**Promotions Management – Key Reminders**

**DISTRIBUTOR PROMOTIONS**

* **Add Promo – Category** must be used for **line drives**.
  + The Unique\_ID field is limited to 255 characters by Caspio and cannot be changed. *Anything more than that gets truncated. This creates an issue for cloning when line drives are done using Add Promo – UPC.*
* **Add Promo – UPC**: limit UPC selection to **15** items.
  + Field can only store 255 characters.
* **New Warehouse**
  + If a new warehouse is added to an existing distributor, promotions will be automatically created for items in that warehouse.
* **New Distributor and New Item**
  + Promotions have to be manually created for any new distributors or items added to the catalog.
* **Purchased Ads**
  + Only one of the same ad per month per distributor per brand is allowed. If there are multiple promotions in the same month for the same brand and distributor, only one of those promotions will be allowed to purchase a given ad.

**RETAILER PROMOTIONS**

* **Add Promo – Category** must be used for **line drives**.
  + The Unique\_ID field is limited to 255 characters by Caspio and cannot be changed. *Anything more than that gets truncated. This creates an issue for cloning when line drives are done using Add Promo – UPC.*
* **Add Promo – UPC**: limit UPC selection to **15** items.
  + Field can only store 255 characters.
* **New Distributor, New Warehouse, New Item**
  + Promotions have to be manually created for any new distributors, warehouses and/or items added to the catalog.
* **Use KeHE Pending, UE Pending or UW Pending** for items that are not in a warehouse yet but you need to enter a promotion.
* **UPCs with varying discounts**
  + UPC discounts must be entered under EDIT DETAIL line item by line item.
* **EDITING –** 
  + If a promotion is entered using CATEGORIES, you may delete extra items in EDIT DETAIL
  + IF a promotion is entered using UPCs, you should not delete in EDIT DETAIL as it will not delete the item in the SUMMARY. You need to Delete the entire Promotion and reenter.