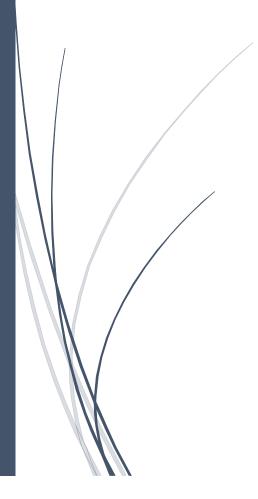


# **Promotion System**User Guide

KCC Promotion System serves as a automated preparation of item list system as basis of RPM in terms of promotion of items. This system also checks if the items scanned are currently on markdown. It also eliminates double posting of item with the same or overlapping effectivity dates.

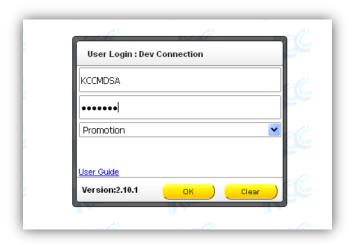


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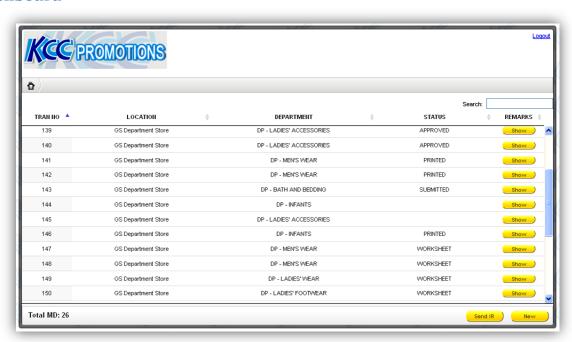
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# **Selling Area Module**

# **Login Page**



#### **Dashboard**



The Selling Area Dashboard contains all the markdown lists created. It includes the transaction number, location, department, remarks and the status.

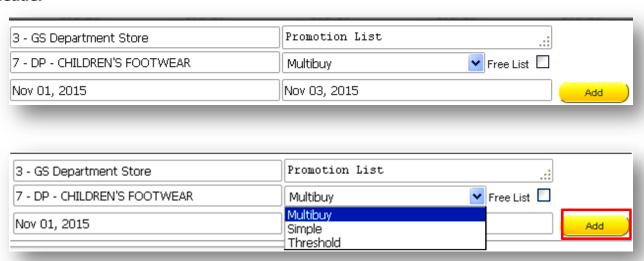
- Blank Status created but not yet saved promotion list.
- Worksheet Status promotion list submitted to the buyer.
- Submitted Status promotion list submitted by the buyer and ready to be printed.
- Printed Status promotion list printed by the buyer.
- Approved Status promotion list approved by the pricer.

#### **Create New Transaction**

#### Dashboard



#### Header

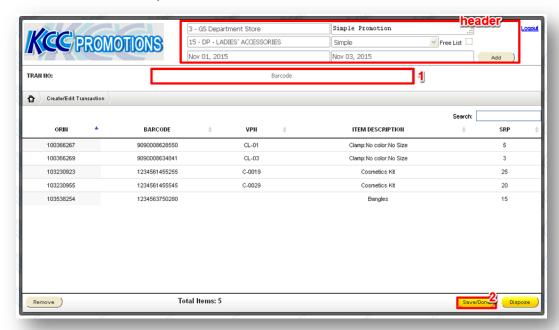


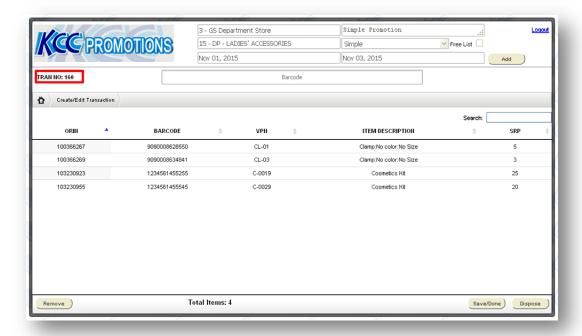
## To create new transaction,

- 1. Click New button on Dashboard
- 2. On header, select location, department, initial start date and end date
- 3. The promotion system allows setting of multiple dates. To add another start date and end date, click Add Button and set another effective date.

#### Types of Promotion

A. **Simple Promotion** - A simple promotion that receives a discount at a specified location when the customer purchases an item.

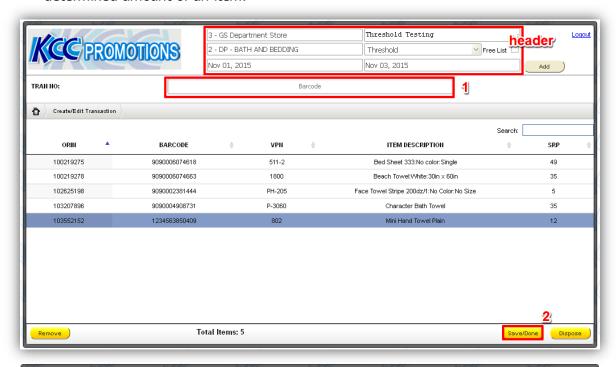


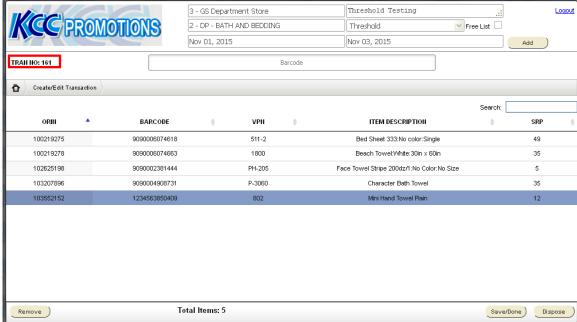


To create a Simple Promotion Transaction, follow these steps.

- 1. Scan Barcode
- 2. Click Save/Done Button. (Upon saving, transaction number is generated.)

B. Threshold - A threshold is a discount that a customer receives for purchasing a predetermined amount of an item.



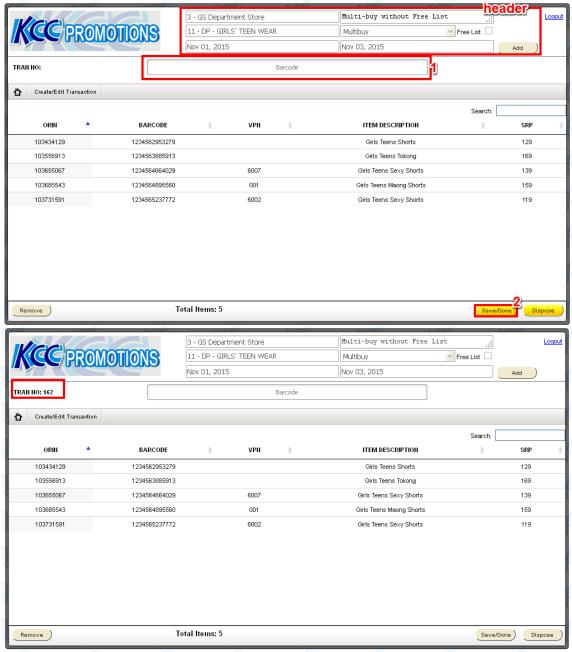


To create a Threshold Promotion Transaction, follow these steps.

- 3. Scan Barcode
- 4. Save Transaction. (Upon saving, transaction number is generated.)

C. Multibuy – Promotion type which allows defining the quantity of items or amount of purchase required for the customer to receive a discount or reward. It may have promotion free list or not.

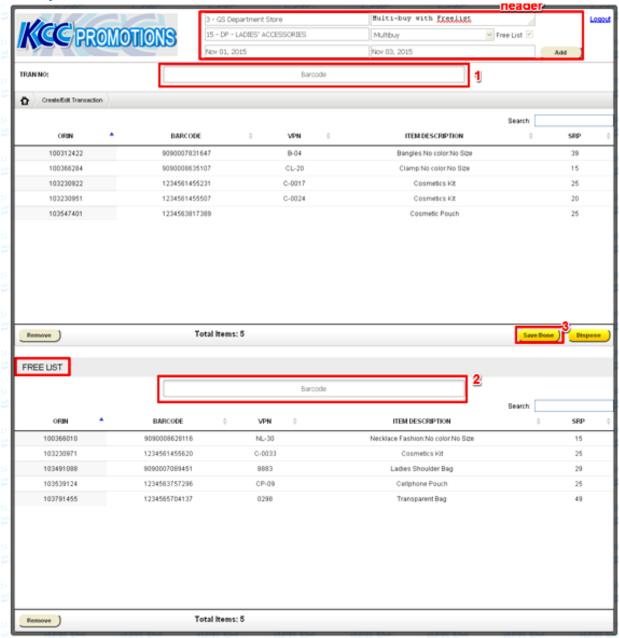
#### Multi-buy without Free List



To create a Multibuy without Free List Promotion Transaction, follow these steps.

- 1. Scan Barcode
- 2. Save Transaction. (Upon saving, transaction number is generated.)

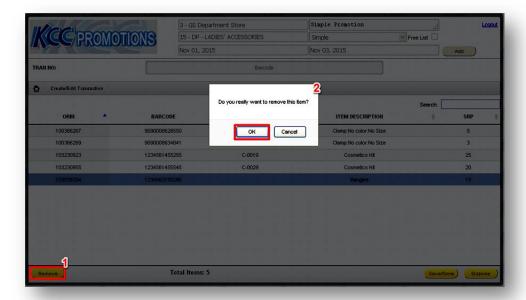
#### Multibuy with Free list



To create a Multibuy Free List Promotion Transaction, follow these steps.

- 1. Scan Barcode
- 2. Scan Freelist barcodes on FreeList Area.
- 3. Save Transaction. (Upon saving, transaction number is generated.)

## **Remove Item**



To remove an item, follow these steps Click the row of the item

- 1. Click Remove button
- 2. Click OK button

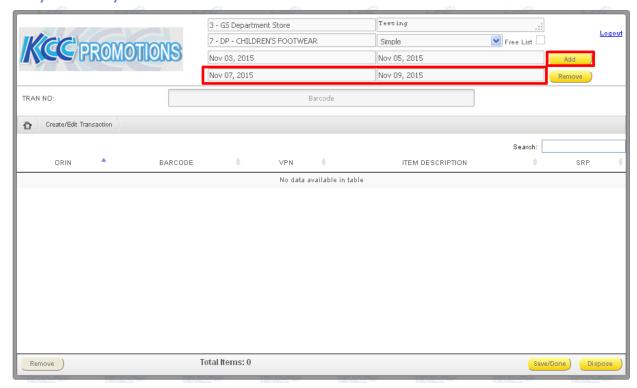
## **Cancel Transaction**



To cancel a transaction, follow these steps: On dashboard, click the transaction to cancel

- 1. Click Dispose Button
- 2. Click Ok button

# **Add/Remove/Edit Dates**



## To Add Effectivity Date

- 1. Click Add Button
- 2. Set Effectivity Dates

#### To Remove Effectivity Date

1. Click the remove button of effectivity date's row. (Note: The first row of effectivity dates cannot be removed since a transaction requires at least 1 effectivity dates (start date and end date))

## To Edit Effectivity Date

1. Click the cell of the date that should be modified

## **Prompts**

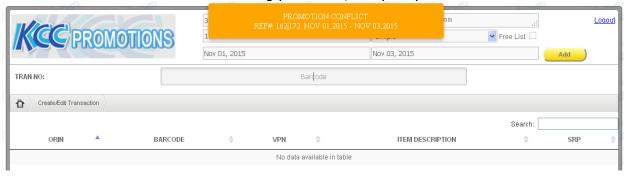
1. Markdown Conflict

- When an item entered has existing approved markdown, this prompt will show.



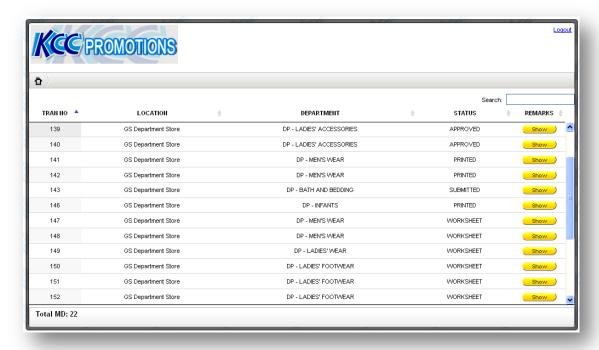
## 2. Promotion Conflict

- When an item entered has existing promotion, this prompt will show.



# **Buyer Module**

#### **Dashboard**



The Buyer Dashboard contains all the markdown lists created. It includes the transaction number, location, department, remarks and the status.

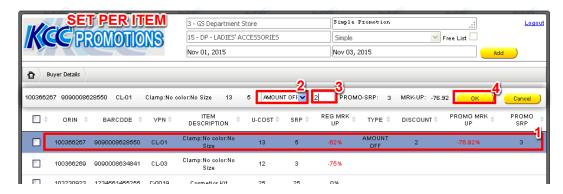
- Worksheet Status promotion list submitted to the buyer.
- Submitted Status promotion list submitted by the buyer and ready to be printed.
- Printed Status promotion list printed by the buyer.
- Approved Status promotion list approved by the pricer.

#### **Submit and Print Promotion**

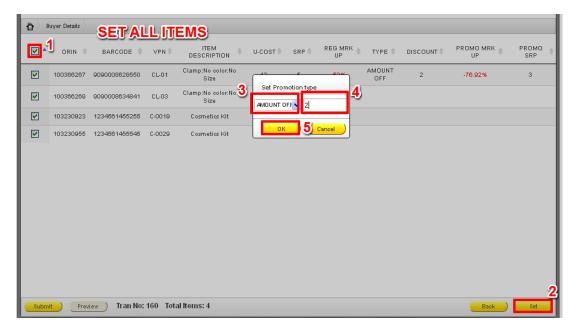
#### **Simple Promotion**

To set promotion SRP, submit it and print it, follow these steps:

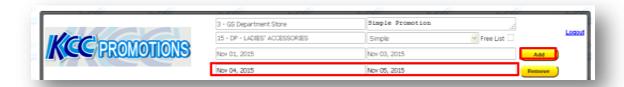
- 1. Click the transaction on dashboard
- 2. To set promotion srp, there are 2 options:
  - a. Set per Item the user can click the row of the item and set the promo-srp type. (Fixed Amount, Amount Off, Percent Off) or



b. Set all Items - set all items's promp-srp by clicking the upper check box and clicking the set button below



3. The user can also add multiple start date and end date. Click Add then set the start date and end date. To remove, click remove button. (Note: If there's only 1 set start date and end date, there will be no remove button because the transaction requires at least 1 effectivity dates.)



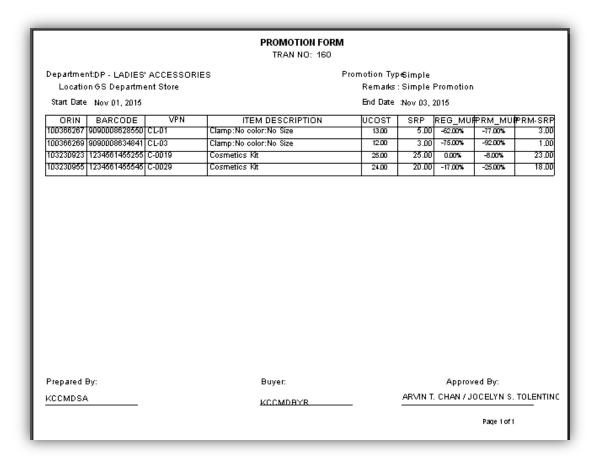
4. Click Submit. (The status of the transaction will be submitted).



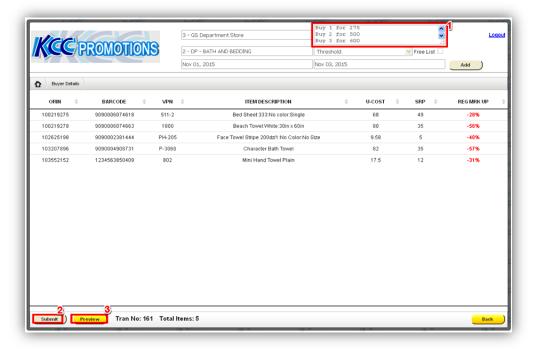
5. Click Preview then Print. (The status of the transaction will be Approved)



Simple Promotion Item List Preview



#### **Threshold**



For Threshold Set Reason, Submit and Print Transaction. Steps:

- 1. Specify promo method on remarks
- 2. Click Submit Button
- 3. Click Preview then Export.

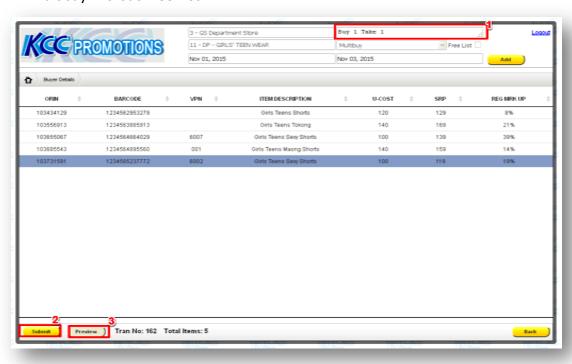
Note: There's no setting of promo-srp on threshold type so the user is required to specify the promo method on Remarks like the above.

			PROMOTION FORM TRAN NO: 161			
Denartmen	t DP. BATH AN	ND BEDDING	Promotion Type:Thre	shold		
Department: DP - BATH AND BEDDING Location: GS Department Store			Remarks: Buy 1 for 275			
Start Date : Nov 01, 2015			Buy 2 for 500 Buy 3 for 500 End Date : Nov 03, 2015			
ORIN	BARCODE	VPN	ITEM DESCRIPTION	UCOST	SRP	REG_MRKU
100219275	9090006074618	511-2	Bed Sheet 333:No color:Single	68.00	49.00	-28.00%
100219278	9090006074663	1800	Beach Towel:White:30in x 60in	80.00	35.00	-56.00%
102625198	9090002381444	PH-205	Face Towel Stripe 200dz/1:No Color:No Size	9.58	5.00	-48.00%
103207896	9090004908731	P-3060	Character Bath Towel	82.00	35.00	-57.00%
103552152	1234563850409	802	Mini Hand Towel Plain	17.50	12.00	-31.00%
Prepared KCCMDS <i>A</i>	-		Buyer:		approved E	∃y: LYN S. TOLENT!

## **Multibuy**

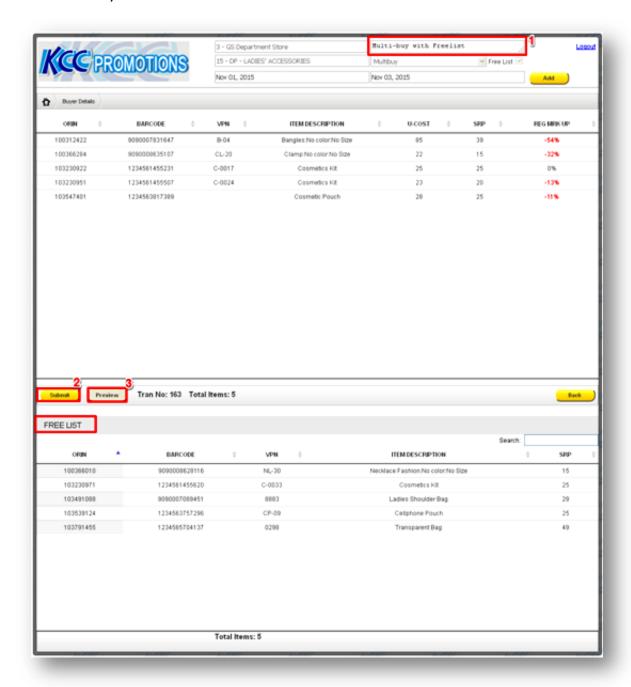
## Multibuy Types:

1. Multibuy without Free List



#### PROMOTION FORM TRAN NO: 162 Department - GIRLS' TEEN WEAR Promotion TypeMulti-buy Remarks: Multi-buy without Free List Location: GS Department Store End Date : Nov 03, 2015 Start Date : Nov 01, 2015 ORIN BARCODE VPN REG\_MRKUP ITEM DESCRIPTION UCOST 103434129 1234562953279 103555913 1234563885913 103555067 1234564664029 6007 103685543 12345648945560 001 103731591 1234565237772 6002 Girls Teens Shorts Girls Teens Tokong Girls Teens Sexy Shorts Girls Teens Maong Shorts Girls Teens Sexy Shorts 129.00 120.00 7.50 20.71 100,00 139,00 39.00 140.00 159,00 13.57 Approved By: Prepared By: Buyer: ARMNIT, CHANI/ JOCELYNIS, TOLENTINO KCCMDSA KCCMDBYR Page 1 of 1

# 2. Multibuy with Free List



For Multibuy, Set Reason, Submit and Print Transaction.

## Steps:

- 1. Specify promo method on remarks
- 2. Click Submit Button
- 3. Click Preview then Export.

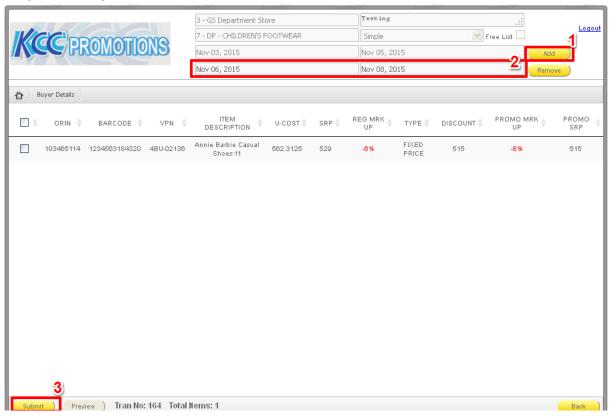
Note: There's no setting of promo-srp on multibuy type so the user is required to specify the promo method on Remarks like the above.

# **Change Status**



To return the status, click Back Button.

# **Add/Remove/Edit Dates**



#### To Add Effectivity Date

- 1. Click Add Button
- 2. Set Effectivity Dates
- 3. Submit Transaction.

#### To Remove Effectivity Date

2. Click the remove button of effectivity date's row. (Note: The first row of effectivity dates cannot be removed since a transaction requires at least 1 effectivity dates (start date and end date))

## To Edit Effectivity Date

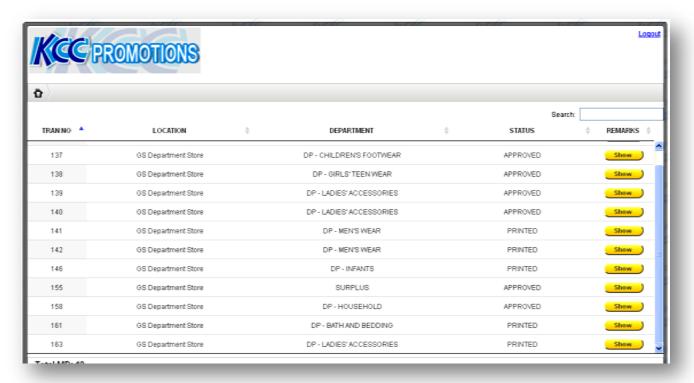
2. Click the cell of the date that should be modified

#### **Pricer Module**

The Pricer Dashboard contains all the markdown lists created. It includes the transaction number, location, department and status.

- Printed Status promotion list printed by the buyer.
- Approved Status promotion list approved by the pricer.

## **Dashboard**



To approve transaction, follow these steps:

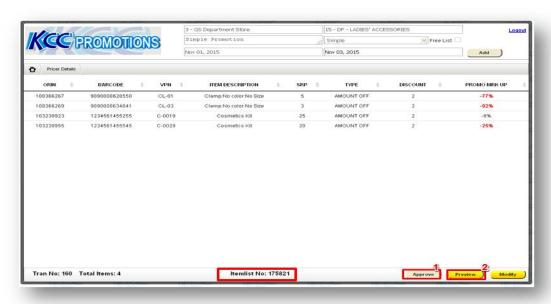
- 1. Click the row of the transaction
- 2. Click Approve Button
- 3. Click Preview button then Export Button then OK

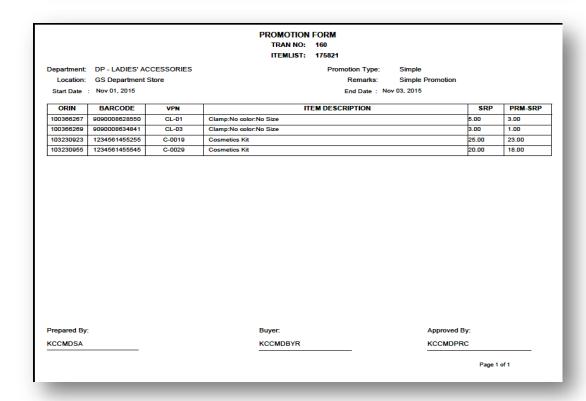
## **Approve and Export Promotion**

To approve and export promotion, follow these steps:

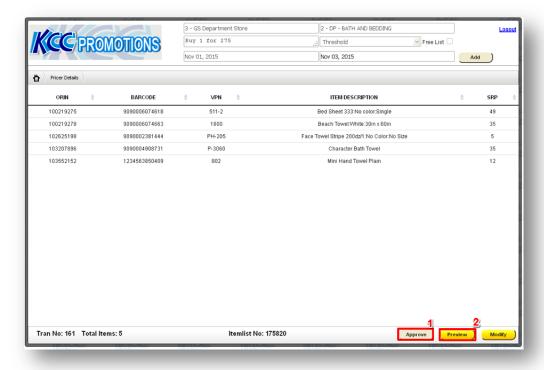
- 1. Click Approve Button. (Note: Upon approval, the system will generate Item List Number for the transaction as basis on RPM.)
- 2. Click Preview then Export Item List

## **Simple Promotion**





#### **Threshold Promotion**



PROMOTION FORM TRAN NO: 161 ITEMLIST: 175820

Department:DP - BATH AND BEDDING

Remarks: Buy 1 for 275 Buy 2 for 500

Promotion Type: Threshold

Start Date: Nov 01, 2015

Location:GS Department Store

Buy 3 for 600 End Date : Nov 03, 2015

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP
100219275	9090006074618	511-2	Bed Sheet 333:No color:Single	49.00
100219278	9090008074863	1800	Beach Towel:White:30in x 60in	35.00
102625198	9090002381444	PH-205	Face Towel Stripe 200dz/1:No Color:No Size	5.00
103207896	9090004908731	P-3060	Character Bath Towel	35.00
103552152	1234563850409	802	Mini Hand Towel Plain	12.00

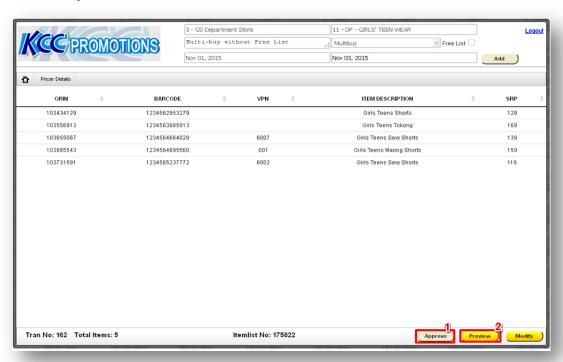
 Prepared By:
 Buyer:
 Approved By:

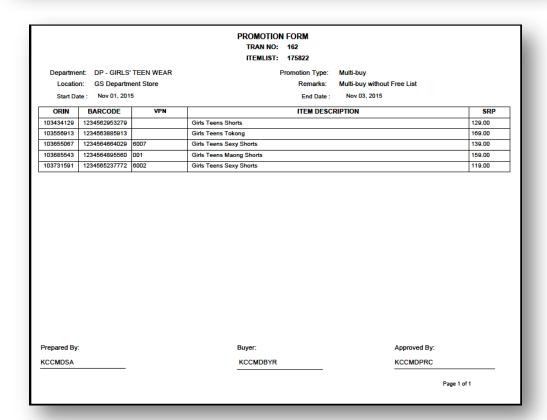
 KCCMDSA
 KCCMDBYR
 KCCMDPRC

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# Multibuy

## 1. Multibuy without Free List





## 2. Multi-buy with Free List



#### PROMOTION FORM

TRAN NO: 163 ITEMLIST: 175823

Department: DP - LADIES' ACCESSORIES

Promotion Type: Multi-buy

Location: GS Department Store

Start Date: Nov 01, 2015

Remarks: Multi-buy with Freelist
End Date: Nov 03, 2015

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP
100312422	9090007831647	B-04	Bangles:No color:No Size	39.00
100366284	9090008635107	CL-20	Clamp:No color:No Size	15.00
103230922	1234561455231	C-0017	Cosmetics Kit	25.00
103230951	1234561455507	C-0024	Cosmetics Kit	20.00
103547401	1234563817389		Cosmetic Pouch	25.00

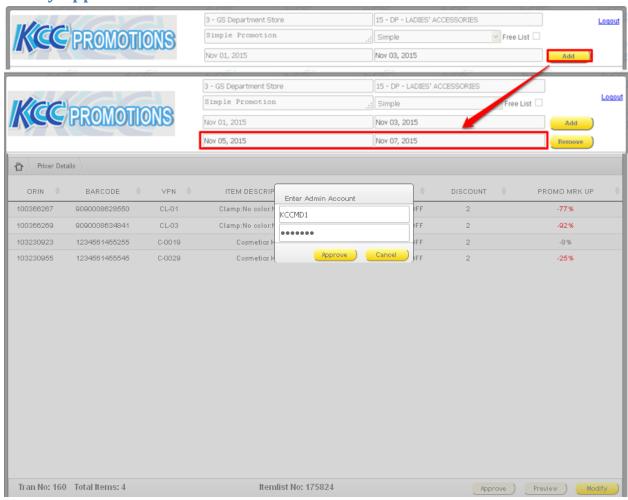
#### FREELIST

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP
100366010	9090008628116	NL-30	Necklace Fashion:No color:No Size	15.00
103230971	1234561455620	C-0033	Cosmetics Kit	25.00
103491088	9090007089451	8883	Ladies Shoulder Bag	29.00
103539124	1234563757296	CP-09	Cellphone Pouch	25.00
103791455	1234565704137	0298	Transparent Bag	49.00

Prepared By:	Buyer:	Approved By:
KCCMDSA	KCCMDBYR	KCCMDPRC

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# **Modify Approved Dates**



To add Effectivity Dates, Follow these steps:

- 1. Click Add button
- 2. Set Start Date and End Date
- 3. Click Modify Button then Enter Admin Account
  Note: If the modify button is not clicked after adding, removing or editing effective
  dates, the changes will not be updated.