MARKETPLACE TRAINING

TouchNet®
+ Heartland

Add Promotion to a specified product

Office of Revenue, Receivable, & Cashiering Services
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1. Log in

https://secure.touchnet.com/ucommercecentral - Prod
https://secure.touchnet.com:8443/ucommercecentraltest - Test

a. Log in U.Commerce Central, enter your Username and Password that have been provided to you.

b. Select Applications tab.
c. Navigate to Marketplace.

2. Steps for adding a promotion to a product

   *A promotion is a price discount by percentage or specific dollar amount offered for a limited time.

   a. Select Product Promotion
      a. The promotion will apply to your specified product
b. Enter Promotion Code ** The code cannot be changed once created.

c. Enter Name of Promotion for your records.

d. Select Promotion Type **Percentage Off is only available for store-wide promotions.


e. Value Off enter percentage as a whole number (5 for 5%); Dollar amounts to subtract (5 for $5 off) from the price.

** Discounts cannot be changed once created

f. Promotion Usage select a start and end date to control usage.

g. Can a customer use this promotion code more than once?

    a. Select Yes to allow promotion to be used more than once

    b. If No, the Maximum number of times this promotion code can be used by all users box can be edited. When the maximum amount is reached the promotion will no longer be available.

h. Email Addresses Receiving Promotion is optional. Enter emails separated by your chosen Delimiter used to separate Email addresses, i.e. comma.

    i. Send Email to specified Email Addresses if checkbox is selected the page will appear
Georgia State University
Office of Revenue, Receivable, & Cashiering Services

Promotion added.

<table>
<thead>
<tr>
<th>Current Promotions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>STORE PROMO2</td>
</tr>
</tbody>
</table>

Future Promotions
No Future Promotions