula) | In Bonus column you have a text input (instead of number) |
| Validating the excel data | Verifies that all mandatory data is there and that the input is meeting all conditions | Failed | After the validation, there was no eligible row to continue with Promo Creation | All rows had at least one missing mandatory field or inconsistencies (invalid start and end date). None of the rows had valid location input (Ex: company code). |
| Multiplying Excel Rows | IMultiplies the rows for each Shop existent in the selection | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Advertising Term | Saves all information into the database | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Output Data | Writes all information back into the excel file | Failed | Internet connection fails our User Session Expired | N/A |

If one step of the Upload Process has failed, you need to check and correct your file based on the above information for the failed step. Once the file has been adjusted, you can redo the upload action.

If all steps of the Upload Process are successful, then the “View Excel with results” button will become active and you can download the validated excel.

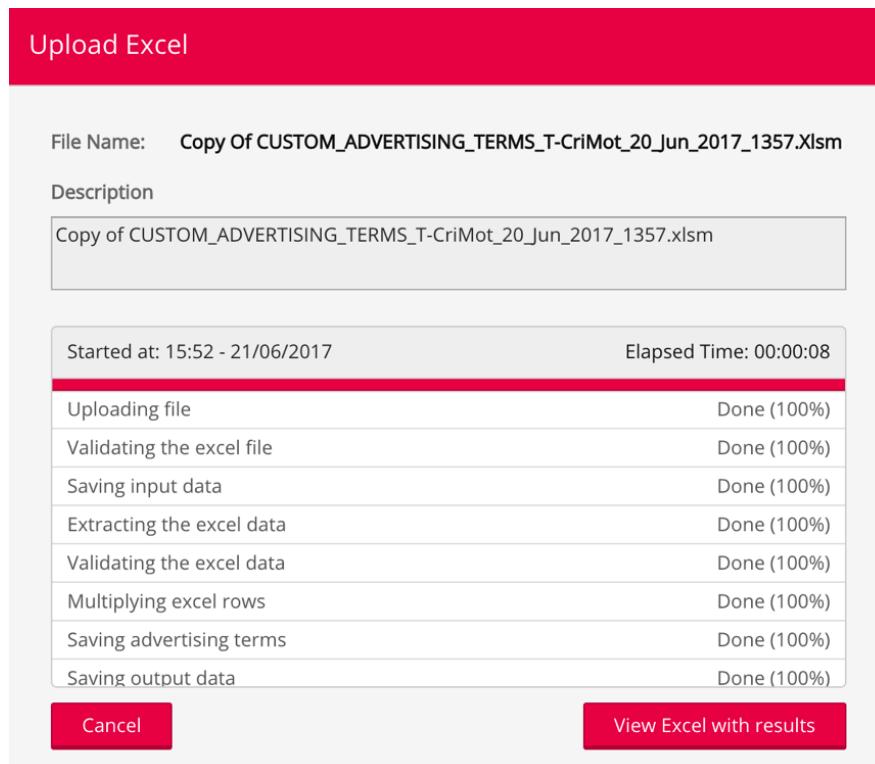


Figure 6-18: Successful Upload

6.5.5 View Excel Results

Once you click on **View Excel with results** button, a new window will open with the below information:

- a) Table with created Advertising Terms from the excel file;
- b) Option to Download the validated file;
- c) Option to go to Set Billing Schedule;
- d) Option to go to Set Supplier Term;
- e) Option to Close the window;

In the table, the below fields are present:

- a) Advertising ID;
- b) Manufacturer;
- c) Brand;
- d) Shop;
- e) Start Date;
- f) End Date;
- g) Billing Type;
- h) Billing Period;
- i) Billing Schedule;

- j) Supplier Term;
- k) Error Description;

Advertising Template Upload

| Filter... | | | | | | |
|---|--------------------------|------------|----------|------------------------|------------------------|------------|
| Id | Manufacturer | Brand | Currency | Company | Shop | Start Date |
| <input type="checkbox"/> ADVAD201766993 | 100_Mondelez World Tr... | 1155_KRAFT | AED | BLG_Dufry Belgrade | BLGSRB00100210_BEG... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201766994 | 100_Mondelez World Tr... | 1155_KRAFT | AED | BLG_Dufry Belgrade | BLGSRB00100211_BEG... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201766995 | 100_Mondelez World Tr... | 1155_KRAFT | AED | BLG_Dufry Belgrade | BLGSRB00100212_BEG... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201766996 | 100_Mondelez World Tr... | 1155_KRAFT | AED | BLG_Dufry Belgrade | BLGSRB0010059_BEG-A... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201766997 | 100_Mondelez World Tr... | 1155_KRAFT | AED | BLG_Dufry Belgrade | BLGSRB00100214_BEG... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201766998 | 100_Mondelez World Tr... | 1155_KRAFT | AED | BLG_Dufry Belgrade | BLGSRB00100219_Hugo... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201766999 | 100_Mondelez World Tr... | 1155_KRAFT | CHF | DMS_Dufry Moscow Sh... | DMSRUS0120011_SVO... | 01/02/2022 |
| <input type="checkbox"/> ADVAD201767000 | 100_Mondelez World Tr... | 1155_KRAFT | CHF | DMS_Dufry Moscow Sh... | DMSRUS0120014_SVO... | 01/02/2022 |

Select All Deselect All

Figure 6-19 View Upload Details

6.5.6 Set Billing Schedule

Billing schedule can be configured from the Uploaded Excel File, except the Periodic Billing type, for which you need to add the details after the upload was completed. To add Billing Schedule, you can select one or more Advertising Terms in the list and click on “Set Billing Schedule” Button.

A new pop-up will be opened, with the below options:

- Set Billing Currency;
- Set Billing Type;
- Set Billing Period;
- Set Billing Schedule;
- Set Billing Date based on the chosen Schedule;

Billing Details

| | | | |
|-------------------|--|---|---|
| Billing Currency: | AED | | |
| Billing Type: | New Invoice | | |
| Billing Period: | Periodic | | |
| Billing Schedule: | <input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly <input type="radio"/> Half Yearly | | |
| Billing Date: | No. 1 Billing date: 2019/02/28 <input type="button" value="Calendar"/> | Income from: 2019/02/01 <input type="button" value="Calendar"/> | Income to: 2019/02/02 <input type="button" value="Calendar"/> |

Close **Update**

Figure 6-20 - Billing Details

Once you have finished the configuration, please click on Update to save the Advertising Term details. You will be returned to the Upload Results, where the Billing Details will be updated accordingly on the grid (with YES) and you can continue to work on the remaining Terms.

6.5.7 Set Supplier Term

Supplier Term can be configured from the Uploaded Excel File, except the Threshold Quantity/Value Agreement and Value per Unit, for which you need to add the details after the upload was completed. To add Supplier Term, you can select one or more Advertising Terms in the list and click on “Set Supplier Term” Button.

A new pop-up will be opened, with the below options:

- Read-only Supplier Contribution Type;
- Read-only Quantity/Value Agreement;
- Read-only Type of Sales;
- Add the Term set in the Grid;
- Fill in Term details and update;

Advertising Terms Management - Add Supplier Term

| Supplier Contribution Type: | Sell In - % of Purchase based | Quantity/Value Agreement: | % of Purchase with Threshold |
|---|-------------------------------|---------------------------|------------------------------|
| Type of Sales: | Net Sales | | |
| Based on a Threshold. Example: 3% of rebate if Sell In < 100 units sold, 5% of rebate if Sell In > 100 units sold. | | | |
| <input type="button" value="Add Term"/> | | | |
| <input type="text" value="Filter..."/> | | | |
| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage |
| <input type="checkbox"/> Sell In - % of Purchase based | % of Purchase with Threshold | 0 | 0 |
| <input type="button" value="Delete selected"/> <input type="button" value="Delete all"/> | | | |

Figure 6-21: Set Supplier Term

The Upload Details page can be accessed at any time and you can add the remaining details at a later moment, after you have uploaded the Excel File.

6.6 Edit Advertising Terms

This feature allows you to edit the existing advertising terms by clicking the **Edit** button. A new window will be shown, giving you the option to edit the selected advertising term. For more details on this, please refer to the [7.7.3 Creating Advertising Terms](#) section. [Create Advertising Terms](#)

6.7 Cancel Advertising Terms

You can delete the existing Advertising terms using the **Cancel** button. A dialog box will appear asking you to confirm the cancelation of the advertising term, as seen in the following figure:

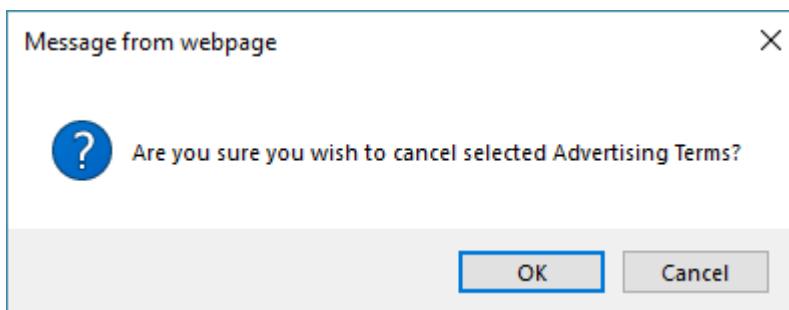


Figure 6-22: Advertising term cancelation – Confirm dialog box

Click on the Ok button and the cancelation will be confirmed will be confirmed with a dialog box as seen in the following figure:

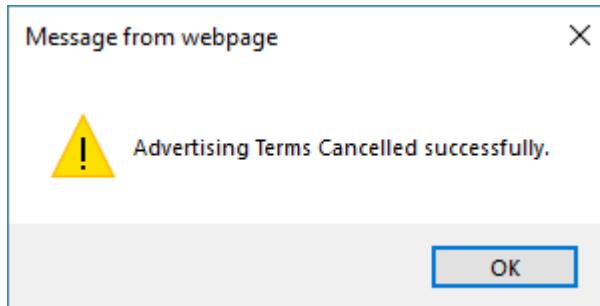


Figure 6-23: Advertising term cancelation – Cancelled successfully

7 Promotion Reports

The **Promotion Reports** section is used to analyze the sales performance of the items in promotion in various levels for Locations, Promotion Types for the selected period. There is only one report available in this section. The process of viewing the report is described in detail in the section below.

Figure 7-1 Promotion Reports Section

7.1 Promotion Analysis

The **Promotion Analysis** report is used to analyze the sales performance of the items in promotion in various levels of details. The report is used for analysis and performance of each type of promotions.

Click **Promotion Analysis** tab and the Promotion Analysis report is opened by default.

Figure 7-2 Promotion Analysis Section

Enter the search criteria to view the report:

1. View – Select Global View to view the promotions created at global level or Local View to view the promotions created at local level.

- 2.** Division – Select the Division from the drop down menu. You can select multiple divisions, if required, by clicking . All the divisions are listed. Based on the Division selected, the Business Units are displayed in the BU field.

Refer to Selecting Multiple Options to learn the process of selecting multiple options.

- 3.** BU - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option **All** is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.
- 4.** Company - Select the Companies from the listed options. Only the companies associated with the logged in User are displayed in the list. You can select multiple Companies, if required, by clicking . The option **All** is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.

The shops are loaded when the company is selected. You can further shortlist the shops with backoffices, shop channels, and shop transit types. If Local View option is selected in the View field, the multiple selection feature is removed for the Company field.

- 5.** Back Office - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop channel names are displayed in the **Shop Channel** field.
- 6.** Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option **All** is selected, by default.
- 7.** Category – Select the categories from the drop down menu. The Global Category list is displayed. Based on the categories selected, the groups are displayed in the **Group** field.
- 8.** Group – Select the groups from the listed options. You can select multiple groups, if required, by clicking . The option **All** is selected, by default. Based on the groups selected, the sub groups are displayed in the **Sub Group** field. If you have selected the option Global View in **View** field, the global group list is displayed and if you have selected Local View in **View** field, the local group list is displayed in this field.
- 9.** Sub Group – Select the sub groups from the listed options. You can select multiple sub groups, if required, by clicking . The option **All** is selected, by default. Based on the sub groups selected, the global manufacturers are displayed in the **Global Manufacturers** field. If you have selected the option Global View in **View** field, the global sub group list is displayed and if you have selected Local View in **View** field, the local sub group list is displayed in this field.

- 10.** Global Manufacturer – Select the global manufacturers from the listed options. You can select multiple global manufacturers, if required, by clicking . The option **All** is selected, by default.

If you have selected the option Global View in View field, the global manufacturers list filtered for the selected category, if specific category is selected is displayed and if you have selected Local View in View field, the local manufactures list is displayed in this field.

- 11.** Local Manufacturer – Select the local manufacturers from the listed options. You can select multiple local manufacturers, if required, by clicking . The option **All** is selected, by default.

If you have selected the option Global View in View field, the global sub manufacturers list filtered for the selected category, if specific category is selected is displayed and if you have selected Local View in View field, the local sub manufactures list is displayed in this field.

- 12. Brand** – Select the brands from the listed options. You can select multiple brands, if required, by clicking . Based on the manufacturers selected, the brands are displayed in the field. The option **All** is selected, by default. Based on the brands selected, the lines are displayed in the **Line** field.

All global brands are displayed in this field. However, if any specific categories or manufacturers are selected, the brands associated to those Categories and Manufacturers are displayed depending on the local or global view selected.

- 13. Line** – Select the lines from the listed options. You can select multiple lines, if required, by clicking . The option **All** is selected, by default. If you have selected Local View in **View** field, the local lines list is displayed in this field.

- 14. Promotion Type** – Select the Promotion Type from the drop down menu. You can select multiple promotion types, if required, by clicking . The option **All** is selected, by default. The standard promotion type list is displayed in this field.

- 15. Year** – Select the Year from the drop down menu. All the years in which promotions are available are displayed in the list. The Current year is selected, by default.

- 16. Month** – Select the months of promotion from the drop down menu. You can select multiple months, if required, by clicking . The current month is displayed, by default. The list of months for the selected year is displayed.

- 17. Currency** – Select the currency form the drop down menu. The standard currency list is displayed in the list.

- 18. Organization Group Level** – Select the Organization Group Level from the drop down menu. The listed options are Group, Division, BU, Company, Back Office and Shop. The option Group is displayed, by default.

The **Division** field is not displayed in the report, if the option Group is selected in this field.

The **Business Unit** field is not displayed in the report, if the option Group or Division is selected in this field.

The **Company** field is not displayed in the report, if the option Group, Business Unit or Division is selected in this field.

The **Back Office** field is not displayed in the report, if the option Group, Business Unit, Company or Division is selected in this field.

The **Shop** field is not displayed in the report, if the option Group, Business Unit, Company, Back office or Division is selected in this field.

- 19. Product Grouping Level** – Select the Product Grouping Level from the drop down menu. The listed options are All Categories, Category, Group, Sub Group, Manufacturer, Brand and Line.

The **Category** field is not displayed in the report, if the option All Categories is selected in this field.

The **Group** field is not displayed in the report, if the option Category is selected in this field.

The **Sub Group** field is not displayed in the report, if the option Category or Group is selected in this field.

The **Manufacturer** field is not displayed in the report, if the option Category or Sub Group is selected in this field.

The **Brand** field is not displayed in the report, if the option All Categories, Category, Sub Group or Group is selected in this field.

The **Lines** field is not displayed in the report, if the option All Categories, Category, Sub Group, Brand or Group is selected in this field.

The **Item** field is not displayed in the report, if the option All Categories, Category, Sub Group, Brand, Line or Group is selected in this field.

The **AYP Sales to Total Sales Category** field is not displayed in the report, if the option All Categories is selected in this field.

The **PYP Sales to Total Category** field is not displayed in the report, if the option All Categories is selected in this field.

The **AYP Sales to Total Company Sales** field is not displayed in the report, if the option Group, Region or BU is selected in this field. The field is displayed only when you select the options Company, Back Office and Shop.

The **PYP Sales to Total Company** field is not displayed in the report, if the option Group, Region or BU is selected in this field. The field is displayed only when you select the options Company, Back office and Shop.

20. GWP – Select the GWP (Gift With Purchase) option from the drop down menu. The listed options are All, Yes and No.

21. Publications/Brochure – Select the Publications/Brochure option from the drop down menu. The listed options are All, Yes and No.

22. Split by Promotion Type – Select the Split by Promotion Type option from the drop down menu. The listed options are All, Yes and No. The option No is displayed, by default. When you select the filter value as Yes, the report displays the sales across all the split by promotion types chosen in the filters identical to current state. When filter value is No is selected, the report displays the Promotion Types selected in the filters. If the option No is selected, the Promotion Type column is hidden. When the same item is in multiple promotion type, the sales of this item is added only once (not duplicated per promotion type).

23. Consolidated – Select the option from the drop down menu. The listed options are Yes and No. The option Yes is selected, by default. If you select the option Yes, the existing report is displayed. If you select the option No, the report is displayed as in month wise sheet. If the promo price is zero for an item, that item is not considered for the report.

24. Promotion Classification – Select either ALL, Global or Local Classification. The option ALL is selected by default.

After entering the search criteria, click **Search** to view the reports. The screen as shown in the following figure is displayed.

| Promotion Analysis | | | | | | | | | | | | |
|---|--------------------------------|---------------------|---------------------------|---------------------|---------------------------|--------------------|--------------------------|-------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Search By Filter | | | | | | | | | | | | |
| Promotion Analysis | | | | | | | | | | | | |
| Month | Category | AYP Promotion Sales | AYP Promotion Sales Units | PYP Promotion Sales | PYP Promotion Sales Units | AYP vs PYP Sales % | AYP vs PYP Sales Units % | AYP Sales to Total Category Sales % | PYP Sales to Total Category Sales % | AYP Sales to Total Company Sales % | PYP Sales to Total Company Sales % | AYP Sales to Total Company Sales % |
| ALL | Alcoholic Beverage: 154,209.81 | 7,407 | 90,323.04 | 3,389 | 70.73 % | 118.56 % | 13.64 % | 8.16 % | 2.10 % | 1.17 % | | |
| ALL | Alcoholic Beverage: 106,896.21 | 5,808 | 55,604.20 | 2,709 | 92.24 % | 114.40 % | 10.51 % | 5.50 % | 1.56 % | 0.77 % | | |
| ALL | Alcoholic Beverage: 174,651.24 | 9,511 | 91,634.72 | 4,627 | 90.60 % | 105.55 % | 13.84 % | 7.58 % | 2.04 % | 1.05 % | | |
| ALL | Alcoholic Beverage: 211,022.29 | 11,189 | 112,634.53 | 5,211 | 87.35 % | 114.72 % | 16.64 % | 11.43 % | 2.26 % | 1.57 % | | |
| ALL | Alcoholic Beverage: 152,457.18 | 8,290 | 0.00 | 0 | 0.00 % | 0.00 % | 16.55 % | 0.00 % | 2.42 % | 0.00 % | | |
| ALL | Alcoholic Beverage: 129,232.18 | 6,959 | 0.00 | 0 | 0.00 % | 0.00 % | 17.83 % | 0.00 % | 2.56 % | 0.00 % | | |
| TOTAL | | 1126798.01 | 58305 | 457143.12 | 20850 | 347.42 | 439.83 | 106.08 | 42.03 | 15.50 | 5.88 | |
| <input type="button" value="Records from 1 to 6"/> <input type="button" value="Page 1"/> <input type="button" value="15rows per page"/> | | | | | | | | | | | | |

Figure 7-3 Promotion Analysis Report Part 1

| Search By Filter | | | | | | | | | | | | |
|--------------------|--------------------------|-------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------|-------------------|--------------|------------------------------------|--------------------------------------|--|--|
| Promotion Analysis | | | | | | | | | | | | |
| AYP vs PYP Sales % | AYP vs PYP Sales Units % | AYP Sales to Total Category Sales % | PYP Sales to Total Category Sales % | AYP Sales to Total Company Sales % | PYP Sales to Total Company Sales % | Current Margin % | Point Over Margin | Out Of Stock | Margin% Including Promotion Income | Margin% Including Advertising Income | Margin% Including Advertising Promotion Income | |
| 70.73 % | 118.56 % | 13.64 % | 8.16 % | 2.10 % | 1.17 % | 97.02 % | 0.23 | No | 100.00 | 100.00 | 100.00 | |
| 92.24 % | 114.40 % | 10.51 % | 5.50 % | 1.56 % | 0.77 % | 95.21 % | 1.47 | No | 100.00 | 100.00 | 100.00 | |
| 90.60 % | 105.55 % | 13.84 % | 7.58 % | 2.04 % | 1.05 % | 94.34 % | -0.36 | No | 100.00 | 100.00 | 100.00 | |
| 87.35 % | 114.72 % | 16.64 % | 11.43 % | 2.26 % | 1.57 % | 95.27 % | 0.64 | No | 100.00 | 100.00 | 100.00 | |
| 0.00 % | 0.00 % | 16.55 % | 0.00 % | 2.42 % | 0.00 % | | | No | 100.00 | 100.00 | 100.00 | |
| 0.00 % | 0.00 % | 17.83 % | 0.00 % | 2.56 % | 0.00 % | | | No | 100.00 | 100.00 | 100.00 | |
| 347.42 | 439.83 | 106.08 | 42.03 | 15.50 | 5.88 | 381.01 | 2.90 | | 100.00 | 100.00 | 100.00 | |

Records from 1 to 6 Page 1 15rows per page

Figure 7-4 Promotion Analysis Report Part 2

The report displays Margin columns that show the Margin calculated with Promotional and Advertisement Income based on the filters chosen in the Promotional Analysis report added to the sales. The Income details are computed at Shop Level, Item Level, Month and Currency. The Promotion and Advertisement income are calculated for the active Promotions or Advertisement between and inclusive of the First and Last date of the Month selected in the Promotion Analysis report filter.

Click to show/hide the search filter.

Click to print the report.

Click to import the report in an Excel workbook.

A Total line is displayed in the result grid, which has the sum/% calculation following fields:

- Total

Total AYP Sales to Total Category Sales % = (AYP Promotional sales / AYP category sales for the selected company) * 100

Total PYP Sales to Total Category Sales % = (PYP Promotional sales / PYP category sales for the selected company) * 100

Total AYP Sales to Total Company Sales % = (AYP Promotional sales / AYP company sales for the selected company) * 100

Total PYP Sales to Total Company Sales % = (PYP Promotional sales / PYP company sales for the selected company) * 100

AYP vs. PYP sales % will be calculated on the total calculated.

Current Margin %

- Points Over Previous Year

This current year margin for the promotion period is differentiated with the same margin calculation for previous year and the difference is shown.

For Example, Current year Landed margin = 54%

Previous Year Landed margin = 53.2%

Points Over Previous Year = 0.8

When the weight for the Total category sales and total company sales against the promotion sales is calculated, the Total Company and Total category sales are taken for the whole period of the months selected and not just the promotion period.

- Margin Including Income

Three fields are such as Margin% Including Promotion Income, Margin % Including Advertising Income and Margin % Including Advertising and Promotion Income are included in the report output.

| Search By Filter | | | | | | | | | | | |
|--------------------|--------------------------|-------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------|-------------------|--------------|------------------------------------|--------------------------------------|--|
| Promotion Analysis | | | | | | | | | | | |
| AYP vs PYP Sales % | AYP vs PYP Sales Units % | AYP Sales to Total Category Sales % | PYP Sales to Total Category Sales % | AYP Sales to Total Company Sales % | PYP Sales to Total Company Sales % | Current Margin % | Point Over Margin | Out Of Stock | Margin% Including Promotion Income | Margin% Including Advertising Income | Margin% Including Advertising Promotion Income |
| 70.73 % | 118.56 % | 13.64 % | 8.16 % | 2.10 % | 1.17 % | 97.02 % | 0.23 | No | 100.00 | 100.00 | 100.00 |
| 92.24 % | 114.40 % | 10.51 % | 5.50 % | 1.56 % | 0.77 % | 95.21 % | 1.47 | No | 100.00 | 100.00 | 100.00 |
| 90.60 % | 105.55 % | 13.84 % | 7.58 % | 2.04 % | 1.05 % | 94.34 % | -0.36 | No | 100.00 | 100.00 | 100.00 |
| 87.35 % | 114.72 % | 16.64 % | 11.43 % | 2.26 % | 1.57 % | 95.27 % | 0.64 | No | 100.00 | 100.00 | 100.00 |
| 0.00 % | 0.00 % | 16.55 % | 0.00 % | 2.42 % | 0.00 % | | | No | 100.00 | 100.00 | 100.00 |
| 0.00 % | 0.00 % | 17.83 % | 0.00 % | 2.56 % | 0.00 % | | | No | 100.00 | 100.00 | 100.00 |
| 347.42 | 439.83 | 106.08 | 42.03 | 15.50 | 5.88 | 381.01 | 2.90 | | 100.00 | 100.00 | 100.00 |

Figure 7-5 Promotion Analysis Report - Margin Including Income

The Business Rules for the margin including the income are described in the tables below.

Table 7-1 Margin% Including Promotion Income

| Item Hierarchy | Organization Hierarchy | Margin% including Promotion Income |
|----------------|------------------------|--|
| Group | Category | All the Promotion income for the whole Dufry Group for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. |
| Group | Manufacturer | All the Promotion income for the whole Dufry Group for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| Division | Category | All the Promotion income for the whole Dufry Region for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. |
| Division | Manufacturer | All the Promotion income for the whole Dufry Region for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| BU | Category | All the Promotion income for the whole Dufry BU for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc., chosen in the report are displayed. |

| | | |
|------------|--------------|---|
| BU | Manufacturer | All the Promotion income for the whole Dufry BU for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| Company | Category | All the Promotion income for the whole Dufry Company for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. |
| Company | Manufacturer | All the Promotion income for the whole Dufry Company for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| Backoffice | Category | All the Promotion income for the Backoffice for the specified Category for selected filters such as, manufacturers, brands, promotion type etc. chosen in the report are displayed. |
| Backoffice | Manufacturer | All the Promotion income for the whole Dufry Backoffice for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| Shop | Category | All the Promotion income for the Shop for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. |
| Shop | Manufacturer | All the Promotion income for the whole Dufry Shops for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |

Table 7-2 Margin% including Advertising Income

| Item Hierarchy | Organization Hierarchy | Margin% including Advertising Income |
|----------------|------------------------|--|
| Group | Category | All the Advertising income for the whole Dufry Group for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This field has the values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |
| Group | Manufacturer | All the Advertising income for the whole Dufry Group for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. |
| Region | Category | All the Advertising income for the whole Dufry Region for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This field has the values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |

| Item Hierarchy | Organization Hierarchy | Margin% including Advertising Income |
|----------------|------------------------|--|
| Region | Manufacturer | All the Advertising income for the whole Dufry Region for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. |
| BU | Category | All the Advertising income for the whole Dufry BU for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This field has values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |
| BU | Manufacturer | All the Advertising income for the whole Dufry BU for the specified Manufacturer, for selected filters such as, brands, etc. chosen in the report are displayed. |
| Company | Category | All the Advertising income for the whole Dufry Company for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This field has the values only when the Promotion Type option is chosen as 'Summarized', that is result set not split by Promotion Type. |
| Company | Manufacturer | All the Advertising income for the whole Dufry Company for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. |
| Backoffice | Category | All the Advertising income for the Backoffice for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This field has the values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |
| Backoffice | Manufacturer | All the Advertising income for the whole Dufry Backoffice for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. |
| Shop | Category | All the Advertising income for the Shop for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This field has the values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |
| Shop | Manufacturer | All the Advertising income for the whole Dufry Shops for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. |

Table 7-3 Margin% including Advertising and Promotion Income

| Item Hierarchy | Organization Hierarchy | Margin% including Advertising and Promotion Income |
|----------------|------------------------|--|
| Group | Category | All the Promotion income for the whole Dufry Group for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. Also, all the Advertising income for the whole Dufry Group for the specified Category for selected filters such as, manufacturers and the brands chosen in the report are displayed. This part has the values only when the Promotion Type option is chosen as 'Summarized', that is result set not split by Promotion Type. |
| Group | Manufacturer | All the Promotion income for the whole Dufry Group for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Group for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| Division | Category | All the Promotion income for the whole Dufry Region for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Region for the specified Category for selected filters such as, manufacturers and the brands chosen in the report are displayed. This part has values only when the Promotion Type option is chosen as 'Summarized', that is result set not split by Promotion Type. |
| Division | Manufacturer | All the Promotion income for the whole Dufry Region for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Region for the specified Manufacturer for selected filters such as, brands and promotion type chosen in the report are displayed. |
| BU | Category | All the Promotion income for the whole Dufry BU for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry BU for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This part has the values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |
| BU | Manufacturer | All the Promotion income for the whole Dufry BU for the specified Manufacturer (for selected filters such as, brands, chosen in the report are displayed. Also all the Advertising income for the whole Dufry BU for the specified Manufacturer for selected filters such as, brands, promotion type, chosen in the report are displayed. |

| Item Hierarchy | Organization Hierarchy | Margin% including Advertising and Promotion Income |
|----------------|------------------------|---|
| Company | Category | All the Promotion income for the whole Dufry Company for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Company for the specified Category for selected filters such as, manufacturers, and brands chosen in the report are displayed. This part has the values only when the Promotion Type option is chosen as 'Summarized', that is result set is not split by Promotion Type. |
| Company | Manufacturer | All the Promotion income for the whole Dufry Company for the specified Manufacturer for selected filters such as brands, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Company for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |
| Backoffice | Category | All the Promotion income for the Backoffice for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. Also all the Advertising income for the Backoffice for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This part has the values only when the Promotion Type option is chosen as 'Summarized', that is result set not split by Promotion Type. |
| Backoffice | Manufacturer | All the Promotion income for the whole Dufry Backoffice for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Company for the specified Manufacturer for selected filters such as brands, promotion type, etc. chosen in the report are displayed. |
| Shop | Category | All the Promotion income for the shop for the specified Category for selected filters such as, manufacturers, brands, promotion type, etc. chosen in the report are displayed. Also all the Advertising income for the shop for the specified Category for selected filters such as, manufacturers, brands chosen in the report are displayed. This part has the values only when the Promotion Type option is chosen as 'Summarized', that is result set not split by Promotion Type. |
| Shop | Manufacturer | All the Promotion income for the whole Dufry Shops for the specified Manufacturer for selected filters such as, brands, etc. chosen in the report are displayed. Also all the Advertising income for the whole Dufry Shops for the specified Manufacturer for selected filters such as, brands, promotion type, etc. chosen in the report are displayed. |

7.2 Dashboards

The **Dashboards** display the graphical analysis based on promotions available in the system. Each of the dashboards is described in detail in the following sections.

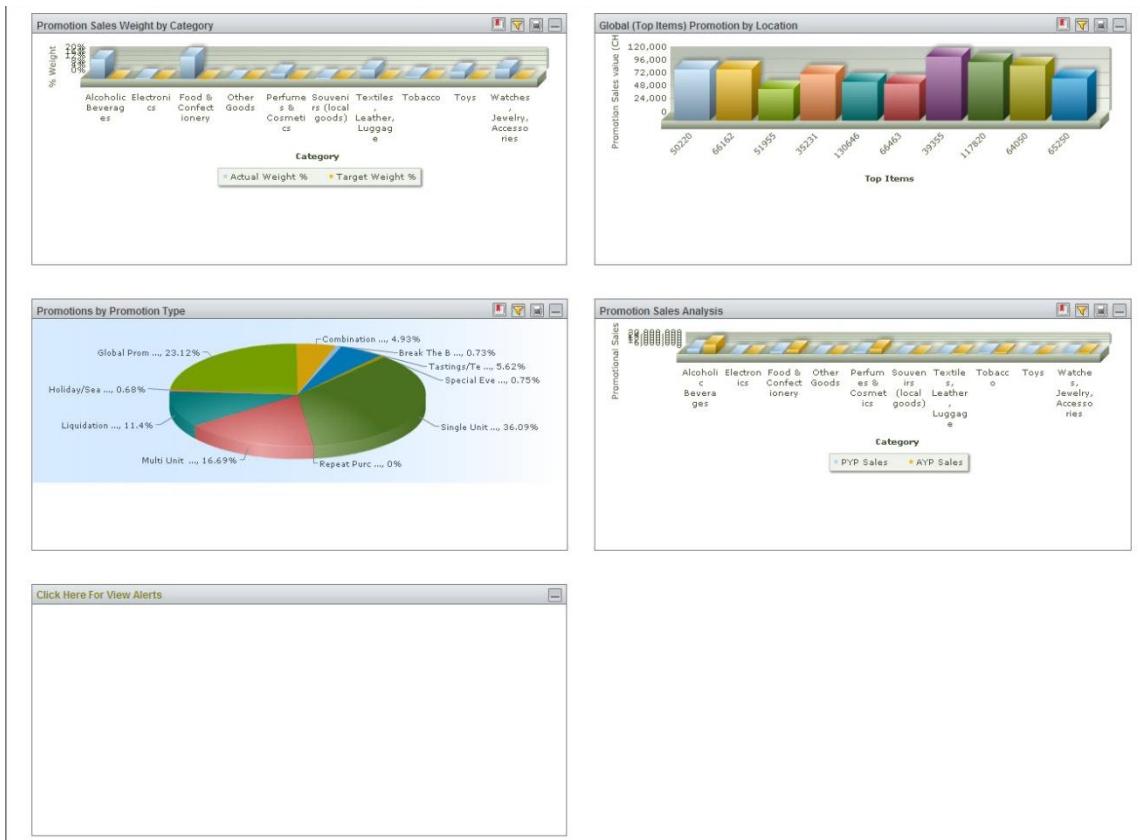


Figure 7-6 Dashboards in Promotion Management Section

7.2.1 Promotion Sales Weight By Category

This dashboard compares the promotion sales weight (%) per category, against the Promo Pressure target which is set up at category and company level (some targets might not be available) for the items in active promotions during the selected period.

Searching specific data

Click to filter the search criteria. On clicking , the filter selection grid as in the following figure is displayed.

| Promotion Sales Weight by Category | | | | | |
|---|---|------------|--------------------------------|--|--|
| Division | Division 1: Southern Europe and Africa Division 2: UK, Central and Eastern Eur | BU | ALL Africa | | |
| Company | ALL WDF - Metadata | Backoffice | ALL Abidjan DF | | |
| Shop | ALL 101T242 - ALICANTE VICTORIA SECR | Category | Tobacco Alcoholic Beverages | | |
| Year | 2016 | Month | 201601 201602 | | |
| <input type="button" value="Select"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | |

Figure 7-7 Search Criteria

Enter the following details to filter the Promotion Sales Weight By Category:

1. Division – Select the Division from the listed options. You can select multiple divisions, if required, by clicking . Based on the Division selected, the Business Units are displayed in the BU field.
Refer to [Selecting Multiple Options](#) to learn the process of selecting multiple options.
2. BU - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option All is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.
3. Company - Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option All is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.
4. Backoffice - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option All is selected, by default. Based on the backoffices selected, the shop Names are displayed in the **Shop** field.
5. Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option All is selected, by default.
6. Category – Select the categories from the listed options. You can select multiple categories, if required, by clicking .
7. Year – Select the year from the listed options. The Current year is selected, by default.
8. Month - Select the Month from the listed options. You can select multiple months, if required, by clicking .

Then, three options are available as presented below:

| Promotion Sales Weight by Category | | | | | |
|---|---|------------|---|--|--|
| Division | Division 1: Southern Europe and Africa Division 2: UK, Central and Eastern Eur | BU | ALL Central and Eastern Europe | | |
| Company | ADF Shops CJSC Dufry Basel-Mulhouse AG | Backoffice | ALL Basel-Mulhouse Arrival | | |
| Shop | ALL BSL-Arrival Shop | Category | Alcoholic Beverages Food & Confectionery | | |
| Year | 2016 | Month | 201606 201607 | | |
| <input type="button" value="Select"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | |

Figure 7-8 Select, Save, Cancel options

1. Click on **Select** to view the graph.



Figure 7-9 Search Result

- If there is no data available for the selected search criteria, the message '**No Data to Display**' is displayed on the screen. You need to change the search criteria to view the graph.
2. Click on **Save** to save the selected search criteria as a Favourite. Every time you click on the Favourite button, the dashboard of the saved search criteria is displayed. *Error! Reference source not found.*
3. Click on **Cancel** to abort the process (it does not clear the search criteria you have already selected).

How to read the graph

When you open the **Promotion Sales Weight By Category** function, a screen is displayed like in the following figure.



Figure 7-10 Promotion Sales Weight By Category

The Percentage Weight range (%) is displayed in the vertical axis and the list of categories selected is displayed on the horizontal axis.

In the first bar, the total promotion sales per Category is = (Total Promotion Sales (only items in promotion) of the Category)/Total Sales of the category (of all items) for the selected Filters (for a division or company or shop) for the months selected.

Whereas in the second bar, we have the Promo Pressure target per category stored in DCIS for the location selected in the filters.

By moving the mouse over the chart, you can view the results. Click to print the graph. A Print option window is popped up to enable the printing.

Click to collapse the graph. Clicking on reopens the graph.

Click to view a Favourite dashboard.

You have the option for a larger view of the graph, if required, as shown in **Error! Reference source not found..** On clicking the header of the graph, the larger view of the graph is displayed as in the following figure and a chart data will appear below the graph.

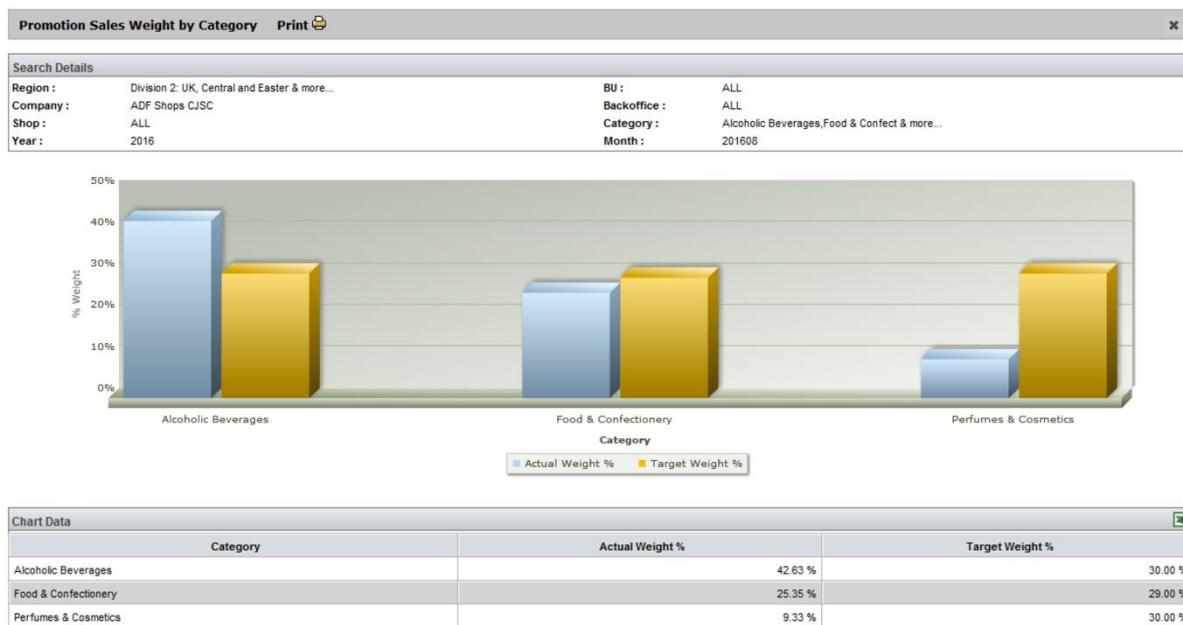


Figure 7-11 Larger View of the Graph

The **Chart Data** is displayed below the graph. The Category, Actual Weight and Target Weight details are displayed.

Click to export the details to an excel workbook.

Click to print the image along with the chart data displayed at the bottom.

Click to close the image.

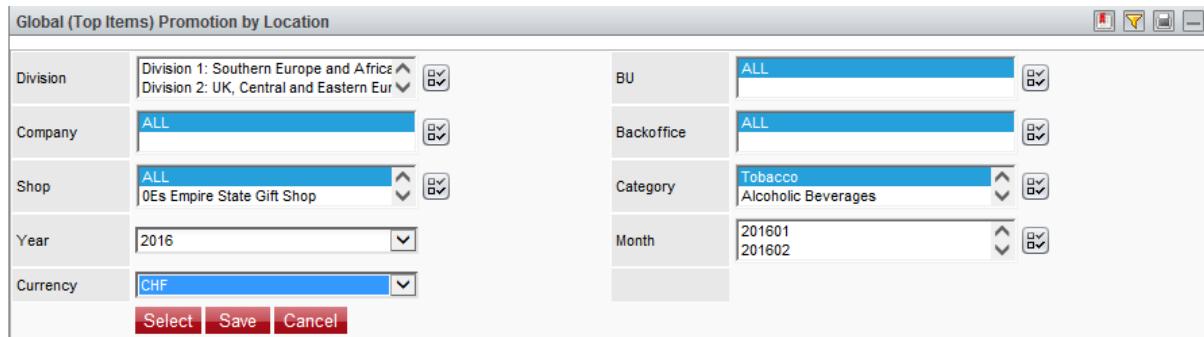
7.2.2 Global (Top Items) Promotion By Location

The dashboard displays the promotion sales of the Promotion types ranked by their promotion sales for the locations, categories and months selected in the filters.

Note! A maximum of 10 items are displayed.

Searching specific data

Click  to filter the search criteria. On clicking , the filter selection grid is displayed like in the following figure.



| Global (Top Items) Promotion by Location | | | | | |
|---|---|-------------------------------------|------------|--------------------------------|-------------------------------------|
| Division | Division 1: Southern Europe and Africa Division 2: UK, Central and Eastern Eur | <input checked="" type="checkbox"/> | BU | ALL | <input checked="" type="checkbox"/> |
| Company | ALL | <input checked="" type="checkbox"/> | Backoffice | ALL | <input checked="" type="checkbox"/> |
| Shop | ALL OEs Empire State Gift Shop | <input checked="" type="checkbox"/> | Category | Tobacco Alcoholic Beverages | <input checked="" type="checkbox"/> |
| Year | 2016 | <input type="button" value="▼"/> | Month | 201601 201602 | <input checked="" type="checkbox"/> |
| Currency | CHF | <input type="checkbox"/> | | | |
| <input type="button" value="Select"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | |

Figure 7-12 Search Criteria

Enter the following details to filter the Global Top Items Promotion By Location:

1. Division – Select the Division from the listed options. You can select multiple divisions, if required, by clicking . Based on the Division selected, the Business Units are displayed in the BU field.

Refer to [Selecting Multiple Options](#) to learn the process of selecting multiple options.

2. BU - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option **All** is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.
3. Company - Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option **All** is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.
4. Backoffice - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop Names are displayed in the **Shop** field.
5. Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option **All** is selected, by default.
6. Category – Select the categories from the drop down menu. You can also select multiple categories, if required, by clicking .
7. Year – Select the year from the drop down menu.
8. Month - Select the Month from the listed options. You can select multiple months, if required, by clicking .
9. Currency - Select the currency from the drop down menu.

Then, three options are available:

1. Click on **Select** to view the graph.

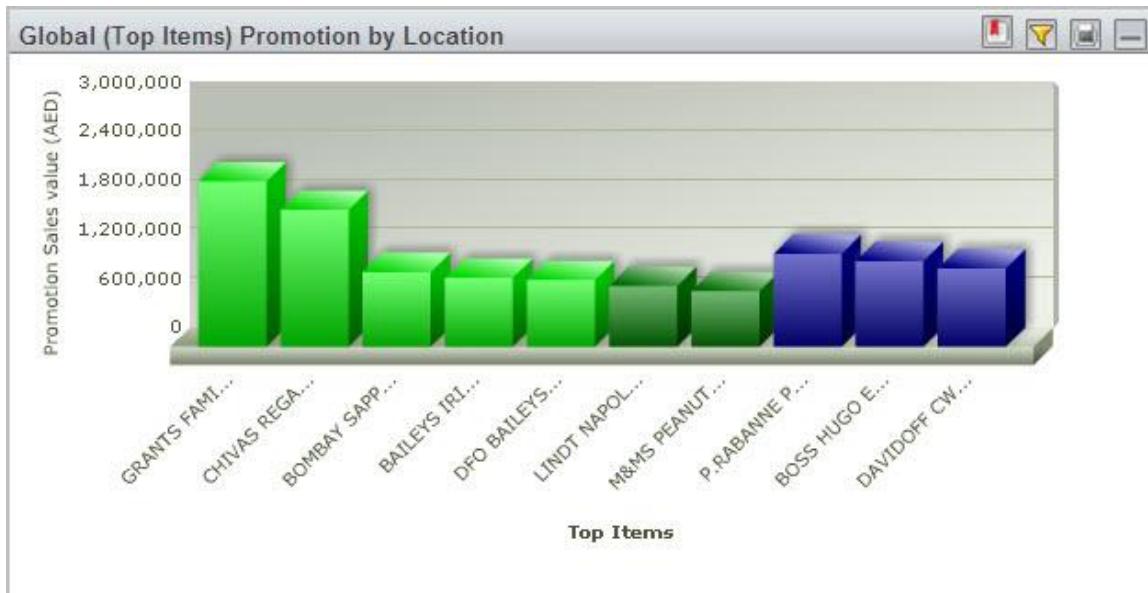


Figure 7-13 Search Result

- If there is no data available for the selected search criteria, the message ‘No Data to Display’ is displayed on the screen. You need to change the search criteria to view the graph.
2. Click on **Save** to save the selected search criteria as a Favourite. Every time you click on the Favourite button, the dashboard of the saved search criteria is displayed.

Refer to [Favourite Dashboards](#)[Error! Reference source not found.](#) to learn more about it.

3. Click on **Cancel** to abort the process (it does not clear the search criteria you have already selected)

How to read the graph

When you open the Global (Top Items) Promotion By Location function, a screen is displayed like in the following figure.

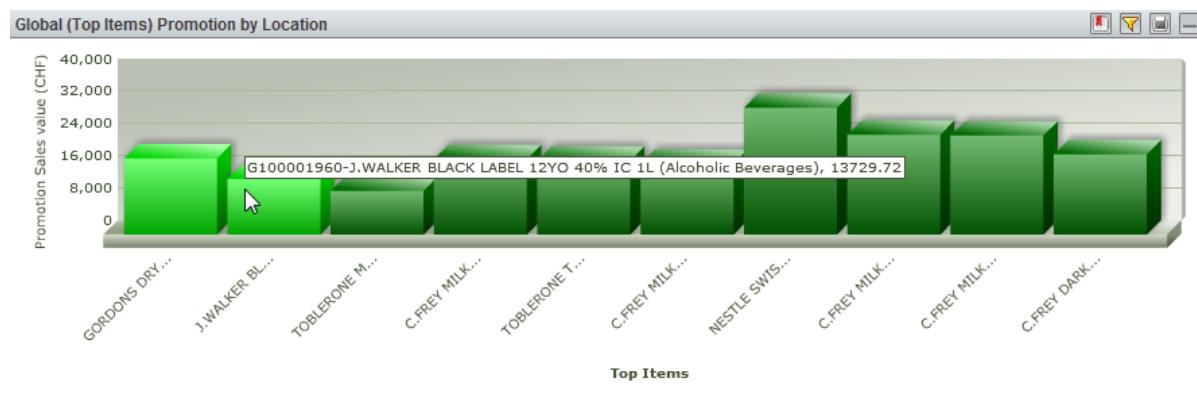


Figure 7-14 Global Top Items Promotion By Location

In [Error! Reference source not found.](#), the horizontal axis displays the list of items in the Promotions and the vertical axis displays the Promotion Sales Value Range in the currency selected by user.

You can view the results by moving the mouse over the chart.

Click  to print the graph. A **Print** option window is popped up to enable the printing.

Click  to collapse the graph. Clicking on  reopens the graph.

Click  to view a Favourite dashboard.

You have the option for a larger view of the graph as in the following figure, if required.

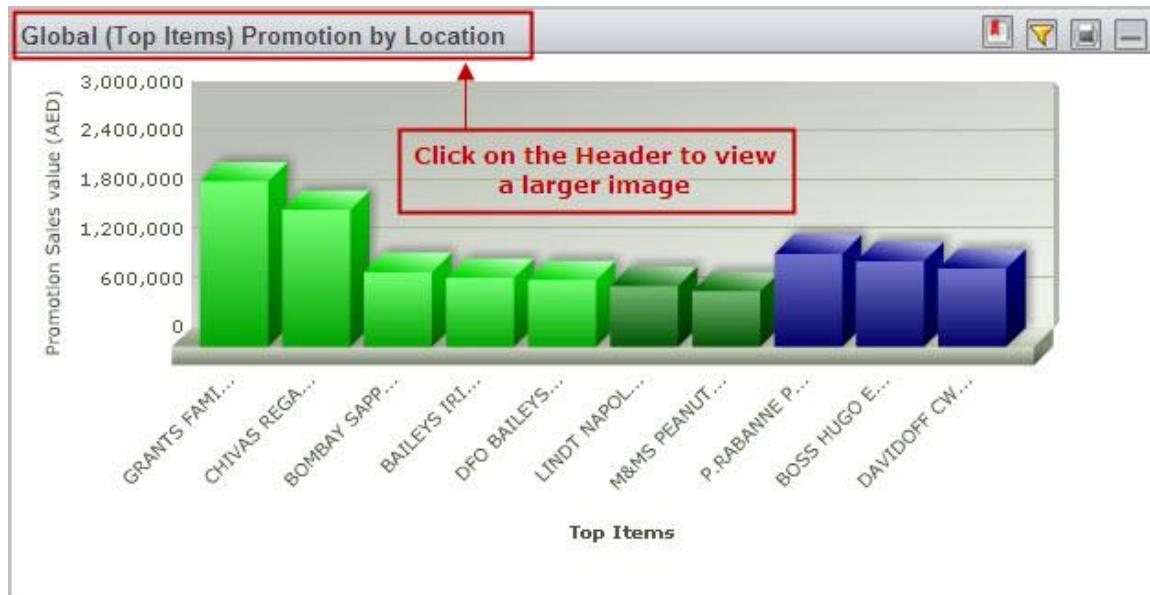


Figure 7-15 Clicking Header to View Larger View of Graph

On clicking the header of the graph, the larger view of the graph is displayed screen like in the following figure.

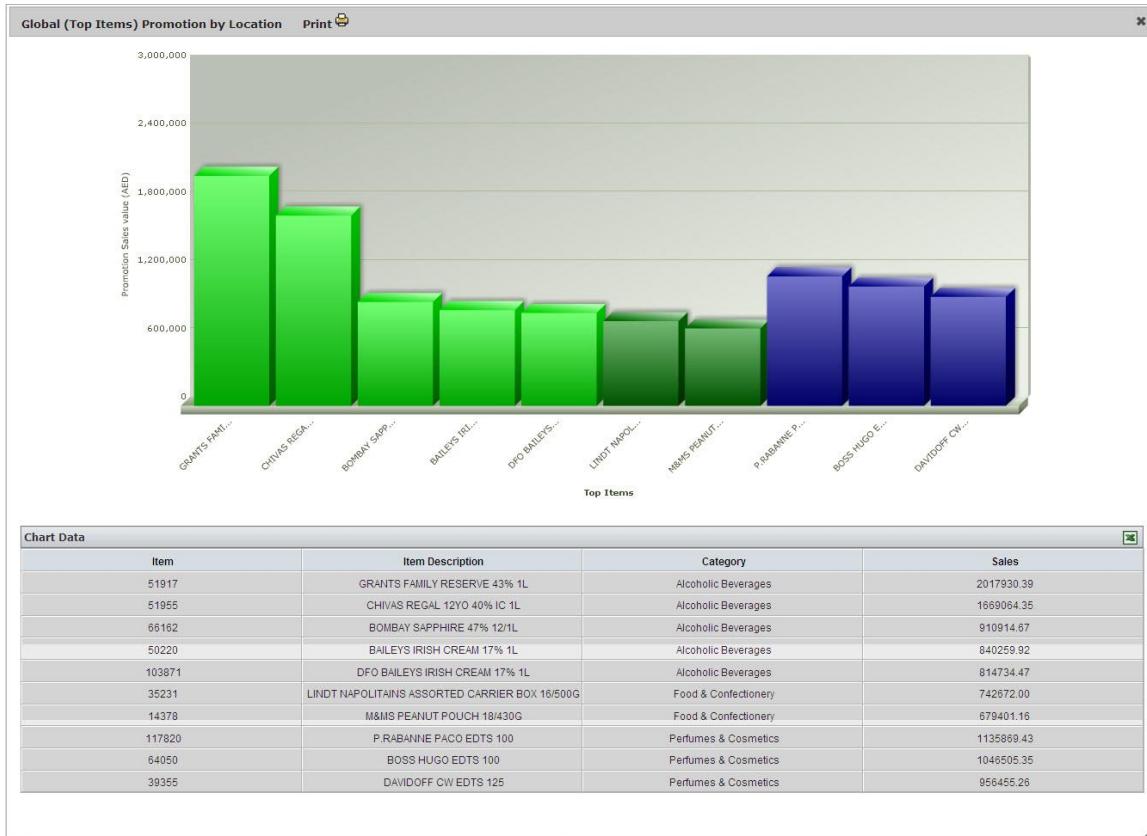


Figure 7-16 Larger View Of The Graph

The **Chart Data** is displayed below the graph. The Category, Actual Weight and Target Weight details are displayed.

Click to export the details to an excel workbook.

Click to print the image along with the chart data displayed at the bottom.

Click  to close the image.

7.2.3 Promotions By Promotion Type

This dashboard displays a Pie chart by the percentage (%) of weight of sales of each type of promotion for a location, categories in the total promotion sales of the selected filters. For example, if a division has chosen, all categories, then the total promotion sales of Single unit promotions are divided by Total promotion sales of the division. The total of the pie chart will be 100%.

Searching specific data

Click  to filter the search criteria. On clicking , the filter selection grid grid is displayed like in the following figure.

Promotions by Promotion Type

| | | | | | |
|---|---|-------------------------------------|------------|--------------------------------|-------------------------------------|
| Division | Division 1: Southern Europe and Africa Division 2: UK, Central and Eastern Eur | <input checked="" type="checkbox"/> | BU | All Africa | <input checked="" type="checkbox"/> |
| Company | All WDF - Metadata | <input checked="" type="checkbox"/> | Backoffice | All Abidjan DF | <input checked="" type="checkbox"/> |
| Shop | All 101T242 - ALICANTE VICTORIA SECRI | <input checked="" type="checkbox"/> | Category | Tobacco Alcoholic Beverages | <input checked="" type="checkbox"/> |
| Year | 2016 | <input checked="" type="checkbox"/> | Month | 201601 201602 | <input checked="" type="checkbox"/> |
| <input type="button" value="Select"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | |

Figure 7-17 Search Criteria

Enter the following details to filter the Promotions By Promotion Type:

1. Division – Select the Division from the listed options. You can select multiple divisions, if required, by clicking .. Based on the Division selected, the Business Units are displayed in the BU field.
2. BU - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option All is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.
3. Company - Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option All is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.
4. Backoffice - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option All is selected, by default. Based on the backoffices selected, the shop Names are displayed in the **Shop** field.
5. Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option All is selected, by default.
6. Category – Select the categories from the drop down menu. You can also select multiple categories, if required, by clicking .
7. Year – Select the year from the drop down menu.
8. Month - Select the Month from the listed options. You can select multiple months, if required, by clicking .
9. Currency - Select the currency from the drop down menu.

Then, three options are available:

1. Click on **Select** to view the graph.

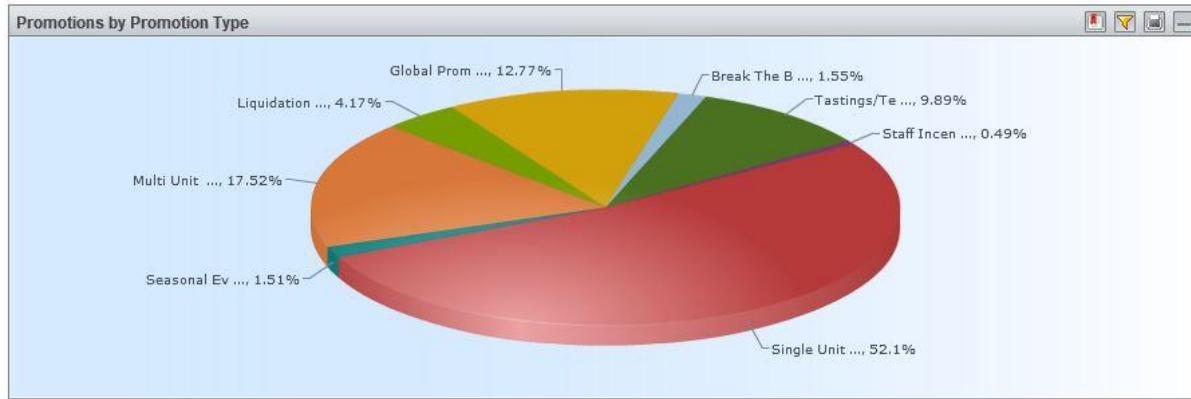


Figure 7-18 Search Result

- If there is no data available for the selected search criteria, the message '**No Data to Display**' is displayed on the screen. You need to change the search criteria to view the graph.
2. Click on **Save** to save the selected search criteria as a Favourite. Every time you click on the Favourite button, the dashboard of the saved search criteria is displayed. **Error! Reference source not found.**
 3. Click on **Cancel** to abort the process (it does not clear the search criteria you have already selected)

How to read the graph

When you open the function, the screen is displayed like in the following figure.

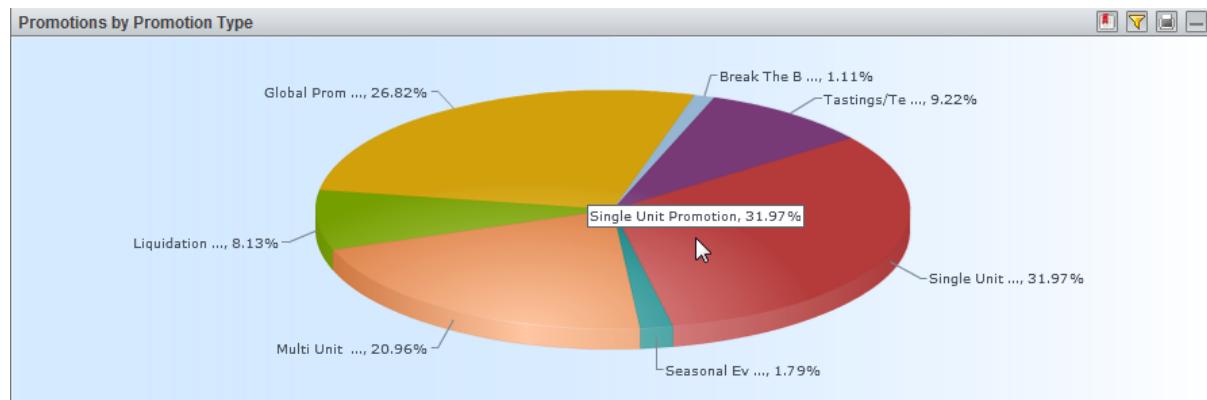


Figure 7-19 Promotion By Promotion Type

The percentage of the promotions done based on the promotion type is displayed in different colours. Move the mouse over the items to view the pop up displaying the percentage of the item as displayed in the following figure.

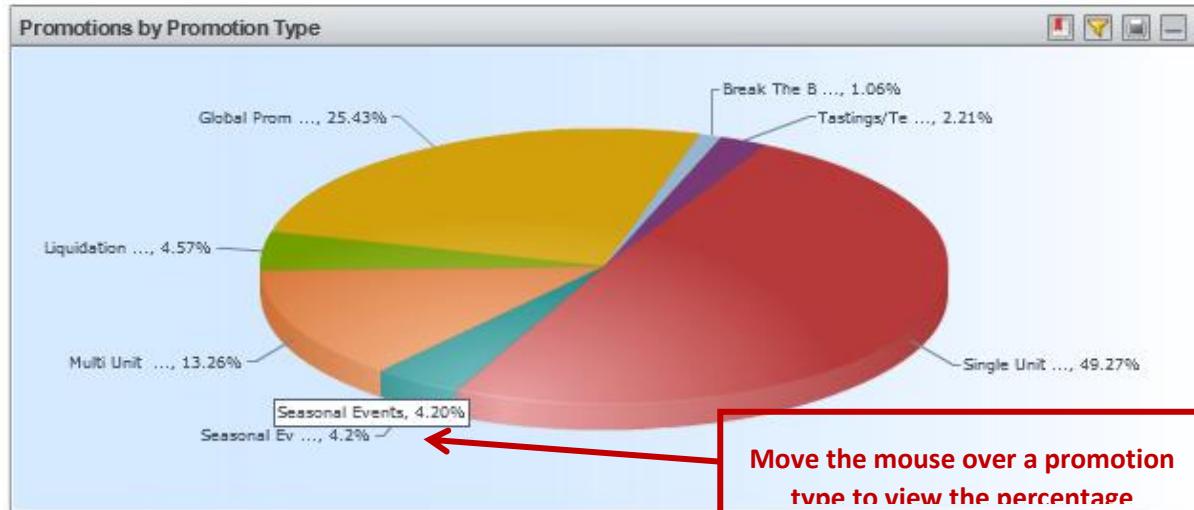


Figure 7-20 Pop up Displaying the Percentage

Click to print the graph. A Print option window is popped up to enable the printing.

Click to collapse the graph. Clicking on reopens the graph.

Click to view a Favourite dashboard.

[Refer to Favourite Dashboards to learn more about it. Toc476072095](#)

You have the option for a larger view of the graph like in the following figure, if required.

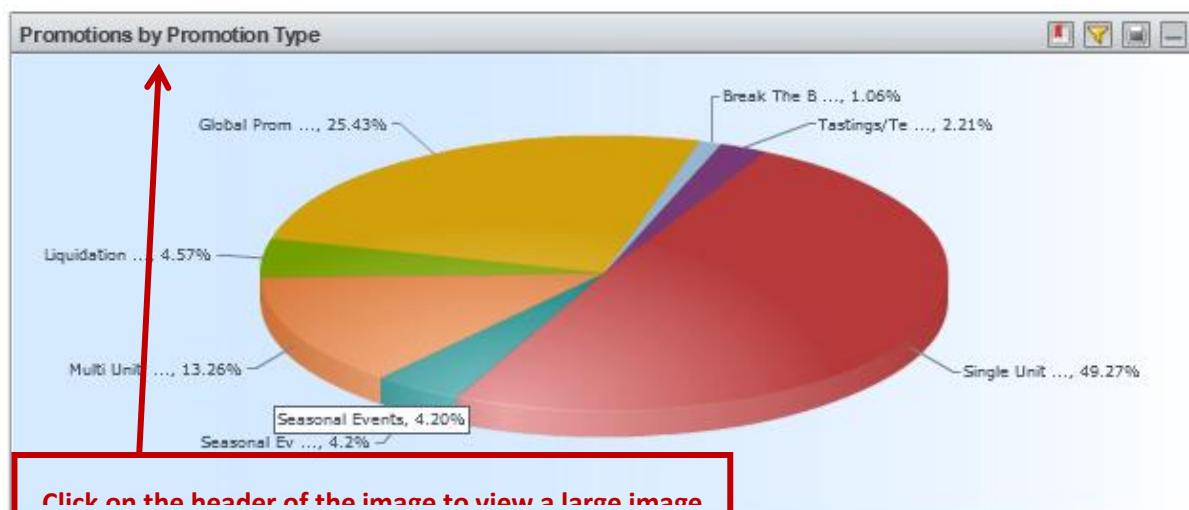


Figure 7-21 Clicking Header to View Larger View of Graph

On clicking the header of the graph, the larger view of the graph is displayed screen as in the following figure.

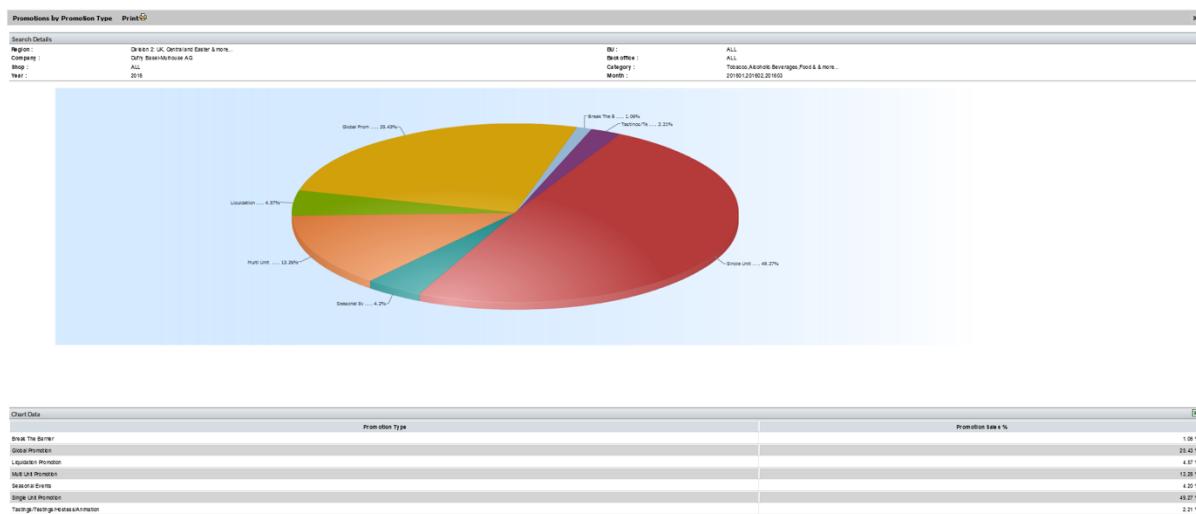


Figure 7-22 Larger View of the Graph

The **Chart Data** is displayed below the graph. The Category, Actual Price and Price Policy Price Details are displayed.

Click  to export the details to an excel workbook.

Click  to print the image along with the chart data displayed at the bottom.

Click  to close the image.

7.2.4 Promotion Sales Analysis

This dashboard is a Year to Year comparison of Promotional sales value. Users can compare the promotional sales value of same period selected in current year to the promotional sales in the same period of previous year for the Categories, Location and displays in the desired currency.

Searching specific data

Click  to filter the search criteria. On clicking , the filter selection grid is displayed like in the following figure.

Figure 7-23 Search Criteria

Enter the following details to filter the Promotions By Promotion Type:

1. Division – Select the Division from the listed options. You can select multiple divisions, if required. Click to select multiple divisions. Based on the Division selected, the Business Units are displayed in the BU field.
Refer to [Selecting Multiple Options](#) to learn the process of selecting multiple options.
2. BU - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option **All** is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.
3. Company - Select the Companies from the listed options. You can select multiple Companies, if required, by clicking . The option **All** is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.
4. Backoffice - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop Names are displayed in the **Shop** field.
5. Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option **All** is selected, by default.
6. Category – Select the categories from the drop down menu. You can also select multiple categories, if required, by clicking .
7. Year – Select the year from the drop down menu.
8. Month - Select the Month from the listed options. You can select multiple months, if required, by clicking .
9. Currency - Select the currency from the drop down menu.

Then, three options are available:

1. Click on **Select** to view the graph.



Figure 7-24 Search Result

- If there is no data available for the selected search criteria, the message ‘**No Data to Display**’ is displayed on the screen. You need to change the search criteria to view the graph.
2. Click on **Save** to save the selected search criteria as a Favourite. Every time you click on the Favourite button, the dashboard of the saved search criteria is displayed.
- Refer to [Favourite Dashboards](#)[Error! Reference source not found.](#) to learn more about it.
3. Click on **Cancel** to abort the process (it does not clear the search criteria you have already selected)

How to read the graph

When you open the Promotion sales Analysis function, the screen is displayed like in the following figure.

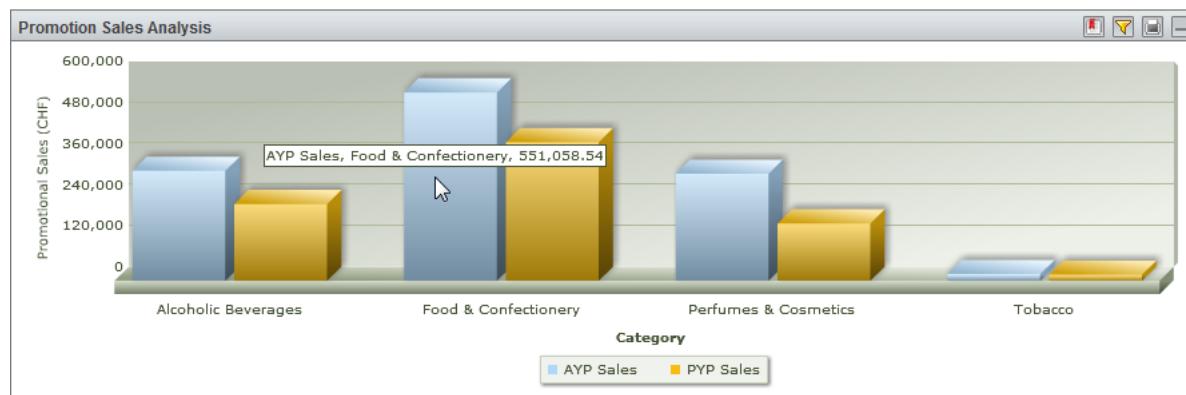


Figure 7-25 Promotion Sales Analysis

In the first bar of the horizontal axis for each category selected, the Promotion Sales Value for the Actual year sales for the selected location and months are displayed. In the second bar of the horizontal axis for each category selected, the promotional sales value of the items for the Previous Year and for the selected location, and months are displayed.

You can view the results by moving the mouse over the chart.

Click  to print the graph. A **Print** option window is popped up to enable the printing.

Click  to collapse the graph. Clicking on  reopens the graph.

Click  to view a Favourite dashboard.

You have the option for a larger view of the graph as in the following figure, if required.



Figure 7-26 Clicking Header to View Larger View of Graph

On clicking the header of the graph, the larger view of the graph is displayed.

The **Chart Data** is displayed below the graph. The Category, AYP Promotion Sales, PYP Sales and % AYP/PYP Sales details are displayed.

Click  to export the details to an excel workbook.

Click  to print the image along with the chart data displayed at the bottom.

Click  to close the image.

7.2.5 Favourite Dashboards

You can select a set of favourites search criteria and add it as favourites, so that you don't need to select the filters every time you need to generate a report. This feature is user specific and other users are not able to view, or delete it. A user is allowed to store a maximum of 20 favourites.

Actions and options on favourite search criteria:

1. View the list of favourites

Click on  and the list of favourites is displayed as shown in the following figure.

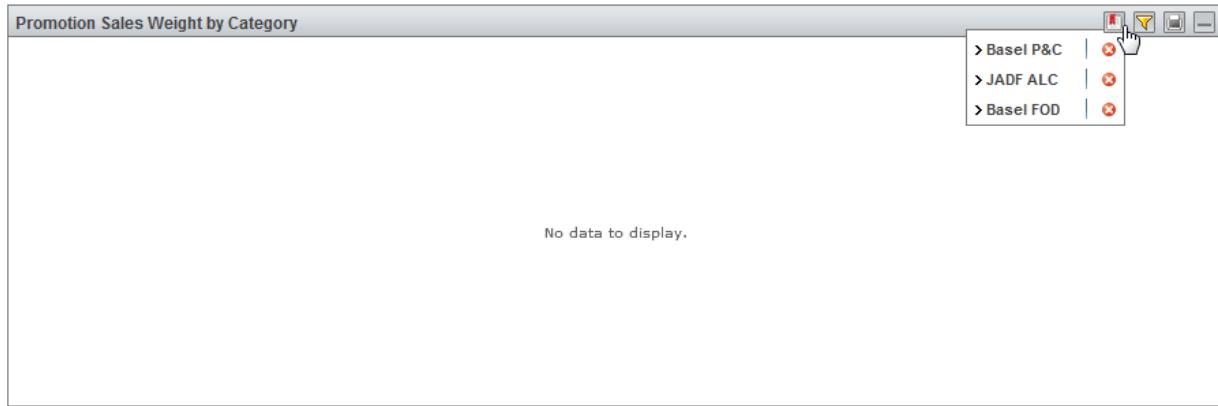


Figure 7-27 List of Favourite Search Criteria

2. Opening a Favourite

When you click on the name of the saved favourite, the report filter is opened and the previously saved filters are applied automatically.

3. Delete a Favourite

Click to delete a favourite from the list.

You can change the filters, if required before running the report.

4. Adding Favourites

You can add any search criteria to the Favourite List from any of the reports. The is displayed on all the reports screens.

Click to add specific search criteria to the Favourite List and the screen is displayed like in the following figure.

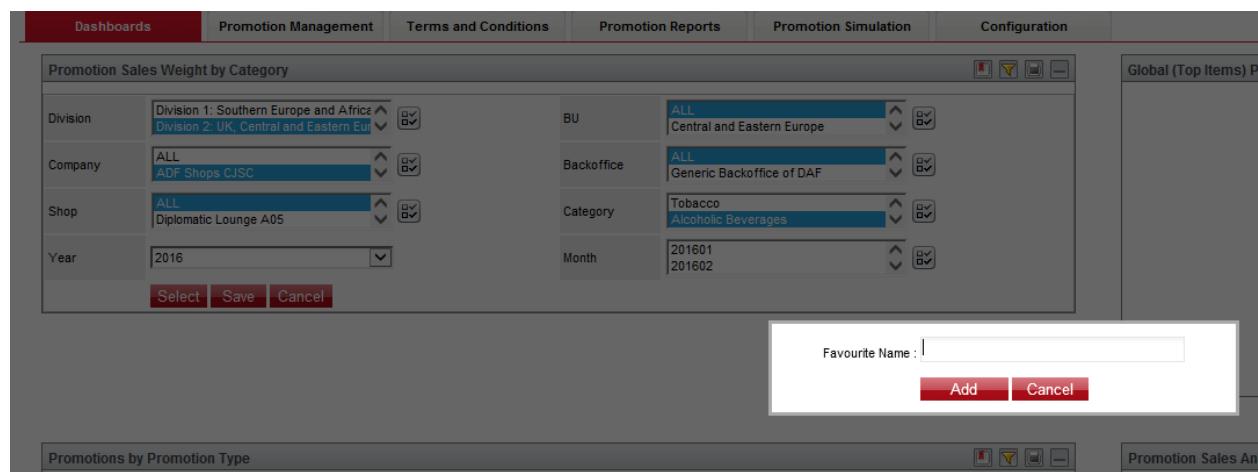


Figure 7-28 Entering the Favourite Name

Enter the favourite name for the search criteria and click to save the favourite or to cancel the process.

On adding the favourite, the screen like in the following figure is displayed with the confirmation message.

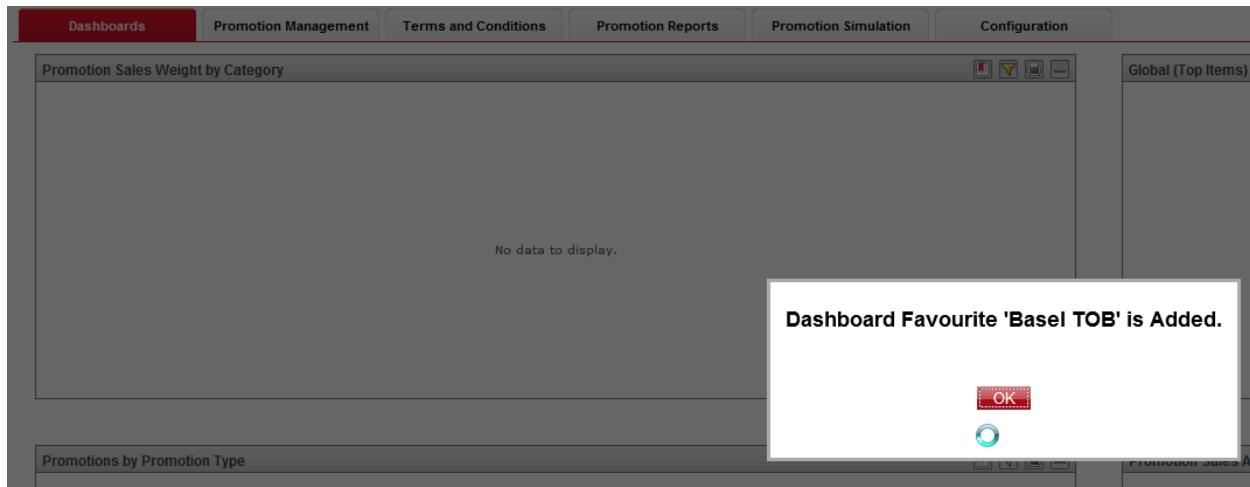


Figure 7-29 Favourite Added Successfully

The added favourite is listed in the favourite list on the Home page.

7.2.6 Alerts

This dashboard is used to display the alerts to the users based on their roles. Alerts are provided for the users to ensure data entry compliance in the Advertising and Promotion application. The Alerts are specific to the user role and access to the companies.

- Number of promotions without promotion terms - HQ Promotion Manager, Regional Promotion Manager.
- Promotions ready to validate – For unmatched items.
- Promotions pending for Approval – For Frozen period.
- Category sales vs target – For the weight of sales vs Promo Pressure target.

When you open the **Alerts** function, a screen is displayed like in the following figure.

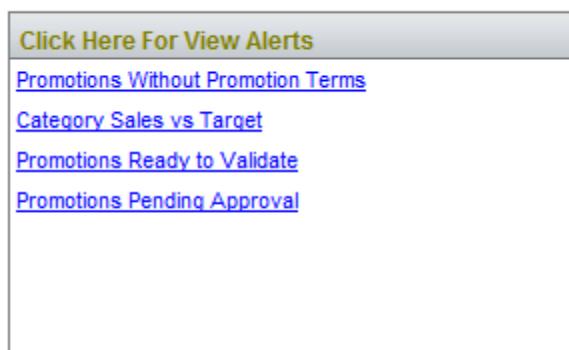
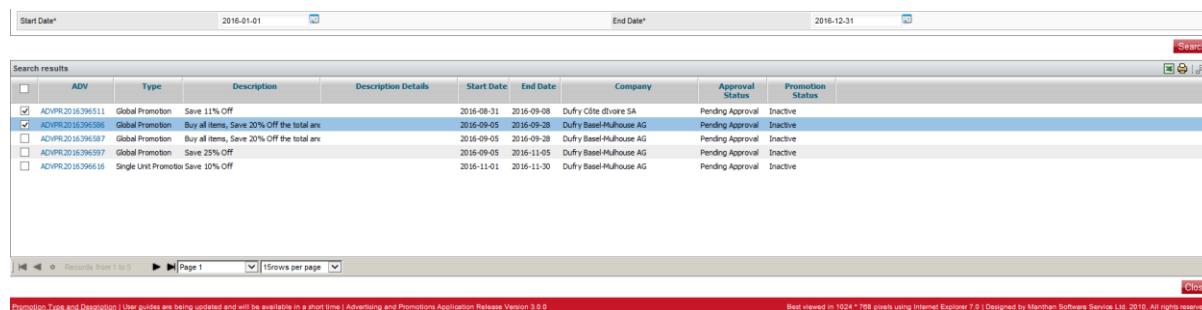


Figure 7-30 Alerts Dashboard

Promotions alerts

On clicking any of the Alerts hyperlinks, a summary screen is listed showing the list of Promotions based on the transaction satisfying the Alert criteria as shown in the following figure.



The screenshot shows a search results grid with the following data:

| | ADV | Type | Description | Description Details | Start Date | End Date | Company | Approval Status | Promotion Status |
|-------------------------------------|-----------------|-----------------------|--|---------------------|------------|------------|-------------------------|------------------|------------------|
| <input checked="" type="checkbox"/> | ADVR.2016396511 | Global Promotion | Save 11% Off | | 2016-08-31 | 2016-09-08 | Dufry Côte d'Ivoire SA | Pending Approval | Inactive |
| <input checked="" type="checkbox"/> | ADVR.2016396585 | Global Promotion | Buy all items, Save 20% Off the total amount | | 2016-09-05 | 2016-09-28 | Dufry Basel-Mulhouse AG | Pending Approval | Inactive |
| <input type="checkbox"/> | ADVR.2016396587 | Global Promotion | Buy all items, Save 20% Off the total amount | | 2016-09-05 | 2016-09-28 | Dufry Basel-Mulhouse AG | Pending Approval | Inactive |
| <input type="checkbox"/> | ADVR.2016396597 | Global Promotion | Save 25% Off | | 2016-09-05 | 2016-11-05 | Dufry Basel-Mulhouse AG | Pending Approval | Inactive |
| <input type="checkbox"/> | ADVR.2016396616 | Single Unit Promotion | Save 10% Off | | 2016-11-01 | 2016-11-30 | Dufry Basel-Mulhouse AG | Pending Approval | Inactive |

At the bottom of the screen, there are navigation buttons (Back, Forward, Home, etc.), a page number (Page 1), a rows per page dropdown (15rows per page), and a 'Close' button.

Figure 7-31 Summary Screen

Select the check box against the item in the list and click on the **ADV** to view the details and complete the respective actions (edit, validate, reject, approve, etc.). Click **Close** to close the screen.

Category Sales Vs Target

This alert provides details of the performance of the category. It is a comparison between Actual Category Promo Sales Weight Vs Target. The Forecasted % Weights shown in the Alert Section has the same logic as those shown in the calendar (total forecasted % weight per month shown at the bottom across all promo types). If the forecasted weight is lower than the target weight, it is highlighted in red. Alert shows all weights including the ones meeting or exceeding the target.

On clicking the **Category Sales Vs Target** hyperlink, the **Category Sales Vs Target Alert** screen is displayed.

| Category Sales vs Target Alert | | | | | | |
|--------------------------------|----------------------------|--------|--------------|---------------|---------------|--------|
| COMPANY | CATEGORY | TARGET | October-2016 | November-2016 | December-2016 | TOTAL |
| ADF Shops CJSC | Alcoholic Beverages | 30.20% | 5.73% | 6.40% | 18.86% | 10.33% |
| | Food & Confectionery | 29.00% | 15.99% | 13.94% | 14.08% | 14.67% |
| | Perfumes & Cosmetics | 20.00% | 19.30% | 11.41% | 17.03% | 15.91% |
| | Tobacco | 0.00% | 15.68% | 13.87% | 13.17% | 14.24% |
| Alliance Duty Free Inc. (| Alcoholic Beverages | 40.00% | 13.33% | 11.77% | 19.57% | 14.89% |
| | Food & Confectionery | 15.00% | 8.90% | 9.83% | 8.44% | 9.06% |
| | Perfumes & Cosmetics | 20.00% | 12.94% | 11.46% | 12.72% | 12.37% |
| Blacor S.A. | Alcoholic Beverages | 34.70% | 54.45% | 39.09% | 43.23% | 45.59% |
| | Food & Confectionery | 0.00% | 39.41% | 32.39% | 33.88% | 35.23% |
| | Perfumes & Cosmetics | 20.00% | 4.39% | 3.14% | 2.89% | 3.47% |
| Chicago Duty Free | Alcoholic Beverages | 38.20% | 60.75% | 59.35% | 60.06% | 60.05% |
| | Food & Confectionery | 45.00% | 28.79% | 27.25% | 23.51% | 26.52% |
| | Perfumes & Cosmetics | 25.51% | 30.57% | 31.20% | 34.19% | 31.99% |
| | Tobacco | 0.00% | 1.14% | 0.47% | 0.58% | 0.73% |
| Dufrital SpA | Alcoholic Beverages | 23.50% | 13.42% | 15.14% | 14.95% | 14.5% |
| | Food & Confectionery | 0.00% | 9.86% | 10.97% | 9.41% | 10.08% |
| | Perfumes & Cosmetics | 20.00% | 15.06% | 11.48% | 14.07% | 13.54% |
| | Textiles, Leather, Luggage | 15.00% | 0.09% | 0.10% | 0.23% | 0.14% |
| Dufry & G.T.D.C. Ltd. | Alcoholic Beverages | 21.50% | 19.68% | 22.16% | 25.57% | 22.47% |
| | Food & Confectionery | 31.00% | 19.39% | 19.08% | 26.21% | 21.56% |
| | Perfumes & Cosmetics | 20.00% | 17.60% | 23.20% | 29.17% | 23.32% |
| | Watches, Jewelry, Accs | 15.00% | 1.87% | 4.97% | 2.68% | 3.17% |
| Dufry Airport d'Alger | Alcoholic Beverages | 46.00% | 36.60% | 35.29% | 41.04% | 37.64% |
| | Food & Confectionery | 37.00% | 22.09% | 22.53% | 21.92% | 22.18% |
| | Perfumes & Cosmetics | 20.00% | 13.32% | 16.83% | 14.14% | 14.76% |
| | Textiles, Leather, Luggage | 15.00% | 50.41% | 56.11% | 61.31% | 55.94% |
| Dufry Bali Indonesia | Alcoholic Beverages | 30.00% | 23.55% | 25.56% | 26.44% | 25.18% |
| | Food & Confectionery | 32.50% | 14.03% | 13.31% | 14.32% | 13.89% |

Figure 7-32 Category Sales Vs Target Alert Screen

Click **Close** to close the screen.

7.2.7 Validate Promotions with Unmatched Items

Once you have saved a Promotion as Incomplete, it will be subject for the Daily Process Job – this will check for **newly matched** items and will automatically bring them into the Incomplete Promotion. When an item is brought into Promotion, the User will have a notification in the Alerts Dashboards;

| | |
|---|----------|
| Click Here For View Alerts | [button] |
| Number Of Proposals Pending Conversion To Promotion | 1 |
| Category Sales vs Target | 2 |
| Promotions Ready to Validate | 2 |
| Promotions Pending Approval | 3 |

Figure 7-33 - Dashboard Notification

After receiving a notification, the user must **open the Incomplete Promotion in Edit Mode** and check that the matching is correct – after checking, the promotion can be saved as Active (if no other items are pending to be matched) or as Incomplete (if there are still items pending to be matched). If the

Promotion is saved as Incomplete once more, it will be subject for the Daily Process Job and the user will be notified once new items are matched.

7.2.8 Validate Promotions with Unassorted Items

Once you have saved a Promotion as Draft Not Assorted, it will be subject for the Daily Process Job – this will check for **newly assorted** items and will automatically associate the event to the Draft Promotion. When an item is assorted into Promotion, the User will have a notification in the Alerts Dashboards;

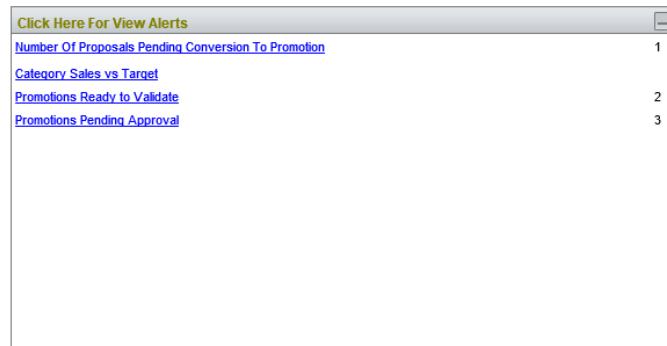


Figure 7-34 - Dashboard Notification

After receiving a notification, the user must **open the Draft Promotion in Edit Mode** and check that the assortment is correct – after checking, the promotion can be saved as Active (if no other items are pending to be assorted) or as Draft (if there are still items pending to be assorted). If the Promotion is saved as Draft once more, it will be subject for the Daily Process Job and the user will be notified once new items are assorted.

7.2.9 Notification for Promotions to be approved

For the promotions edited in frozen period a dashboard notification is available in the Notification dashboard for the Users selected as Approval roles.

After the Dashboard is loaded, you can click on Promotions Pending for Approval and you will be redirected to the list of Promotions marked for approval.

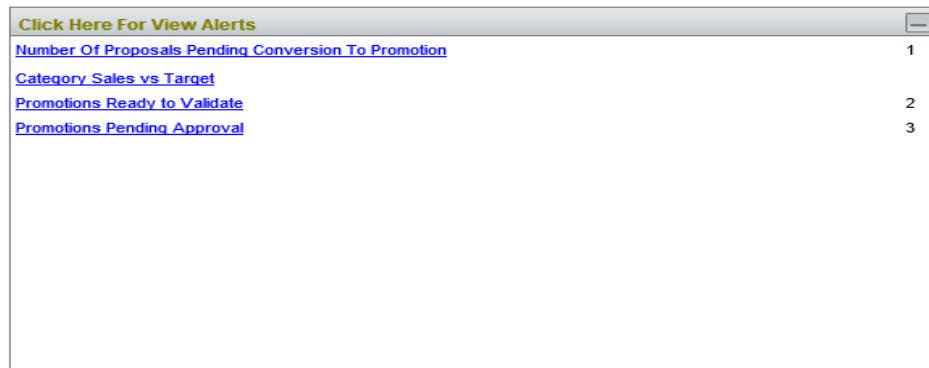


Figure 7-35 - Alerts

| Start Date* | 2016-01-01 | End Date* | 2016-12-31 | Search | | | | | |
|----------------|----------------|---------------------|---|--------------------------------------|------------|------------|---------------------------|------------------|------------------|
| Search results | | | | | | | | | |
| □ | ADV | Type | Description | Description Details | Start Date | End Date | Company | Approval Status | Promotion Status |
| □ | ADPR2016329417 | Global Promotion | Fixed Promo Price | Editing a promotion in Frozen Period | 2016-08-29 | 2016-09-01 | Dufry Airport Algier Sarl | Pending Approval | Active |
| □ | ADPR2016329418 | Global Promotion | Save 23% Off | test | 2016-08-27 | 2016-08-27 | Dufry Belgrade | Pending Approval | Inactive |
| □ | ADPR2016329419 | Global Promotion | Save 23% Off | test | 2016-08-27 | 2016-08-27 | Dufry Belgrade | Pending Approval | Inactive |
| □ | ADPR2016329422 | Ruth Unit Promotion | All offers that are not discounted | test | 2016-08-26 | 2016-08-27 | Dufry Basel-Mulhouse AG | Pending Approval | Inactive |
| □ | ADPR2016329425 | Single Item Promo | All offers that are not discounted | Creating in frozen period | 2016-09-01 | 2016-09-03 | Dufry Belgrade | Pending Approval | Active |
| □ | ADPR2016329427 | Global Promotion | Save 2% OFF | test | 2016-09-02 | 2016-09-02 | Dufry Belgrade | Pending Approval | Inactive |
| □ | ADPR2016329430 | Global Promotion | Save 2% OFF | test | 2016-09-02 | 2016-09-02 | Dufry Belgrade | Pending Approval | Active |
| □ | ADPR2016329432 | Global Promotion | Buy all items and get the lowest price for test | test | 2016-08-29 | 2016-11-03 | Dufry Belgrade | Pending Approval | Inactive |
| □ | ADPR2016329433 | Global Promotion | Buy all items and get the lowest price for test | test | 2016-08-29 | 2016-11-03 | Dufry Belgrade | Pending Approval | Inactive |
| □ | ADPR2016329436 | Global Promotion | Save 10% Off | test | 2016-08-29 | 2016-11-24 | Dufry Belgrade | Pending Approval | Inactive |

Description, Type and Description | User guides are being updated and will be available in a short time | Advertising and Promotions Application Release Version 2.12.0

Best viewed in 1024 * 768 pixels using Internet Explorer 7.0 | Designed by Manthan Software Service Ltd. 2010. All rights reserved.

Close

Figure 7-36 - Pending for approval

8 Promotion Simulation

8.1 Promotion Simulation at Company level

The screenshot shows the 'Promotion Simulation Tool' interface. At the top, there are four tabs: 'Promotion Simulation Tool' (selected), 'Budget and Benchmark Data', 'Summary Report-Dashboard', and 'Simulation Status'. Below the tabs is a 'Search By Filter' section with various dropdown menus and input fields:

- Simulation Status:** ALL (selected)
- Region:** R1 - Europe, Africa & Asia
- Company:** Dufry Bali Indonesia, Dufry Basel-Mulhouse AG (selected)
- Category:** Tobacco
- Promotion Start Month:** Jan-2015
- Promotion End Month:** Dec-2015
- TSU Split Product Hierarchy:** Category-Manufacturer-Brand
- TSU Split Time period:** Last year same period total sales
- Currency:** CHF
- Duplicate Item Restriction:** No

A red 'Simulation' button is located at the bottom right of the filter section.

Figure 8-1 Promotion Simulation Tool

Frozen period represents a period (in weeks) before the promotion's start date, in which any changes done to the promotion are subject to Approval process. The frozen period will be calculated starting from Monday of each week.

Simulation process can be achieved in two ways:

- Simulation Screen
- Upload Functionality

8.1.1 Simulation Screen

The screenshot shows the 'Dufry Promotion Simulation Tool & Dashboard' interface. At the top, it displays the company selected: 'Dufry Basel-Mulhouse AG'. Below this is a 'Dashboard' section and a 'Sub Total - Item Sales Details' table.

Sub Total - Item Sales Details

| Global Item Code | Local Item Code | GMDM Code (DC Code) | Global Item Description | ABC Item Type | Promotion ID | Manufacturer | Promo Type | Promotional |
|------------------|-----------------|---------------------|------------------------------------|---------------|-----------------|--|-----------------------|-------------|
| T000000657 | 111699 | 27161 | DAVIDOFF SHORT PERFECTO CELLO 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000638 | 100203 | 31701 | DAVIDOFF MILLENIUM BLEND ROBUSTO 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| 98005 | 116147 | 27202-T | DAVIDOFF EXQUISITOS DF 10 | N-N-N | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000651 | 131053 | 23785 | DAVIDOFF PURO O'RO MAGNIFICOS 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000727 | 139797 | 139803 | WINSTON CHURCHILL LANCASTER 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000630 | 143944 | 40432 | DAVIDOFF EMOCIONES 5 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000647 | 122140 | 31063 | DAVIDOFF PRIMEROS MADURO 6 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000728 | 125570 | 23150 | WINSTON CHURCHILL SPITFIRE 5 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival C |
| T000000029 | 111679 | 76259 | DAVIDOFF GOLD LIGHTS KS FI BOX 200 | B-B-B | ADVPR2014181499 | Imperial Tobacco, UK / Reemtsma, Germany | Multi Unit Promotion | |
| T000000636 | 111694 | 27351 | DAVIDOFF GRAND CRU NO.5 5 | C-C-C | ADVPR2014181499 | Oettinger (Davidoff), Switzerland | Multi Unit Promotion | |

Total Items: 89 Selected Items: 0

Page Size: 500 | 1 / 1

Upload | Export | Save | Close

Figure 8-2 Promotion Simulation Tool & Dashboard

User can do promotion simulation from Promotion Simulation Tool screen. User can select the companies for which simulation process need to be executed. TSU saved will be at **company level**.

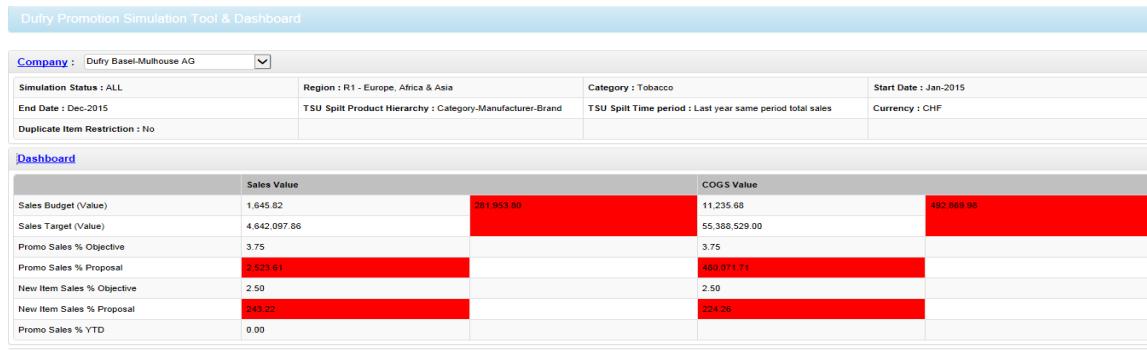


Figure 8-3 Company, Dashboard details

| Sub Total - Item Sales Details | | | | | | | | | | | | |
|---|---------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|---------------------------------|------------------------------|-----------------------------|
| | Promotional Sales (Units) | Non Promotional Sales (Units) | Total Sales (Units) | Maximum Monthly Sales (Units) | Average Monthly Sales (Units) | Forecast Base (Units) | Forecast Base (Value) | Promotional Sales Target (Units) | Promotional Sales Target (Value) | Promotional Sales Target (COGS) | % Dev Target vs. Total Sales | Incremental Sales (% Value) |
| SALES EXPECTED FOR NEW ITEMS | | | | | | | | | 4003 | 25197 | | |
| SUB TOTAL NEW ITEMS | | | | | | | | | 4,003.00 | 25,197.00 | | |
| SUB TOTAL NON PROMO ITEMS - GPO FORECAST (ACTIVE) | 0 | 0 | 0 | 0 | 0 | 62098 | 4,550,795.79 | 82098 | 4,550,795.79 | 1,423,998.46 | | |
| SUB TOTAL DISCONTINUED ITEMS | 0 | 0 | 0 | 0 | 0 | 45,765.07 | 0 | 45,765.07 | | 12.15 | | |
| SUB TOTAL PROMOTIONAL ITEMS | 0 | 0 | 0 | 0 | 0 | 30794 | 1,591,743.20 | 1965459 | 41,534.00 | 53,939,321.39 | 0.00 | -97.39 |
| GRAND TOTAL (ALL ITEMS) | 0 | 0 | 0 | 0 | 0 | 112892 | 6,188,304.06 | 2047667 | 4,642,097.66 | 66,386,629.00 | 0.00 | -24.99 |
| Global Item Code | Total Sales (Units) | Maximum Monthly Sales (Units) | Average Monthly Sales (Units) | Forecast Base (Units) | Forecast Base (Value) | Promotional Sales Target (Units) | Promotional Sales Target (Value) | Promotional Sales Target (COGS) | | | | |
| TO000000657 | 0 | 0 | 9 | 546 | 5412 | 21648 | | | | | | 1324 |
| TO000000638 | 0 | 0 | 0 | 281 | 2590 | 15000 | | | | | | 7621 |
| 98005 | 0 | 0 | 0 | 0 | 677 | 1354 | | | | | | 7145 |

Figure 8-4 Sub Total Item Sales Details

A screen **Promotion Simulation Tool & Dashboard** is provided for simulation.

User should be able to enter/update green shaded text box **Promotional Sales Target (Value)**, **Promotional Sales Target (COGS) & Promotional Sales Target (Units)**. Only these fields will be editable for user.

All simulation related calculations will be done on updating any of the above-mentioned fields.

User will be able to verify all calculations of Dashboard data, Sub-total of item sales details & item level calculations before he/she can save the simulation data.TSU will be saved at **company level**.

8.1.2 Upload Functionality

Duty Promotion Simulation Tool & Dashboard

Company : Dufry Basel-Mulhouse AG

Dashboard

Sub Total - Item Sales Details

| Global Item Code | Local Item Code | GMDM Code (DC Code) | Global Item Description | ABC Item Type | Promotion ID | Manufacturer | Promo Type | Promotional |
|------------------|-----------------|---------------------|------------------------------------|---------------|-----------------|--|-----------------------|-------------|
| TO00000657 | 111699 | 27161 | DAVIDOFF SHORT PERFECTO CELLO 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000638 | 100203 | 31701 | DAVIDOFF MILLENIUM BLEND ROBUSTO 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| 98005 | 116147 | 27202-T | DAVIDOFF EXQUISITOS OF 10 | N-N-N | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000651 | 131053 | 23785 | DAVIDOFF PURO D'ORO MAGNIFICOS 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000727 | 139797 | 139803 | WINSTON CHURCHILL LANCASTER 4 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000630 | 143944 | 40432 | DAVIDOFF EMOCIONES 5 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000647 | 122140 | 31063 | DAVIDOFF PRIMEROS MADURO 6 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000728 | 125570 | 23150 | WINSTON CHURCHILL SPITFIRE 5 | C-C-C | ADVPR2013131541 | Oettinger (Davidoff), Switzerland | Liquidation Promotion | Arrival D. |
| TO00000629 | 111679 | 76259 | DAVIDOFF GOLD LIGHTS KS FI BOX 200 | B-B-B | ADVPR2014101499 | Imperial Tobacco, UK / Reemtsma, Germany | Multi Unit Promotion | |
| TO00000636 | 111694 | 27351 | DAVIDOFF GRAND CRU NO 5 5 | C-C-C | ADVPR2014101499 | Oettinger (Davidoff), Switzerland | Multi Unit Promotion | |

Total Items: 89 Selected Items: 0

Page Size: 500

Upload Export Save Close



Figure 8-5 Promotion Simulation Export

User can also use upload functionality for promotion simulation. By Clicking Export button in simulation screen data can be exported to simulation template.

DUFRY PROMOTION SIMULATION TOOL & DASHBOARD

Selected Filter : Selected Filter : Selected Filter :

| Filter Name | Selected Filter | Display Order | Category |
|-------------|-------------------------------------|---------------|----------|
| Customer | <input checked="" type="checkbox"/> | 1 | Customer |
| Customer | <input type="checkbox"/> | 2 | Customer |
| Customer | <input type="checkbox"/> | 3 | Customer |
| Customer | <input type="checkbox"/> | 4 | Customer |
| Customer | <input type="checkbox"/> | 5 | Customer |
| Customer | <input type="checkbox"/> | 6 | Customer |
| Customer | <input type="checkbox"/> | 7 | Customer |
| Customer | <input type="checkbox"/> | 8 | Customer |
| Customer | <input type="checkbox"/> | 9 | Customer |
| Customer | <input type="checkbox"/> | 10 | Customer |
| Customer | <input type="checkbox"/> | 11 | Customer |
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| Customer | <input type="checkbox"/> | 14 | Customer |
| Customer | <input type="checkbox"/> | 15 | Customer |
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| Customer | <input type="checkbox"/> | 53 | Customer |
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| Customer | <input type="checkbox"/> | 163 | Customer |
| Customer | <input type="checkbox"/> | 164 | Customer |
| Customer | <input type="checkbox"/> | 165 | Customer |
| Customer | <input type="checkbox"/> | 166 | Customer |
| Customer | <input type="checkbox"/> | 167 | Customer |
| Customer | <input type="checkbox"/> | 168 | Customer |
| Customer | <input type="checkbox"/> | 169 | Customer |
| Customer | <input type="checkbox"/> | 170 | Customer |
| Customer | <input type="checkbox"/> | 171 | Customer |
| Customer | <input type="checkbox"/> | 172 | Customer |
| Customer | <input type="checkbox"/> | 173 | Customer |
| Customer | <input type="checkbox"/> | 174 | Customer |
| Customer | <input type="checkbox"/> | 175 | Customer |
| Customer | <input type="checkbox"/> | 176 | Customer |
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| Customer | <input type="checkbox"/> | 187 | Customer |
| Customer | <input type="checkbox"/> | 188 | Customer |
| Customer | <input type="checkbox"/> | 189 | Customer |
| Customer | <input type="checkbox"/> | 190 | Customer |
| Customer | <input type="checkbox"/> | 191 | Customer |
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| Customer | <input type="checkbox"/> | 193 | Customer |
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| Customer | <input type="checkbox"/> | 195 | Customer |
| Customer | <input type="checkbox"/> | 196 | Customer |
| Customer | <input type="checkbox"/> | 197 | Customer |
| Customer | <input type="checkbox"/> | 198 | Customer |
| Customer | <input type="checkbox"/> | 199 | Customer |
| Customer | <input type="checkbox"/> | 200 | Customer |
| Customer | <input type="checkbox"/> | 201 | Customer |
| Customer | <input type="checkbox"/> | 202 | Customer |
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| Customer | <input type="checkbox"/> | 204 | Customer |
| Customer | <input type="checkbox"/> | 205 | Customer |
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| Customer | <input type="checkbox"/> | 209 | Customer |
| Customer | <input type="checkbox"/> | 210 | Customer |
| Customer | <input type="checkbox"/> | 211 | Customer |
| Customer | <input type="checkbox"/> | 212 | Customer |
| Customer | <input type="checkbox"/> | 213 | Customer |
| Customer | <input type="checkbox"/> | 214 | Customer |
| Customer | <input type="checkbox"/> | 215 | Customer |
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| Customer | <input type="checkbox"/> | 217 | Customer |
| Customer | <input type="checkbox"/> | 218 | Customer |
| Customer | <input type="checkbox"/> | 219 | Customer |
| Customer | <input type="checkbox"/> | 220 | Customer |
| Customer | <input type="checkbox"/> | 221 | Customer |
| Customer | <input type="checkbox"/> | 222 | Customer |
| Customer | <input type="checkbox"/> | 223 | Customer |
| Customer | <input type="checkbox"/> | 224 | Customer |
| Customer | <input type="checkbox"/> | 225 | Customer |
| Customer | <input type="checkbox"/> | 226 | Customer |
| Customer | <input type="checkbox"/> | 227 | Customer |
| Customer | <input type="checkbox"/> | 228 | Customer |
| Customer | <input type="checkbox"/> | 229 | Customer |
| Customer | <input type="checkbox"/> | 230 | Customer |
| Customer | <input type="checkbox"/> | 231 | Customer |
| Customer | <input type="checkbox"/> | 232 | Customer |
| Customer | <input type="checkbox"/> | 233 | Customer |
| Customer | <input type="checkbox"/> | 234 | Customer |
| Customer | <input type="checkbox"/> | 235 | Customer |
| Customer | <input type="checkbox"/> | 236 | Customer |
| Customer | <input type="checkbox"/> | 237 | Customer |
| Customer | <input type="checkbox"/> | 238 | Customer |
| Customer | <input type="checkbox"/> | 239 | Customer |
| Customer | <input type="checkbox"/> | 240 | Customer |
| Customer | <input type="checkbox"/> | 241 | Customer |
| Customer | <input type="checkbox"/> | 242 | Customer |
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| Customer | <input type="checkbox"/> | 244 | Customer |
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| Customer | <input type="checkbox"/> | 252 | Customer |
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| Customer | <input type="checkbox"/> | 263 | Customer |
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| Customer | <input type="checkbox"/> | 267 | Customer |
| Customer | <input type="checkbox"/> | 268 | Customer |
| Customer | <input type="checkbox"/> | 269 | Customer |
| Customer | <input type="checkbox"/> | 270 | Customer |
| Customer | <input type="checkbox"/> | 271 | Customer |
| Customer | <input type="checkbox"/> | 272 | Customer |
| Customer | <input type="checkbox"/> | 273 | Customer |
| Customer | <input type="checkbox"/> | 274 | Customer |
| Customer | <input type="checkbox"/> | 275 | Customer |
| Customer | <input type="checkbox"/> | 276 | Customer |
| Customer | <input type="checkbox"/> | 277 | Customer |
| Customer | <input type="checkbox"/> | 278 | Customer |
| Customer | <input type="checkbox"/> | 279 | Customer |
| Customer | <input type="checkbox"/> | 280 | Customer |
| Customer | <input type="checkbox"/> | 281 | Customer |
| Customer | <input type="checkbox"/> | 282 | Customer |
| Customer | <input type="checkbox"/> | 283 | Customer |
| Customer | <input type="checkbox"/> | 284 | Customer |
| Customer | <input type="checkbox"/> | 285 | Customer |
| Customer | <input type="checkbox"/> | 286 | Customer |
| Customer | <input type="checkbox"/> | 287 | Customer |
| Customer | <input type="checkbox"/> | 288 | Customer |
| Customer | <input type="checkbox"/> | 289 | Customer |
| Customer | <input type="checkbox"/> | 290 | Customer |
| Customer | <input type="checkbox"/> | 291 | Customer |
| Customer | | | |

8.2 Budget and Benchmark Data

Figure 8-7 Budget and Benchmark Data Screen

User can set Budget & Benchmark data for the simulation process. Budget & Benchmark data can be updated into system either from screen or through upload functionality.

8.2.1 Screen (Grid Budget Data):

| | Region | Business Unit | Company Name | Company ID | Category Code | Category Name | Currency | Year | Month | Sales Budget (Value) | Sales Budget (COGS) | Promo Sales % Objective | New Items Sales % Objective |
|--------------------------|---------------------|---------------|--------------------------|------------|---------------|---------------|----------|--------|--------|----------------------|---------------------|-------------------------|-----------------------------|
| <input type="checkbox"/> | R1 - Europe, Africa | Europe | Dufry Basel-Mulhouse WTB | 10 | Tobacco | CHF | 2015 | 201501 | 520.70 | 123.45 | 15.00 | 15.00 | 10.00 |
| <input type="checkbox"/> | R1 - Europe, Africa | Europe | Dufry Basel-Mulhouse WTB | 10 | Tobacco | CHF | 2015 | 201502 | 780.45 | 5467.56 | 15.00 | 15.00 | 10.00 |
| <input type="checkbox"/> | R1 - Europe, Africa | Europe | Dufry Basel-Mulhouse WTB | 10 | Tobacco | CHF | 2015 | 201503 | 344.67 | 5644.67 | 15.00 | 15.00 | 10.00 |

Figure 8-8 Grid Budget Data

| Sales Budget (Value) | Sales Budget (COGS) | Promo Sales % Objective | New Items Sales % Objective | Sales budget vs sales Tolerance Min | Sales budget vs sales Tolerance Max |
|----------------------|---------------------|-------------------------|-----------------------------|-------------------------------------|-------------------------------------|
| 520.70 | 123.45 | 15.00 | 10.00 | 5.00 | 10.00 |
| 780.45 | 5467.56 | 15.00 | 10.00 | 5.00 | 10.00 |
| 344.67 | 5644.67 | 15.00 | 10.00 | 5.00 | 10.00 |

Figure 8-9 Budget and Benchmark Data

User can select required company / companies along with other filter criteria to set Budget & Benchmark data; user will be able to update Sales Budget (Value, COGS), Sales % Objective, and Sales budget vs Min & Max Tolerance.

User can delete the row(s) for which he/she does not want to update Budget & Benchmark data.

These deleted records still exist in the system, but will not be considered for setting Budget & Benchmark data for that event. Next time when user selects the same filters and click **Generate Budget Data**, previously deleted records will be visible with old data.

8.2.2 Upload Functionality

The screenshot shows the application's navigation bar with tabs: Home, Promotion Management, Advertising Management, Promotion Reports, **Promotion Simulation**, Brand Ambassadors, and Configuration. Below this is a sub-navigation bar with tabs: Income Management, Promotion Simulation Tool, Budget and Benchmark Data, Summary Report-Dashboard, and Simulation Status. A search bar labeled 'Search By Filter' is present. Under the filter section, there are dropdowns for Completion Status (All), Company (A. Cabo Verde SA, A. Italia Srl), Year (2019, 2020), Division (Division 1: Southern Europe and Africa, Division 2: UK and Central Europe), Category (Tobacco, Alcoholic Beverages), and Month (201901, 201902). At the bottom right of the filter area are three buttons: 'Upload Target Budget', 'Generate Budget Data', and 'Export To Excel'.

Figure 8-10 Export to Excel

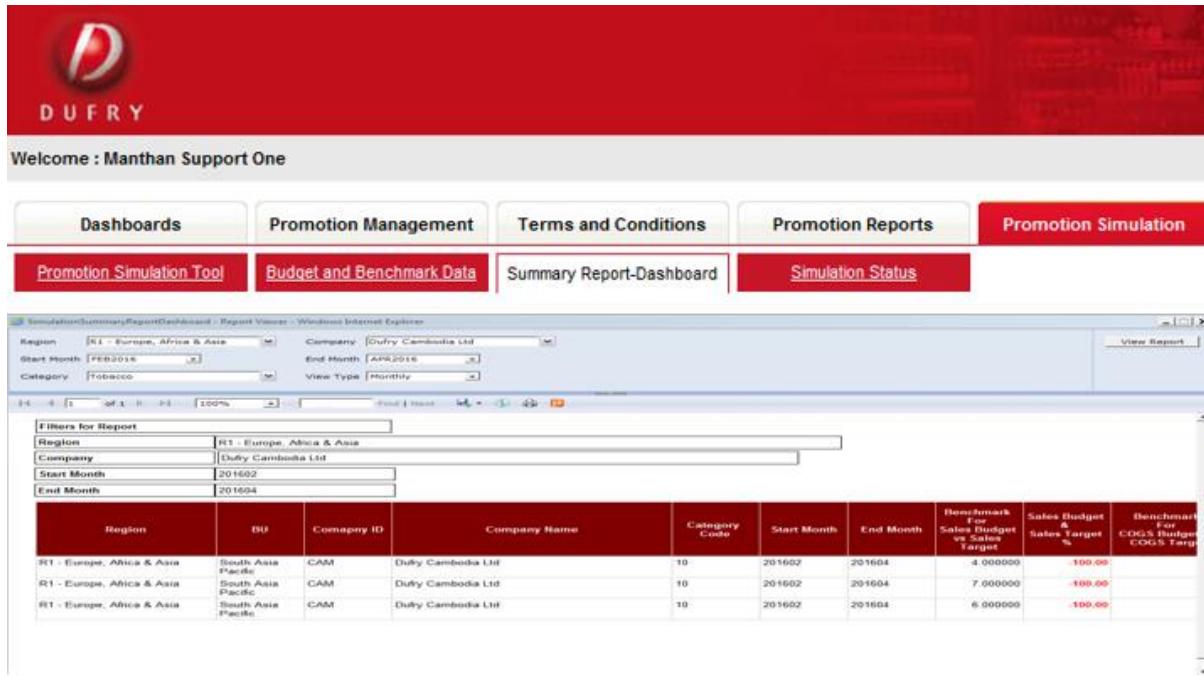
The Excel spreadsheet has a header row with columns: Sales Budget (Value), Sales Budget (COGS), Promo Sales % Objective, New Items Sales % Objective, Sales budget vs sales Tolerance, and Sales budget vs sales Tolerance Max. Below this are three data rows:

| | Sales Budget (Value) | Sales Budget (COGS) | Promo Sales % Objective | New Items Sales % Objective | Sales budget vs sales Tolerance | Sales budget vs sales Tolerance Max |
|---|----------------------|---------------------|-------------------------|-----------------------------|---------------------------------|-------------------------------------|
| 2 | 500,70 | 123,45 | 15,00 | 10,00 | 5,00 | 10,00 |
| 3 | 780,45 | 5467,56 | 15,00 | 10,00 | 5,00 | 10,00 |
| 4 | 344,67 | 5644,67 | 15,00 | 10,00 | 5,00 | 10,00 |

Figure 8-11 Budget and Benchmark Data Excel Template

User can export and update Budget and Benchmark Data using Export To Excel functionality, using **Upload Target Budget** button modified data can be uploaded to system.

8.3 Summary Report Dashboard



| Region | BU | Company ID | Company Name | Category Code | Start Month | End Month | Benchmark For Sales Budget vs Sales Target | Sales Budget Sales Target % | Benchmark For COGS Budget vs COGS Target |
|----------------------------|--------------------|------------|--------------------|---------------|-------------|-----------|--|-----------------------------|--|
| R1 - Europe, Africa & Asia | South Asia Pacific | CAM | Dufry Cambodia Ltd | 10 | 201602 | 201604 | 4.000000 | 100.00 | |
| R1 - Europe, Africa & Asia | South Asia Pacific | CAM | Dufry Cambodia Ltd | 10 | 201602 | 201604 | 7.000000 | 100.00 | |
| R1 - Europe, Africa & Asia | South Asia Pacific | CAM | Dufry Cambodia Ltd | 10 | 201602 | 201604 | 6.000000 | 100.00 | |

Figure 8-12 Summary Report Dashboard

Report **Summary Report Dashboard** is provided.

User will be able to generate Dashboard report of simulation data. User can just click on the tab to open a report window where user can select required filters to generate report.

8.4 Simulation Status

| Global Item code | Local Item Code | GMMD code (DC item code) | Global Item Description | ABC Item Type | Promotion ID | Manufacturer name | Price |
|------------------|-----------------|--------------------------|--|---------------|-----------------|--|----------------|
| TO00000029 | 10005 | 38597 | DAVIDOFF GOLD LIGHTS KS FI BOX 200 | B-B-B | ADVPR2015312816 | Imperial Tobacco, UK / Reemtsma, Germany | Liquidation Pn |
| TO000002102 | 214926 | 156850 | NATURAL AMERICAN SPIRIT ORANGE EXTRA LIGHTS KS FI SOFT 200 | | ADVPR2015274091 | Santa Fe Natural Tobacco Company, USA | Multi Unit Pro |
| TO000002100 | 214924 | 156848 | NATURAL AMERICAN SPIRIT BLUE FF KS FI SOFT 200 | | ADVPR2015274091 | Santa Fe Natural Tobacco Company, USA | Multi Unit Pro |
| TO000002101 | 214925 | 156849 | NATURAL AMERICAN SPIRIT YELLOW LIGHTS KS FI SOFT 200 | | ADVPR2015274091 | Santa Fe Natural Tobacco Company, USA | Multi Unit Pro |

Figure 8-13 Simulation Status

- Report **Simulation Status** is provided.
- User will be able to generate simulation status for any company. User can just click on the tab to open a report window where user can select required filters to generate status report.
-

8.5 Simulation BEC Report

In the Promotion Simulation Tab users are able to generate a report including the Draft promotions with unmatched items in the simulation to be presented in BEC (Internal Dufry meeting). To obtain the report, use the following steps:

1. Select Unmatched Items from Simulation Status drop-down.
2. Select all other search criteria as needed.
3. Click on **Export to Excel** button.

Figure 8-14 Export to Excel

A download pop-up will be generated and you can Open or Save the exported file.



Figure 8-15 Pop-up

The exported file will have the following details:

- 1. Search Criteria**
- 2. Promotion Details - Global Item Code, Local Item code, DC Item, Global Item Description, ABC Item type, Promotion ID, Company, Manufacturer, Promo Type, Promotion MechanicCustomDescription, Promotion Mechanism Description, Promotion Discount, Promotion Start Date, Promotion End Date, Promotional Sales Target (Units), Retail price, COGS, Promotional Sales Target (Value), Promotional Sales Target (COGS), Cogs / Unit, Sales Price/Unit (Base Unit of Measure) (% Value).**

| Category | Food & Confectionery | | | | | | | | | | | |
|---------------------------|----------------------|------------------------------|-----------------|-------------------------|---------------------------|------------------|-------------------------------------|---------------------------------|--------------------|----------------------|--------------------|----------------------------------|
| Promotion Start Date | Nov-2017 | | | | | | | | | | | |
| Promotion End Date | Feb-2018 | | | | | | | | | | | |
| Currency | EUR | | | | | | | | | | | |
| Duplicate Item Resolution | No | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Global Item Code | DC Item | Global Item Description | Promotion ID | Company | Manufacturer | Promo Type | Promotion MechanicCustomDescription | Promotion Mechanism Description | Promotion Discount | Promotion Start Date | Promotion End Date | Promotional Sales Target (Units) |
| 100450 | | KINDER MAGISPORT T6X7 7/120G | ADVPB2016393457 | Dufry Basel-Mulhouse AG | Ferrero, Germany | Global Promotion | Save 20% OFF | 20.00 | 20171201 | 20180210 | 0 | 0 |
| -10064 | | GENERIC - 30 - GOLIA | ADVPB2016393457 | Dufry Basel-Mulhouse AG | Perfetti Van Melle, Italy | Global Promotion | Save 20% OFF | 20.00 | 20171201 | 20180210 | 0 | 0 |

Figure 8-16 Excel Spreadsheet Exported

9 Brand Ambassadors

The Brand Ambassadors module provides a facility to record the direct revenue and cost generated by Brand Ambassadors.

The module contains 2 subfunctions:

- Search BA
- Upload BA

The Functionality of each of these will be described in the sections below.

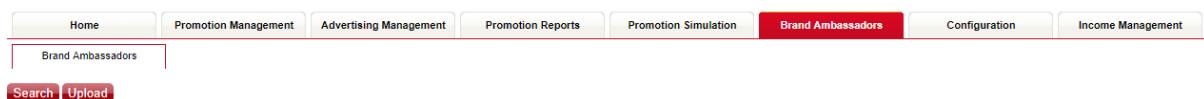


Figure 9-1 Brand Ambassadors Tracking Section

9.1 Search BA

In order to search for an already BA go to the BA Search Section and click on the **Search** button. The BA Search windows will appear.

In this window, you have two ways to search for invoices:

- Search by Invoice Number
- Search by Filters

Each of this will be described in the sections below.

9.1.1 Search by BA ID

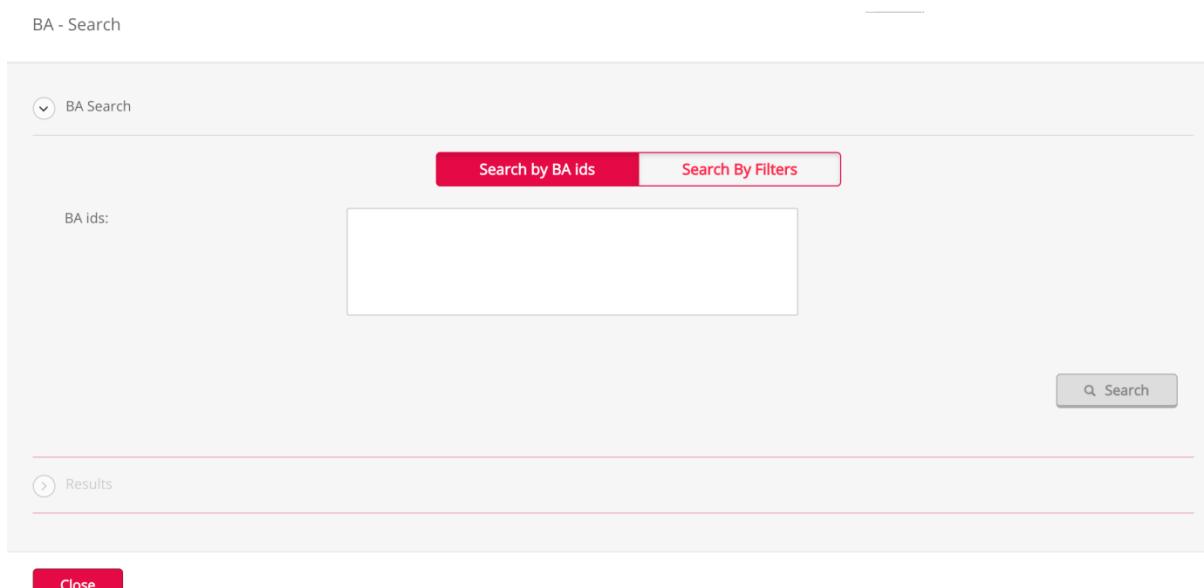


Figure 9-2 Search window – Search by BA ID

In order to run a search by the BA id, you must go through the following steps:

1. Insert in the text field the BA ids that you are searching for.
2. Click on the button to run the search.
3. You will see the output in the **Results** section.

9.1.2 Search by Filters

BA - Search

BA Search

Search by BA ids **Search By Filters**

- + Category 1 Category Selected
- + Companies 1 Companies Selected
- Global View** **Local View**
- + Global Manufacturer 1 Global Manufacturer Selected
- + Global Brand 1 Global Brand Selected
- + Shop 10 Shop Selected
- + Status 1 Status Selected

| | | | |
|------------------------------|--|---------------|--|
| Legal Entity Of Manufacturer | | Other Partner | |
|------------------------------|--|---------------|--|

Period From: 2018/11/01

Period To: 2018/12/31

Results

Close

Figure 9-3 Search window – Search by Filters

In order to run a search by filters, you must go through the following steps:

In the Search windows, make sure that you are in the right section by clicking on the **Search By Filters** button.

Companies – expand this section using the button and select a company from the dropdown list.

Global/Local View select which manufacturers will be include in the drop-down. The options are: Global and Local.

Manufacturer – expand this section using the  button and select a manufacturer from the dropdown list.

Brand – expand this section using the  button and select a brand from the dropdown list.

Shop – expand this section using the  button and select a status from the dropdown list.

Status – expand this section using the  button and select the status of the invoices you are searching for. The options are Active and Cancelled.

Legal Entity of Manufacturer/Other Partner – insert text

Start Date – click on  the button in order to open the calendar and select a start date for the BAs that you are searching for.

End Date – click on the  button in order to open the calendar and select an end date for the BAs that you are searching for.

Click on the  **Search** button to run the search and you will see the output in the [Results](#) section.

9.1.3 Results – Export to Excel

In order to save your Search Results to an Excel File, run you search by either BA ids or by filter, as detailed in the previos sections, and then click on the  **Export Excel** button.

9.1.4 Results Grid

After you have run your search, in either *Search by BA Ids* or *Search by Filter* sections, the Results Grid will expand with the search output.

| Filter... | | | | | | | |
|---|------------|--|--------|-----------------------|--------------------|------------------------|--------------|
| | ID | Company | View | Global Manufacturer | Local Manufacturer | Legal Entity of Man... | OtherPartner |
| <input checked="" type="checkbox"/> | BA20180... | The Nuance Group (DE) | Global | A.L.Simpkin & Co., UK | | ttes | SII |
| | | | | | | | |
| <input type="button" value="Deselect all"/> | | <input type="button" value="Clear selection"/> | | Results 1 items | | | |
| <input type="button" value="Cancel"/> | | <input type="button" value="Download"/> | | | | | |

Figure 9-4 BA – Search Results

At this stage, you have the following options available:

- Click on the **Cancel** button to cancel selected BAs. The Cancel button will be available when 1 or more BAs are selected.

Only BAs that are Pending can be cancelled. When clicking on the Cancel button, if any of the selected BAs is not Pending, an error message will appear.

However, if all the selected invoices are Pending, a confirmation dialog will appear:

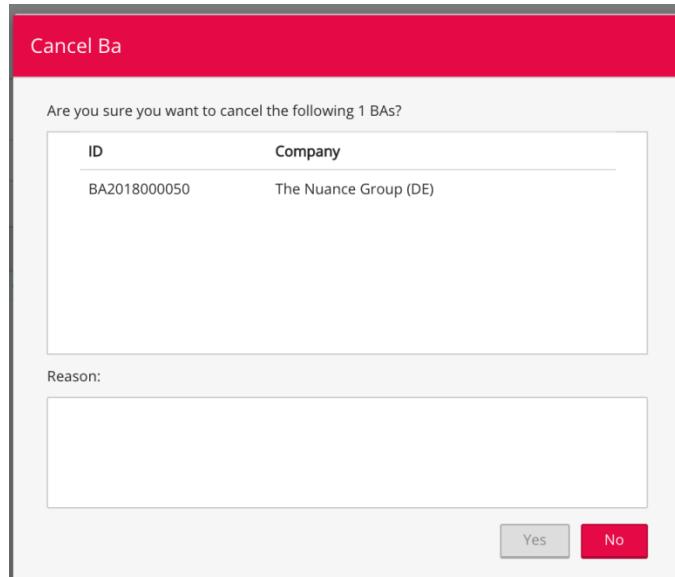


Figure 9-5 Cancel BA

Finally, in order to cancel the BAs, type the **reason** for the cancellation (this field is required) and click on the **Yes** button. The BAs will be cancelled and a result message will appear.

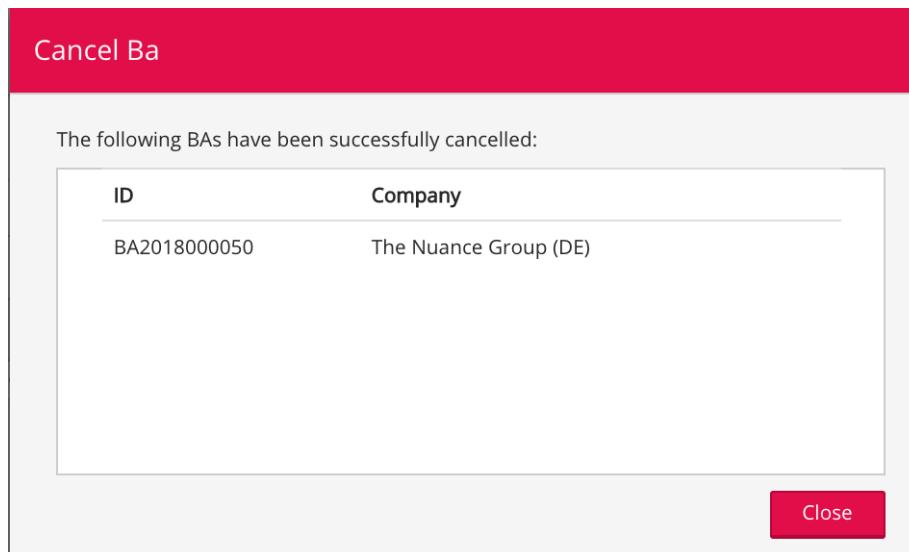


Figure 9-6 BA – Bulk Cancellation Result

Press on the **Close** button to close the message. The results grid will be updated.

9.2 Upload BA

Another useful way to create new BAs is to upload an Excel Template. You can access the Upload BA screen by clicking on the **Upload** button in the BA Upload section. The Bulk BA Upload window will be shown as seen in the following figure.

The screenshot shows the 'Bulk Invoice Upload' interface. At the top, there's a section for 'Upload Excel' with a file input field, a 'Browse' button, and an 'Upload' button. Below this, a note says 'Please note that the uploaded file should be based on version v1.3 of the Excel file provided.' followed by a link to 'Download Template v1.3'. Underneath is a 'Upload History' section with a table. The table has columns: Date (sorted), File Name, File Description, Valid Lines, and Invalid Lines. A 'Filter...' input field is at the top left of the table. The message 'No Rows To Show' is displayed below the table. At the bottom right of the main area are 'Refresh History' and 'View Upload Details' buttons.

Figure 9-7: Bulk BAs Upload screen

In order to upload BAs using this feature, the user must download the Excel Template provided by this screen, fill in the required fields in the specified spreadsheets and then upload it using this screen. All this steps will be detailed further in the following sections.

9.2.1 Download Template

In the Bulk Invoice Upload screen, described earlier, click on the [Download Template](#) button in order to download the latest version of Excel Template.

9.2.2 Fill in the Template

The template will contain 5 spreadsheets:

- **Business Rules** – short summary of columns and column definition;
- **Brand Ambassadors Excel Upload** – the spreadsheet that will contain the actual data;
- **Company** – a list of Company codes and descriptions;
- **Global manufacturer** – a list of Global Manufacturers codes and descriptions;
- **Local manufacturer** – a list of Local Manufacturers codes and descriptions.

9.2.3 Upload File

Click on the **Browse** button to select the Excel File you filled in;

Click on the **Upload** button to start the upload;

A new window will open where the Description will automatically take the text used as File Name. You can adjust this description as needed. After Description is filled in, you must click on the *Upload* button;

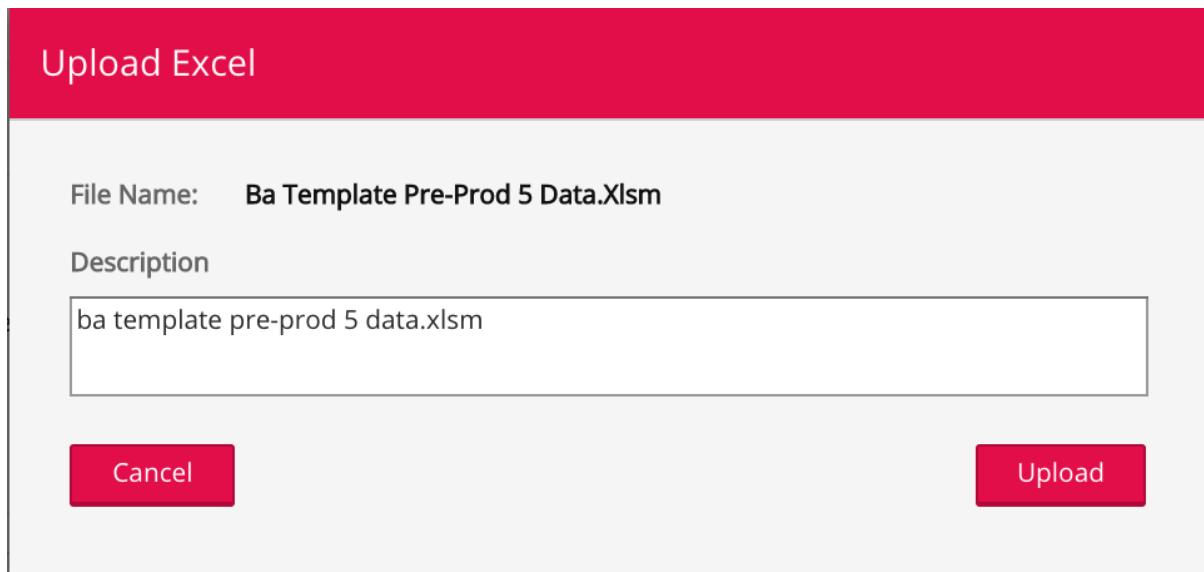


Figure 9-8: Upload Excel, edit file description

After clicking the *Upload* button, the window will show the upload Progress that has 2 types of indicators:

- a. Progress bar
- b. Step by Step progress indicator – here you will see the percentage of completion and status for each step. The possible statuses are:
 - Done (successfully completed);
 - Pending (not started);
 - Failed (an issue was found and the upload process was stopped).

Upload Excel

File Name: **Ba Template Pre-Prod 5 Data.Xlsm**

Description

ba template pre-prod 5 data.xlsm

| | | | | | | | | | | | | | | | |
|--|--|----------------------|-------------|---------------------------------|--|-----------------------------|--------------|----------------------------------|--------------|-------------------------------------|--------------|-----------------------------|--------------|--|--------------|
| Started at: 05:37 - 27/06/2018 | Elapsed Time: 00:00:04 | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="flex-grow: 1; border-bottom: 2px solid red;"></div> <div style="text-align: right; border-bottom: 2px solid red;"></div> </div> | | | | | | | | | | | | | | | |
| <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Uploading excel file</td> <td style="width: 90%; text-align: right;">Done (100%)</td> </tr> <tr> <td>Validating excel file structure</td> <td style="text-align: right;"> In progress (0%)</td> </tr> <tr> <td>Create upload history entry</td> <td style="text-align: right;">Pending (0%)</td> </tr> <tr> <td>Reading data from the excel file</td> <td style="text-align: right;">Pending (0%)</td> </tr> <tr> <td>Validating data from the excel file</td> <td style="text-align: right;">Pending (0%)</td> </tr> <tr> <td>Processing valid excel rows</td> <td style="text-align: right;">Pending (0%)</td> </tr> <tr> <td>Update excel history (valid/invalid lines)</td> <td style="text-align: right;">Pending (0%)</td> </tr> </table> | | Uploading excel file | Done (100%) | Validating excel file structure |  In progress (0%) | Create upload history entry | Pending (0%) | Reading data from the excel file | Pending (0%) | Validating data from the excel file | Pending (0%) | Processing valid excel rows | Pending (0%) | Update excel history (valid/invalid lines) | Pending (0%) |
| Uploading excel file | Done (100%) | | | | | | | | | | | | | | |
| Validating excel file structure |  In progress (0%) | | | | | | | | | | | | | | |
| Create upload history entry | Pending (0%) | | | | | | | | | | | | | | |
| Reading data from the excel file | Pending (0%) | | | | | | | | | | | | | | |
| Validating data from the excel file | Pending (0%) | | | | | | | | | | | | | | |
| Processing valid excel rows | Pending (0%) | | | | | | | | | | | | | | |
| Update excel history (valid/invalid lines) | Pending (0%) | | | | | | | | | | | | | | |

Cancel
View Report

Figure 9-9: Upload Excel, progress window

9.2.4 Details on Failed Upload Step

Below you can see a mapping between the “Failed” status on each Step and possible causes:

| Step | Description | Status | Possible Cause | Example |
|---------------------------|--|--------|---|--|
| Uploading File | Transfers file in the database | Failed | Internet connection fails or User Session Expired | N/A |
| Validating the excel file | Validates the excel version and excel header | Failed | Version is not correct or the excel header has been altered | A column is missing or the column header has been altered / deleted. |
| Saving Input Data | Saves the File Parameters | Failed | Internet connection fails or User Session Expired | N/A |
| Extracting the excel data | Reading data inserted by the User | Failed | At least one cell is not having the right type of | In Bonus column you have a text input (instead of number) |

| | | | | |
|---------------------------|--|--------|---|---|
| | | | data (for example it has a formula) | |
| Validating the excel data | Verifies that all mandatory data is there and that the input is meeting all conditions | Failed | After the validation, there was no eligible row to continue with Promo Creation | All rows had at least one missing mandatory field or inconsistencies (invalid start and end date). None of the rows had valid location input (Ex: company code). |
| Multiplying Excel Rows | IMultiplies the rows for each Shop existent in the selection | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Advertising Term | Saves all information into the database | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Output Data | Writes all information back into the excel file | Failed | Internet connection fails our User Session Expired | N/A |

If one step of the Upload Process has failed, you need to check and correct your file based on the above information for the failed step. Once the file has been adjusted, you can redo the upload action.

[View Report](#)

If all steps of the Upload Process are successful, then the [View Report](#) button will become active and a new window will appear, as can be seen in the following figure. This allows the user to see the BA details and download the validated excel.

Invoice Bulk Upload

| Filter... | | | | | | |
|--------------------------|-------------------------|---------------------------|----------------|--------------------------|----------------------------|--------|
| System... | Letter Header Company | Income Allocation Company | Invoice Number | Legal Entity of Vendor | Global Manufacturer | Loc... |
| <input type="checkbox"/> | Dufry Basel-Mulhouse AG | Dufry Basel-Mulhouse AG | 123987 | British-American Tobacco | British Columbia Liquor... | |
| | | | | | | |

Select All
 Deselect All

[Close](#)
[Download](#)
[Edit Invoice](#)

Figure 9-10: Excel Upload, View Report window

9.3 BA view details

To open the BA view details screen click on the BA id (in the result row). All info about BA will be present.

Brand Ambassador Detail View

| ID | Status | |
|--------------|--------|--|
| BA2018000050 | Active | |

| Company | Shop | Manufacturer | Legal Entity of Manufacturer | Brand | BA FTE | BA Period | Year | Quarter/Month | Total BA Cost | Currency |
|-----------------------|--------------------------|-----------------------|------------------------------|----------|--------|-----------|------|---------------|---------------|----------|
| The Nuance Group (DE) | Paul & Shark / Olymp HAM | A.L.Simpkin & Co., UK | ttes | SIMPKINS | 5 | QUARTER | 2017 | Q3 | 663 | BBD |

| Entity | Entity name | Allocation | Amount | Invoice Frequency | Billing Currency | Billing Amount | Amount Per Invoice | Type Of Document |
|---------------|-----------------------|------------|--------|-------------------|------------------|----------------|--------------------|------------------|
| Manufacturer | A.L.Simpkin & Co., UK | 50 | 331.5 | YEARLY | AMD | 79660.04 | 318640.16 | Credit Note |
| Other partner | | | 0 | | | | | |
| Dufry | Dufry | 50 | 331.5 | - | - | - | - | - |

| Comments |
|-----------------------|
| no comments specified |

| Activity log | Created by | Created date | Updated by | Updated date |
|--------------|------------|--------------|------------|--------------|
| | t-aletum | 2018/06/08 | t-aletum | 2018/06/08 |

[Close](#)

Figure 9-11 View BA Details

10 Configuration

10.1 Cluster functionality

The user is able to define clusters, using a separate page created for this purpose. In the legacy application, a new tab is available: "Configuration"

The user is allowed to do management of the Clusters based on the User Rights:

- View Clusters
- Add a new Cluster
- Copy from
- Edit
- Delete

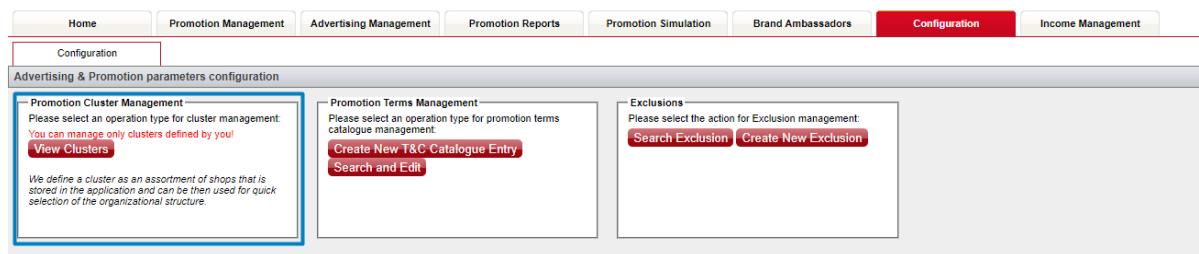


Figure 10-1 Configuration Tab

10.1.1 View Clusters

The screenshot shows the 'Cluster Management - View Cluster' interface. At the top, there is a filter bar labeled 'Filter...'. Below it is a table with columns: Id, Cluster Name, Category, Description, and Used for invoicing. The table contains 15 rows of data. A detailed view for 'Hellenic Consolidated' is expanded, showing its category (Food & Confectionery), divisions (Division 1: Southern Europe and Africa), company (Hellenic Distributions, Hellenic Duty Free Shops), back office locations (Rhodes Port Stores, Thessaloniki Staff Shop, Achailos Other Airports, Rhodes Staff Shop, Aktio Other Airports, Kalamata Other Airports), and description (30 Hellenic Consolidated). To the right of this detail view are dropdown menus for 'Shop Channel' (Clearance/ Staff Shops, Airport Shop, Wholesale, Border Shop, NA, Clearance/ Staff Shops), 'Shop Transit Type' (Departure/Arrival, Arrival, Departure, Border Shop/Downtown, Not Applicable), and 'Shops' (Rhodes Port [37], RHO Staff Rhodes [87], HER Staff Herakleion [89], SKG Staff Thessaloniki [82], Peiraeus Port A [29], Peiraeus Port B [84]). At the bottom of the screen are buttons for Close, Delete, Copy From, Edit, and Add New Cluster.

Figure 10-2 View Clusters

10.1.2 Create Clusters

For creating a new cluster, the user can access the Cluster Management Screen and use the following steps:

1. Select “Add new cluster” button which can be found in the bottom right corner of the screen:

The screenshot shows the 'Cluster Management - Add Cluster' screen. It features a list of existing clusters at the top, followed by a form for entering new cluster information. At the bottom are buttons for Close, Delete, Copy From, Edit, and Add New Cluster. The 'Add New Cluster' button is highlighted with a blue border.

Figure 10-3 Create Clusters

2. A new screen “Cluster Management – Add Cluster” will open.
3. The user must use the filters to customize the cluster information. The cluster definition page includes the following:
 - Category
 - Division (multiple select)
 - Company (multiple select)
 - Back Office
 - Channel

- Transit type
- Shop

Cluster Management - Add Cluster

| | | |
|---------------------------------------|--|--|
| Name | <input type="text"/> | <input type="checkbox"/> Used for invoicing <small>?</small> |
| Description | <input type="text"/> | |
| Category | No Category Selected | |
| Divisions | 0 Divisions Selected | |
| Companies | 0 Companies Selected | |
| Back Offices | 0 Back Offices Selected | |
| Shop Channels | 0 Shop Channels Selected | |
| Shop Transit Types | 0 Shop Transit Types Selected | |
| Shops | 0 Shops Selected | |
| <input type="button" value="Cancel"/> | <small>Cluster name is mandatory</small> | |

Figure 10-4 Add Clusters

4. Press “Save” button.
5. A pop-up will appear to inform about the cluster creation.

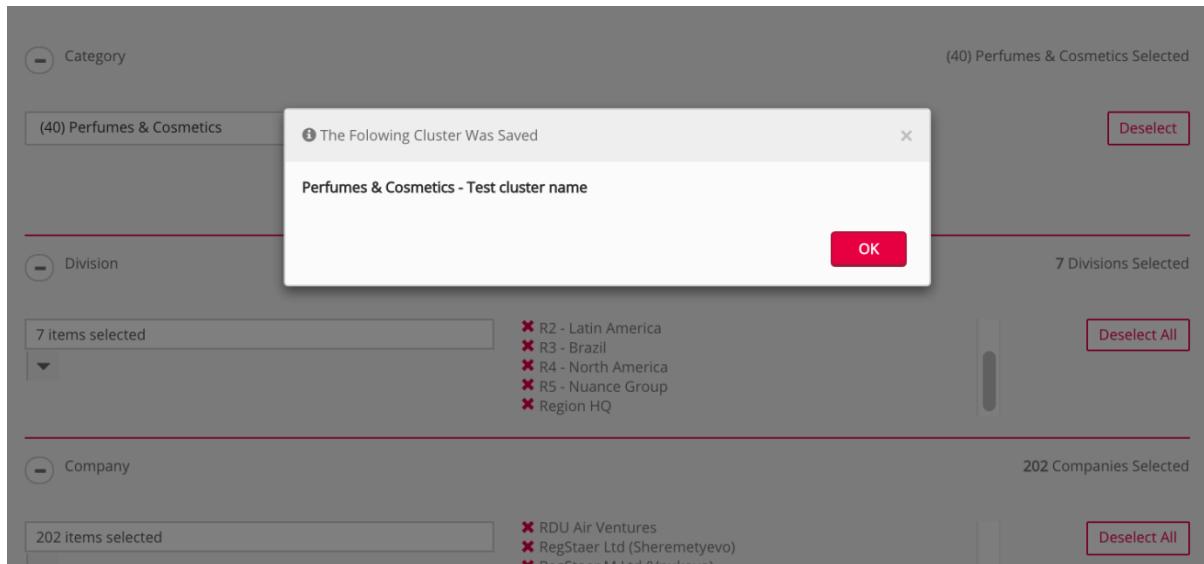


Figure 10-5 Cluster Creation

10.1.3 Edit Clusters

The user can edit a cluster using the following steps:

1. Select a Cluster either by clicking on one line or by using the filter bar.

Edit

2. Press **Edit** button.

3. A new screen opens, allowing you to edit the selected cluster.

Save

4. Make the cluster changes and press **Save** button.

5. When the data is saved, the application presents you with a relevant message informing about the status of the operation.

10.1.4 Delete Cluster

1. A cluster can be deleted using the following steps:

2. Go to Cluster Management.

3. Select the cluster which will be deleted.

Delete

4. Press **Delete** button.

5. In the confirmation pop-up, click **Yes**.

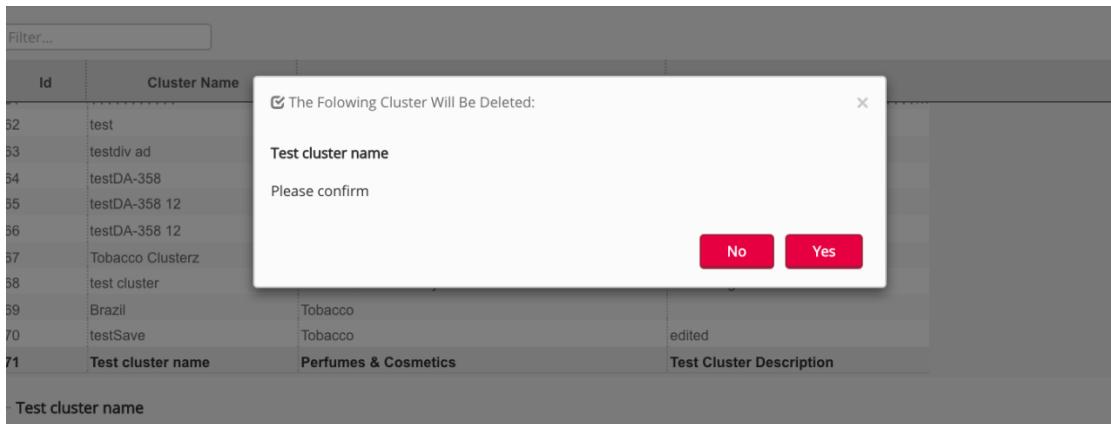


Figure 10-6 Delete Cluster

10.1.5 Using Clusters in the application

In the section that use the cluster, you can select the cluster. This will populate the organizational structure selection.

The cluster itself will not be kept as a reference for any entities created using the cluster, it will just help with quick selection of the organizational structure.

When cluster is selected, the corresponding values defined in the cluster for: Division, Company, Back Office, Transit Type, Category, Shops will be auto populated with values defined at cluster level.

Only one cluster can be selected.

10.2 Promotion Terms Catalogue

When creating a promotion, promo terms can be auto created for all types of promotions with the help of the Promotion Terms Catalogue. To access the Catalogue, you must login in the application and click on the “Configuration” tab. Here you will find the “Promotion terms management” section.

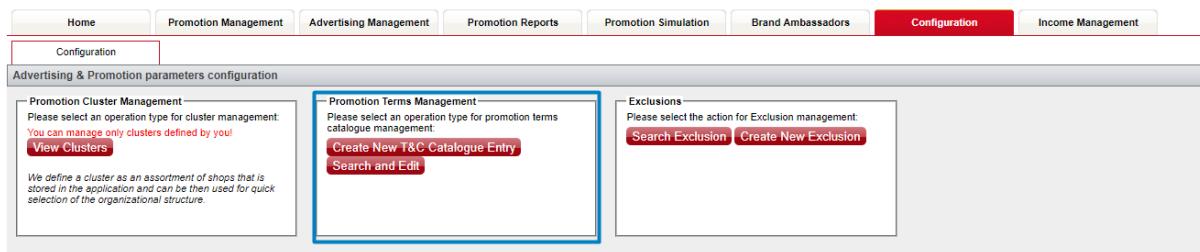


Figure 10-7 - Access Terms Catalogue

10.2.1 Search Catalogue

By Clicking on “**Search and Edit**”, you can search for existing catalogues based on various filters. Two types of searches are available: “Search by Filters” and “Search by ID”. Each Terms Catalogue has an

unique ID associated, in the format PCyyyyXXXXXX (where yyyy is the current year, e.g. PC2016000003).

Search by ID

To search by catalogue ID, you must press on the ‘**Search by ID**’ tab. One catalogue ID must be entered on each row. Additionally, you can filter by Classification (Local, Global or both). For users with Local Classification, only Local catalogues are available.

Figure 10-8 - Search Catalogue by ID

Search by Filters

To search by filters, you must be on the ‘**Search by Filters**’ tab. The following filters are mandatory for selection (any other search criteria is optional).

- Division
- Company
- Category

Figure 10-9 - Search Catalogue by Filters

Results

You can display the search results in the application, by clicking the **Search** button, or you can export the search results directly in excel, using the **Export to Excel** button. *Important: the “Export to Excel” doesn’t export the grid, it exports the catalogues that match the selected search criteria!*

After pressing the Search button, a search is performed, and the Results section is automatically expanded when the search results are ready.

From the Search results grid, the following actions are available: View, Edit, Copy From and Deactivate.

| Catalogue Id | Name | Companies | Promotion Types | Categories | Manufacturers |
|--------------|----------------------|---------------------------------------|-------------------------------------|------------|----------------------------------|
| PC2017000048 | Diageo Div1 & 2 ... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Global Promotion;Multi Unit Pro... | ALC | Diageo, UK |
| PC2017000075 | Pernod Ricard 50... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | Pernod Ricard Gulf, UK;Perno... |
| PC2017000078 | Bacardi 50/50 US... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | Bacardi Martini, Bermuda |
| PC2017000080 | Beam Global 50/... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | Beam Global Spirits & Wine, U... |
| PC2017000081 | Brown Forman 5... | A. Cabo Verde SA;A. Italia Srl;ADF... | Break The Barrier;Global Promoti... | ALC | A&E Wines, UAE;Brown-Form... |
| PC2017000083 | Campari 50/50 U... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | Campari International, Italy |
| PC2017000085 | CLS Remy Cointr... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | CLS Remy Cointreau, France |
| PC2017000087 | LVMH, CEDC, The... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | CEDC International, Poland;D... |
| PC2017000089 | Waldemar 2/3 RS... | ADF Shops CJSC:Dufry & G.T.D.C. ... | Break The Barrier;Global Promoti... | ALC | Waldemar Behn, Germany |
| PC2017000090 | Rouste Trading 50... | A. Cabo Verde SA;A. Italia Srl;ADF... | Break The Barrier;Global Promoti... | ALC | Rouste Trading, Bermuda |

Figure 10-10 - Terms Catalogue: Search Results

10.2.2 View Terms Catalogue

To access this section, you must perform a Terms Catalogue search, then click directly on a Terms Catalogue ID in the search results grid, or click the “View” button (a single catalogue must be selected).

A new page will open, which allows you to see the details of the catalogue, including a Change History section, which contains all the changes that were done to his catalogue, and the author(s) of each change.

View Catalogue PC2017000080

Term Catalogue Details

| | | | |
|----------------|---|-----------------|--|
| Catalogue Id | PC2017000080 | Name | Beam Global 50/50 USD, Div 1,2 y 3 (Sharja) |
| Category | (20) Alcoholic Beverages | Promotion Types | Global Promotion Single Unit Promotion Multi Unit Promotion Break The Barrier |
| Divisions | Division 1: Southern Europe and Africa Division 2: UK, Central and Eastern Europe Division 3: Asia, Middle East and Australia | Manufacturers | Beam Global Spirits & Wine, USA |
| Companies | ADF Shops CJSC Dufry Duty Free Nigeria Ltd Dufry Moscow Sheremetyevo Dufry & G.T.D.C. Ltd. | | |
| Classification | Global | | |
| Status | Active | | |

Billing Details

Supplier Terms

→ + Catalogue Change History

Figure 10-11 - View Terms Catalogue

10.2.3 Create Terms Catalogue

From the Configuration -> Promotion Terms Management section, click on “**Create New T&C Catalogue Entry**” button and a new window will open. Here you have the possibility to fill in all details related to a New Terms Catalogue. In the screen there are three sections which can be expanded or collapsed by using the + or – buttons.

From this screen, you have the options to:

- a) Click on “Close” button – return to View Terms Catalogue page;
- b) Click on “Save” button – save the Catalogue once all details are filled in;
- c)

Catalogue Term - Create

Term Catalogue Details

Billing Details

Supplier Terms

Close
Save

Figure 10-12 - Create term Catalogue

To save a New Catalogue, you must fill in all three sections with the needed details, as indicated below:

Term Catalogue Details

- a) Insert a Name for the New Catalogue that you are going to create. The system can also auto-generate the catalogue name, by pressing the “Auto Generate” button (this button is available after selecting Division, Company, Category and Manufacturer).

The screenshot shows a user interface for creating a new term catalogue. At the top left, there is a back arrow and the title "Term Catalogue Details". Below this, there is a section labeled "Name" with a placeholder "No Name". To the right of the input field is a button labeled "Auto Generate".

Figure 10-13 - Term Catalogue Name and Description

Select a Cluster to populate all cluster-related fields (Division, Company & Category). Changing any of the auto-populated fields will automatically deselect the cluster.

- b) Expand the Division section using the button and open the drop-down to select the needed divisions. You can make multiple selections by clicking on each check box or by clicking Check All button.
- c) Expand the Company section using the button and open the drop-down to select the needed companies. You can make multiple selections by clicking on each check box or by clicking Check All button.
- d) Select one or more Promotion Types;
- e) Select the needed Category for which you want to define the New Catalogue;
- f) Select the Level – by default the Terms Catalogue level is ‘Manufacturer (all brands)’. Creating a catalogue at Manufacturer level makes this catalogue applicable for any brands associated to the selected Manufacturer. By changing the level to ‘Brand’, a new section will become visible, and you can select specific brands for which this catalogue will be applied.

The screenshot shows a user interface for selecting catalogue levels. At the top left, there is a back arrow and the title "Level". Below this, there is a dropdown menu with "Brand" selected. To the right of the dropdown, it says "Brand Selected". Below the dropdown, there is a section for "Manufacturers" with "1 Manufacturers Selected" and a section for "Brands" with "0 Brands Selected". An orange arrow points to the "Brands" section.

Figure 10-14 - Term Catalogue Levels

Billing Details

- a) Select from the drop-down the needed Billing Currency;

- b) Select from the drop-down the needed Billing Type - the options are: New Invoice, No Invoice (Free Goods), No Invoice/Direct Deal, Off Invoice, Others;
- c) Select from the drop-down the needed Billing Period – the options are: End of Promotion, Annual , Periodic;

For the Catalogue Billing Period, the below definitions will apply:

1. End of Promotion – The Billing will be done on the date inserted as “End Date” for the Promotions;
2. Annual – The Billing will be done on the last day of each year;
3. Periodic
 - a. Monthly – The Billing will be done on the last day of each month;
 - b. Quarterly – The Billing will be done on the last day of each quarter;
 - c. Half Yearly – The Billing will be done at an interval of 6 months;

Note: Specific dates for each Billing Period can be further more customized when applying a Catalogue for a specific Promotion or when adding a New Term to a Newly Created Promotion.

Create Term Catalogue

+ Term Catalogue Details

- Billing Details

Billing Currency:

Billing Type:

Billing Period:

Billing Date:

+ Supplier Terms

Back
Save

Figure 10-15 - Term Catalogue Billing Details

Supplier Terms

Fill in the Supplier Terms section by adding Contribution Types with Quantity/Value Agreement and all necessary details into the grid.

Create Term Catalogue

Term Catalogue Details

Billing Details

Supplier Terms

Supplier Contribution Type: Sell Out - Retail Price Quantity/Value Agreement: Value per Unit

Units In: Sales UOM

For every X units sold to the end customer, the supplier contributes X USD.
Example: 100 units sold to the end customer = 1000 USD.

Add Term

Filter...

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In |
|----------------------------|--------------------------|-------|------------------|---------------|---------|----------|
| Loading... | | | | | | |

< >

Delete selected Delete all

Figure 10-16 - Term Catalogue Supplier Terms

Note: For details on how to fill in this information, please see section “Fill in Supplier Terms”.

To save the Promotion Terms, click the “Save” button at the bottom of the page:

Term Catalogue Details

Billing Details

Supplier Terms

Supplier Contribution Type: Fixed Quantity/Value Agreement: Fixed Amount

Income received as a Fixed amount.
Example: 7.000€ per space in store.

Filter...

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In |
|---|--------------------------|-------|------------------|---------------|---------|-----------|
| <input checked="" type="checkbox"/> Fixed | Fixed Amount | 2500 | 0 | 0 | | |
| <input type="checkbox"/> Sell Out - Retail Price | Value per Unit | 30 | 0 | 200 | | Sales UOM |
| <input type="checkbox"/> Sell Out - Retail vs. Promo Price Ba: % of difference between Regular and... | | 0 | 10 | 100 | | |

< >

Delete selected Delete all

Back

Save

Figure 10-17 - Save Catalogue

Once the save operation is completed, you will receive a confirmation message.

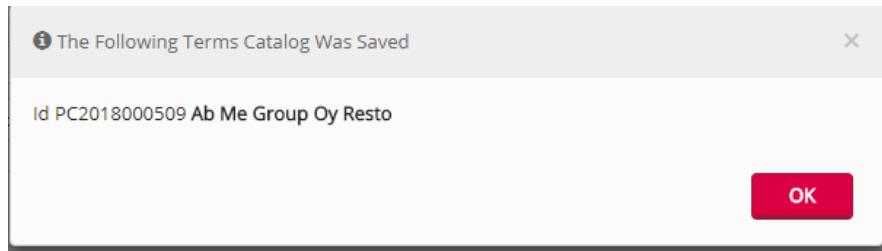


Figure 10-18 - Save Catalogue Confirmation

10.2.4 Fill in Supplier Terms – Contribution Types

- a) Select Supplier Contribution Type from the list:

The screenshot shows the "Supplier Terms" section. Under "Supplier Contribution Type", "Sell Out - Retail Price" is selected. Under "Quantity/Value Agreement", "Value per Unit" is selected. A dropdown menu titled "Fixed" lists several options: "Sell Out - % of Retail Sales Price", "Sell Out - % of Cost Price", "Sell Out - Retail vs. Promo Price Based", "Sell Out - Retail Price", and "Sell In - % of Purchase based". A red rectangular box highlights this dropdown menu. On the right, there is a red "Add Term" button.

Figure 10-19 - Contribution Type

- b) Select a Quantity/Value Agreement:

The screenshot shows the "Supplier Terms" section. Under "Supplier Contribution Type", "Sell Out - % of Retail Sales Price" is selected. Under "Quantity/Value Agreement", "% of Sell Out Quantity at Retail Price" is selected. A dropdown menu lists "% of total sales in retail price paid by the supplier - based on the quantity of units sold during the promotion or advertising period. Example: 3% of rebate from Sell Out at retail sales price per 100 units sold." A red rectangular box highlights this dropdown menu. On the right, there are two additional options: "% of Sell Out Quantity at Retail Price" and "% of Sell Out Value at Retail Price".

Figure 10-20 - Quantity/Value Agreement

- c) Select Units of Measurement if requested and click "Add Term" to add the selected Contribution Type into the grid:

- Supplier Terms

| | | | |
|--|-------------------------|---------------------------|----------------|
| Supplier Contribution Type: | Sell Out - Retail Price | Quantity/Value Agreement: | Value per Unit |
| Units In: | Sales UOM | | |
| For every X units sold to the end customer, the supplier contributes X USD. Example: 100 units sold to the end customer = 1000 USD. | | | |
| Add Term | | | |

Figure 10-21 - Add Term into the grid

- d) In the table fill in the needed numbers – these are highlighted into a darker gray for each line, compared to the cells that don't need to be filled in:

Filter...

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In |
|---|--------------------------|-------|------------------|---------------|---------|-----------|
| <input type="checkbox"/> Fixed | Fixed Amount | 2500 | 0 | 0 | | |
| <input type="checkbox"/> Sell Out - Retail Price | Value per Unit | 30 | 0 | 100 | | Sales UOM |
| <input type="checkbox"/> Sell Out - Retail vs. Promo Price Ba: % of difference between Regular and... | | 0 | 10 | 100 | | |

< >

Delete selected Delete all

Figure 10-22 - Values

To **edit** a supplier contribution added in the table, you can perform any actions on the cells right in the table.

Filter...

| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In |
|---|--------------------------|-------|------------------|---------------|---------|-----------|
| <input type="checkbox"/> Fixed | Fixed Amount | 2500 | 0 | 0 | | |
| <input checked="" type="checkbox"/> Sell Out - Retail Price | Value per Unit | 30 | 0 | 200 | | Sales UOM |
| <input type="checkbox"/> Sell Out - Retail vs. Promo Price Ba: % of difference between Regular and... | | 0 | 10 | 100 | | |

< >

Delete selected Delete all

Figure 10-23 - Edit Values

Note: There is one **restriction**- you are not allowed to add the same Supplier Contribution Type twice. If attempting to do that, the Add Terms button will not be available if you have a selection already existing in the grid.

Supplier Terms

| Supplier Contribution Type: | Fixed | Quantity/Value Agreement: | Fixed Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------|--------------------------------------|------------------|----------------------------|--------------------------|-----------|------------------|---------------|---------|----------|---|--------------|------|---|---|--|-----------|--|----------------|----|---|-----|--|--|---|---|----|-----|--|--|--|
| Income received as a Fixed amount. Example: 7.000€ per space in store. | | Add Terms button is not available | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text" value="Filter..."/> <table border="1"> <thead> <tr> <th>Supplier Contribution Term</th> <th>Quantity/Value Agreement</th> <th>Value</th> <th>Bonus Percentage</th> <th>Quantity From</th> <th>Remarks</th> <th>Units In</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Fixed</td> <td>Fixed Amount</td> <td>2500</td> <td>0</td> <td>0</td> <td></td> <td>Sales UOM</td> </tr> <tr> <td><input type="checkbox"/> Sell Out - Retail Price</td> <td>Value per Unit</td> <td>30</td> <td>0</td> <td>200</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sell Out - Retail vs. Promo Price Ba: % of difference between Regular and...</td> <td>0</td> <td>10</td> <td>100</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | | | Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In | <input checked="" type="checkbox"/> Fixed | Fixed Amount | 2500 | 0 | 0 | | Sales UOM | <input type="checkbox"/> Sell Out - Retail Price | Value per Unit | 30 | 0 | 200 | | | <input type="checkbox"/> Sell Out - Retail vs. Promo Price Ba: % of difference between Regular and... | 0 | 10 | 100 | | | |
| Supplier Contribution Term | Quantity/Value Agreement | Value | Bonus Percentage | Quantity From | Remarks | Units In | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> Fixed | Fixed Amount | 2500 | 0 | 0 | | Sales UOM | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sell Out - Retail Price | Value per Unit | 30 | 0 | 200 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Sell Out - Retail vs. Promo Price Ba: % of difference between Regular and... | 0 | 10 | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Delete selected"/> <input type="button" value="Delete all"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 10-24 - Restriction

10.2.5 Edit Terms Catalogue

To Edit a Terms Catalogue, you can access it from the View Terms Catalogue screen by clicking the corresponding row in the table. All information associated with the selected Catalogue will be displayed below. To edit the Term, click on Edit Button in the bottom right corner of the screen.

You can also access the Edit Terms Catalogue from the Search screen, by selecting a single catalogue entry from the search results, and clicking the “Edit” button.

Here you can modify all the catalogue information, in any of the three sections. You can also change the name of the catalogue, or have the system auto-generate a new name for you. The system will ensure no two catalogues are identical, and that the catalogue name is always unique.

To exit this page, you can:

- Press the ‘Update’ button (this will save your changes, and add an entry in the Change History section of this catalogue)
- Press the ‘Close’ button (exit without saving)

Edit Catalogue PC2017000080

- Term Catalogue Details

| | | |
|--|-----------------|---|
| + | Name | Beam Global 50/50 USD, Div 1,2 Y 3 (Sharja) |
| + | Cluster | |
| + | Divisions | 3 Divisions Selected |
| + | Companies | 9 Companies Selected |
| + | Promotion Types | 4 Promotion Types Selected |
| + | Category | (20) Alcoholic Beverages |
| + | Level | Manufacturer (All Brands) Selected |
| + | Manufacturers | 1 Manufacturers Selected |
| <hr/> | | |
| + | Billing Details | |
| + | Supplier Terms | |

Close
Update

Figure 10-25 - Edit Terms Catalogue

10.2.6 Copy From Terms Catalogue

To Copy From an existing Terms Catalogue you must select an existing catalogue from the search results grid, then press the “Copy From” button. This will open a page similar to the “Create” terms catalogue, however all the details of the selected catalogue are prepopulated.

The Copy-From is a template. You can change any of the prepopulated fields and can auto-generate a new name for the catalogue.

| Filter... | | | | | | |
|-------------------------------------|--------------|--------------|---|--------------------------------------|------------|--------------------------------------|
| | Catalogue Id | Name | Companies | Promotion Types | Categories | Manufacturers |
| <input type="checkbox"/> | PC2016000003 | 100% on Cost | A. Italia Srl;Dufrital SpA;Hellenic ... | Global Promotion;Multi Unit Pro... | FOD | Alfred Ritter, Germany;Ferrero, C... |
| <input type="checkbox"/> | PC2017000007 | 100% on Cost | A. Cabo Verde SA;A. Italia Srl;A. K... | Global Promotion;Multi Unit Pro... | FOD | Haribo, Germany;Mars Incorporat... |
| <input type="checkbox"/> | PC2017000008 | 100% on Cost | A. Cabo Verde SA;A. Italia Srl;A. K... | Multi Unit Promotion;Single Unit ... | FOD | Lindt & Spruengli, Switzerland |
| <input type="checkbox"/> | PC2017000009 | 100% on cost | A. Italia Srl;Dufrital SpA;Hellenic ... | Global Promotion;Multi Unit Pro... | FOD | Goldkenn, Switzerland;Maestran... |
| <input checked="" type="checkbox"/> | PC2017000010 | 100% on cost | A. Italia Srl;Dufrital SpA;Hellenic ... | Multi Unit Promotion;Single Unit ... | FOD | R.Twining & Co, UK |
| <input type="checkbox"/> | PC2017000026 | 100% on cost | A. Cabo Verde SA;ADF Shops CJ... A. Italia Srl;Dufrital SpA;Hellenic ... | Global Promotion | FOD | Ferrero, Germany;Mars Incorporat... |
| <input type="checkbox"/> | PC2017000027 | No funding | A. Cabo Verde SA;A. Italia Srl;ADF ... A. Italia Srl;Dufrital SpA;Hellenic ... | Tastings/Testings/Hostess/Animat... | FOD | 3Hats Imaginative Food Merchan... |
| <input type="checkbox"/> | PC2017000028 | No funding | A. Cabo Verde SA;A. Italia Srl;ADF ... A. Italia Srl;Dufrital SpA;Hellenic ... | Seasonal Events | FOD | 3Hats Imaginative Food Merchan... |
| <input type="checkbox"/> | PC2017000029 | No funding | A. Cabo Verde SA;A. Italia Srl;ADF ... A. Italia Srl;Dufrital SpA;Hellenic ... | Staff Incentive | FOD | 3Hats Imaginative Food Merchan... |
| <input type="checkbox"/> | PC2017000030 | No funding | A. Cabo Verde SA;A. Italia Srl;ADF ... A. Italia Srl;Dufrital SpA;Hellenic ... | Liquidation Promotion | FOD | 3Hats Imaginative Food Merchan... |

Deactivate
View
Edit
Copy From

Figure 10-26 Terms Catalogue: Copy From

10.2.7 Deactivate Terms Catalogue

You cannot Delete a Terms Catalogue, however you have the option to **Deactivate**. A catalogue that is Deactivated is not eligible to be auto-applied to a promotion, during the promotion creation process.

To Deactivate a Term Catalogue you must select it from the search results list and click on the “Deactivate” button from the bottom right corner of the screen. You will be prompted to confirm your action, also having the option to cancel and return to the previous screen.

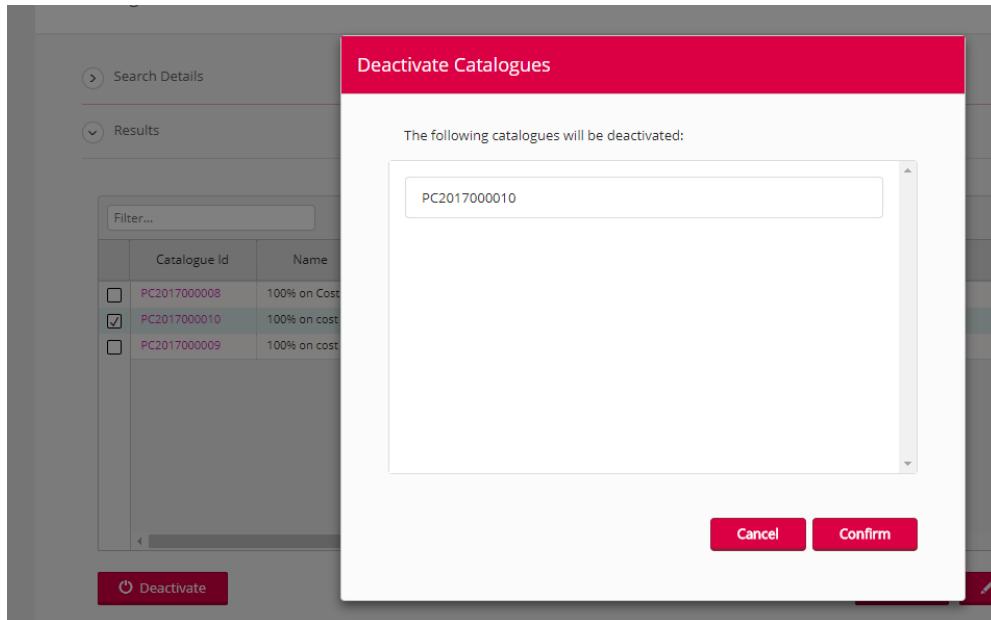


Figure 10-27 - Deactivate Term Catalogue Confirmation

10.3 Promotion Exclusions

The user is able to define Exclusions, using a separate page created for this purpose. In the legacy application, a new tab is available: “Configuration”

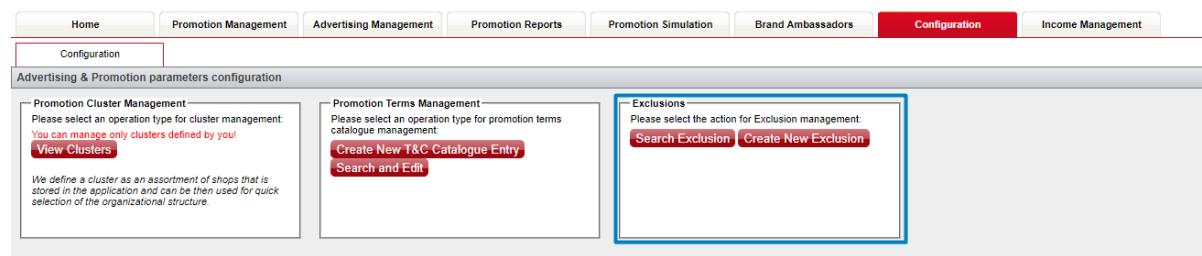


Figure 10-28 - Exclusion Management

Exclusion will set the items that cannot be sold in a specific shop due to various reasons. The exclusions functionality allows the user to:

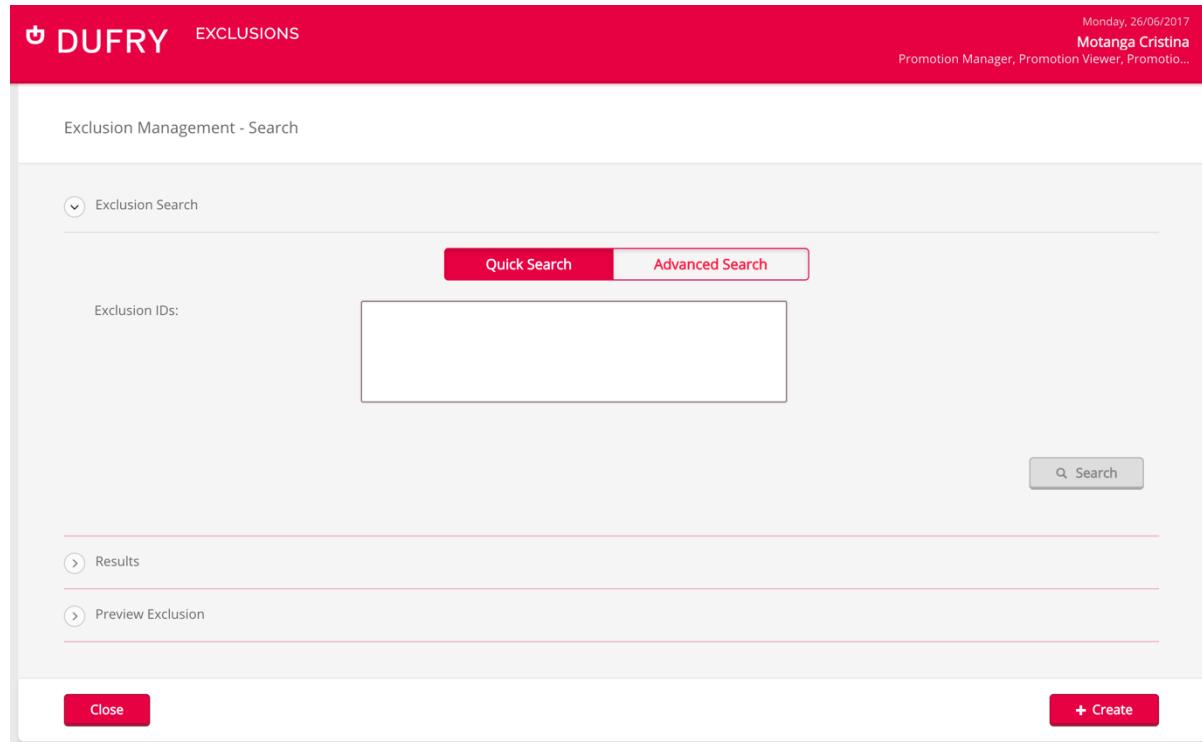
- Search for defined exclusion list
- Create new exclusions
- Edit existing exclusions
- Delete Exclusions

An exclusion is created with the following characteristics:

- a) Location: Division, Company, Back Office, Channel, Transit Type, Shop;
- b) Product Restriction hierarchy (one of the following): Category, Manufacturer, Brand, Group, Subgroup, Line, Item;
- c) Exclusions details: Reason (list of predefined reasons), Description, Start Date, End Date.

10.3.1 Search Exclusions

The application allows you to search for existing exclusions defined in the application from the Exclusion management screen:



The screenshot shows the 'Exclusion Management - Search' screen. At the top right, there is a timestamp 'Monday, 26/06/2017' and a user name 'Motanga Cristina' with a role 'Promotion Manager, Promotion Viewer, Promotio...'. Below the header, the main area is titled 'Exclusion Management - Search'. It features a search bar with a placeholder 'Exclusion IDs:' and a large empty text input field. Below the search bar are two buttons: 'Quick Search' and 'Advanced Search'. To the right of the search bar is a 'Search' button with a magnifying glass icon. Further down, there are two expandable sections: 'Results' and 'Preview Exclusion', each indicated by a small arrow icon. At the bottom of the screen are two buttons: 'Close' on the left and '+ Create' on the right.

Figure 10-29 - Search Exclusion

The Search screen provides two possibilities to search for exclusions:

- a) Quick Search – Paste the Exclusion ID (or IDs) in the text box, click on Search and the results list will be populated with the specific Exclusions;
- b) Advanced Search – use filters to search for Exclusions in case you don't know the specific ID;

To use Advanced Search, you need to select:

- Cluster;
- Division;
- Company;
- Back Office;
- Channel;
- Transit Type;
- Shop;
- Hierarchy;
- Category;

Exclusion Management - Search

Exclusion Search

| | Quick Search | Advanced Search |
|--|--------------------------|-----------------|
| <input checked="" type="checkbox"/> Cluster | | |
| <input checked="" type="checkbox"/> Divisions | 0 Divisions Selected | |
| <input checked="" type="checkbox"/> Companies | 0 Companies Selected | |
| <input checked="" type="checkbox"/> Back Offices | 0 Back Offices Selected | |
| <input checked="" type="checkbox"/> Channels | 0 Channels Selected | |
| <input checked="" type="checkbox"/> Transit Types | 0 Transit Types Selected | |
| <input checked="" type="checkbox"/> Shops | 0 Shops Selected | |
| <input type="checkbox"/> Hierarchy | Category | |
| <input type="text" value="Category"/> ▼ | | |
| <input type="checkbox"/> Category | (10) Tobacco | |
| <input type="text" value="(10) Tobacco"/> ▼ | | |

Figure 10-30 - Advanced Search

Based on the search criteria entered, the application provides the result list of the exclusions implemented, allowing in the same time the possibility to preview the exclusion details. By selecting one exclusion, the application will show the main details of the exclusion.

| Exclusion ID | Start Date | End Date | Hierarchy | Category |
|--------------|------------|------------|--------------|----------------------|
| ADVEX201915 | 28/03/2019 | 02/04/2019 | Manufacturer | Food & Confectionery |

Exclusion ADVEX201915

Start date 2019/03/28 End date 2019/04/02
View Global Hierarchy Manufacturer
Division Division 1: Southern Europe and Africa
Company A. Italia Srl Shop Transit Arrival
A. Cabo Verde SA Type Departure Not Applicable
Back office (CV10) Praia Tgili Shops (CV10) Praia Tgili
(CV10) Sal (CV10) Sal Tgili
(CV10) Boa Vista (CV10) 620T635-CABO VERDE SAL ARRIVALS
(IT70) Napoli Main Warehouse (CV10) 620T636-CABO VERDE BOA VISTA
(ITT70) Napoli General Shop (IT70) Napoli General Shop
Manufacturer 10 Gold, Colombia

Figure 10-31 - Exclusion Results

The result list of the exclusions can be exported to excel by pressing “Export to excel” option. The excel file exported will contain all the exclusion definition details:

- Exclusion number;
- Location: Division, Company, Back Office, Channel, Transit Type, Shop;
- Product Restriction hierarchy details;
- Exclusions details;
- Reason;
- Description
- Start Date
- End Date

From the result set of the exclusions, the user will have the possibility to perform different actions related to:

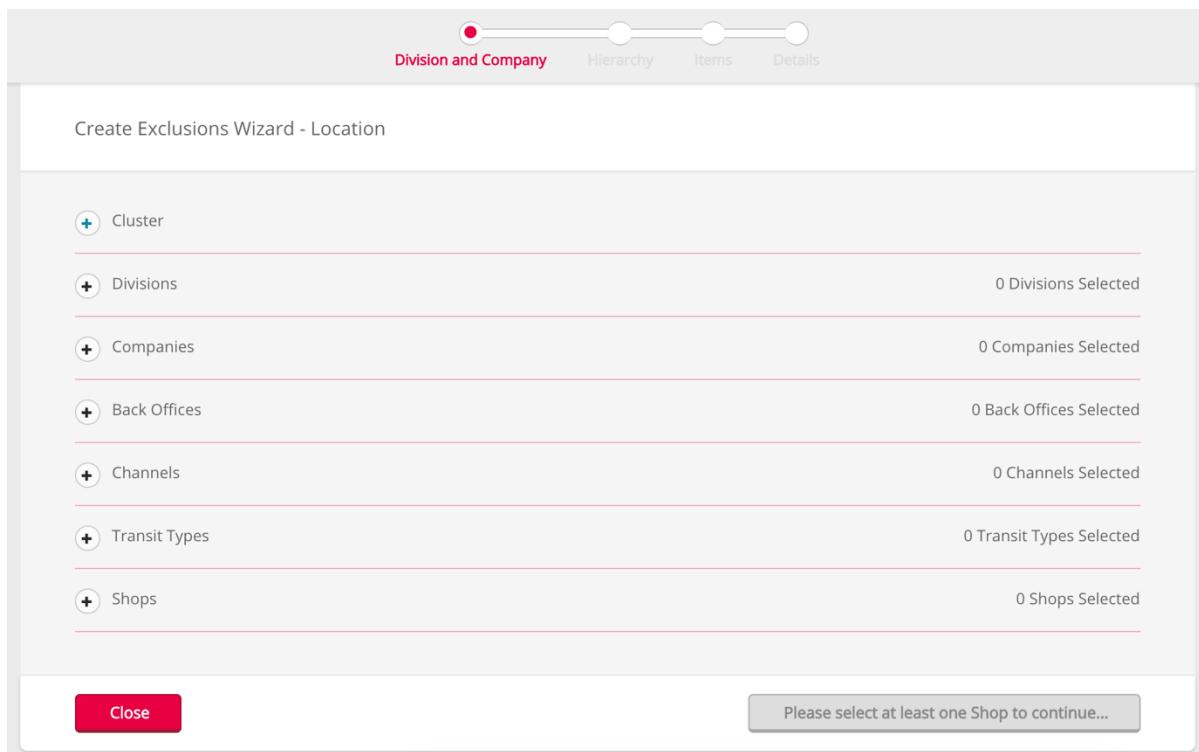
- Create a new exclusion
- Edit selected exclusion
- View full details of the exclusion
- Copy From (create a new exclusion starting from current selection)
- Delete the selected exclusion

10.3.2 Create Exclusions

The creation process of a new exclusion will be performed in several steps in the same way as promotions are created:

1. Select Location;
2. Select Hierarchy;
3. Select Exclusion Structure;
4. Exclusion Details;

Step 1 – Division and Company



Create Exclusions Wizard - Location

| Location Type | Selected |
|---------------|--------------------------|
| Cluster | 0 Clusters Selected |
| Divisions | 0 Divisions Selected |
| Companies | 0 Companies Selected |
| Back Offices | 0 Back Offices Selected |
| Channels | 0 Channels Selected |
| Transit Types | 0 Transit Types Selected |
| Shops | 0 Shops Selected |

Please select at least one Shop to continue...

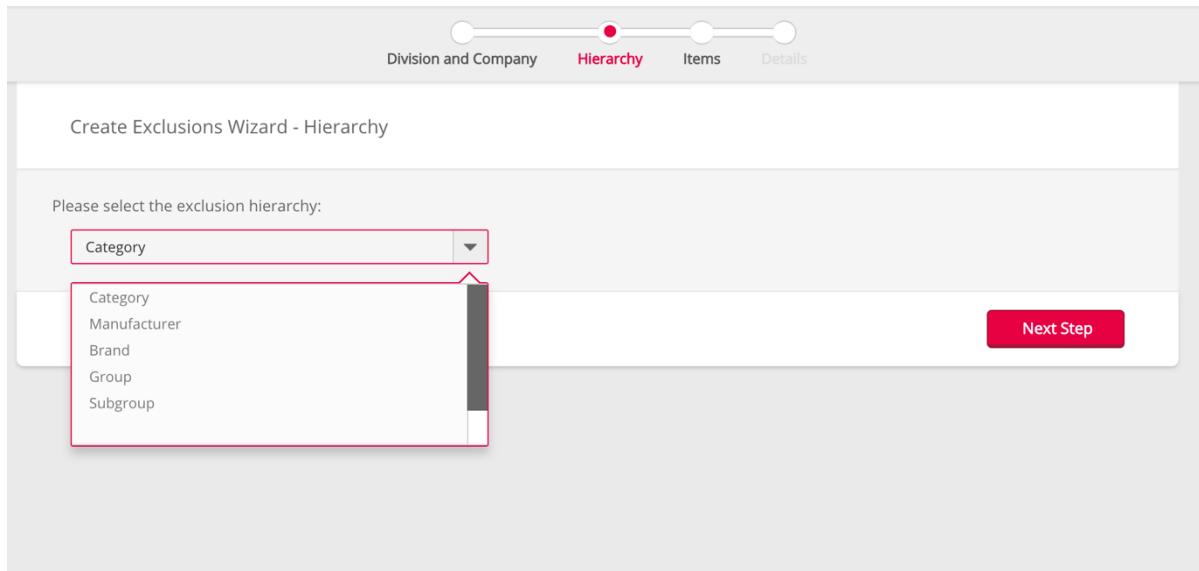
Close

Figure 10-32 - Division and Company

In the first step, please select the location where the exclusion will be applied by choosing at least one valid shop. You can filter down the shop list by using the below drop-downs:

- Cluster
- Division
- Company
- Back Office
- Channel
- Transit Type
- Shop

Step 2 – Hierarchy



Create Exclusions Wizard - Hierarchy

Please select the exclusion hierarchy:

Category

- Category
- Manufacturer
- Brand
- Group
- Subgroup

Next Step

Figure 10-33 - Hierarchy

In the second step, please select the hierarchy that will apply to the exclusion. The Hierarchy selection is the following:

- Category
- Manufacturer
- Brand
- Group
- Subgroup
- Line
- Item

Step 3 – Items

In the third step, please define the items that will be subject of the exclusions. The selection is possible based on the hierarchy level selected in the previous step.

Example: If hierarchy level is set to Group, the user can select exclusions only at group level defining the group for which the exclusion will be applicable. All the items for the selected group restriction will be restricted to promotion definition.

The item definition can be based on Item search for:

- Global View
- Local view (only in case of single company selection)

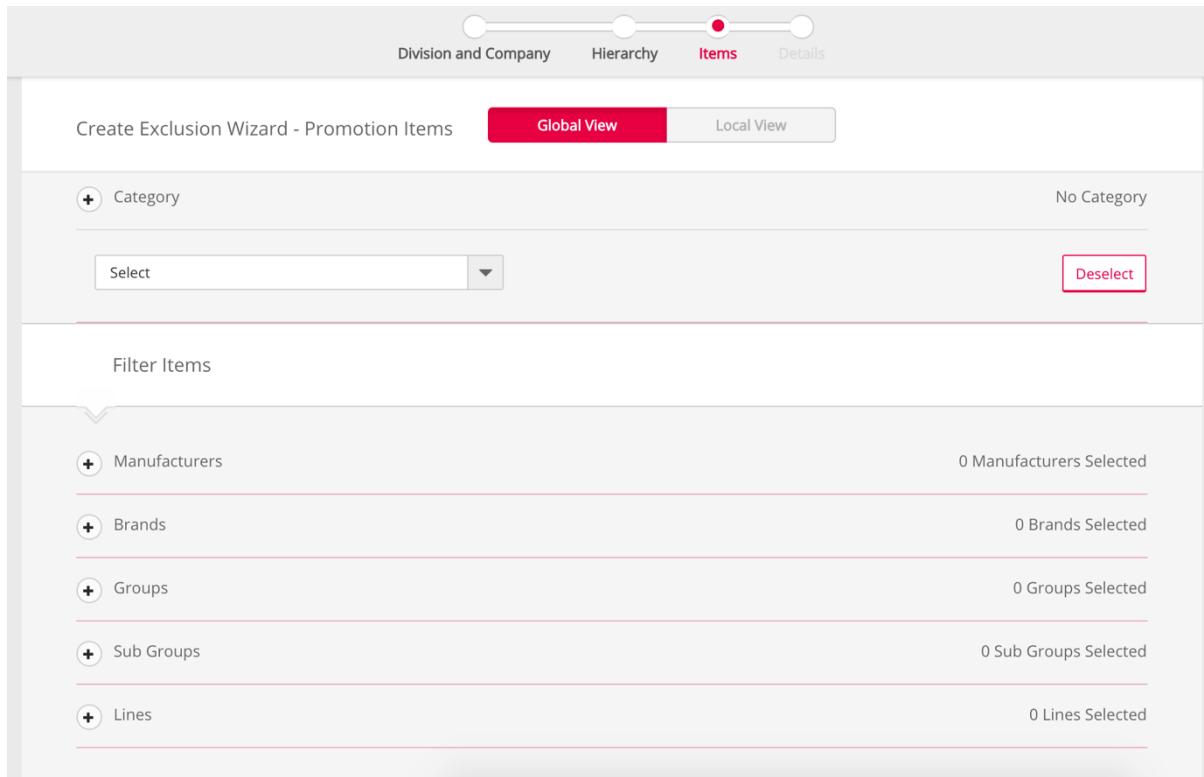


Figure 10-34 - Items

If hierarchy items option is selected, user can select specific items that are subject to exclusions from promotions o specific period and location. Specific Items can be added in the grids by:

- Using filters to reach the needed selections (and pressing Add X Items Button);
- Using Bulk Upload – copy and paste a lot of Global or Local IDs;
- Quick Search – type in a number or text to filter for one specific item;

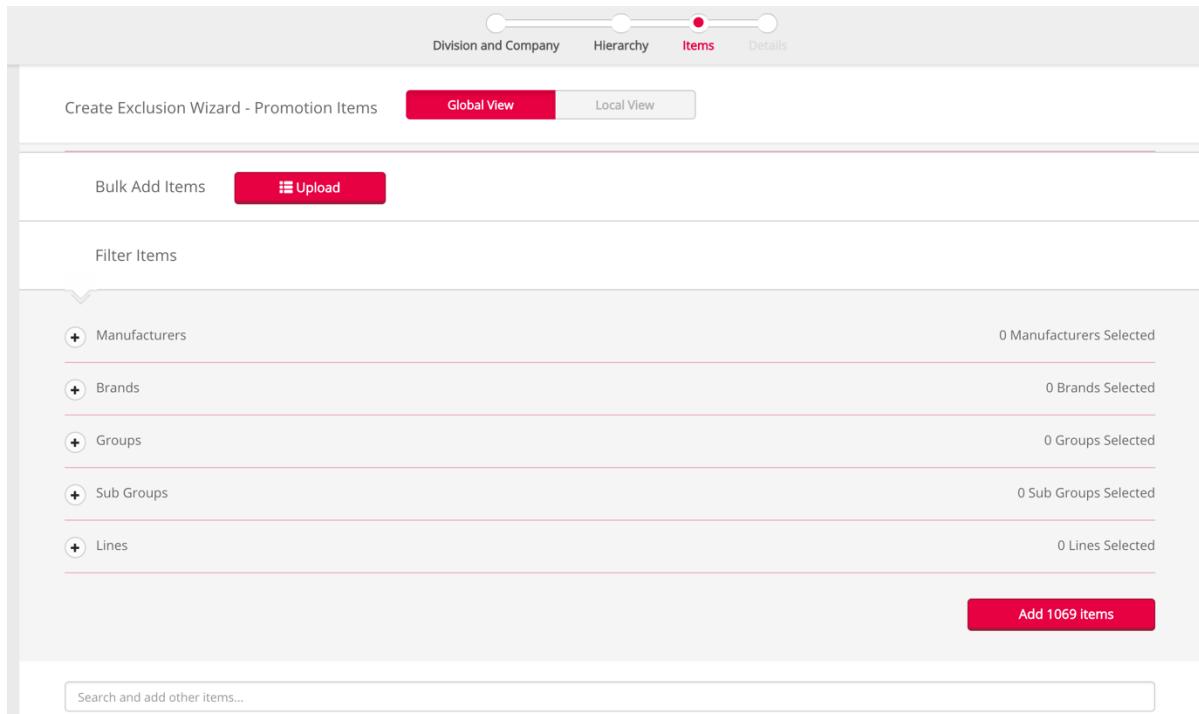


Figure 10-35 - Add Items

Note: Items and Grids section is similar to the corresponding section used in Promotion Definition. You need to have at least one Accepted Item in the grid, to be able to advance to the next step. Only one Grid will be present, regardless of the shops currency.

| A... | Global Item | Local Item | SAP Code | Company Code | Global Item Description | Local Item Description |
|------|--|------------|----------|--------------|--------------------------------|------------------------|
| | <input type="checkbox"/> G100032946 | 2009490 | | CV10 | ARAMIS CLASSIC EDTS 110 | ARAMIS EDT |
| ✓ | <input checked="" type="checkbox"/> G100018622 | 2004138 | | CV10 | C.DIOR FAHRENHEIT EDTS 50 | DIOR FAHRENHEIT EDT |
| | <input type="checkbox"/> G100033006 | 6984789 | | CV10 | KENZO AMOUR FLORALE EDTS 85 | KAMOUR FLORALE I |
| | <input type="checkbox"/> G100015400 | 4834445 | | CV10 | C.HERRERA 212 SEXY MEN EDTS 50 | CH 212 SEXY MEN EDT |

Accept selected Accept all Reject selected Clear not accepted Clear all Grid contains 1 accepted items / 4 items

Previous Step Next Step

Figure 10-36 - Excluded Items

During the selection of excluded items, the user can also add unmatched items to the exclusion item list. The unmatched items defined in the exclusion will have the status updated as part of the Unmatched background job used for promotion definition with unmatched items. In case a promotion is defined with an unmatched items which is part also of an exclusion, the auto matching of the item will trigger automatically a notification on the promotion level and on the validation of the promotion the excluded item that was matched will be automatically present as part of the excluded items In the promotion.

Step 4 – Exclusion Details

In the last step of the exclusion definition, please specify the properties that govern the defined exclusion:

- Reason
- Description
- Start Date
- End Date

Start Date: 2017/08/01

End Date: 2017/08/31

Description: Excluded Cosmetics for August

Restriction Reason: Legal

Previous Step Save

Figure 10-37 - Exclusion Details

Once everything is filled you, please press on “Save” to save the Exclusion. You will receive a confirmation message containing the Exclusion ID. The ID can be later used to searched for the specific Exclusion (Using Quick Search).

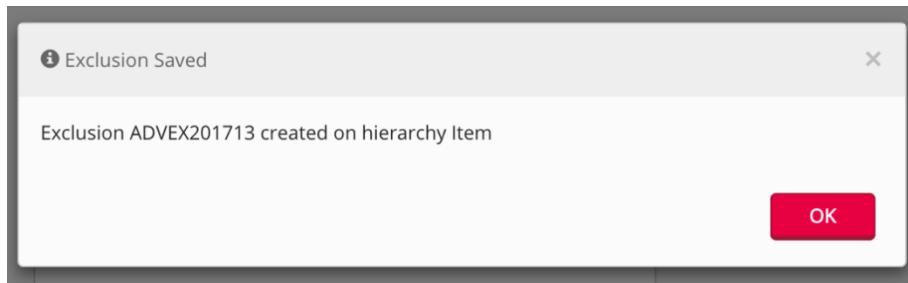


Figure 10-38 - Save Confirmation

10.3.3 Edit Exclusions

This process is similar with Exclusion creation process the only difference being that in the steps for exclusion definition, the data will be repopulated with the details of the exclusion selected. The modified exclusion cannot be saved if it will not follow the rule of Exclusion unicity (There cannot be more than one exclusion on the same location, in the same period).

In case an exclusion is edited, the promotions already created will use the exclusion definition in place at the promotion creation time. The new definition of the exclusion will be applicable on the promotions created after the exclusion change or to any other promotion change done after exclusion modification that overlaps the new definition of the exclusion.

10.3.4 Exclusion overlap

The exclusion definition doesn't allow creation of an exclusion on the same:

- Location (Division, Company, shop)
- Same hierarchy (if the hierarchy is not Item level)
- Same Items (if the hierarchy is set on Item level)
- Same period

Any other combination of the above characteristics can be allowed and on the promotion the system will apply the sum of the exclusions restrictions.

10.3.5 View Exclusions

To access detailed View of Exclusions you need to select one Exclusion from Search Results and click on "View" button.

From here you have the possibility to:

- Close the View mode;
- Edit the Exclusion;

View Exclusion ADVEX201915

Exclusion Details

| | |
|---|--|
| Divisions: Division 1: Southern Europe and Africa | Shop Channel: Airport Shop NA |
| Company: A. Italia Srl A. Cabo Verde SA | Shop Transit Type: Arrival Departure Not Applicable |
| Back Office: (CV10) Praia (CV10) Sal (CV10) Boa Vista (IT70) Naples | Shops: (CV10) Praia Tgli (CV10) Sal Tli (CV10) 620T635-CABO VERDE SAL ARRIVALS (CV10) 620T636-CABO VERDE BOA VISTA |
| <hr/> Exclusion ID: ADVEX201915 Start Date: 2019/03/28 | |
| Category: (30) Food & Confectionery End Date: 2019/04/02 | |
| Hierarchy: Manufacturer View: Global | |
| Manufacturers: 10 Gold, Colombia | |

Close
Edit Exclusion

Figure 10-39 - View Exclusion

10.3.6 Delete Exclusions

To Delete an Exclusion you need to select one Exclusion from Search Results and click on "Delete" button. You will be prompted to confirm your action, with the possibility to confirm or cancel.

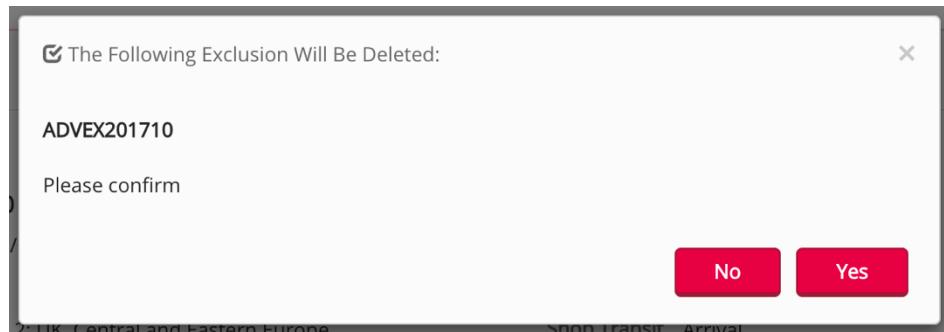


Figure 10-40 - Delete Exclusion

11 Income Management

11.1 Documents and Agreements

The **Documents and Agreements** section is used to search and add any type of documents associated to invoices with some of the information about the invoice in case.



Figure 11-1: Documents and Agreements preview

You have two options *search an existing document* and *add a new one*

11.1.1 Search

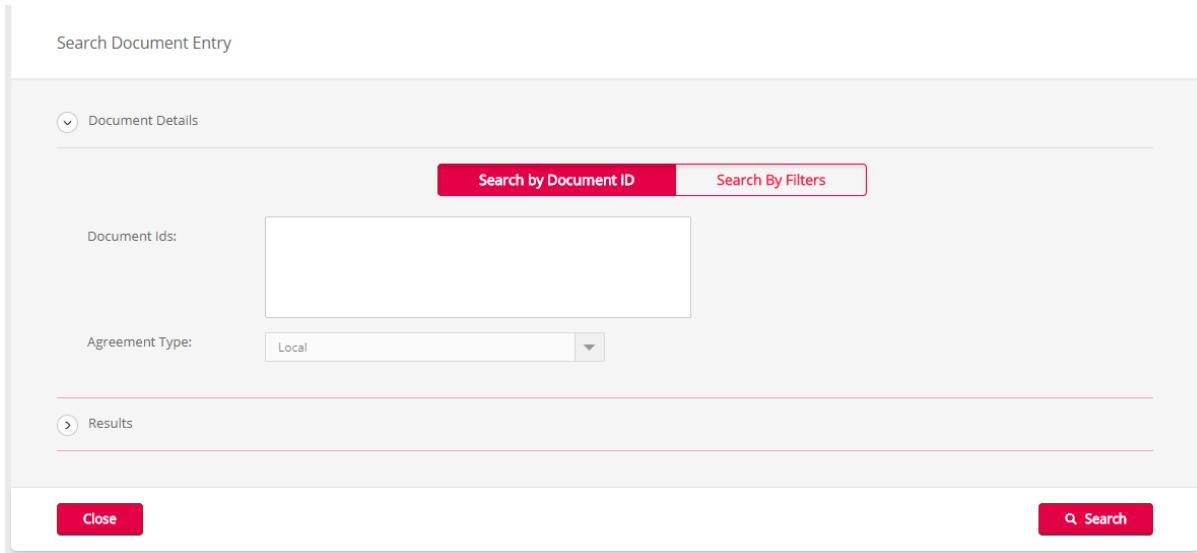


Figure 11-2: Search Document Entry by Document ID

You can search by Document ID where and Agreement Type. Agreement Type is not editable for Local only. Document Id has the form DOCyyyy000001 (e.g. DOC2018000012) and you can add multiple values in same search. This Id is provided when you are creating and new Document and Agreements entry or you can Search it By Filters

For this type of search there are some mandatory fields that needs to be filled:

- Category
- Scope
- Agreement Type
- Status

And others that are optional:

- Division
- Companies
- Manufacturer
- Brand

- Valid From
- Valid To
- Created By
- Description

Search Document Entry

Document Details

Search by Document ID
Search By Filters

| | |
|--|--|
| <input type="button" value="Category"/> | No Category |
| <input type="button" value="Scope"/> | 0 Scope Selected |
| <input type="button" value="Statuses"/> | 0 Statuses Selected |
| <input type="button" value="Agreement Type"/> | Local |
| <input type="button" value="Division"/> | 0 Division Selected |
| <input type="button" value="Companies"/> | 0 Companies Selected |
| <input type="button" value="Local Manufacturers"/> | 0 Local Manufacturers Selected |
| <input type="button" value="Local Brands"/> | 0 Local Brands Selected |
| Valid From: | <input type="text"/>  |
| Valid To: | <input type="text"/>  |
| Created By: | <input type="text"/> |
| Description: | <input type="text"/> |

Results

Figure 11-3: Search Document Entry By Filters

Both searches will have the same *Results* window, and below it's an example of it (the entries may exist):

Search Document Entry

Document Details

Results

Filter...

| | ▲ Entry ID | Category | Scope | Agreement Type | Divisions | Companies | |
|--------------------------|---------------|---------------------|----------------------|----------------|-----------|--|--------------|
| <input type="checkbox"/> | DOC2018001165 | (30) Food & Conf... | Non-Value;Price... | Local | DV2 | Dufry Basel-Mulhouse AG Autogrill Lanka Ltd | Aap Ki Pa... |
| <input type="checkbox"/> | DOC2018001247 | (30) Food & Conf... | Advertising;Price... | Local | DV3 | | BEST FO... |

Edit

Close **Q Search**

Figure 11-4: Results window of a Document and Agreements search

Every Entry ID result has details about the document and agreement that was created. You can click on a specific Entry ID to open the **View** page or click on the checkbox on the left of the Entry ID to make the **Edit** button available to perform a change on an existing one.

View

This window will display the Document with all its details and with the options to **Edit** or **Download Document** of the current Entry ID. An example of a **View** window is :

View Document DOC2018000068

Valid

Document Details

| | | |
|-----------------|--|--|
| Divisions: | Division 1: Southern Europe and Africa Division 2: UK and Central Europe Division 3: East Europe, Asia, Middle East and Aus Division 4: Latin America | Category: Alcoholic Beverages Manufacturer: Diageo, UK Brands: |
| Companies: | | |
| Agreement: | Global | |
| Scope: | Price-Off Non-Value Advertising | |
| Expected Sales: | | |
| Currency: | | |
| Description: | | Attached Document: Diageo.zip |

Change History

Close
Edit
Download Document

Figure 11-5: View window of a Document and Agreements entry

By pressing Download Document will start the process of downloading the attached document of the entry, in this example “Diageo.zip” will be downloaded and a “Save as” window will pop-up in order the download to be finished succesfully.

Edit

Edit Document DOC2018001247 Valid

Document Details

| | |
|--------------------|--|
| Category | Food & Confectionery |
| Scope | 2 Scope Selected |
| Agreement Type | Local |
| Division | 1 Division Selected |
| Companies | 1 Companies Selected |
| Local Manufacturer | BEST FOOD SUPPLIERS |
| Local Brand | 0 Local Brand Selected |
| Valid From | 2018/07/03 <input type="button" value="Calendar"/> |
| Valid To | 2018/07/04 <input type="button" value="Calendar"/> |
| Expected Sales: | 9000 |
| Currency: | AUD <input type="button" value="▼"/> |
| Description: | |
| Attached Document: | New 1_2_3_4 (2).Txt |

Close
Cancel Entry
Update

Figure 11-6: Edit window of a Document and Agreements entry

In Edit you can update specific details or Cancel Entry. The fields that can be changed are :

- Scope
- Brands (where applicable)
- Valid from and to dates
- Status (*Cancel Entry*)
- Expected Income
- Currency
- Description

After any change needed, press Update button in order that changes to be saved.

11.1.2 New Entry

This window will allow you to save a Document Entry in 2 steps.

First you need to fill up the mandatory fields:

- Category
- Scope
- Global/Local Agreement
- Manufacturer
- Division
- Company (for Local)
- Status
- Valid From
- Valid To

Any other fields are optional.

Create Document Entry Valid

(+) Document Details

| | |
|---|------------------------|
| (+) Category | (10) Tobacco |
| (+) Scope | 1 Scope Selected |
| (+) Agreement Type | Local |
| (+) Division | 1 Division Selected |
| (+) Companies | 1 Companies Selected |
| (+) Local Manufacturer | 9MARINE |
| (+) Local Brand | 1 Local Brand Selected |

| | |
|-----------------|---|
| Valid From: | <input type="text" value="2018/06/26"/> |
| Valid To: | <input type="text" value="2018/06/26"/> |
| Expected Sales: | <input type="text"/> |
| Currency: | Select |
| Description: | <input type="text"/> |

Close
Upload Document

Figure 11-7: Create window of a new entry for Document and Agreements

The second step, after all fields are filled properly, is by pressing Upload Document. A new pop-up window will be displayed, with details you filled in preview window and an *Upload File* bracket where you will need to upload the document in case.

T&C Document Upload

(+) Upload Summary

| | |
|---|------------------------|
| Divisions: Division 1: Southern Europe and Africa | Category: (10) Tobacco |
| Companies: A. Italia Srl | Manufacturer: 9MARINE |
| Agreement: Local | Brands: COHIBA |
| Scope: Non-Value | |

(+) Upload File

Please select the file for upload

(+) Upload History

Figure 11-8: Uploading document for Document and Agreements

For uploading a document, you need to press button and select the file you want to upload. There is a restriction that the file **won't exceed 10 MB**. After you select the file desired, the button will be available to press and this will finish your create process with a pop-up notification window like in this example:

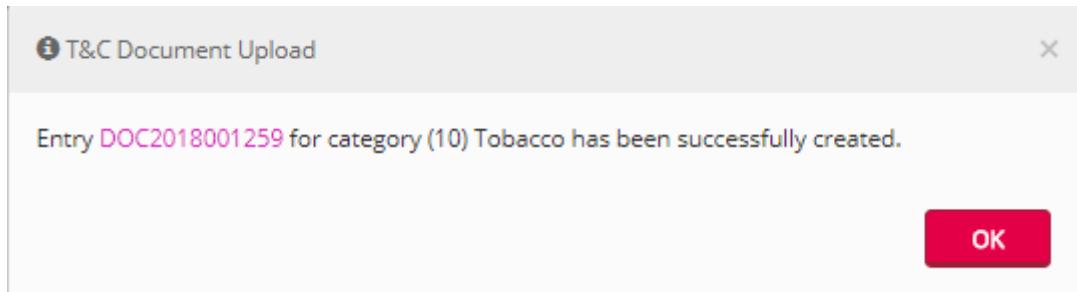


Figure 11-9: Success after saving a Document and Agreements entry

Note: you can press the Entry Id in this stage in order to enter in View page.

11.2 Income Report

The **View Income Details** section is used for Income Reports generation and Income Approval.

The section can be accessed from the *Income Details* section in the dashboard, then going to the *View Income Details* subsection and clicking on the **Search Income Details** button. This will bring up the *Income Report and Income Approval – Search* window.



Figure 11-10: Income Report section

Income Report And Income Approval - Search

Income Search
[Search by ADV Number](#)
[Search By Filters](#)

+ Cluster

+ Division
0 Division Selected

+ Company
0 Company Selected

+ Type Of Income
0 Type Of Income Selected

+ Category
0 Category Selected

Global View
Local View

+ Global Manufacturer
Income Period From 
Income Period To 

Detail View
 Approval View

 [Search](#)
 [Export Excel](#)

Results
 [Close](#)

Figure 11-11: Income Report and Income Approval, Search window

The Income Report and Income Approval window allows the user to search for income in two ways, each detailed in the following sections:

- [Search by Filters](#)
- [Search by ADV Number](#)

11.2.1 Search by Filters

In order to run a search by filters, in the Income Report and Income Approval window the user must select this option, as seen in the following figure.

[Search by ADV Number](#)
[Search By Filters](#)

Figure 11-12: Select Search by Filters

The user must go through the following steps in order to run a search by filters:

1. **Cluster** – this is an optional step, that allows the user to select a predefined cluster and pre-populate the division, company and category fields. Click on the button to expand this filter and select a predefined cluster from the dropdown list;
2. **Division** – click on the button to expand this filter and select one or more divisions from the dropdown list;
3. **Company** – click on the button to expand this filter and select one or more companies from the dropdown list;
4. **Type of Income** – click on the button to expand this filter and select one or more types of income from the drop down list, the user can select from the following options:
 - Price Off;
 - Non Value;
 - Advertising;
5. **Category** – click on the button to expand this filter and select one or more categories from the dropdown list;
6. **Global or Local View** – select one of these options to filter the search by global or local incomes;
7. **Global or Local Manufacturer** – click on the button to expand this filter and select one or more manufacturers from the dropdown list;
8. **Income Period From and Income Period To** – click on the button and select the date interval for which you need to run your search;
9. Select the type of view:

- **Detail View** – after selecting this view, click on the button and the search result will be exported to an Excel spreadsheet;

| H | I | J | K | L | M | N | O | P |
|----|----------------|---------------|------------------------------|---------------------------------------|------------|---------------|------------------|------------------|
| 2 | GLOBAL ITEM ID | LOCAL ITEM ID | GLOBAL ITEM DESCRIPTION | LOCAL ITEM DESCRIPTION | CATEGORY | INCOME PERIOD | APPROVAL STATUS | INCOME STATUS |
| 3 | G100026323 | 486237 | 1800 REPOSADO LTR | 1800 TEQUILA REPOSADO 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 4 | G100026324 | 491388 | 1800 SILVER LTR | 1800 TEQUILA SILVER 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 5 | G100026323 | 486237 | 1800 REPOSADO LTR | 1800 TEQUILA REPOSADO 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 6 | G100026324 | 491388 | 1800 SILVER LTR | 1800 TEQUILA SILVER 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 7 | G100026323 | 486237 | 1800 REPOSADO LTR | 1800 TEQUILA REPOSADO 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 8 | G100026324 | 491388 | 1800 SILVER LTR | 1800 TEQUILA SILVER 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 9 | G100026145 | 2060556 | BACARDI DK/AMB/GLD 80 40OZ | BACARDI DKAMBGLD 80 114L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 10 | G100026148 | 2060555 | BACARDI LIGHT-DRY RUM 80 400 | BACARDI LIGHT DRY RUM 40% 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 11 | G100372331 | 537070 | BACARDI BLACK 40% 1L | BACARDI BLACK 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 12 | G100001641 | 500379 | BACARDI OAKHEART SPICED RUM | BACARDI OAKHEART 35 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 13 | G100026150 | 475136 | BACARDI MOJITO 1.75LTR | BACARDI MOJITO 15% 1.75L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 14 | G100236107 | 522230 | BACARDI BLACK RAZZ RUM 35% 1 | BACARDI BLACK RAZZ RUM 35% 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 15 | G100001965 | 021949 | DEWAR'S WHITE LBL LTR | DEWAR'S WHITE LABEL 40 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 16 | G100372341 | 537067 | DEWAR'S 15YO 40% 1L | DEWAR'S 15YO 40 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 17 | G100372342 | 537080 | DEWAR'S 40% 18YO1L | DEWAR'S 40 18YO 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 18 | G100337668 | 538892 | GLEN DEVERON 16YO 40% IC 1L | GLEN DEVERON 16YO 40 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 19 | G100002168 | 2082553 | MARTINI ROSSI ASTI SPU 750ML | MARTINI ASTI | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 20 | G100001529 | 418864 | GREY GOOSE L ORANGE LTR 80PF | G.GOOSE ORANGE 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 21 | G100002044 | 410854 | GREY GOOSE VODKA LTR | GREY GOOSE ORIGINAL | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 22 | G100026234 | 466029 | GREY GOOSE CITRON LTR | G.GOOSE CITRON 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 23 | G100026235 | 466030 | GREY GOOSE LEPORÉ LTR | G.GOOSE LEPORÉ 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |
| 24 | G100342982 | 538897 | GREY GOOSE LE MELON 40% 1L | G.GOOSE LE MELON 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval |

Figure 11-13: Income Details, Excel spreadsheet

- **Approval View** – after selecting this view, click on the button and the search result will be be show in the Results grid, as seen in the following figure.

Results

Filter...

| | Division | Manufacturer | Company | ADV Number | Income Type | Classification | Category |
|--------------------------|----------|----------------------------|---------------------------------|-----------------|-------------|----------------|----------|
| <input type="checkbox"/> | DVS | Agavera Cachimines, Mexico | Chicago Duty Free | ADVPR2017449584 | Price-Off | Global | 20 - (✓) |
| <input type="checkbox"/> | DVS | Agavera Cachimines, Mexico | Dufry Houston DF & Retail Part. | ADVPR2017449583 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Agavera Cachimines, Mexico | Dufry Newark Inc. | ADVPR2017449585 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454333 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454341 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454362 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454369 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454385 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454401 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454403 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454412 | Price-Off | Global | 20 - (✗) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017462735 | Price-Off | Global | 20 - (✗) |

Approve | Reject | Results 323 items

Figure 11-14: Income Details, search result grid

11.2.2 Search by ADV Number

In order to run a search ADV number, in the Income Report and Income Approval window the user must select this option, as seen in the following figure.

Search by ADV Number **Search By Filters**

Figure 11-15: Select search by ADV number

The user must go through the following steps in order to run a search by filters:

1. **ADV numbers** – insert the required ADV number in the custom field;

ADV numbers:

ADVPR2017457797
ADVPR2016442917
ADVPR2017457823

Figure 11-16: Insert ADV numbers

2. **Global or Local View** – make a selection in order to run a search by global or local filters, depending on this, the user will see different filters, as detailed below:

- **Global View**
 - Global Manufacturer – hit the button in order to expand this filter and select one or more global manufacturers from the dropdown list;

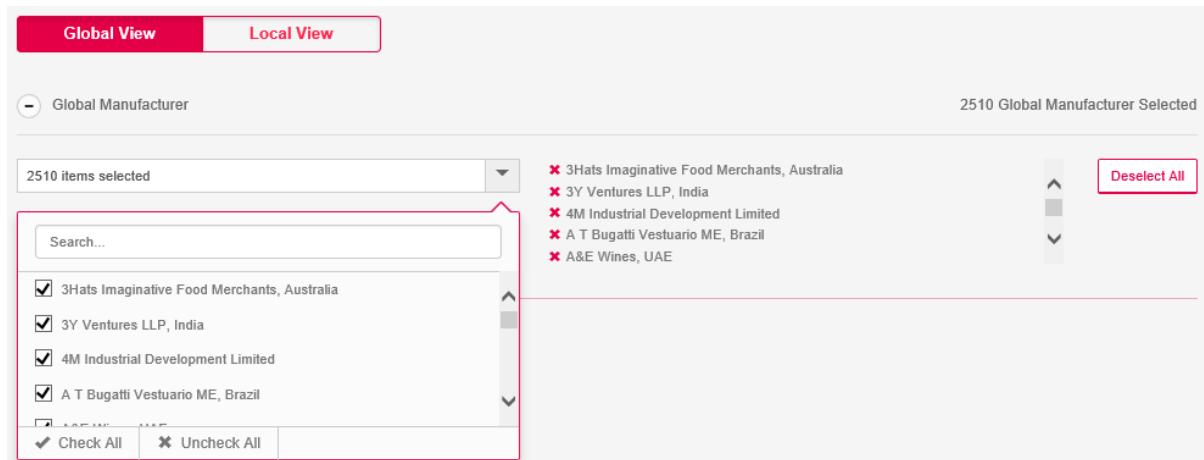


Figure 11-17: Select a Global manufacturer

- Local View – in this view, the user can select the following filters:
 - Division – hit the button to expand this filter and select one or more divisions from the dropdown list;
 - Company – hit the button to expand this filter and select one or more companies from the dropdown list;
 - Local Manufacturer – hit the button to expand this filter and select one or more local manufacturers from the dropdown list;
 -

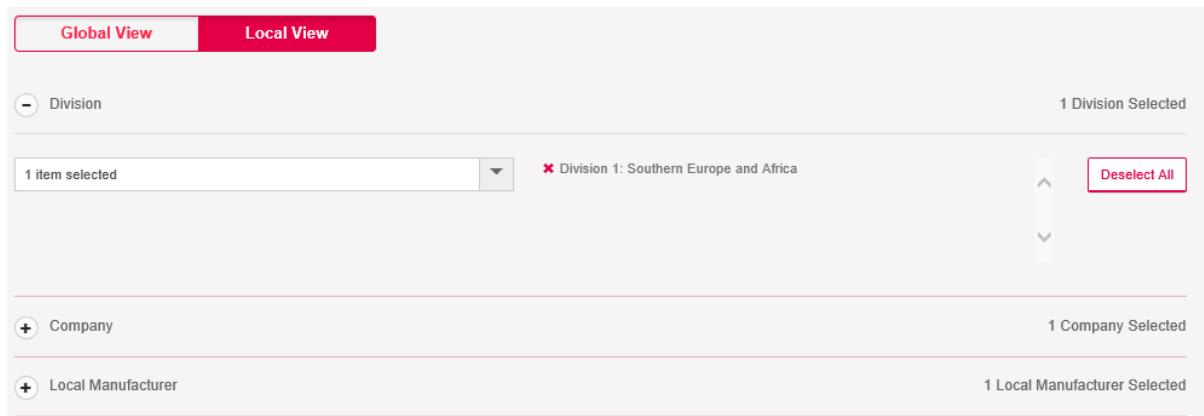


Figure 11-18: Local View, select division, company and local manufacturer

3. **Income Period From** and **Income Period To** – click on the button and select the date interval for which you need to run your search;

4. Select the type of view:

- **Detail View** – after selecting this view, click on the button and the search result will be exported to an Excel spreadsheet;
-

| | H | I | J | K | L | M | N | O | P |
|----|----------------|---------------|------------------------------|---------------------------------------|------------|---------------|------------------|------------------|-----------------|
| 1 | GLOBAL ITEM ID | LOCAL ITEM ID | GLOBAL ITEM DESCRIPTION | LOCAL ITEM DESCRIPTION | CATEGORY | INCOME PERIOD | INCOME FROM | INCOME TO | INCOME STATUS |
| 2 | | | | | | | | | APPROVAL STATUS |
| 3 | G100026323 | 486237 | 1800 REPOSADO LTR | 1800 TEQUILA REPOSADO 40% 120 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | | |
| 4 | G100026324 | 491388 | 1800 SILVER LTR | 1800 TEQUILA SILVER 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 5 | G100026323 | 486237 | 1800 REPOSADO LTR | 1800 TEQUILA REPOSADO 40% 120 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | | |
| 6 | G100026324 | 491388 | 1800 SILVER LTR | 1800 TEQUILA SILVER 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 7 | G100026323 | 486237 | 1800 REPOSADO LTR | 1800 TEQUILA REPOSADO 40% 120 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | | |
| 8 | G100026324 | 491388 | 1800 SILVER LTR | 1800 TEQUILA SILVER 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 9 | G100026145 | 2060556 | BACARDI DK/AMB/GLD 80 400Z | BACARDI DKAMBGLD 80 114L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 10 | G100026148 | 2060555 | BACARDI LIGHT-DRY RUM 80 400 | BACARDI LIGHT DRY RUM 40% 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | | |
| 11 | G100372331 | 537070 | BACARDI BLACK 40% 1L | BACARDI BLACK 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 12 | G100001641 | 500379 | BACARDI OAKHEART SPICED RUM | BACARDI OAKHEART 35 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 13 | G100026150 | 475136 | BACARDI MOJITO 1.75LTR | BACARDI MOJITO 15% 1.75L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 14 | G100236107 | 522230 | BACARDI BLACK RAZZ RUM 35% 1 | BACARDI BLACK RAZZ RUM 35% 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | | |
| 15 | G100001965 | 021949 | DEWARS WHITE LBL LTR | DEWAR'S WHITE LABEL 40 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 16 | G100372341 | 537067 | DEWAR'S 15YO 40% 1L | DEWAR'S 15YO 40 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 17 | G100372342 | 537080 | DEWAR'S 40% 18YO1L | DEWAR'S 40 18YO 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 18 | G100373668 | 539892 | GLEN DEVERON 16YO 40% IC 1L | GLEN DEVERON 16YO 40 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 19 | G100002168 | 2082553 | MARTINI ROSSI ASTI SPU 750ML | MARTINI ASTI | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 20 | G100001529 | 418864 | GREY GOOSE L ORANGE LTR 80PF | G.GOOSE ORANGE 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 21 | G100002044 | 410854 | GREY GOOSE VODKA LTR | GREY GOOSE ORIGINAL | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 22 | G100026234 | 466029 | GREY GOOSE CITRON LTR | G.GOOSE CITRON 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 23 | G100026235 | 466030 | GREY GOOSE LEPOIRE LTR | G.GOOSE LEPOIRE 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |
| 24 | G100342982 | 533897 | GREY GOOSE LE MELON 40% 1L | G.GOOSE LE MELON 40% 1L | 20 - (ALC) | 01/08/2017 | 31/08/2017 | Pending Approval | |

Figure 11-19: Income Details, Excel spreadsheet

- **Approval View** – after selecting this view, click on the button and the search result will be shown in the Results grid, as seen in the following figure.

| Results | | | | | | | |
|--|----------|----------------------------|---------------------------------|-----------------|-------------|----------------|----------|
| <input type="text" value="Filter..."/> | | | | | | | |
| | Division | Manufacturer | Company | ADV Number | Income Type | Classification | Category |
| <input type="checkbox"/> | DVS | Agavera Cachimines, Mexico | Chicago Duty Free | ADVPR2017449584 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Agavera Cachimines, Mexico | Dufry Houston DF & Retail Part. | ADVPR2017449583 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Agavera Cachimines, Mexico | Dufry Newark Inc. | ADVPR2017449585 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454333 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454341 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454362 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454369 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454385 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454401 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454403 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017454412 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DVS | Bacardi Martini, Bermuda | Chicago Duty Free | ADVPR2017462735 | Price-Off | Global | 20 - (/) |
| <input type="button" value="Approve"/> <input type="button" value="Reject"/> | | Results 323 items | | | | | |

Figure 11-20: Income Details, search result grid

11.2.3 Approve or Reject Incomes

After searching for the needed incomes, as described earlier in the [11.2.1 Search by Filters](#) and [11.2.2 Search by ADV Number](#) sections, the user may select incomes in the search results grid and approve or reject them. [Search by Filters](#) [Search by ADV](#)

Results

Filter...

| | Division | Manufacturer | Company | ADV Number | Income Type | Classification | Category |
|-------------------------------------|----------|--------------------------|---------------------------------|-----------------|-------------|----------------|----------|
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Houston DF & Retail Part. | ADVPR2017454389 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Houston DF & Retail Part. | ADVPR2017454404 | Price-Off | Global | 20 - (/) |
| <input checked="" type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Houston DF & Retail Part. | ADVPR2017454415 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454318 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454331 | Price-Off | Global | 20 - (/) |
| <input checked="" type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454342 | Price-Off | Global | 20 - (/) |
| <input checked="" type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454363 | Price-Off | Global | 20 - (/) |
| <input checked="" type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454370 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454377 | Price-Off | Global | 20 - (/) |
| <input checked="" type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454390 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454399 | Price-Off | Global | 20 - (/) |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454407 | Price-Off | Global | 20 - (/) |
| | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. | ADVPR2017454407 | Price-Off | Global | 20 - (/) |

Approve Reject

Results 323 items

Figure 11-21: Income Details, Search results grid with selected incomes

The grid offers the following options:

- The Filter field give the user the option of filtering the results by a custom text;

Newark

| | Division | Manufacturer | Company |
|--------------------------|----------|----------------------------|-------------------|
| <input type="checkbox"/> | DV5 | Agavera Cachimines, Mexico | Dufry Newark Inc. |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. |
| <input type="checkbox"/> | DV5 | Bacardi Martini, Bermuda | Dufry Newark Inc. |

Figure 11-22: Results grid, filter field

- The number of results is show in the bottom-right corner of the grid;

| | |
|-------------------|----------|
| Global | 20 - (/) |
| Global | 20 - (/) |
| Global | 20 - (/) |
| Results 142 items | |

Figure 11-23: Results grid, number of items

- The user may select one or more items in the grid by clicking on the check button near each item and the approve or reject the selected items using the **Approve** and **Reject** buttons.

Approve Items

To approve the selected items, click on the **Approve** button. This will bring up a window containing the selected items, asking the user to confirm the approval.

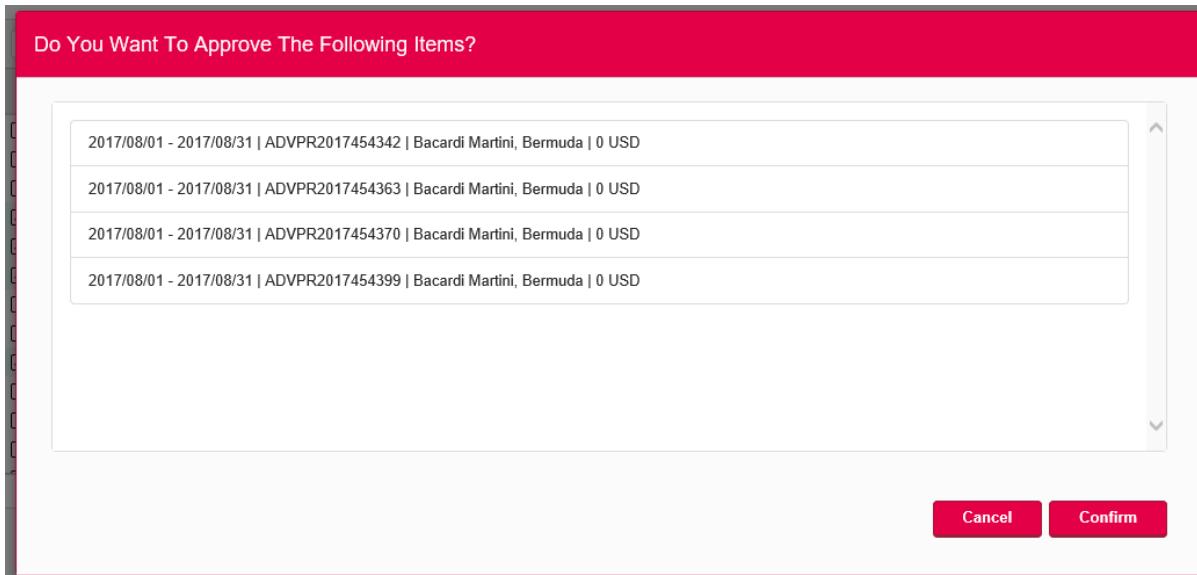


Figure 11-24: Approval Confirmation window

Click on the **Confirm** button to finish the approval and a dialog box will notify the user that the approval is successful.



Figure 11-25: Successfully approved income

Reject Items

To reject the selected items click on the **Reject** button. This will bring up a window containing the selected items, asking the user to confirm the rejection and give a reason for it.

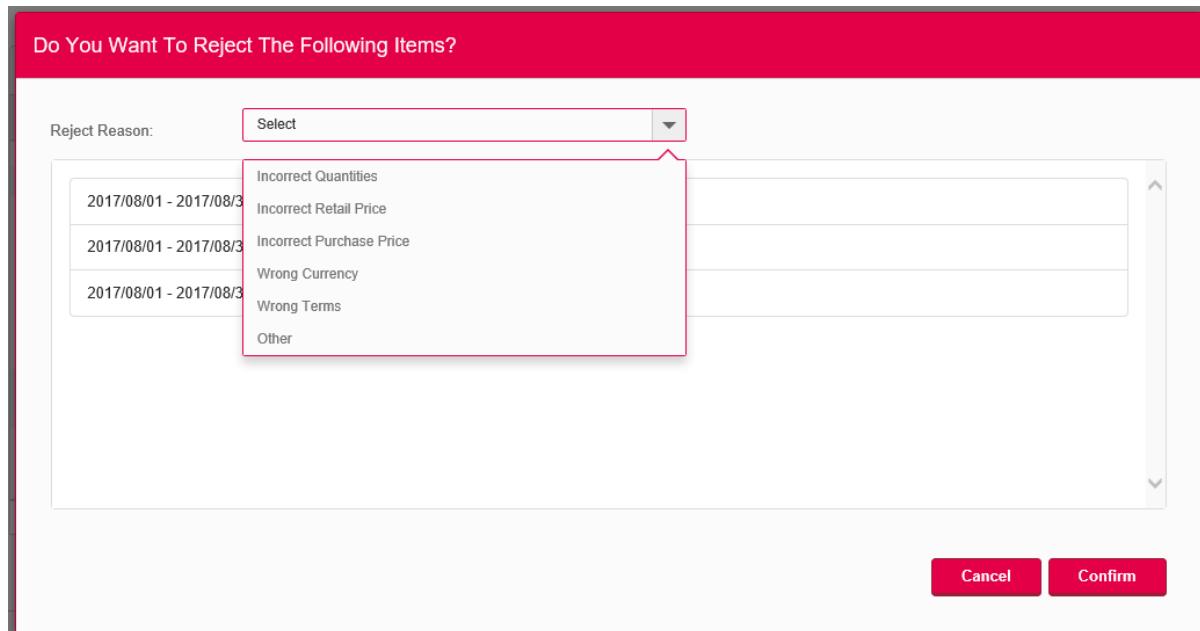


Figure 11-26: Rejection confirmation window

To complete this process, the user must:

2. Select a rejection reason from the dropdown list – the options are:

- Incorrect Quantities;
- Incorrect Retail Price;
- Incorrect Purchase Price;
- Wrong Currency;
- Wrong Terms;
- Other.

3. Click on the **Confirm** button to finish the approval and a dialog box will notify the user that the rejection is successful.



Figure 11-27: Successfully rejected income

11.3 Invoice Tracking

The Invoice Tracking module provides a facility to manually register and track invoices raised to suppliers for income generated by advertising and promotions.

The module contains 2 subfunctions:

- Search Invoices
- Create New Invoice
- Upload Invoices

The Functionality of each of these will be described in the sections below.



Figure 11-28 Invoice Tracking Section

11.3.1 Search Invoices

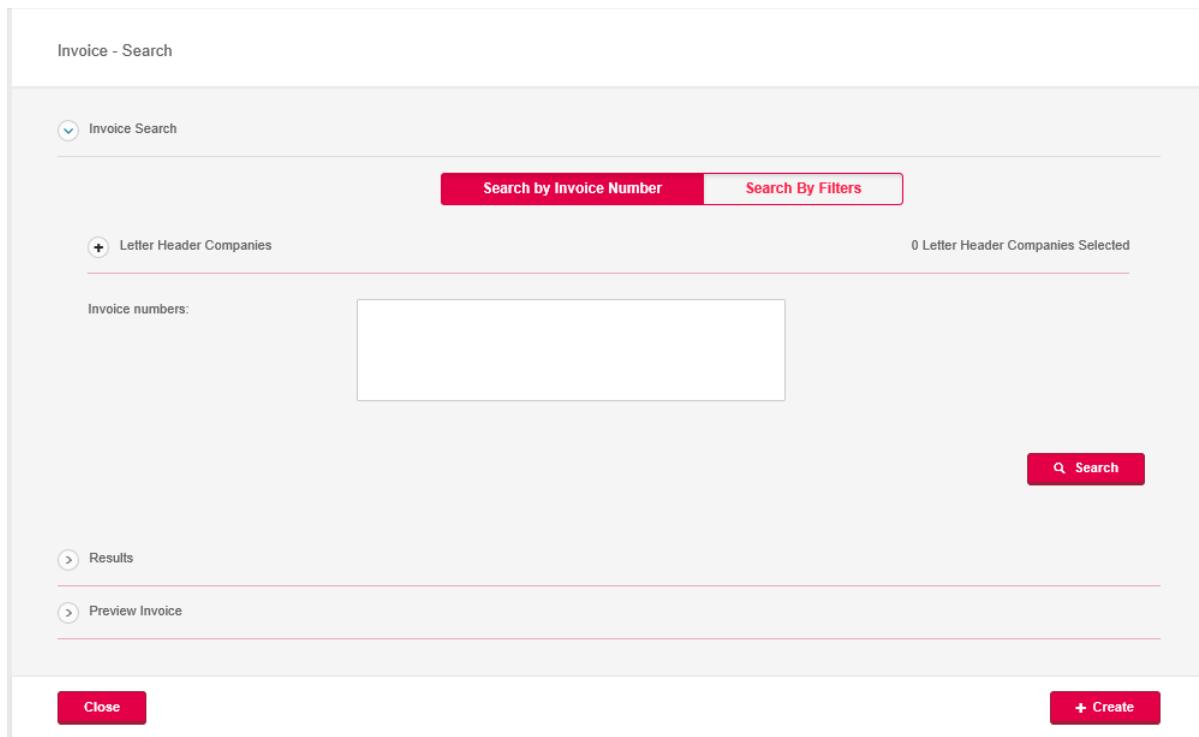
In order to search for an already created invoice go to the Invoice Tracking Section and click on the **Search Invoices** button. The Invoice Search windows will appear.

In this window, you have two ways to search for invoices:

- Search by Invoice Number
- Search by Filters

Each of this will be described in the sections below.

Search by Invoice Number



The screenshot shows a search interface for invoices. At the top, there's a header 'Invoice - Search'. Below it, a section titled 'Invoice Search' contains two buttons: 'Search by Invoice Number' (highlighted in red) and 'Search By Filters'. Underneath these buttons, there's a section for 'Letter Header Companies' with a '+ Letter Header Companies' button and a count '0 Letter Header Companies Selected'. A large text input field labeled 'Invoice numbers:' is present. To the right of the input field is a 'Search' button with a magnifying glass icon. Below the input field, there are two expandable sections: 'Results' and 'Preview Invoice'. At the bottom of the window are two buttons: 'Close' and '+ Create'.

Figure 11-29 Search window – Search by Invoice Number

In order to run a search by the invoice number, you must go through the following steps:

1. **Letter Header Companies** – expand this section using the  button and select at least a company from the dropdown list.
2. **Invoice numbers** – insert in the text field the Invoice numbers that you are searching for.
3. Click  on the button to run the search.
4. You will see the output in the [Results](#) section. [Search Results](#)

Search by Filters

Invoice - Search

| | |
|---|---|
| <input type="button" value="Search by Invoice Number"/> | <input type="button" value="Search By Filters"/> |
| | |
| <input type="button" value="+ Letter Header Companies"/> <input type="button" value="+ Income Allocation Company"/> <input type="button" value="+ Manufacturer View"/> <input type="button" value="+ Status"/> | 0 Letter Header Companies Selected 0 Income Allocation Company Selected All 0 Status Selected |
| Invoice Date From <input style="width: 100px; border: 1px solid red; height: 20px; margin-right: 10px;" type="text"/> <input type="button" value="Calendar"/> | Please fill: Start date, end date and select one of the manufacturer, income allocation company or letter header company options. |
| Invoice Date To <input style="width: 100px; border: 1px solid red; height: 20px; margin-right: 10px;" type="text"/> <input type="button" value="Calendar"/> | <input type="button" value="Search"/> <input type="button" value="Export Excel"/> |
| <input type="button" value="Results"/> <input type="button" value="Preview Invoice"/> | |
| <input type="button" value="Close"/> | <input type="button" value="+ Create"/> |

Figure 11-30 Search window – Search by Filters

In order to run a search by filters, you must go through the following steps:

1. In the Search windows, make sure that you are in the right section by clicking on the **Search By Filters** button.
2. **Letter Header Companies** – expand this section using the  button and select at least a company from the dropdown list.
3. **Income Allocation Company** – expand this section using the  button and select a company from the dropdown list.
4. **View** – expand this section using the  button and select which invoices will be include in the search. The options are: All, Global and Local.
5. **Status** – expand this section using the  button and select the status of the invoices you are searching for. The options are Pending, Paid and Cancelled.
6. **Start Date** – click on  the button in order to open the calendar and select a start date for the invoices that you are searching for.
7. **End Date** – click on the  button in order to open the calendar and select an end date for the invoices that you are searching for.

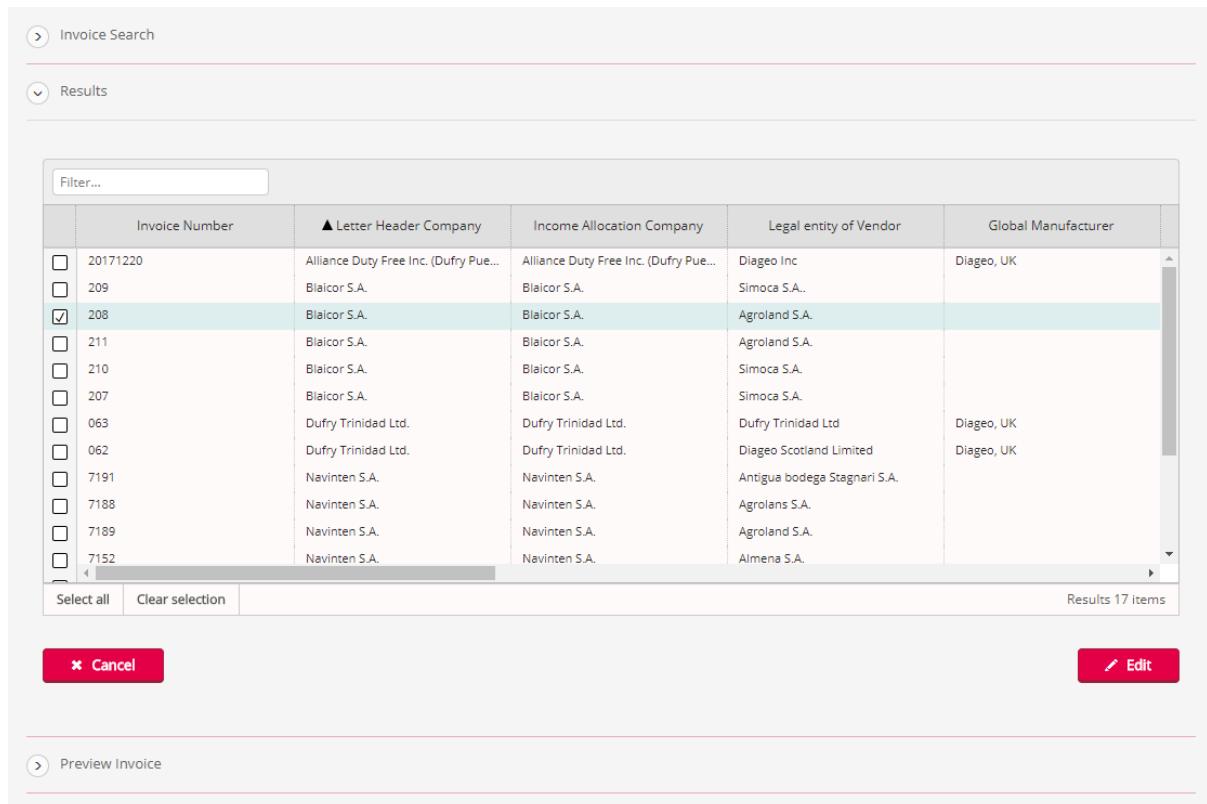
8. Click on the  **Search** button to run the search and you will see the output in the [Results](#) section. [Search Results](#)

Results – Export to Excel

In order to save your Search Results to an Excel File, run your search by either [Invoice Number](#) or by [filter](#), as detailed in the previous sections, and then click on the  **Export Excel** button.

Results Grid

After you have run your search, in either [Search by Invoice Number](#) or [Search by Filter](#) sections, the Results Grid will expand with the search output.



The screenshot shows a user interface for invoice tracking. At the top left, there are two buttons: "Invoice Search" (with a magnifying glass icon) and "Results" (with a document icon). Below these is a "Filter..." input field. The main area contains a table with the following columns: "Invoice Number", "▲ Letter Header Company", "Income Allocation Company", "Legal entity of Vendor", and "Global Manufacturer". The table lists 17 items, each with a checkbox in the first column. The rows are as follows:

| | Invoice Number | ▲ Letter Header Company | Income Allocation Company | Legal entity of Vendor | Global Manufacturer |
|-------------------------------------|----------------|---------------------------------------|---------------------------------------|------------------------------|---------------------|
| <input type="checkbox"/> | 20171220 | Alliance Duty Free Inc. (Dufry Pue... | Alliance Duty Free Inc. (Dufry Pue... | Diageo Inc | Diageo, UK |
| <input type="checkbox"/> | 209 | Blaicor S.A. | Blaicor S.A. | Simoca S.A. | |
| <input checked="" type="checkbox"/> | 208 | Blaicor S.A. | Blaicor S.A. | Agroland S.A. | |
| <input type="checkbox"/> | 211 | Blaicor S.A. | Blaicor S.A. | Agroland S.A. | |
| <input type="checkbox"/> | 210 | Blaicor S.A. | Blaicor S.A. | Simoca S.A. | |
| <input type="checkbox"/> | 207 | Blaicor S.A. | Blaicor S.A. | Simoca S.A. | |
| <input type="checkbox"/> | 063 | Dufry Trinidad Ltd. | Dufry Trinidad Ltd. | Dufry Trinidad Ltd | Diageo, UK |
| <input type="checkbox"/> | 062 | Dufry Trinidad Ltd. | Dufry Trinidad Ltd. | Diageo Scotland Limited | Diageo, UK |
| <input type="checkbox"/> | 7191 | Navinten S.A. | Navinten S.A. | Antigua bodega Stagnari S.A. | |
| <input type="checkbox"/> | 7188 | Navinten S.A. | Navinten S.A. | Agrolans S.A. | |
| <input type="checkbox"/> | 7189 | Navinten S.A. | Navinten S.A. | Agroland S.A. | |
| <input type="checkbox"/> | 7152 | Navinten S.A. | Navinten S.A. | Almena S.A. | |

At the bottom of the table, there are buttons for "Select all" and "Clear selection". To the right, it says "Results 17 items". Below the table are two buttons: "Cancel" (with a cancel icon) and "Edit" (with a pencil icon). At the very bottom left, there is a "Preview Invoice" button.

Figure 11-31 Invoice Tracking – Search Results

At this stage, you have the following options available:

- Click on the  **Edit** button in order to edit the desired Invoice. The Edit button will only become available after you have selected one, and only one, invoice. Only invoices which status is not Cancelled can be edited.
- Click on the  **Cancel** button to cancel selected invoices. The Cancel button will be available when 1 or more invoices are selected.

Only invoices that are Pending can be cancelled. When clicking on the Cancel button, if any of the selected invoices is not Pending, an error message will appear.

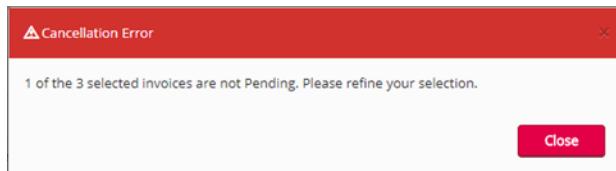


Figure 11-32 Invoice Tracking – Bulk Cancellation Error

However, if all the selected invoices are Pending, a confirmation dialog will appear:

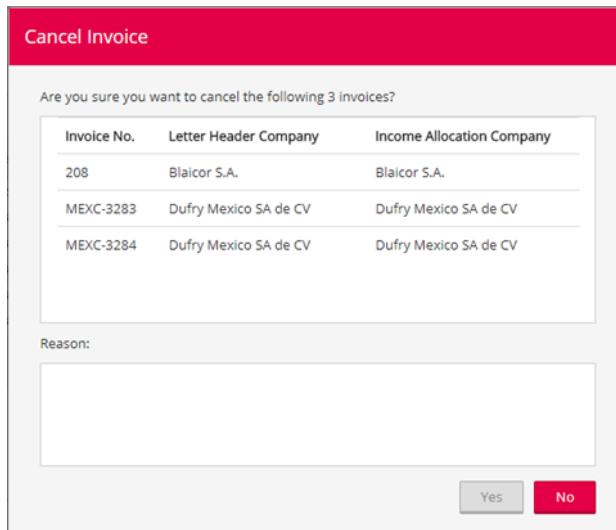


Figure 11-33 Invoice Tracking – Bulk Cancellation Confirmation

Finally, in order to cancel the invoices, type the **reason** for the cancellation (this field is required) and click on the **Yes** button. The invoices will be cancelled and a result message will appear.

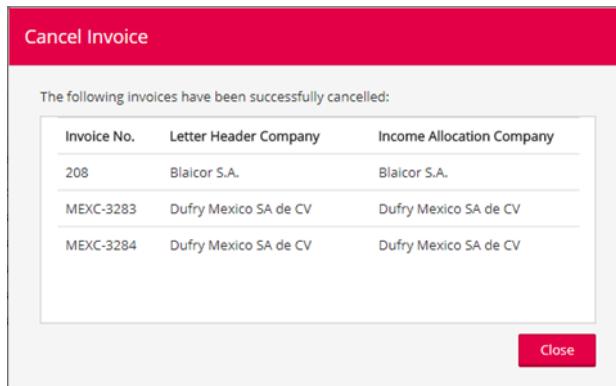


Figure 11-34 Invoice Tracking – Bulk Cancellation Result

Press on the **Close** button to close the message. The results grid will be updated.

- Click on the  button in order to expand the Preview Invoice section, as seen in the following figure.

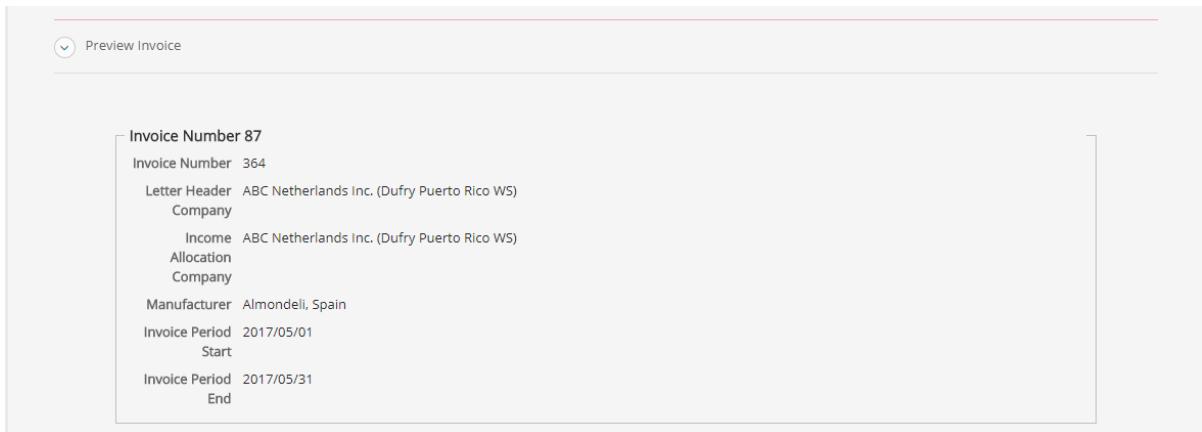


Figure 11-35 Preview Invoice

11.3.2 Create New Invoice

In order to Create a New Invoice from scratch, click the button **Create New Invoice** and the Add Invoice screen will be shown, as can be seen in the figure below.

Invoice Tracking- Add Invoice

| | Global View | Local View |
|-----------------------------|---|--|
| + Letter Header Company | Please Select A Letter Header Company | |
| + Income Allocation Company | Please Select An Income Allocation Company | |
| → Global Manufacturer | Please Select A Manufacturer For Which The Income Is Issued | |
| + Category | Please Select A Category | |
| + Currency | Please Select The Currency | |
| Legal Entity of Vendor: | <input type="text"/> | Please select a legal entity where the invoicing is raised (e.g. Adidas America) |
| Invoice Number: | <input type="text"/> | Please enter an invoice number |
| Invoice Date: | <input type="text"/> | Please select the invoice date |
| Invoice Amount: | <input type="text"/> | Please select the invoice amount |
| Due Date: | <input type="text"/> | Please select the due date |
| Invoice Period: | <input type="text"/> | Please select the invoice period |
| Status: | Pending | |
| Income Type: | Select an income type | Please select the income type |
| Invoice Text: | <input type="text"/> | |
| Comments: | <input type="text"/> | |
| Cancel | | Save |

Figure 11-36 Invoice Tracking – Add Invoice screen

On this screen you have the option to choose between a Global or a Local view, for each case being able to chose a Global or a Local Manufacturer, as seen in the following figure.

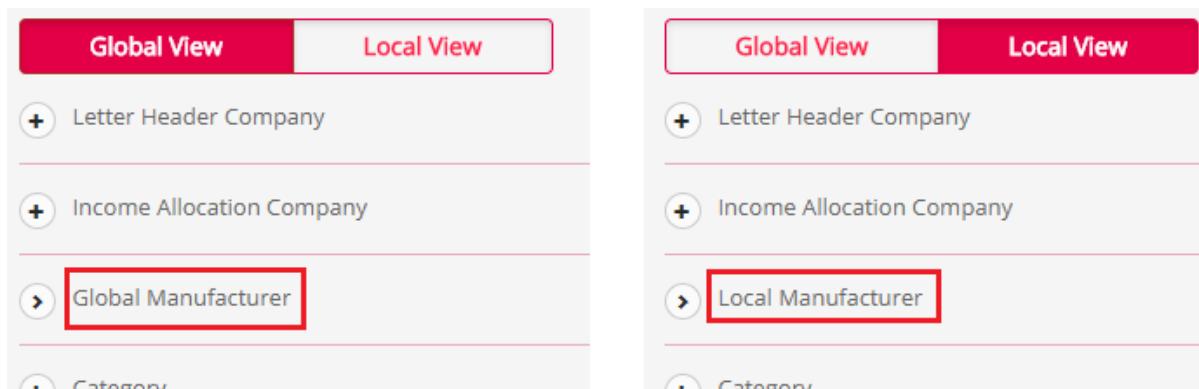


Figure 11-37: Add Invoice Screen – Global/Local view

In order to save a new invoice you must go through the following steps in the Add Invoice window:

1. **Letter Header Company** – expand this section using the  button and select a company from the dropdown list.
2. **Income Allocation Company** – expand this section using the  button and select a company from the dropdown list.
3. **Global Manufacturer / Local Manufacturer** – expand this section using the  button and type in at least 3 letters to get the list of manufacturers to select from.
4. **Category** – expand this section using the  button and select a category from the dropdown list.
5. **Currency** – expand this section using the  button and select a currency from the dropdown list.
6. **Legal Entity of Vendor** – insert here the legal entity where the invoicing is raised.
7. **Invoice Number** – insert here the invoice number.
8. **Invoice Date** – insert here the invoice date or click on the  button to select one from the calendar.
9. **Invoice Amount** – insert here the invoice amount.
10. **Due Date** – insert here the due date or click the  button to select one from the calendar.
11. **Invoice Period** – insert here the invoice period date or click the  button to select a Month, Quarter or Year from the calendar.
12. **Status** – select a status from the dropdown list, the options are Pending, Paid and Cancelled.
13. **Payment date** – insert here a payment date or click the  button to select one from the calendar.
14. **Income Type** – select an income type from the dropdown list, the options are No Income, Price Off, Non Value, Advertising.
15. **Invoice Text** – insert here the invoice text.
16. **Comments** – insert here any comments regarding the newly created invoice.

After you have completed the steps described above, the  button will become active and will allow you to save the new invoice.

The action will be confirmed by an announcement windows that will display an auto-generated ID, as seen in the following figure

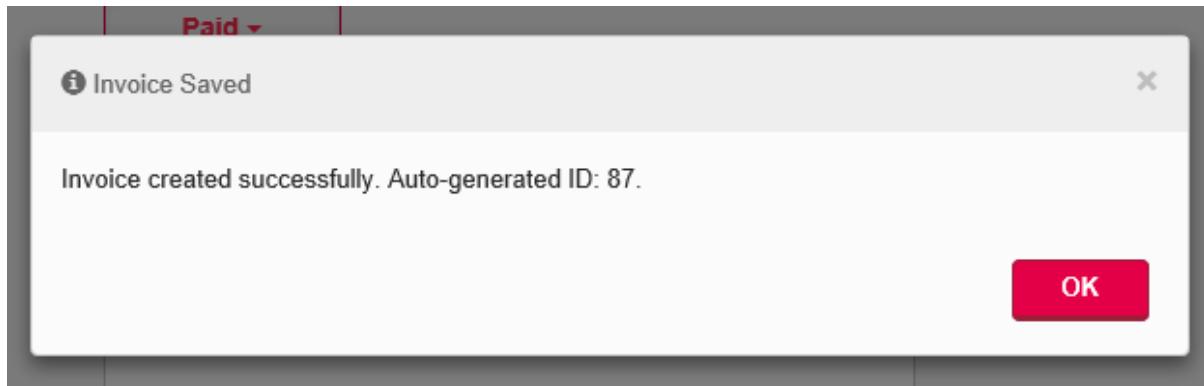


Figure 11-38: Invoice Saved

11.3.3 Upload Invoices

Another useful way to create new Invoices is to upload an Excel Template. You can access the Upload Invoices screen by clicking on the **Upload Invoices** button in the Invoice Tracking section. The Bulk Invoice Upload window will be shown as seen in the following figure.

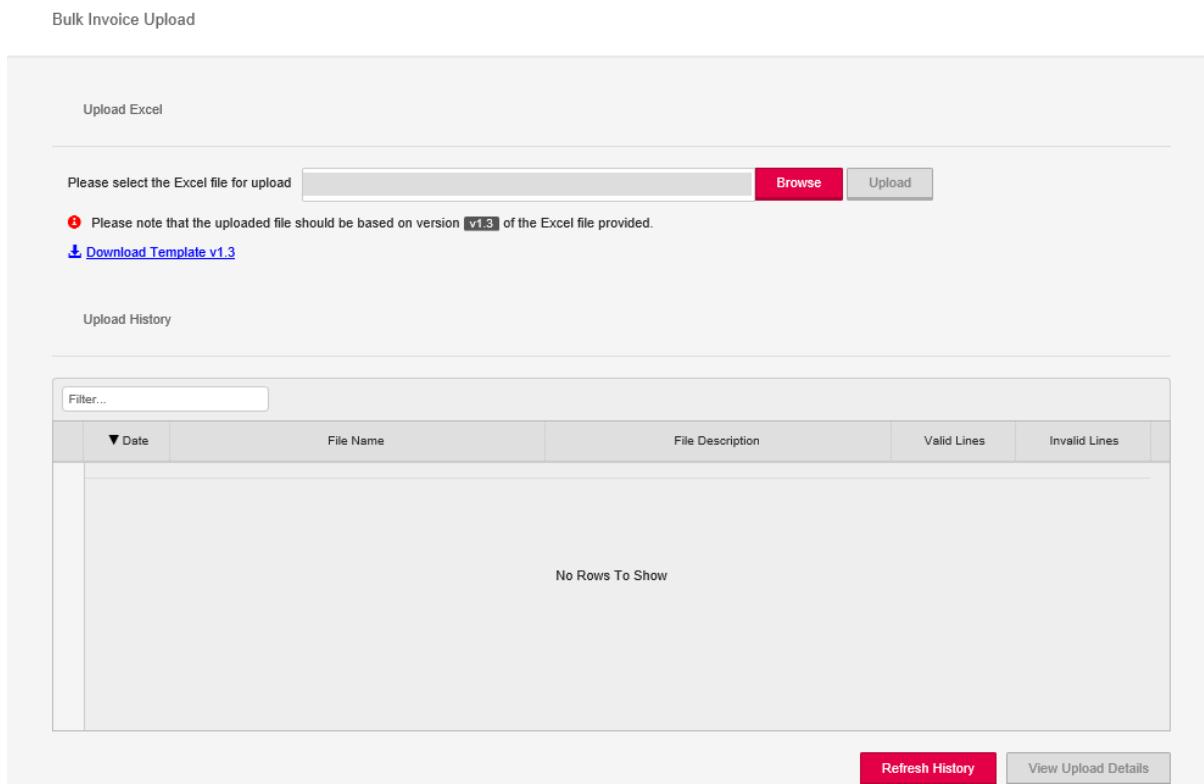


Figure 11-39: Bulk Invoice Upload screen

In order to upload invoices using this feature, the user must download the Excel Template provided by this screen, fill in the required fields in the specified spreadsheets and then upload it using this screen. All this steps will be detailed further in the following sections.

Download Template

In the Bulk Invoice Upload screen, described earlier, click on the [!\[\]\(55125352eeab9b6c318d924be6f688bd_img.jpg\) Download Template v1.3](#) button in order to download the latest version of Excel Template.

Fill in the Template

The template will contain 4 spreadsheets:

- **Business Rules** – short summary of columns and column definition;
- **Invoice Tracking Excel Upload** – the spreadsheet that will contain the actual data. This section is to be filled in in a similar way described in the [Create New Invoice](#) section; [Create New Invoice](#)
- **Informative - Company** – a list of Company codes and descriptions;
- **Informative - Manufacturer** – a list of Global Manufacturers codes and descriptions.

Upload File

2. Click on the  button to select the Excel File you filled in;
3. Click on the  button to start the upload;
4. A new window will open where the Description will automatically take the text used as File Name. You can adjust this description as needed. After Description is filled in, you must click on the *Upload* button;

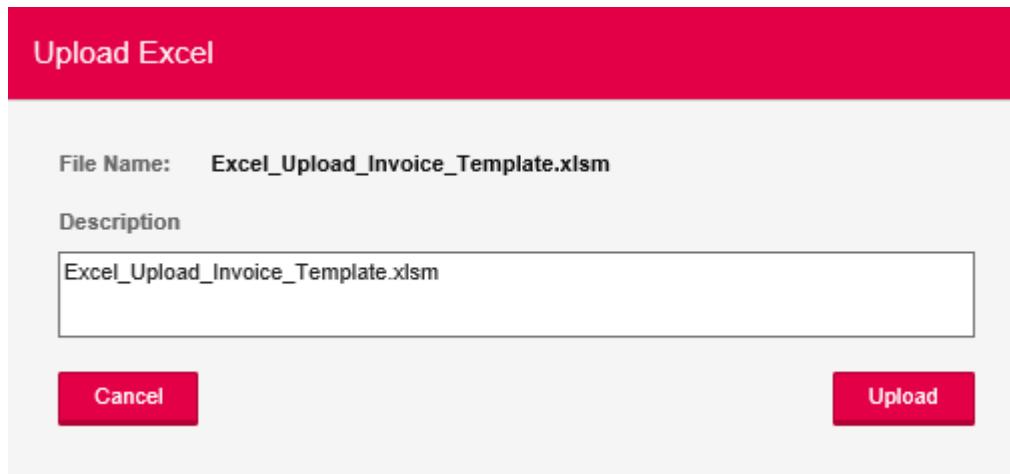


Figure 11-40: Upload Excel, edit file description

5. After clicking the *Upload* button, the window will show the upload Progress that has 2 types of indicators:
 - a. Progress bar
 - b. Step by Step progress indicator – here you will see the percentage of completion and status for each step. The possible statuses are:
 - Done (successfully completed);
 - Pending (not started);
 - Failed (an issue was found and the upload process was stopped).

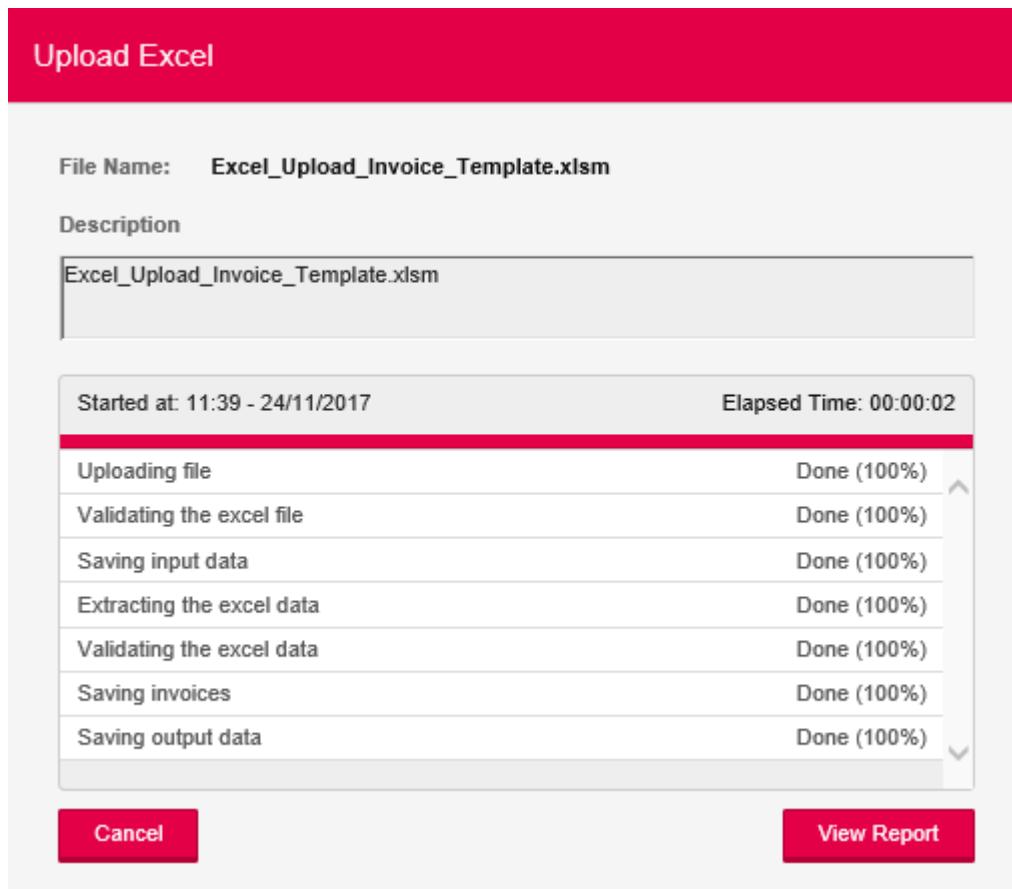


Figure 11-41: Upload Excel, progress window

Details on Failed Upload Step

Below you can see a mapping between the “Failed” status on each Step and possible causes:

| Step | Description | Status | Possible Cause | Example |
|---------------------------|--|--------|---|--|
| Uploading File | Transfers file in the database | Failed | Internet connection fails or our User Session Expired | N/A |
| Validating the excel file | Validates the excel version and excel header | Failed | Version is not correct or the excel header has been altered | A column is missing or the column header has been altered / deleted. |
| Saving Input Data | Saves the File Parameters | Failed | Internet connection fails or our User Session Expired | N/A |
| Extracting the excel data | Reading data inserted by the User | Failed | At least one cell is not having the right type of data (for example it has a formula) | In Bonus column you have a text input (instead of number) |
| Validating the excel data | Verifies that all mandatory data is there and that the input is meeting all conditions | Failed | After the validation, there was no eligible row to continue with Promo Creation | All rows had at least one missing mandatory field or inconsistencies |

| | | | | |
|-------------------------|--|--------|--|--|
| | | | | (invalid start and end date). None of the rows had valid location input (Ex: company code). |
| Multiplying Excel Rows | IMultiplies the rows for each Shop existent in the selection | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Advertising Term | Saves all information into the database | Failed | Internet connection fails our User Session Expired | N/A |
| Saving Output Data | Writes all information back into the excel file | Failed | Internet connection fails our User Session Expired | N/A |

If one step of the Upload Process has failed, you need to check and correct your file based on the above information for the failed step. Once the file has been adjusted, you can redo the upload action.

[View Report](#)

If all steps of the Upload Process are successful, then the [View Report](#) button will become active and a new window will appear, as can be seen in the following figure. This allows the user to see the invoice details and download the validated excel.

Invoice Bulk Upload

| Filter... | | | | | | |
|--------------------------|-------------------------|---------------------------|----------------|--------------------------|----------------------------|--------|
| System... | Letter Header Company | Income Allocation Company | Invoice Number | Legal Entity of Vendor | Global Manufacturer | Loc... |
| <input type="checkbox"/> | Dufry Basel-Mulhouse AG | Dufry Basel-Mulhouse AG | 123987 | British-American Tobacco | British Columbia Liquor... | |
| | | | | | | |

Select All
 Deselect All

[Close](#)
[Download](#)
[Edit Invoice](#)

Figure 11-42: Excel Upload, View Report window

11.4 Invoice Reminder

The **Invoice Reminder** section is used to display invoices that are planned to be raised in Promotion or/and Advertising terms for a manufacturer for the period selected. You can select either the option Promotions or advertisements or both to view the result. The report results are displayed split at Brand level in this report.

Click **Invoice Reminder** tab to open the section and the screen as shown in the following figure is displayed.

Figure 11-43: Invoice Reminder Section

Click to collapse the filter. On clicking the button, the filter is collapsed and the button is changed to . Click to maximize the filter.

Enter the following details to search for invoice details:

1. View – Select Global View to view the global income or Local View to view the local invoice from the drop down menu. The option Global View is displayed, by default.
2. Division – Select the Division from the drop down menu. You can select multiple divisions, if required, by clicking . All is selected, by default. Based on the Division selected, the Business Units are displayed in the **BU** field.
3. BU - Select the Business Units from the listed options. You can select multiple business units, if required, by clicking . The option All is selected, by default. Based on the Business Units selected, the Company Names are displayed in the **Company** field.
4. Company - Select the Companies from the listed options. Only the companies associated with the logged in User are displayed in the list. You can select multiple companies, if required, by clicking . The option All is selected, by default. Based on the companies selected, the backoffice names are displayed in the **Back Office** field.

The shops are loaded when the company is selected. You can further shortlist the shops with backoffices.

5. Back Office - Select the backoffices from the listed options. You can select multiple backoffices, if required, by clicking . The option **All** is selected, by default. Based on the backoffices selected, the shop channel names are displayed in the **Shop** field.
6. Shop – Select the shops from the listed options. You can select multiple shops, if required, by clicking . The option **All** is selected, by default. Based on the shops selected, the global manufacturers are displayed in the **Global Manufacturers** field.
7. Category – Select the categories from the drop down menu. You can also select multiple categories, if required, by clicking . The option **All** is selected, by default.
8. Global Manufacturer – Select the global manufacturers from drop down menu. You can select multiple global manufacturers, if required, by clicking . The option **All** is selected, by default. Based on the global manufacturers selected, the local manufacturers are displayed in the **Local Manufacturers** field. Only the global manufacturer list is displayed in the field.
9. Local Manufacturer – Select the local manufacturers from the drop down menu. You can select multiple local manufacturers, if required, by clicking . The option **All** is selected, by default. Only the local manufacturer list is displayed in the field.
10. Term Type – Select the term types from the drop down menu. The listed options are All, Promotions and Advertisements. The option **All** is selected, by default. If you select the option Advertisements, the **Promotion Type** field is disabled.
11. Promotion Type – Select the Promotion Type from the drop down menu. You can select multiple promotion types, if required, by clicking . The standard promotion type list is displayed in this field. If you select the term type as **Advertisements** in the **Term Type** field, this field is disabled.
12. Advertising Terms – Select the Advertising Terms from the drop down menu. You can select multiple Advertising Terms, if required, by clicking . The listed options are All, Light Box/Visuals, Logo, Special Rental, Personalized Corner, Supplier Extranet and General Bonus. The option **All** is selected, by default.
13. Billing Type – Select the Billing type form the drop down menu. You can select multiple billing types, if required, by clicking . The option **All** is selected, by default.
14. Currency – Select the currency form the drop down menu. The standard currency list is displayed in the list. If you leave the field blank, the income or invoice is grouped by Billing currency within the manufacturer and provide a subtotal per currency.
15. From Date – Click  to select the start date from which you want to view the invoice details. This is a mandatory field. The first day of the year is displayed as the date, by default.
16. To Date – Click  to select the date to which you want to view the invoice details. This is a mandatory field. The last day of the year is displayed as the date, by default.

The Billing schedule date must be within the date range selected above.

After entering the search criteria click, **Search** to view the income details. The screen as shown in the following figure is displayed.

| Income Reminders | | | | | | | | | | | |
|------------------|------------------------------------|---------------|--------------|--|--------|------------|-------|------------------------------|--------------|----------|-----------------------------------|
| Category | Manufacturer | Term Type | Billing Date | Dimension | Period | Backoffice | Brand | Advertisement/Promotion Type | Billing Type | Currency | Total Income |
| 10 | Agio Sigarenfabrieken, Netherlands | Advertisement | 31/12/2011 | 01/11/2011 - 30/11; Backoffice DAS | | | | Light Box/Visuals | Off Invoice | AED | |
| 10 | Agio Sigarenfabrieken, Netherlands | Advertisement | 31/12/2011 | 01/11/2011 - 30/11; Backoffice DTH | | | | Light Box/Visuals | Off Invoice | AED | |
| 10 | Agio Sigarenfabrieken, Netherlands | Advertisement | 31/12/2011 | 01/11/2011 - 30/11; Generic Backoffice o | | | | Light Box/Visuals | Off Invoice | AED | |
| 10 | Agio Sigarenfabrieken, Netherlands | Advertisement | 31/12/2011 | 01/11/2011 - 30/11; Generic Backoffice o | | | | Light Box/Visuals | Off Invoice | AED | |
| 10 | BAT, British American Tobacco, UK | Promotion | 31/12/2011 | 01/01/2011 - 31/12; Backoffice DTH | | | | Global Promotion | Off Invoice | AED | TOTAL Agio Sigarenfabrieken, Netl |
| 10 | BAT, British American Tobacco, UK | Promotion | 31/12/2011 | 01/01/2011 - 31/12; Generic Backoffice o | | | | Global Promotion | Off Invoice | AED | |
| 10 | BAT, British American Tobacco, UK | Promotion | 31/12/2011 | 01/01/2011 - 31/12; Backoffice DAS | | | | Global Promotion | Off Invoice | CHF | |
| 10 | RAT, British American Tobacco, UK | Promotion | 31/12/2011 | 01/01/2011 - 31/12; Generic Backoffice o | | | | Global Promotion | Off Invoice | CHF | |

Figure 11-44: Invoice Reminder Search Result

The Term Type, Billing Date, Dimension, Advertisement/Promotion Type, Billing Type, Currency and Billing Amount are displayed on the screen.

When the currency is chosen as blank and multiple currencies are shown in grid, the total is not calculated.

Click to show/hide the search filter.

Click to print the report.

Click to import the report in an Excel workbook.

11.5 Invoice Request Management

The **Invoice Request management** sections is used to display invoice requests that are generated automatically by a consolidation process where you can approve or reject or export them into an excel.



Figure 11-45: Invoice Request Management

Click **Invoice Request management** tab to open the section that you will have a button to point you to as shown in the following figure is displayed.

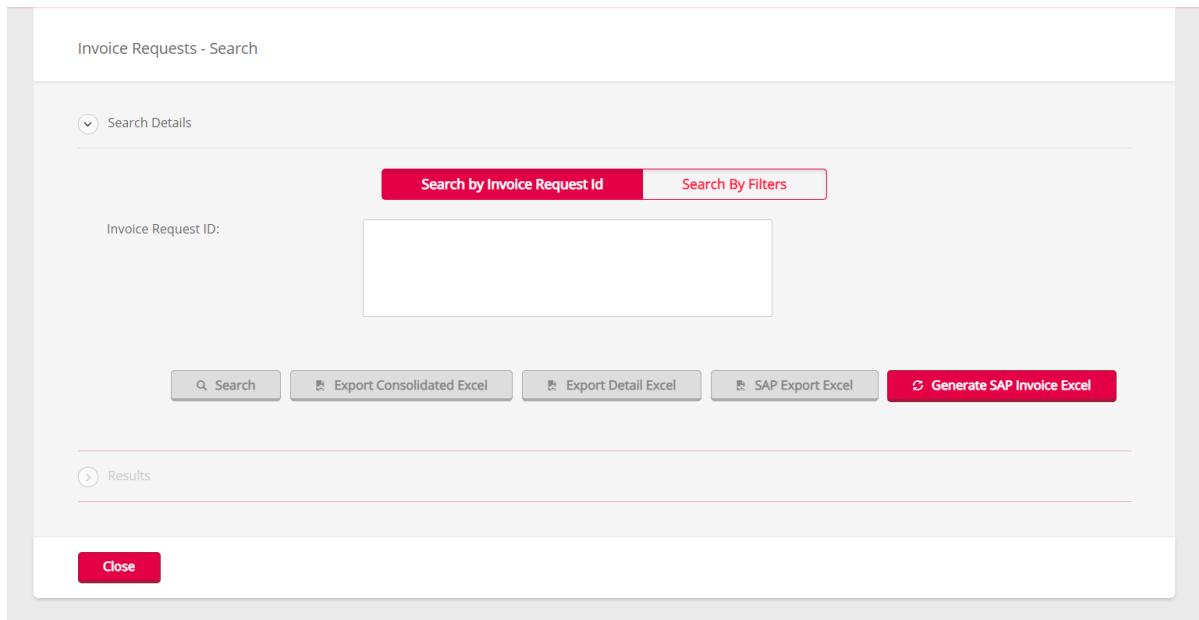


Figure 11-46: Invoice Request Section

You will have the option to search or export an excel files by 2 filters:

- By entering a known Invoice Request Id (or a list of ids)
- By apply a filter on all Invoice Requests

11.5.1 Search by Invoice Request Id

The screen will look like in Figure 11-46 (above).

By entering a list of Invoice Request in the box design for it you will unlock all the buttons below it to make an action. The actions are:

- a. Search
- This will search you all the Invoice Requests that have the Ids you entered and provide a list of details for them like Invoice Request Id, Income Type, Distribution Center, Category, Company etc.

- b. Export Consolidated Excel Export Consolidated Excel
- This will export an excel containing the details of the Invoice Request Ids that you entered, the details are almost the same with the details you see in the grid by Search action
- c. Export Detail Excel Export Detail Excel
- It will export an excel that is the same with the one at point b) but it will add two details to it: the service article and amount of the invoice requests
- d. SAP Export Excel SAP Export Excel
- This will export an excel with the details that will be sent to SAP Retail
- e. Generate SAP Invoice Excel Generate SAP Invoice Excel
- This button will generate an excel that will not be downloaded but all Invoice Request that are approved and not exported to SAP will be added in an excel file and have the status ready to be exported to SAP (this will not return an excel or file)

11.5.2 Search by Filters

Invoice Requests - Search

Search Details

Search by Invoice Request Id
Search By Filters

| | |
|---|-------------------------------------|
| + Distribution Centers | 0 Distribution Centers Selected |
| + Cluster | No Cluster Selected |
| + Divisions | 0 Divisions Selected |
| + Companies | 0 Companies Selected |
| + Types Of Income | 0 Types Of Income Selected |
| + Categories | 0 Categories Selected |
| <input checked="" style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px; border-radius: 5px; background-color: white; color: #e67e22; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Global View"/> <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: white; color: #e67e22; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Local View"/> | |
| + Global Manufacturer | 0 Manufacturers Selected |
| + Period | No Period Selected |
| + Invoice Request Statuses | 0 Invoice Request Statuses Selected |
| + SAP Invoice Statuses | 0 Sap Invoice Statuses Selected |
| <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: white; color: #e67e22; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Search"/> <input style="border: 1px solid #ccc; color: #e67e22; background-color: white; border-radius: 5px; padding: 2px 10px; margin-right: 10px; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Export Consolidated Excel"/> <input style="border: 1px solid #ccc; color: #e67e22; background-color: white; border-radius: 5px; padding: 2px 10px; margin-right: 10px; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Export Detail Excel"/> <input style="border: 1px solid #ccc; color: #e67e22; background-color: white; border-radius: 5px; padding: 2px 10px; margin-right: 10px; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="SAP Export Excel"/> <input checked="" style="border: 1px solid #e67e22; color: white; border-radius: 5px; padding: 2px 10px; font-weight: bold; font-size: 10px; font-family: inherit; background-color: #e67e22;" type="button" value="Generate SAP Invoice Excel"/> | |
| <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: white; color: #e67e22; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Results"/> | |
| <input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; background-color: white; color: #e67e22; font-weight: bold; font-size: 10px; font-family: inherit;" type="button" value="Close"/> | |

Figure 11-47: Invoice Requests – Search window By Filters

In order to run a search by filters, in the Invoice Request Management window the user must select this option, as seen in the following figure.



Figure 11-48: Select Search by Filters

The user must go through the following steps in order to run a search by filters:

The user must go through the following steps in order to run a search by filters:

- **Distribution Centers** – this is a mandatory step. Click on the button to expand this filter and select a predefined distribution center from the dropdown list;
- **Clusters** – that allows the user to select a predefined cluster and pre-populate the division, company and category fields. Click on the button to expand this filter and select a predefined cluster from the dropdown list;
- **Divisions** – click on the button to expand this filter and select one or more divisions from the dropdown list;
- **Companies** – click on the button to expand this filter and select one or more companies from the dropdown list;
- **Types of Income** – this is a mandatory step. Click on the button to expand this filter and select one or more types of income from the drop down list, the user can select from the following options:
 - Price Off;
 - Non Value;
 - Advertising;
 - Brand Ambassadors
- **Categories** – this is a mandatory step. Click on the button to expand this filter and select one or more categories from the dropdown list;
- **Global or Local View** – select one of these options to filter the search by global or local incomes;
- **Global or Local Manufacturer** – this is a mandatory step. Click on the button to expand this filter and select one or more manufacturers from the dropdown list;
- **Period** – this is a mandatory step. Click on the button and user can select from the following options:
 - Time Period
 - Billing Period
- **Invoice Request Statuses** – click on the button to expand this filter and select one or more statuses from the drop down list, the user can select from the following options:
 - Approved

- Pending
- Rejected
- Sent

- **SAP Invoice Statuses** – click on the button to expand this filter and select one or more SAP invoice statuses from the dropdown list, the user can select from the following options

Results

Filter...

| | Invoice Request Id | Income Type | Distribution Center | Category | Company | Manufacturer | Invoice Request Status | |
|--------------------------|--------------------|-------------|---------------------------|-------------------|----------------------------|-----------------------------|------------------------|---|
| <input type="checkbox"/> | APINV20180000032 | Advertising | International Operatio... | Perfumes & Cos... | Dufry France SA, The N... | Coty Prestige, Switzerla... | Pending | P |
| <input type="checkbox"/> | APINV20180000035 | Advertising | International Operatio... | Perfumes & Cos... | A. Peru, Dufry - DFASS ... | Dior Christian Parfums,... | Pending | P |
| <input type="checkbox"/> | APINV20180000036 | Advertising | International Operatio... | Perfumes & Cos... | Dufry - DFASS Colombi... | Dior Christian Parfums,... | Pending | P |
| <input type="checkbox"/> | APINV20180000037 | Advertising | International Operatio... | Perfumes & Cos... | A. Peru | Dior Christian Parfums,... | Pending | P |

Approve | Reject | Select all | Clear selection | Edit | Selected results 0 of 4 items

Figure 11-49: Income Requests, search result grid

After searching for the needed Invoice Requests the user may select invoice requests in the search results grid and approve or reject them. [Search by Filters](#) [Search by ADV](#)

Results

Filter...

| | Invoice Request Id | Income Type | Distribution Center | Category | Company | Manufacturer | Invoice Request Status | |
|-------------------------------------|--------------------|-------------|---------------------------|-------------------|----------------------------|-----------------------------|------------------------|---|
| <input checked="" type="checkbox"/> | APINV20180000032 | Advertising | International Operatio... | Perfumes & Cos... | Dufry France SA, The N... | Coty Prestige, Switzerla... | Pending | P |
| <input type="checkbox"/> | APINV20180000035 | Advertising | International Operatio... | Perfumes & Cos... | A. Peru, Dufry - DFASS ... | Dior Christian Parfums,... | Pending | P |
| <input type="checkbox"/> | APINV20180000036 | Advertising | International Operatio... | Perfumes & Cos... | Dufry - DFASS Colombi... | Dior Christian Parfums,... | Pending | P |
| <input checked="" type="checkbox"/> | APINV20180000037 | Advertising | International Operatio... | Perfumes & Cos... | A. Peru | Dior Christian Parfums,... | Pending | P |

Approve | Reject | Select all | Clear selection | Edit | Selected results 2 of 4 items

Figure 11-50: Search results grid with selected invoice requests

The grid offers the following options:

The Filter field give the user the option of filtering the results by a custom text;

A screenshot of a user interface showing a results grid. At the top left is a search bar containing the text "Peru". Below it is a table with four columns: "Invoice Request Id", "Income Type", and "Distribution Ce". The first row has an empty checkbox and the ID "APINV2018000035" with "Advertising" in the Income Type column. The second row has a checked checkbox and the ID "APINV2018000037" with "Advertising" in the Income Type column.

| | Invoice Request Id | Income Type | Distribution Ce |
|-------------------------------------|--------------------|-------------|-------------------|
| <input type="checkbox"/> | APINV2018000035 | Advertising | International Ope |
| <input checked="" type="checkbox"/> | APINV2018000037 | Advertising | International Ope |

Figure 11-51: Results grid, filter field

The number of results is show in the bottom-right corner of the grid;



Figure 11-52: Results grid, number of items

11.5.3 Approve Invoice Request

To approve the selected items, click on the button. This will bring up a window containing the selected items, asking the user to confirm the approval.

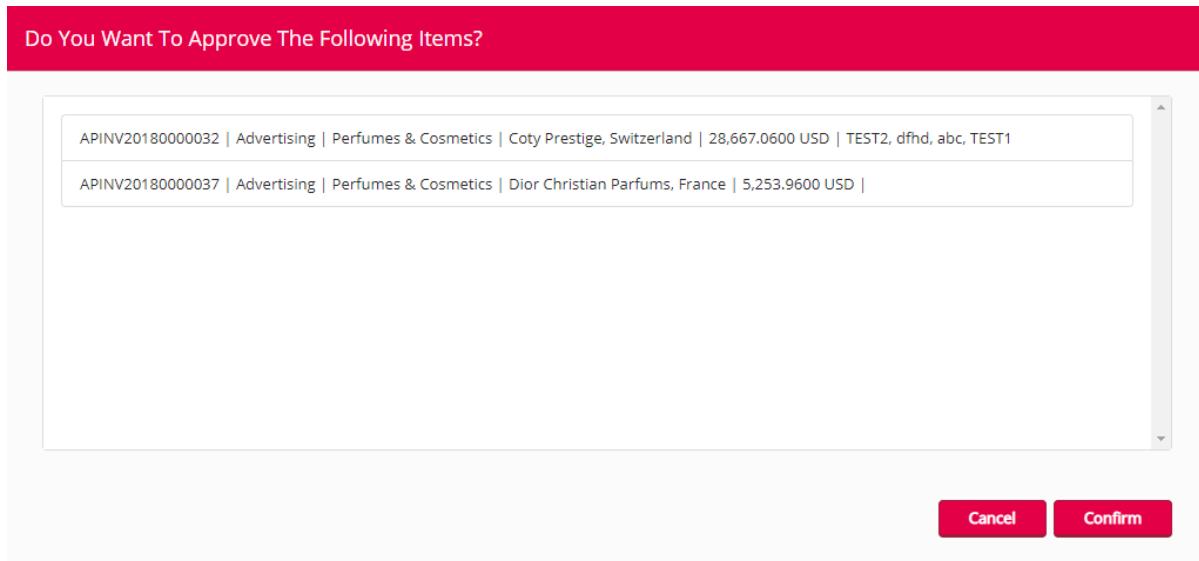


Figure 11-53: Approval Confirmation window

Click on the **Confirm** button to finish the approval and a dialog box will notify the user that the approval is successful.

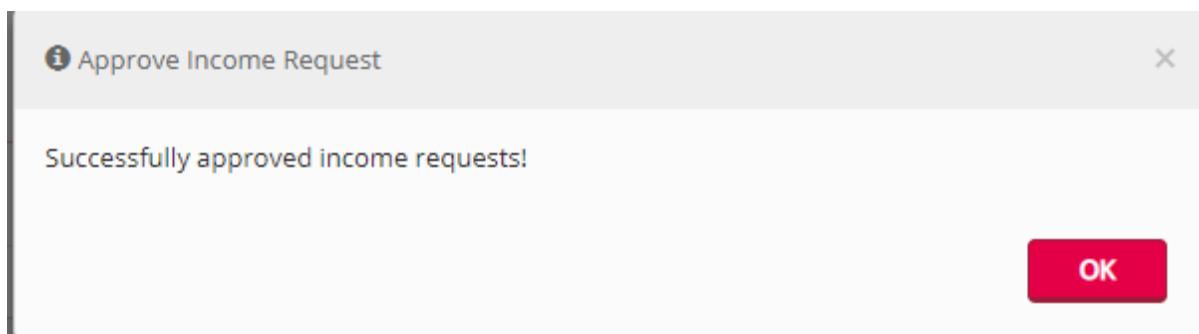


Figure 11-54: Successfully approved invoice request

11.5.4 Reject Invoice Request

To reject the selected items click on the **Reject** button. This will bring up a window containing the selected items, asking the user to confirm the rejection and give a reason for it.

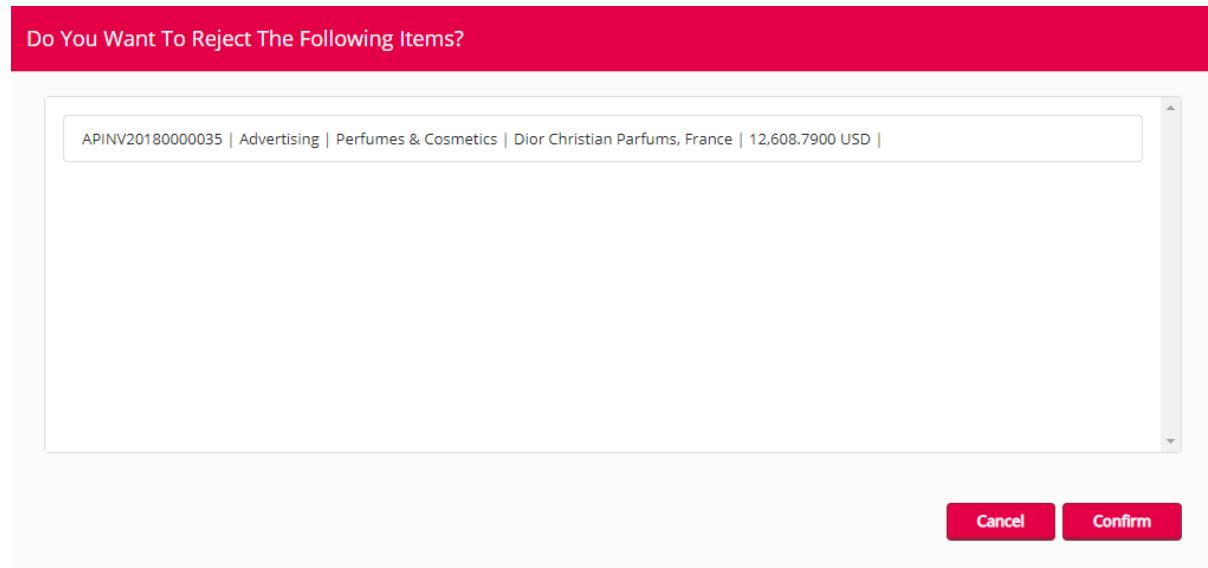


Figure 11-55: Rejection confirmation window

Click on the **Confirm** button to finish the rejection and a dialog box will notify the user that the rejection is successful.

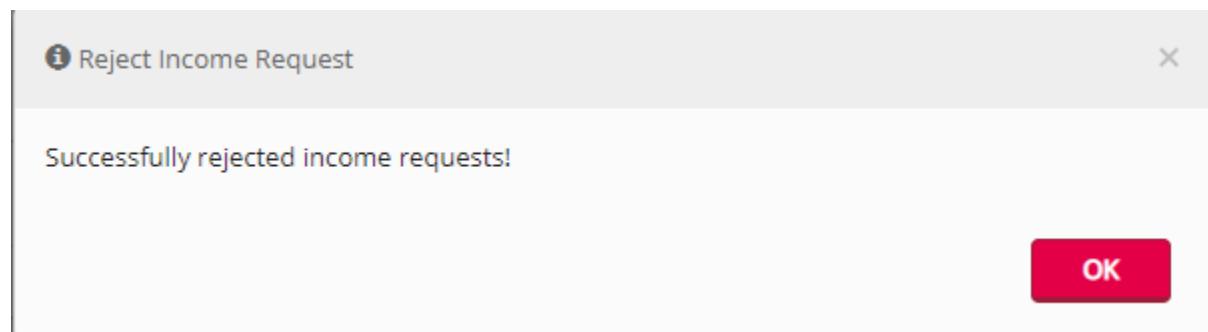


Figure 11-56: Successfully rejected invoice request

12 Promotion Frozen Period Management – Approval process

12.1 Frozen period definition

Frozen period represents a period (in weeks) before the promotion's start date, in which any changes done to the promotion are subject to Approval process. The frozen period will be calculated starting from Monday of each week.

Example:

Promotion start date = Friday 19th of April 2019 (Week 16)

Frozen period =12 Weeks (**this varies from company to company**)

Frozen date = week 16 – 12 weeks = Monday, 21th of April 2019, week 4

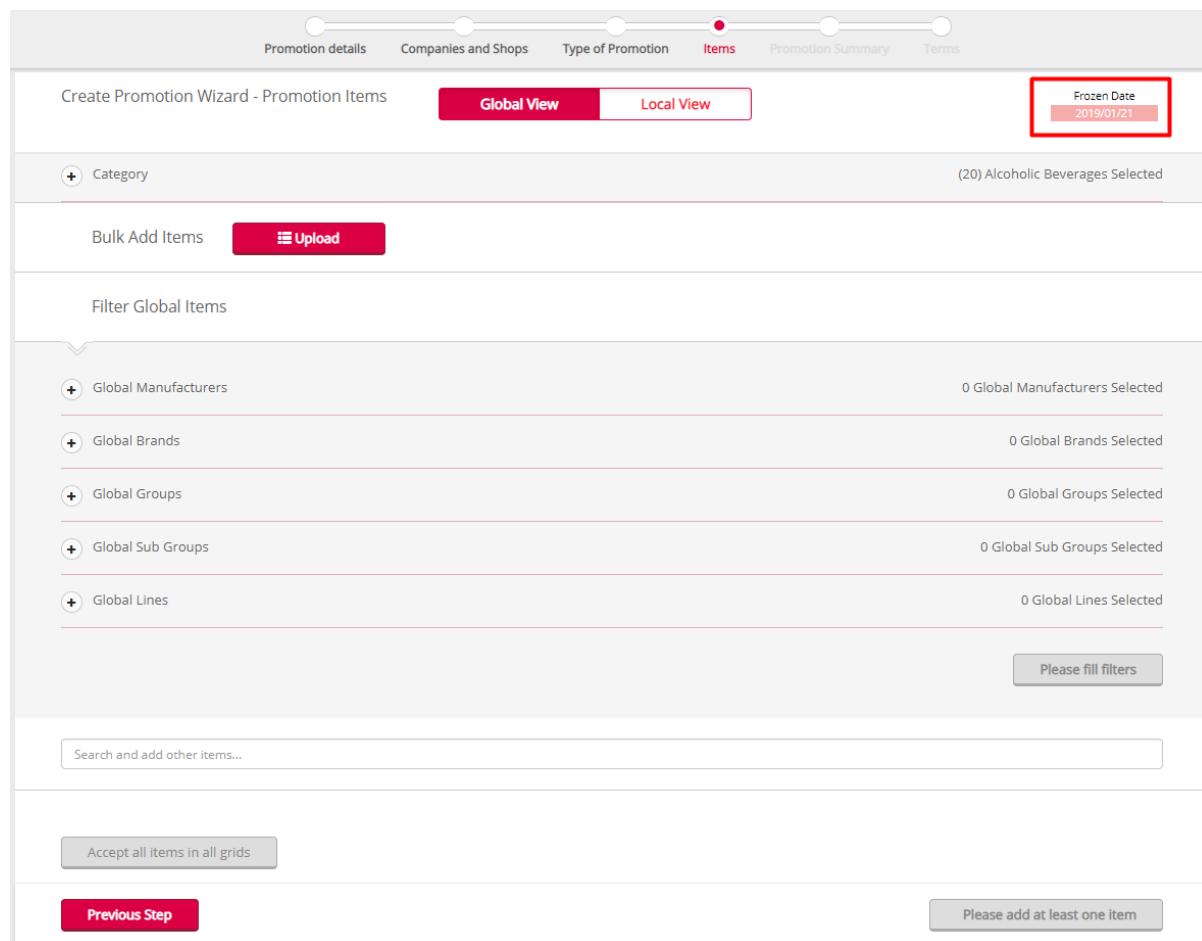
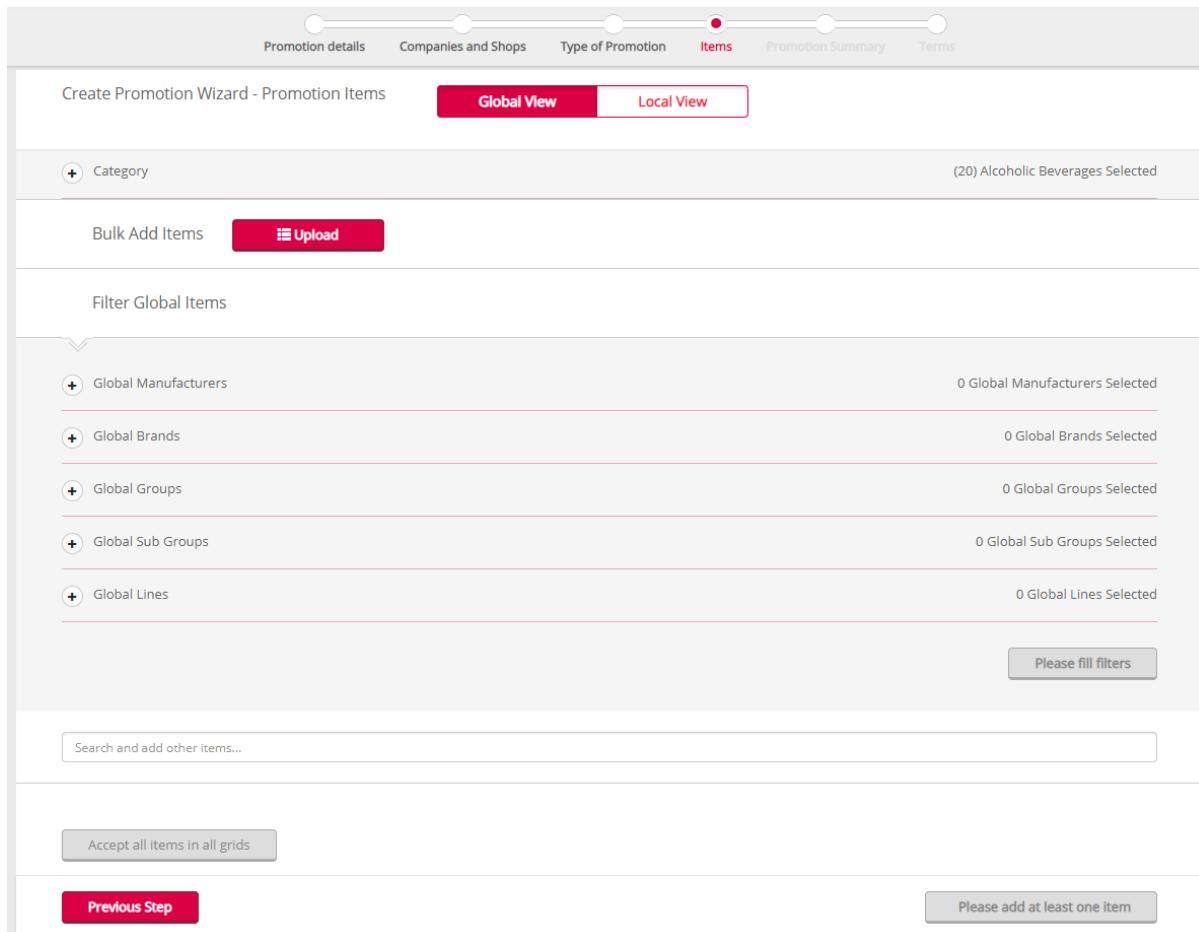


Figure 12-1 Frozen Period

The frozen period is presented to the user when a new promotion is created, by calculating the frozen period which is set at Company level.

- In case the promotion classification is Local, the frozen period logic is not applied to the promotion.

- In case the promotion type is “Liquidation Promotion”, the frozen period logic is not applied to the promotion



Create Promotion Wizard - Promotion Items

Global View **Local View**

Category (20) Alcoholic Beverages Selected

Bulk Add Items **Upload**

Filter Global Items

Global Manufacturers 0 Global Manufacturers Selected

Global Brands 0 Global Brands Selected

Global Groups 0 Global Groups Selected

Global Sub Groups 0 Global Sub Groups Selected

Global Lines 0 Global Lines Selected

Please fill filters

Search and add other items...

Accept all items in all grids

Previous Step Please add at least one item

Figure 12-2 Liquidation Promotion

12.2 Approval process

During the frozen period, any change performed for a promotion, needs to be approved.

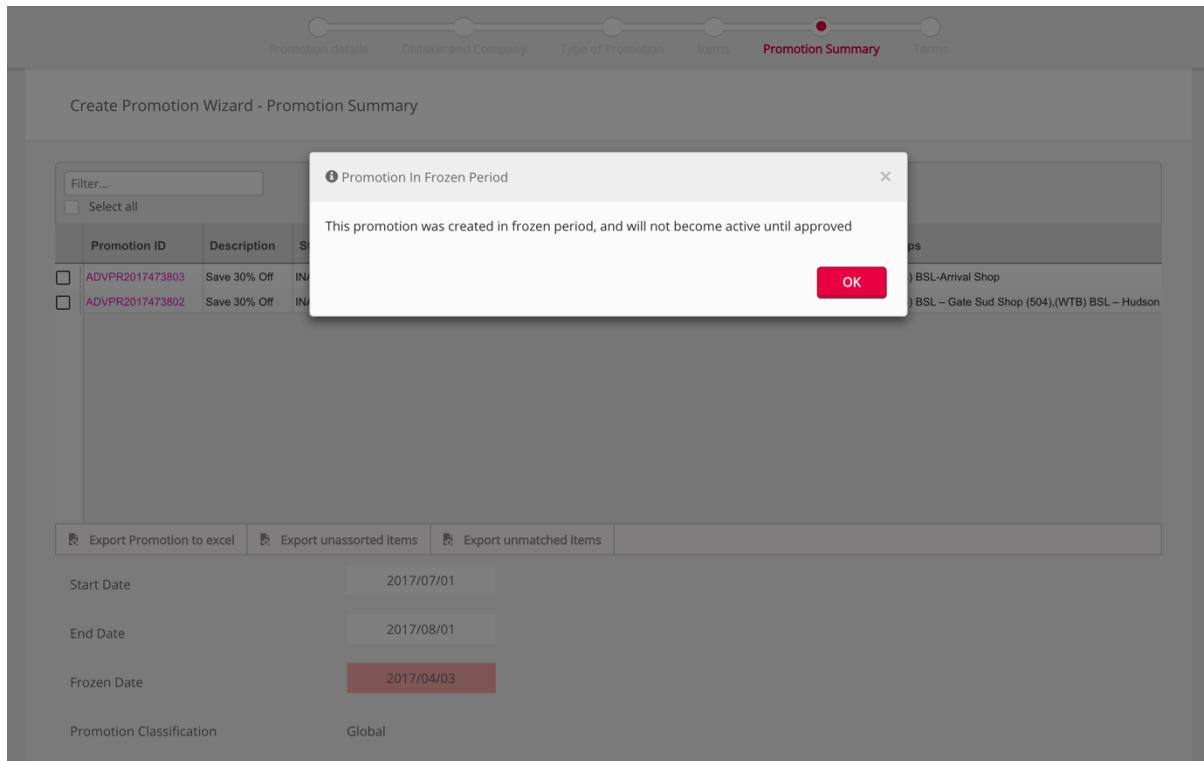


Figure 12-3 Approval Process

The proposed approval process is the following:

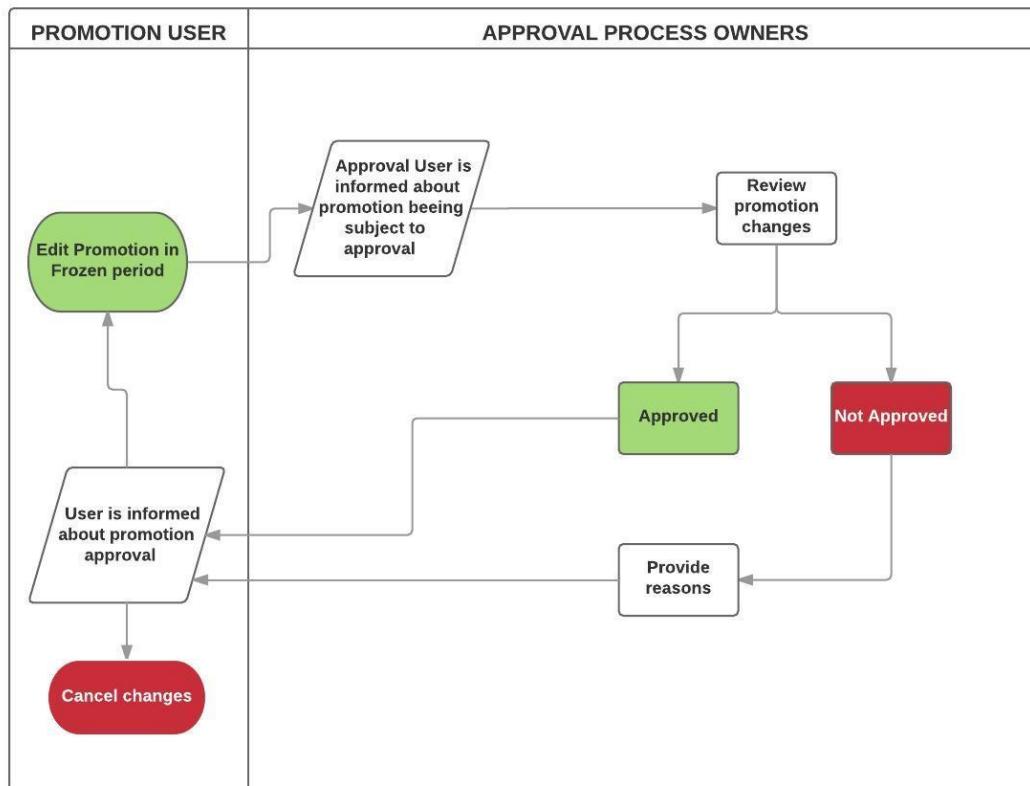


Figure 12-4 Approval Process Flow

12.3 Edit Promotion Process – Save Changes

During the Edit process, user can change any characteristic of the promotion and when the process is complete, before saving, a reason for the change must be presented in “Promotion details screen”.

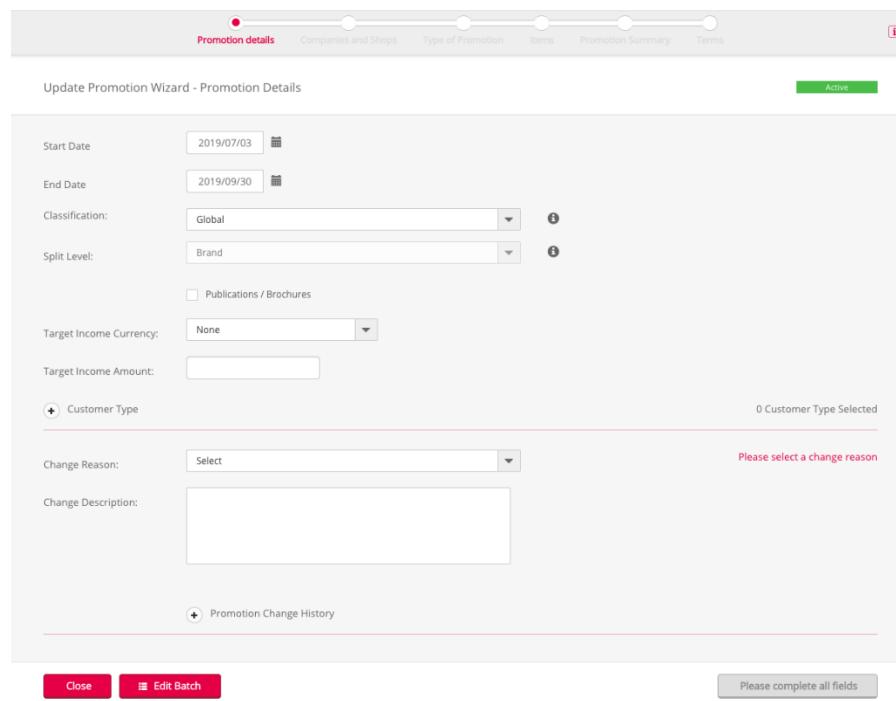


Figure 12-5 Edit Promotion Process

⊕ DUFRY **DUFRY ADVERTISING AND PROMOTION**
APPROVAL VIEW PROMOTION ADVPR2016329451

Claudia Istrate
Super HQ Promotions Manager
Tuesday, 30/08/2016

Approval View Promotion ADVPR2016329451

Active
Pending approval

(-) Promotion Details

| | | | |
|--------------|--|--------------------|------------------------|
| Divisions: | Division 2: UK, Central and Eastern Europe | Shop Channel: | Airport Shop |
| Company: | Dufry Basel-Mulhouse AG | Shop Transit Type: | Arrival |
| Back Office: | (WTB) Basel-Mulhouse Arrival | Shops: | (WTB) BSL-Arrival Shop |

| | | | |
|-----------------|-----------------------------|------------------------|-------------------------|
| View: | Global | Promotion Start Date: | 2016-09-07 |
| Promotion Type: | Global Promotion | Promotion End Date: | 2017-03-16 ➤ 2017-04-08 |
| Percentage Off: | | Promotion Description: | ➤ Discount to food |
| Auto-generated | Save 27% Off ➤ Save 17% Off | | |
| Description: | | | |

| | | | |
|----------------|---------------------------|---------------|---|
| Mechanic Type: | Discount | Manufacturer: | ⊕ Galletas Gullon, Spain Mondelz World Travel Retail LLC, Switzerland The Lorenz Bahlsen Snack World, Germany |
| Category: | (30) Food & Confectionery | Brand: | ⊕ GULLON OREO LORENZ |

| | | | |
|------------------------------|-----|--------------------------|----|
| Promotion Currency: | CHF | Promotion Terms: | No |
| Gift outside the assortment: | No | Publications / Brochure: | No |
| Gift in assortment: | No | | |

(-) Items Details

| | Global Item | Local Item | Company Code | Global Item Description | Local Item Description | Local |
|---|-------------|------------|--------------|---------------------------------|--------------------------------|-------|
| | G100002882 | 147025 | WTB | OREO MINI CANISTER 115G | OREO MINI CANISTER 115G | |
| ⊕ | G100329178 | 176280 | WTB | GULLON CALCIO PLUS CHIPS 75G | GULLON CALCIO PLUS CHIPS 75G | |
| ⊕ | G100003076 | 135807 | WTB | LORENZ CHIPSLETTEN PAPRIKA 100G | LORENZ CHIPSLETTEN PAPRIKA 100 | |
| ⊕ | G100003076 | 99101250 | WTB | LORENZ CHIPSLETTEN PAPRIKA 100G | LOZ CHIPSLETTEN PAPPRIKA 100G | |

< >

(+) Promotion Change History

Figure 12-6 View Change Log

12.4 Notification for Promotions to be approved

For the promotions edited in frozen period:

- An email notification will be triggered to the Approval User list.
- A dashboard notification will be available in the Notification dashboard for the Users selected as Approval roles.

To see the dashboard notification, you must access the Dashboard section, scroll down to the 5th board and click on **Click Here For View Alerts.Error! Hyperlink reference not valid.**

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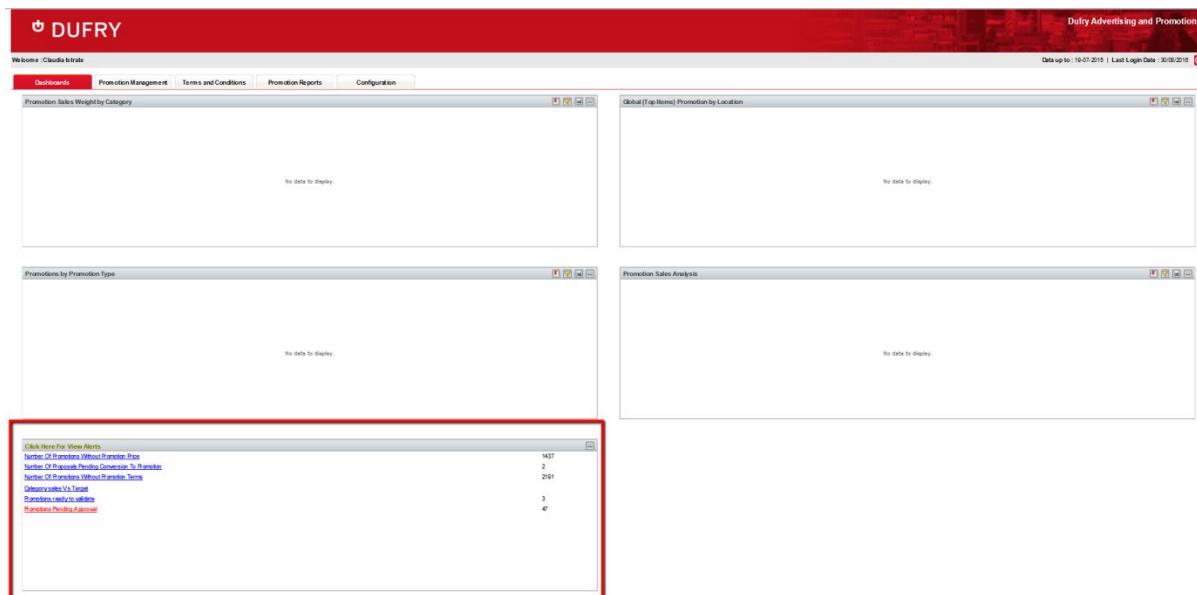


Figure 12-7 Notifications

After the Dashboard is loaded, you can click on Promotions Pending for Approval and you are then redirected to the list of Promotions marked for approval.

You will see the Promotions corresponding to the companies and categories for which you are authorized to have access.

The Dashboard Notification will display all Promotions pending approval for the companies and categories for which the logged in user has access. When a Promotion goes into Approval Process, an e-mail notification will be sent to the user that has Approval Role assigned for the specific company and category.

| Click Here For View Alerts | |
|---|------|
| Number Of Proposals Pending Conversion To Promotion | 1437 |
| Number Of Proposals Without Promotion Terms | 2 |
| Number Of Proposals Pending Approval | 2191 |
| Category sales Vs Target | 3 |
| Promotions Pending Approval | 47 |

Figure 12-8 Alerts

| Search results | | | | |
|--------------------------|----------------|----------------------|---|--------------------------------------|
| Start Date* | 2016-01-01 | End Date* | 2016-12-31 <th>Search</th> | Search |
| <input type="checkbox"/> | ADV | Type | Description | Description Details |
| <input type="checkbox"/> | ADVR2016329417 | Global Promotion | Fixed Promo Price | Editing a promotion in Frozen Period |
| <input type="checkbox"/> | ADVR2016329418 | Global Promotion | Save 23% Off | test |
| <input type="checkbox"/> | ADVR2016329419 | Global Promotion | Save 23% Off | test |
| <input type="checkbox"/> | ADVR2016329422 | Multi Unit Promotion | All offers that are not discounted | test |
| <input type="checkbox"/> | ADVR2016329425 | Single Unit Promote | All offers that are not discounted | Creating in frozen period |
| <input type="checkbox"/> | ADVR2016329429 | Global Promotion | Save 2% Off | 2016-09-02 2016-09-02 |
| <input type="checkbox"/> | ADVR2016329430 | Global Promotion | Save 2% Off | 2016-09-02 2016-09-02 |
| <input type="checkbox"/> | ADVR2016329432 | Global Promotion | Buy all items and get the lowest price for test | 2016-08-29 2016-11-03 |
| <input type="checkbox"/> | ADVR2016329433 | Global Promotion | Buy all items and get the lowest price for test | 2016-08-29 2016-11-03 |
| <input type="checkbox"/> | ADVR2016329436 | Global Promotion | Save 10% Off | 2016-08-29 2016-11-24 |

Figure 12-9 Pending for approval

The approval user can also search for promotions having status “Pending Approval” from the Manage Promotion Tab. The results will be presented in result grid, with a specific column showing the status of the promotion.

12.5 Single/Bulk Promotion Approval

At this stage, the user can validate the changes in a promotion by:

- Single Promotion selection (by selecting the desired promotion and press Validate)
- Bulk Promotion Validation (by selecting the multiple promotion and press Validate)

When selecting Bulk Validation for a set of promotions, the Approval user will be prompted with validation screen in which the Approve or Reject actions can be performed along with a reason which is mandatory in case of Reject.

The screenshot shows the 'Approval View Promotion' interface for promotion ADVPR2016395511. At the top right, there are two buttons: 'Inactive' and 'Pending approval'. Below this, the 'Promotion Details' section contains various configuration parameters. The 'Shop Channel' dropdown includes options like 'Airport Shop', 'Airlines On Board', and 'NA'. The 'Shop Transit Type' dropdown includes 'Arrival', 'Departure', and 'Landside'. The 'Shops' dropdown lists several locations such as 'Brescia-Garda Shop', 'Brescia- Duty Free', 'LIN-Dufry Store', and 'Lin. Edicola Arrivi - (EDICOLA)'. Under the 'View' section, it's set to 'Global'. The 'Promotion Start Date' is 2016-08-29 and the 'Promotion End Date' is 2016-08-30. The 'Promotion Description' is 'Create a promotion in Frozen Period'. Other fields include 'Mechanic Type: Mixmatch fixed combination', 'Category: (20) Alcoholic Beverages', 'Manufacturer:', 'Brand:', 'Promotion Currency: EUR', 'Gift outside the assortment: Yes', 'Promotion Terms:', 'Publications / Brochure: No', and 'Gift in assortment: No'. At the bottom, there are three buttons: 'Close', 'Reject' (with a red 'X'), and 'Approve' (with a green checkmark).

Figure 12-10 Reject/Approve

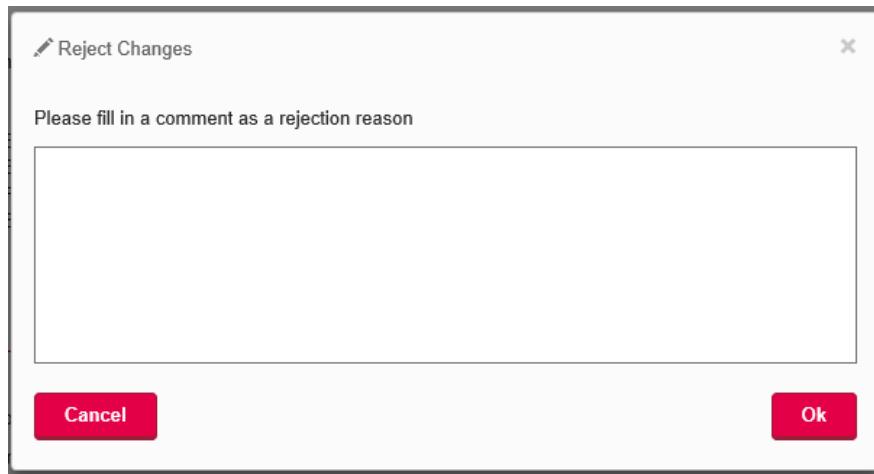


Figure 12-11 Rejection reason

12.6 Review Promotion for Approval

The Review page presents the details of the promotion to the Approval user, indicating the changes performed on the promotion, highlighting old values along with new values.

- User that edited the Promotion and the reason for edit;
- Division and Company changes;
- Type of Promotion changes;
- Items changes;
- Promotion details changes;

Each section presented in the list above is expandable and will have a status if the information contained is changed. Also, the information presented will indicate the old value and the new value for the Approval User to have a full picture on the changes made to the promotion to be validated. Based on this information, the Approval user can validate or reject changes with mandatory reject reason in case of rejection.

⊕ DUFRY **DUFRY ADVERTISING AND PROMOTION**
APPROVAL VIEW PROMOTION ADVPR2016329451

Claudia Istrate
Super HQ Promotions Manager
Tuesday, 30/08/2016

Approval View Promotion ADVPR2016329451

Active
Pending approval

- [Promotion Details](#)

| | | | |
|--------------|--|--------------------|------------------------|
| Divisions: | Division 2: UK, Central and Eastern Europe | Shop Channel: | Airport Shop |
| Company: | Dufry Basel-Mulhouse AG | Shop Transit Type: | Arrival |
| Back Office: | (WTB) Basel-Mulhouse Arrival | Shops: | (WTB) BSL-Arrival Shop |

| | | | |
|-----------------|-----------------------------|------------------------|-------------------------|
| View: | Global | Promotion Start Date: | 2016-09-07 |
| Promotion Type: | Global Promotion | Promotion End Date: | 2017-03-16 ➤ 2017-04-08 |
| Percentage Off: | | Promotion Description: | ➤ Discount to food |
| Auto-generated | Save 27% Off ➤ Save 17% Off | | |
| Description: | | | |

| | | | |
|----------------|---------------------------|---------------|---|
| Mechanic Type: | Discount | Manufacturer: | ● Galletas Gullon, Spain Mondelz World Travel Retail LLC, Switzerland The Lorenz Bahlsen Snack World, Germany |
| Category: | (30) Food & Confectionery | Brand: | ● GULLON OREO LORENZ |

| | | | |
|------------------------------|-----|--------------------------|----|
| Promotion Currency: | CHF | Promotion Terms: | No |
| Gift outside the assortment: | No | Publications / Brochure: | No |
| Gift in assortment: | No | | |

- [Items Details](#)

| | Global Item | Local Item | Company Code | Global Item Description | Local Item Description | Local |
|---|-------------|------------|--------------|---------------------------------|--------------------------------|-------|
| | G100002882 | 147025 | WTB | OREO MINI CANISTER 115G | OREO MINI CANISTER 115G | |
| ● | G100329178 | 176280 | WTB | GULLON CALCIO PLUS CHIPS 75G | GULLON CALCIO PLUS CHIPS 75G | |
| ● | G100003076 | 135807 | WTB | LORENZ CHIPSLETTEN PAPRIKA 100G | LORENZ CHIPSLETTEN PAPRIKA 100 | |
| ● | G100003076 | 99101250 | WTB | LORENZ CHIPSLETTEN PAPRIKA 100G | LOZ CHIPSLETTEN PAPPRIKA 100G | |

- [Promotion Change History](#)

Figure 12-12 Validate Promotion Changes - Expand Division

When Division and Company section is expanded, Approval user can visualize the changes performed on each sub category:

- Added selections
- Removed selections
- Selections that were left unchanged

When Items section is expanded, Approval user can visualize the changes performed on each sub category:

- Added selections
- Removed selections
- Items for which data is changed (Price for example). In this case, in the grid will be presented the old value along with the new value, changed

When User reject the changes, the reason for rejection will be mandatory to be filled in.

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When the validation process is complete, the promotion status will change to:

- Active (in case of acceptance)

In this Case, the promotion changes are pushed to the ERP's

- Rejected

In this case, the user that edited the promotion will be notified and will be able to

- Cancel the changes
- Edit again the promotion and in this case the flow for approval will be repeated

13 Digital Media Content

This chapter provides details about the correct way to manage digital media content associated to promotions. This functionality is available on both the Create Promotion and Search for Promotions pages.

13.1 Digital Content Manager Role

The Digital Media Content feature requires special permissions. It is available only to those users that have the **Digital Content Manager** role. Otherwise, a user can by no means add or edit digital content because the  button would not be visible.

13.2 Manage Digital Media Content

A user having the **Digital Content Manager** role may manage digital content either when hitting the Promotion Summary Step while in the Create Promotion Wizard or when searching for specific promotions by using the Search feature. Both pages have a descriptive button at their bottom.

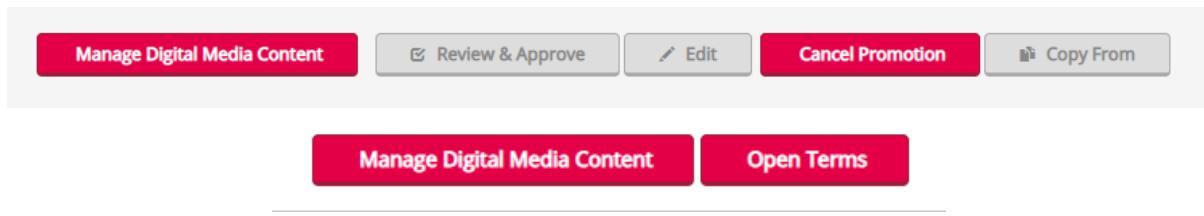


Figure 13-1: Manage Digital Media Content Buttons

After clicking the  button the following modal arises:

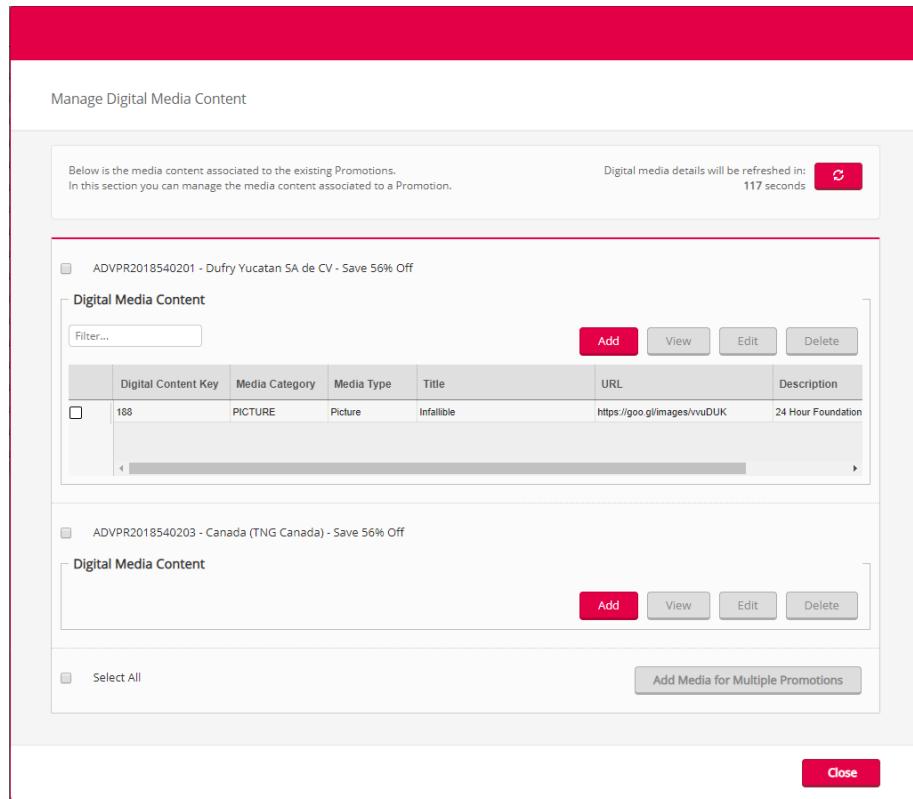


Figure 13-2: Manage Digital Media Content Modal

The above modal contains a list of the included promotions and offers the possibility to manage digital media content either for a single promotion or for multiple selected ones. If digital media content has been already associated with a promotion, the media items will fill a grid below the promotion's header description.

Note: When on the Search page, the **Manage Digital Media Content** button will only be enabled if there is a selection of promotions in the Search results grid. Only the selected promotions will be added to the list in the above modal so that digital media content would be associated to them. When creating new promotions they will all be automatically included in the selection list.

No promotions having the *Cancelled* status can have digital content associated with them. If any cancelled promotions are included in the selection, the following message will require deselecting them:

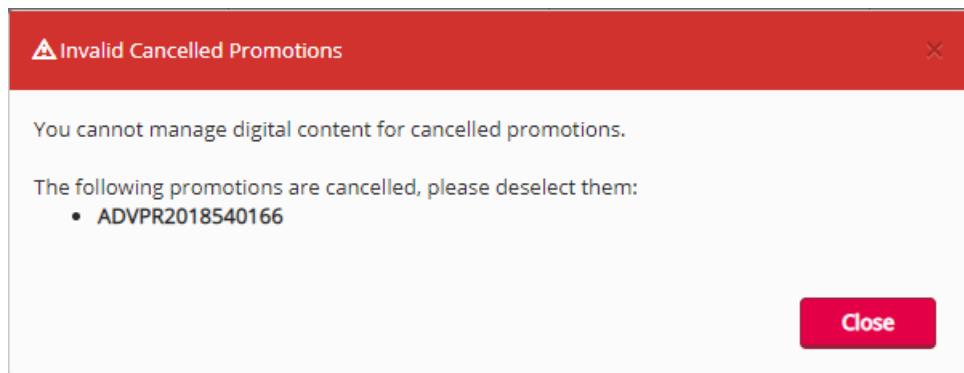


Figure 13-3: Invalid Cancelled Promotions Modal

13.3 Add Digital Media Content

By clicking the **Add** button for a specific promotion a user can create a new Digital Media Content item or load an existent one and then associate it with the promotion. All the needed information will be filled in the following window:

The screenshot shows a modal dialog box titled "Add Digital Media Content". At the top left is a radio button group with two options: "Create New Digital Media Content" (selected) and "Load Existing Digital Media Content". Below this is a form with fields for "Media Category" (dropdown menu showing "PICTURE"), "Media Type" (dropdown menu showing "Picture"), "Title" (text input field), "URL" (text input field), "Description" (text area), and "Language" (text input field showing "English"). At the bottom left is a "Close" button, and at the bottom right is a "Save" button.

Figure 13-4: Add Digital Media Content – Create View

When creating new digital content the form has the following fields:

- **Media Category** – the value will be selected from a dropdown. For the moment, the only value in the dropdown is: **PICTURE**. **Mandatory**.
- **Media Type** – the value will be selected from a dropdown. The possible values are: **Picture**, **Banner**, **Sticker**. **Mandatory**.
- **Title** – the name of the new media item. **Mandatory**.
- **URL** – the URL where the media item can be found. **Mandatory**.
- **Description**
- **Language** – English is the only available language at the moment.

By changing the selected radio button to *Load Existing Digital Media Content* a complementary view of the window is shown:

The dialog box has a red header bar with the title "Add Digital Media Content". Below the header are two radio buttons: "Create New Digital Media Content" (unchecked) and "Load Existing Digital Media Content" (checked). A text input field labeled "Content Key" contains the value "178", and a "Load" button is to its right. Below the input field is a message: "Please only type in a number greater than 0. Content keys are positive integers." At the bottom left is a "Close" button, and at the bottom right is a "Save" button.

Figure 13-5: Add Digital Media Content – Load Content View

The user may enter a valid numeric content key and then press the **Load** button. The details of the corresponding content item will fill a read-only view of the form:

The dialog box has a red header bar with the title "Add Digital Media Content". Below the header are two radio buttons: "Create New Digital Media Content" (unchecked) and "Load Existing Digital Media Content" (checked). A text input field labeled "Content Key" contains the value "178", and a "Load" button is to its right. Below the input field is a message: "Please only type in a number greater than 0. Content keys are positive integers." The main area displays the following content details in a read-only format:

| | |
|-----------------|---|
| Media Category: | PICTURE |
| Media Type: | Sticker |
| Title: | Urls |
| URL: | http://www.grizzly.at |
| Language: | English |

At the bottom left is a "Close" button, and at the bottom right is a "Save" button.

Figure 13-6: Add Digital Media Content – Content details loaded

In both scenarios, when the user presses  , the new or the loaded content is associated with the promotion. A success dialog confirms the association:

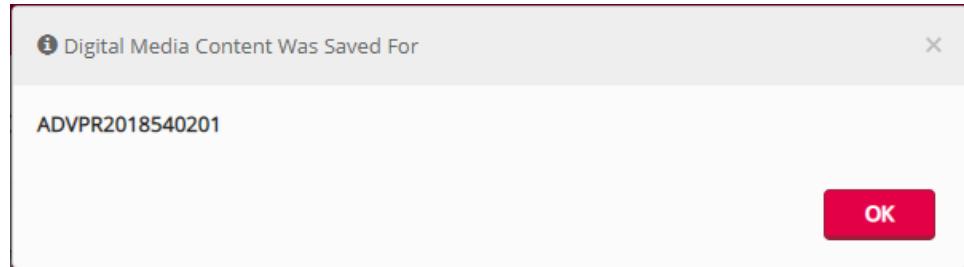
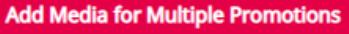


Figure 13-7: Add Digital Media Content – Save success

If the user presses  , the *Add Digital Media Content* window is closed and the user returns to the *Manage Digital Content Media* modal.

13.4 Add Media to Multiple Promotions

The user can select multiple promotions in the list and then click the enabled  button at the bottom of the modal. The same *Add Digital Media Content* window as above will open. This time the window contains a grid with all the selected promotions that will be associated with the digital content.

| Promo ID | Promotion Description | Company ID | Company Description |
|-----------------|-----------------------|------------|------------------------|
| ADVPR2018540201 | Save 56% Off | SDX | Dufry Yucatan SA de CV |
| ADVPR2018540203 | Save 56% Off | CA01 | Canada (TNG Canada) |
| ADVPR2018540204 | Save 56% Off | CA01 | Canada (TNG Canada) |
| ADVPR2018540205 | Save 56% Off | CL10 | A. Chile Ltd |

Media Category: PICTURE
Media Type: Picture
Title:
URL:
Description:
Language: English

Buttons: Close 

Figure 13-8: Add Digital Media Content – Multiple Promotions

When the **Save** button is clicked, a confirmation dialog will require the user to acknowledge and confirm the bulk change.

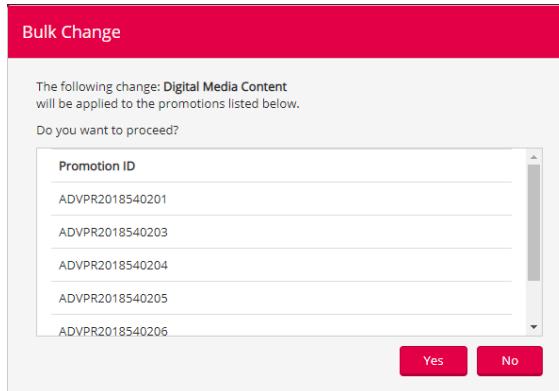


Figure 13-9: Add Digital Media Content – Bulk Change confirmation dialog

The content is thus associated with all the promotions in the list.

13.5 View Digital Media Content

This window shows a read-only view of the selected content item's details and associated promotions.

| Promo ID | Promotion ... | Company ID | Company D... |
|-----------------|---------------|------------|-----------------------|
| ADVPR2018540201 | Save 56% Off | SDX | Dufry Yucatan SA d... |
| ADVPR2018540328 | Save 15% Off | CL10 | A. Chile Ltd |

Figure 13-10: View Digital Media Content

13.6 Edit Digital Media Content

The buttons **View**, **Edit** and **Delete** will only be enabled when at least one content item is selected in a promotion's content grid:

The screenshot shows a user interface for managing digital media content. At the top, there is a header bar with a small icon and the text "ADVPR2018540201 - Dufry Yucatan SA de CV - Save 56% Off". Below this is a section titled "Digital Media Content" with a "Filter..." input field. To the right of the input field are four buttons: "Add" (blue), "View" (orange), "Edit" (green), and "Delete" (red). Below these buttons is a table with the following data:

| | Digital Content Key | Media Category | Media Type | Title | URL | Description |
|-------------------------------------|---------------------|----------------|------------|-------------|-----------------------|--------------------|
| <input type="checkbox"/> | 178 | PICTURE | Sticker | Urts | http://www.grizzly.at | |
| <input checked="" type="checkbox"/> | 188 | PICTURE | Sticker | Infallibles | http://test.com | 24 Hour Foundation |

Figure 13-11: Buttons enabled after selection

The *Edit Digital Media Content* window is similar to the one shown when adding new content. However, it also includes a grid containing all the promotions associated with the content being edited. In such case the user gets to be informed about the way the editing may also impact other promotions.

The screenshot shows the "Edit Digital Media Content" dialog box. The title bar says "Edit Digital Media Content". Below the title bar is a section titled "Associated Promotions" which contains a table of promotions:

| Promo ID | Promotion ... | Company ID | Company D... |
|-----------------|---------------|------------|-----------------------|
| ADVPR2018540201 | Save 56% Off | SDX | Dufry Yucatan SA d... |
| ADVPR2018540328 | Save 15% Off | CL10 | A. Chile Ltd |

Below the associated promotions is a form for editing the media content. The form fields are:

- Media Category: PICTURE
- Media Type: Sticker
- Title: Infallibles
- URL: http://test.com
- Description: 24 Hour Foundation
- Language: English

At the bottom of the dialog box are two buttons: "Close" (blue) and "Update" (green).

Figure 13-12: Edit Digital Media Content

When all the required changes are made, the user can press the  button and save changes.

13.7 Delete Digital Media Content

The delete feature will not practically erase the digital media content from the database, but only remove the association between the content and a specific promotion.

After clicking **Delete**, the following confirmation dialog shows up and it informs the user about the dissociation that will take place when hitting **Yes**.

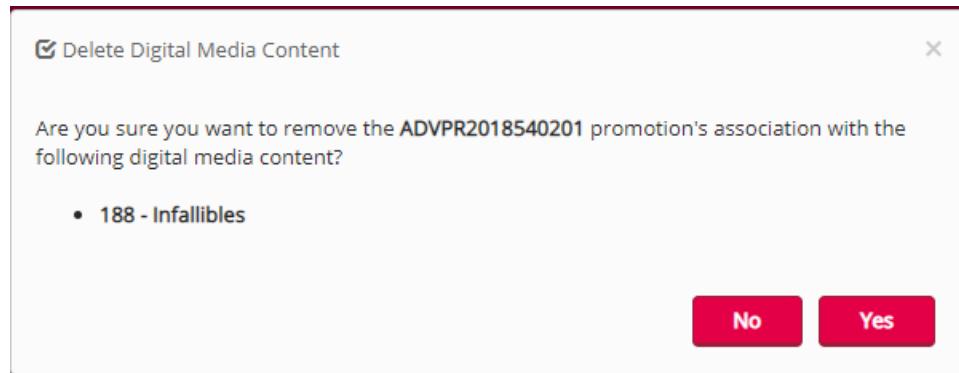


Figure 13-13: Delete Digital Media Content

After any of the add, edit and delete operations the content grids are refreshed. They also refresh automatically at every 120 seconds so that the user could have an up-to-the-minute view over the digital content associated with the desired promotions.

14 Annexures

This chapter provides you a list of documents that support the contents described in the User Guide.

14.1 Annexure 1 – Contribution Type



Annexure_1-Terms_and_Conditions.xlsx

14.2 Annexure 2 – Billing Details



Annexure_2-Billing_details.xlsx

[..../Annexures/Annexure_2-Billing_details.xls](#)

14.3 Annexure 3 – Promo Mechanics



Annexure_3-Promo_Mechanics.xlsx

[..../Annexures/Annexure_3-](#)

[Promo_Mechanics.xls](#)[Annexures/Annexure_3-Promo_Mechanics.xlsx](#)