

SOP: Editing a Percentage Off Promotion

1. In order to edit a Percentage Off Promotion, select “Manage Promotions” from the Drop-Down Menu of the “Advertising” tab on the top menu of Seller Central.
2. On the next page, under the “Manage your Promotions” tab, use the search option Drop-Down Menus at the top of the page to locate your Promotion.
3. Once your Percentage Off Promotion shows up in the table below, click the Tracking ID so that the Promotion opens up for you to view.
4. You can also click the “View” button to the right of the Promotion you wish to edit.
5. On this Percentage Off Promotion Page, click the “Edit this Promotion” button and proceed to edit your Promotion as needed.
6. Once you are happy with your edits, click the “Review” button once again, review your Promotion and then click the “Submit” button to submit the edited Percentage Off Promotion.

See Also:

- ▶ [SOP: Creating a Percentage Off Promotion](#)
- ▶ [SOP: Cancelling a Percentage Off Promotion](#) ↗
- ▶ [SOP: Duplicating an Existing Percentage Off Promotion](#) ↗
- ▶ [SOP: Viewing Percentage Off Promotion Costs and Performance](#) ↗