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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Selling Area Module

Login Page
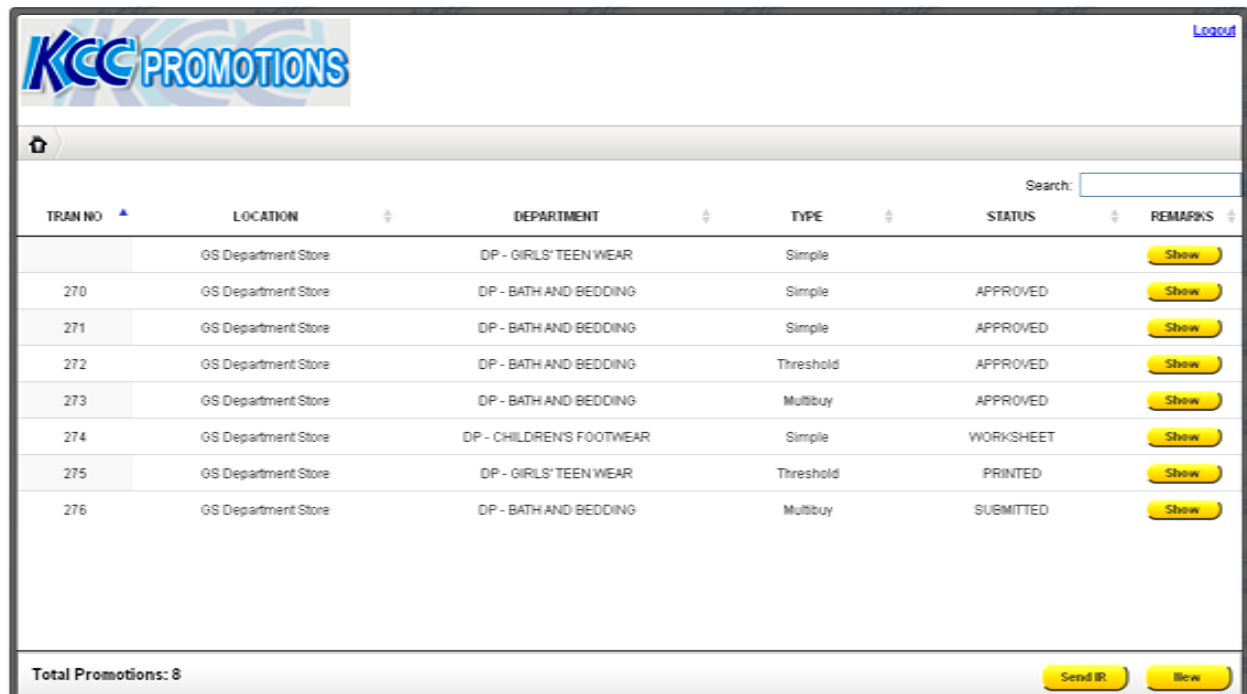
Dashboard

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

276	GS Department Store	DP - BATH AND BEDDING	Multibuy	SUBMITTED	Show

Total Promotions: 8   Send IR | New

Header

3 - GS Department Store	Promotion List	
7 - DP - CHILDREN'S FOOTWEAR	Multibuy	Free List ☐
Nov 01, 2015	Nov 03, 2015	Add

3 - GS Department Store	Promotion List	
7 - DP - CHILDREN'S FOOTWEAR	Multibuy	Free List ☐
Nov 01, 2015	Multibuy	Add
	Simple	
	Threshold	

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.
        Click New Button on Dashboard and Enter Details on Header
    1. Scan Barcode
    2. Enter Age Code and Promotion Qty
    3. Click Save/Done Button. (Upon saving, transaction number is generated.)

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

To create a Threshold Promotion Transaction, follow these steps.

Click New Button on Dashboard and Enter Details on Header
1. Scan Barcode
2. Enter Age Code and Promotion Qty
3. 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.

Click New Button on Dashboard and Enter Details on Header

1. Scan Barcode
2. Enter Age Code and Promotion Qty
3. Save Transaction. (Upon saving, transaction number is generated.)

Multibuy with Free list
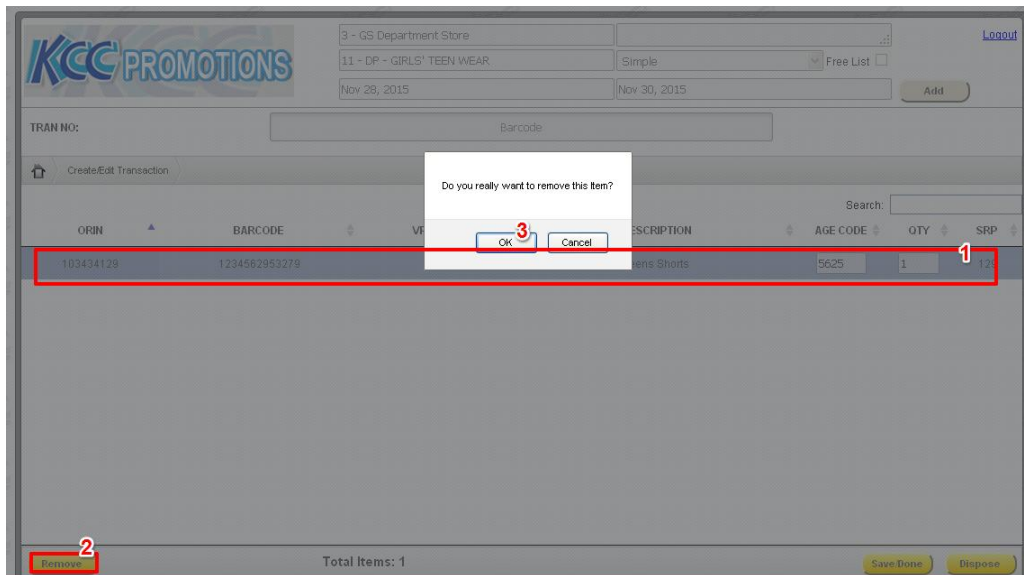

To create a Multibuy Free List Promotion Transaction, follow these steps.

Click New Button on Dashboard and Enter Details on Header. Make sure to check the free list checkbox.

1. Scan Barcodes on buy list area
2. Scan barcodes on Free List Area.
3. Enter Age Code and Promotion Qty
4. Save Transaction. (Upon saving, transaction number is generated.)
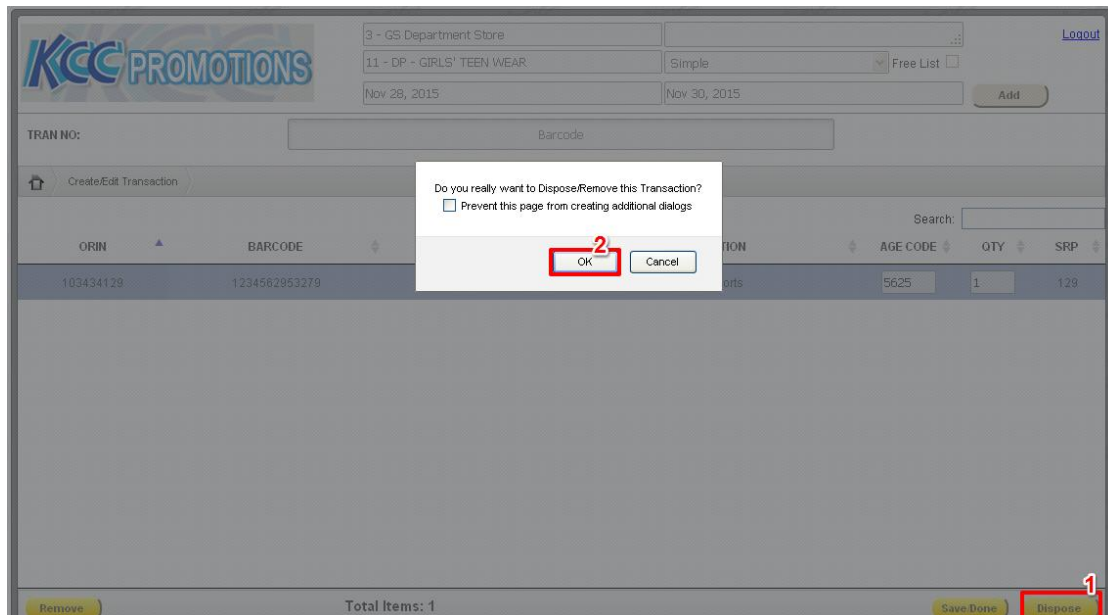
Remove Item

To remove an item, follow these steps
Click the row of the item
1. Click the row of the item
2. Click Remove button
3. Click OK button

Cancel Transaction

To cancel a transaction (remove whole 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.
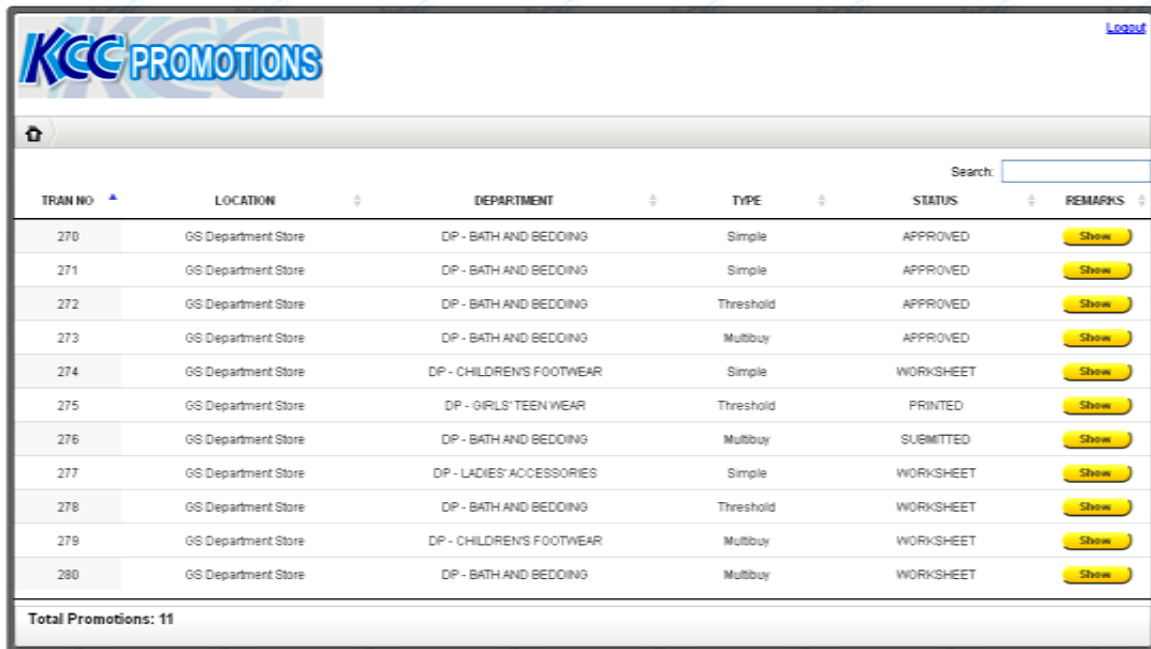
2. Promotion Conflict
-   When an item entered has existing promotion, this prompt will show.

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 and qty. (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)

Sample Simple Promotion Item List Preview

PROMOTION FORM
TRAN NO: 277

Department: DP - LADIES' ACCESSORIES   Promotion Type: Simple
Location : GS Department Store   Remarks : Simple Promotion for Mall Weekend Sale 2015

Start Date : Nov 29, 2015   End Date : Nov 30, 2015

ORIN	BARCODE	VPN	ITEM DESCRIPTION	UCOST	SRP	REG MUP	PRM MUP	PRM-SRP
100312422	9090007831647	B-04	Bangles:No color:No Size	85.00	39.00	-54.00%	-56.00%	37.00
100366284	9090008635107	CL-20	Clamp:No color:No Size	22.00	15.00	-32.00%	-41.00%	13.00
103230922	1234561455231	C-0017	Cosmetics Kit	25.00	25.00	0.00%	-8.00%	23.00
103230951	1234561455507	C-0024	Cosmetics Kit	23.00	20.00	-13.00%	-22.00%	18.00
103547401	1234563817389		Cosmetic Pouch	28.00	25.00	-11.00%	-18.00%	23.00

Prepared By: Buyer: Approved By:

KCCMDSA   KCCMDBYR   ARVIN T. CHAN / JOCELYN S. TOLENTINO

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Threshold Promotion

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. Look at the sample threshold promotion form preview below.

Multibuy

Multibuy Types:
1. Multibuy without Free List

2. Multibuy with Free List

PROMOTION FORM
TRAN NO: 280

Department: DP - BATH AND BEDDING

Promotion Type: Multi-buy

Location: GS Department Store

Remarks: Multibuy Promotion for Weekend Sale 2015
Buy 1 Take 1

Start Date :   Nov 29, 2015

End Date :   Nov 30, 2015

ORIN	BARCODE	VPN	ITEM DESCRIPTION	UCOST	SRP	REG_MRKUP
103464975	6926058804022	1605-1	Hand Towel Checkered 34x74	57.00	69.00	21.05
103515094	1234563575579	110	Mix Towel	42.24	69.00	63.35
103515161	1234563576255	72	Mix Towel	70.40	119.00	69.03
103515207	1234563576637	152	Mix Towel	30.80	49.00	59.09
103515235	1234563576903	115	Mix Towel	70.40	109.00	54.83

FREELIST

ORIN	BARCODE	VPN	DESCRIPTION	UCOST	SRP	REG_MRKUP
103515212	1234563576675	149	Mix Towel	39.60	65.00	64.00
103515244	1234563577047	112	Mix Towel	66.00	99.00	50.00
103515510	1234563579003	11	Cake Towel	272.80	415.00	52.00
103515654	1234563580139	11	Cake Towel	272.80	415.00	52.00
103515688	1234563580450	16	Cake Towel	202.40	299.00	48.00

Prepared By:

KCCMDSA

Buyer:

KCCMDBYR

Approved By:

ARVIN T. CHAN / JOCELYN S. TOLENTINO

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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

Submit   Preview   Tran No: 163   Total Items: 5   Back

To return the status, click Back Button.

Add/Remove/Edit Dates

To Add Effectivity Date
1. Click Add Button
2. Set Effectivity Dates

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))

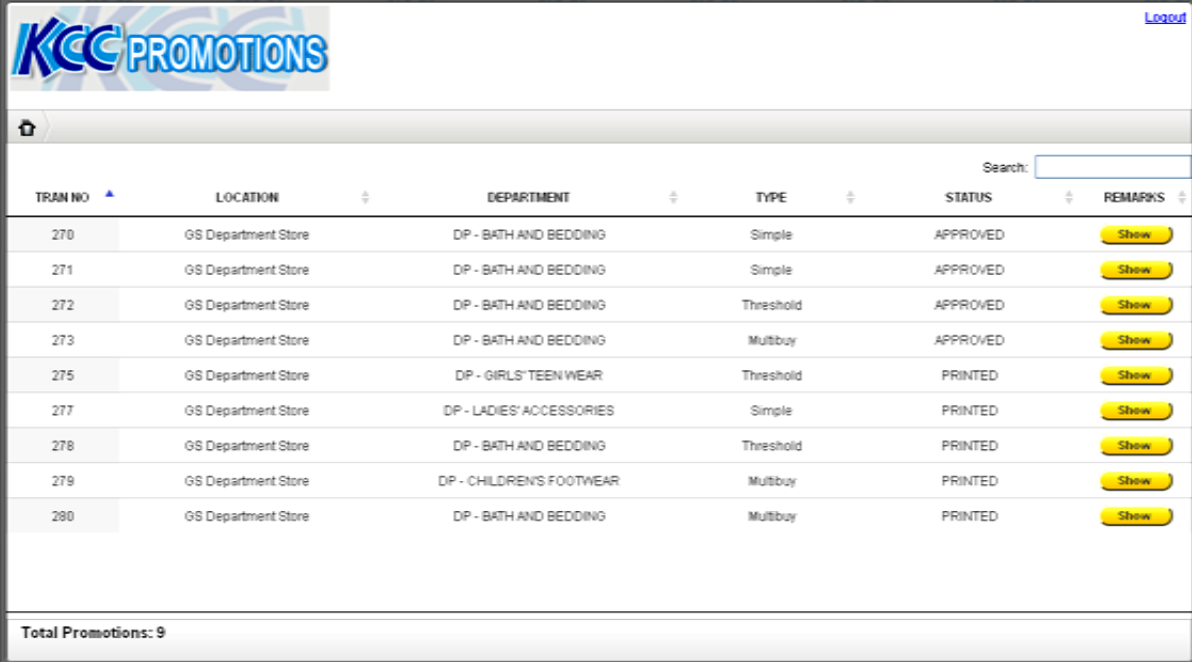### *To Edit Effectivity Date*
2. Click the cell of the date that should be modified and edit date

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

Sample Preview

Threshold Promotion

Sample Preview

PROMOTION FORM

TRAN NO: 278

ITEMLIST: 175901

Department:DP - BATH AND BEDDING

Location:GS Department Store

Promotion Type: Threshold

Remarks: Threshold Promotion for Weekend Sale

Buy 1 for 250

Buy 2 for 450

Start Date : Nov 29, 2015

End Date : Nov 30, 2015

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP
100219274	9090006074601	511-1	Bed Sheet 333:No color:Single	49.00
100332485	9090008140120	2649	Bath Towel Color Line:No color:27in x 54in	59.00
102625279	9090005274774	222	333 Sparrow Bed Sheet 80x90:Assorted:No Size	119.00
103062814	9090002379816	4800	Bath Towel Stripe W/ Satin 240/1:No color:No Size	59.00
103552138	1234563850270	611-B	Bath Towel Canon	35.00

Prepared By:

KCCMDSA

Buyer:

KCCMDBYR

Pricer:

KCCMDPRC

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Multibuy

1. Multibuy without Free List

Sample Preview

2. Multi-buy with Free List

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP	AGE	QTY
103464975	6926058804022	1605-1	Hand Towel Checkered 34x74	69	AA	20
103515094	1234563575579	110	Mix Towel	69	AA	20
103515161	1234563576255	72	Mix Towel	119	AA	20
103515207	1234563576637	152	Mix Towel	49	AA	20
103515235	1234563576903	115	Mix Towel	109	AA	20

FREE LIST

Search:

ORIN	BARCODE	VPN	ITEM DESCRIPTION	AGE	QTY	SRP
103515212	1234563576675	149	Mix Towel	AA	20	65
103515244	1234563577047	112	Mix Towel	AA	20	99
103515510	1234563579003	11	Cake Towel	AA	20	415
103515654	1234563580139	11	Cake Towel	AA	20	415
103515688	1234563580450	16	Cake Towel	AA	20	299

Tran No: 280   Total Items: 5   Itemlist No: 175899   Approve   Preview   Modify

Sample Preview

PROMOTION FORM

TRAN NO: 280

ITEMLIST: 175903

Department: DP - BATH AND BEDDING	Promotion Type: Multi-buy
Location: GS Department Store	Remarks: Multibuy Promotion for Weekend Sale 2015
	Buy 1 Take 1
Start Date : Nov 29, 2015	End Date : Nov 30, 2015

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP
103464975	6926058804022	1605-1	Hand Towel Checkered 34x74	69.00
103515094	1234563575579	110	Mix Towel	69.00
103515161	1234563576255	72	Mix Towel	119.00
103515207	1234563576637	152	Mix Towel	49.00
103515235	1234563576903	115	Mix Towel	109.00

FREELIST

ORIN	BARCODE	VPN	ITEM DESCRIPTION	SRP
103515212	1234563576675	149	Mix Towel	65.00
103515244	1234563577047	112	Mix Towel	99.00
103515510	1234563579003	11	Cake Towel	415.00
103515654	1234563580139	11	Cake Towel	415.00
103515688	1234563580450	16	Cake Towel	299.00

Prepared By:	Buyer:	Pricer:
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.