MARKETPLACE TRAINING

TouchNet® + Heartland

Add Promotion to a store
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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 store**
   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.*

   a. **Select Store Promotion**
      a. The promotion will apply to the entire store
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
a. **Email Addresses**: Enter all email addresses that should receive the promotion message
   a. Email addresses entered from the previous page is imported over.

b. **Subject**: Enter subject for your promotion message.

c. **Message**: Enter promotion text. It does not accept HTML.

d. **Test Email Address**: Enter one or more email and select **Send Test Email**

e. **Send Promotion Email**: When you’re ready to send the promotion email

**Email Output**

You have received this email from marketplace@gsu.edu in response to promotions.

**Store Promotion TEST**

We're offering a promo for the locker rental. Please use STORE PROMO to receive your 5% discount.

Thank you

**GSU Marketplace Promotions**

Promotions require the buyer to enter a promotional code. When a promotion expires, archive it to reuse its promotional code.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>STORE PROMO</td>
<td>STORE PROMO</td>
<td>Store</td>
<td>4/13/18</td>
<td>4/13/18</td>
<td>Archive</td>
</tr>
</tbody>
</table>

**Current Promotion**

**Future Promotions**

No Future Promotions

**Expired Promotions**

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Test_Promotion</td>
<td>Product</td>
<td>11/30/17</td>
<td>12/1/17</td>
<td>Archive</td>
</tr>
</tbody>
</table>

**Promotions that Reached Max Number of Uses**

No Promotions that Reached Max Number of Uses

**Archived Promotions**

No Archived Promotions
3. Viewing the store Discount

a. Select Product from store.

b. Select Checkout

c. Add email address and Continue
a. **Apply store promo**