

## MARKETPLACE TRAINING



**Add Promotion to a specified product**

**Office of Revenue, Receivable, &  
Cashiering Services**



Contents

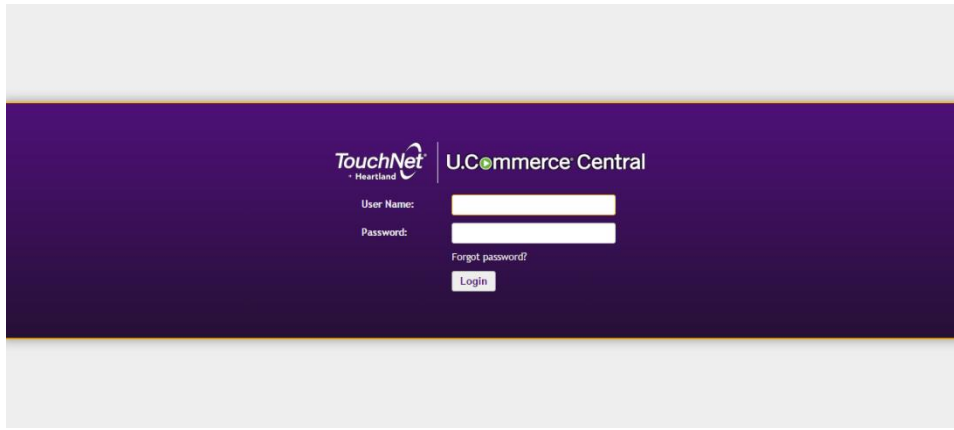
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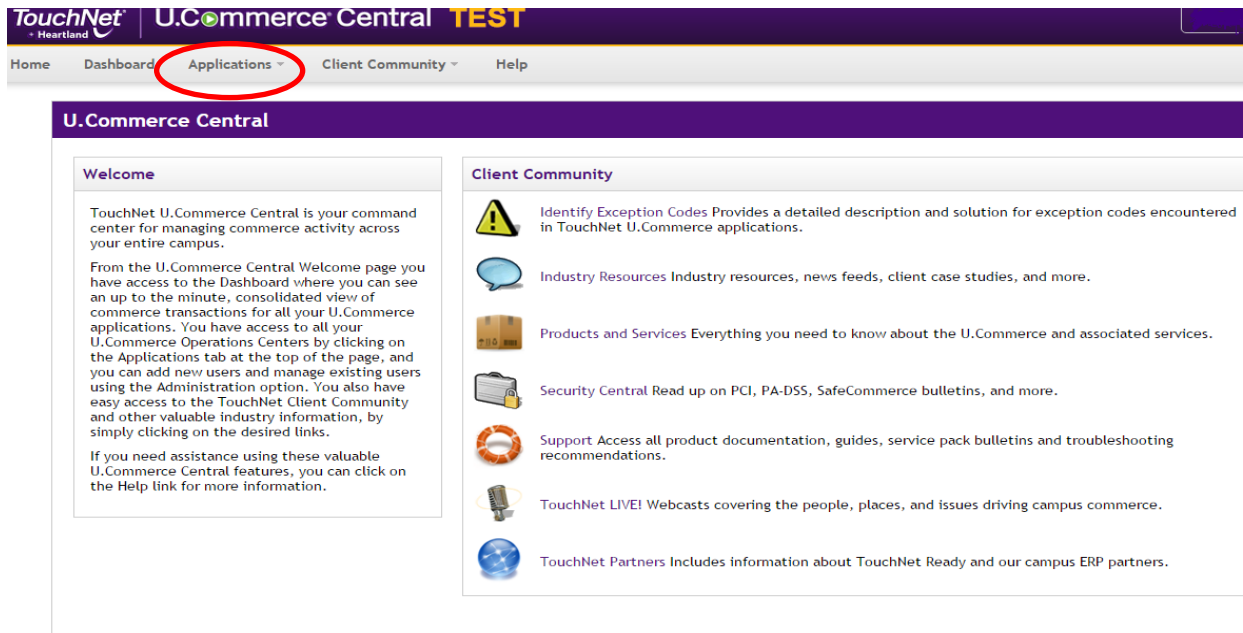
## 1. Log in

<https://secure.touchnet.com/ucommercecentral> - Prod

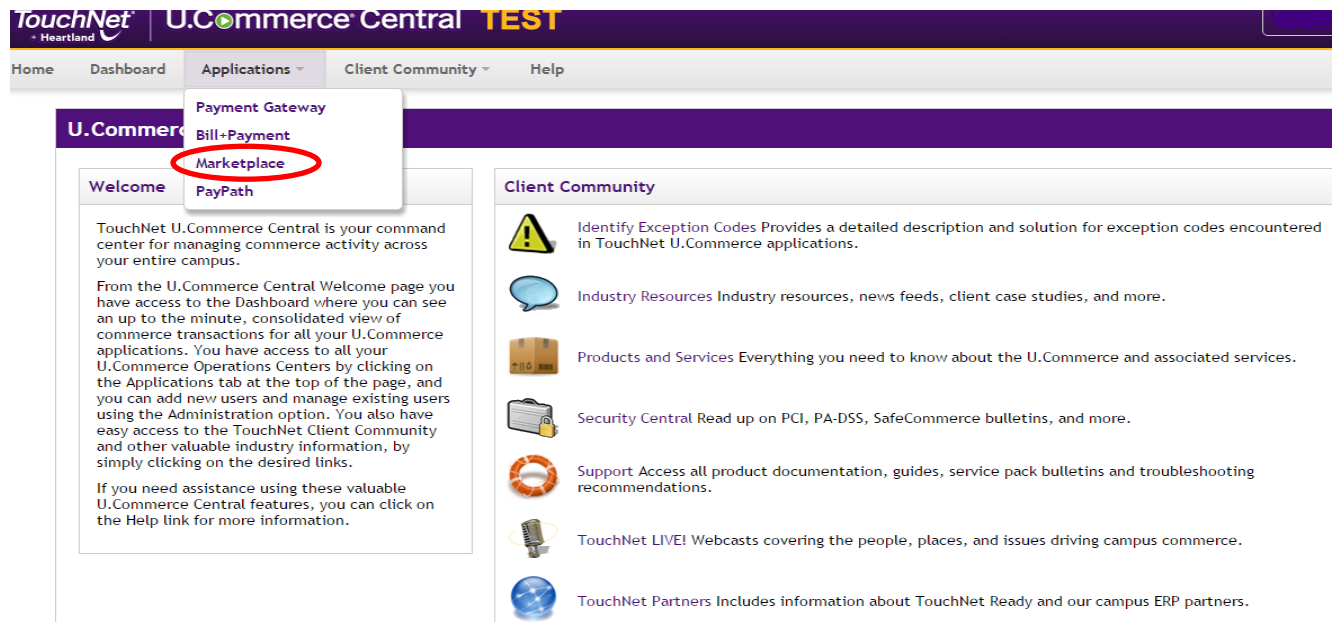
<https://secure.touchnet.com:8443/ucommercecentraltest> - Test

The image shows the login page for U.Commerce Central. It features a purple header with the TouchNet logo and the text "U.Commerce Central". Below the header, there are two input fields for "User Name:" and "Password:". To the right of the password field is a link that says "Forgot password?". At the bottom of the login section is a "Login" button.

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

The image shows the U.Commerce Central dashboard. At the top is a navigation bar with the TouchNet logo, the text "U.Commerce Central TEST", and a "Logout" button. Below the navigation bar are several tabs: "Home", "Dashboard", "Applications" (which is circled in red), "Client Community", and "Help". The main content area is divided into two columns. The left column is titled "Welcome" and contains text about the system. The right column is titled "Client Community" and contains a list of links with icons: "Identify Exception Codes", "Industry Resources", "Products and Services", "Security Central", "Support", "TouchNet LIVE! Webcasts", and "TouchNet Partners".

- b. Select **Applications** tab.



- c. Navigate to **Marketplace**.

## 2. Steps for adding a promotion to a product

- a. Navigate to **Marketplace Home** → **[Merchant Name]** → **Stores** → **[Your store name]** → **Store Settings** → **Promotions**

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

**Add Promotion**

Store Promotion   Category Promotion   **Product Promotion**   Order Promotion

**Current Promotions**

No Current Promotions

**Future Promotions**

No Future Promotions

**Expired Promotions**

Code	Name	Type	Start Date	End Date	Actions
Test	Test_Promotion	Product	11/30/17	12/1/17	Archive

**Promotions that Reached Max Number of Uses**

No Promotions that Reached Max Number of Uses

**Archived Promotions**

No Archived Promotions

- a. **Select Product Promotion**
- a. The promotion will apply to your specified product

[Back To Promotions](#)**Promotion Information**

If a promotion code is not provided, a system generated numeric promotion code will be assigned.

Promotion Code:

STORE PROMO2

Name of Promotion:

STORE PROMO 2

Promotion Description:

Promo applied to specified

**Promotion Discount**

Promotion Type:

Percentage Off Per Item ▼

All amounts are in USD ( \$ )

For percentage off promotions enter the percentage as a whole number. 10 for 10%. For amount promotions enter the amount. 5 for \$5.00

Value Off:

5

**Promotion Usage**

From: 4/24/18



To: 4/25/18



Can a customer use this promotion code more than once?

☒ Yes ☐ No

Maximum number of times this promotion code can be used by all users:

**Products to Include**☒ RRCS Locker Rental☐ This Is Test**Promotion Email**

Email Addresses Receiving Promotion:

marketplace@gsu.edu

Delimiter used to separate Email Addresses:

☐ Send Email to specified Email Addresses:[Create Promotion](#)

- 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

Promotion added.

## Add Promotion

Store Promotion

Category Promotion

Product Promotion

Order Promotion

## Current Promotions

Code	Name	Type	Start Date	End Date	Actions
STORE PROMO2	STORE PROMO 2	Product	4/24/18	4/25/18	<a href="#">Archive</a>

## Future Promotions

No Future Promotions