

# SOP: Duplicating an Existing Percentage Off Promotion

1. In order to duplicate 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 duplicate, or simply select “Clone” from this “View” button Drop Down Menu.
5. On this Percentage Off Promotion Page, click the “Duplicate this Promotion” button and proceed to edit your Promotion as before.
6. Remember to update the Tracking ID and Internal Description in “Step 2: Scheduling” for your new Percentage Off Promotion so that you don’t confuse the original and this duplicate or clone.
7. 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.
8. Note that clicking the “Manage Promotions” button without clicking the “Review” button will cancel creating the duplicate promotion.

## See Also:

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