How to Enter Submission Dates for Contracts

Step 1 – Go to Promo Tool – Retailer Promotions

Brand/Retail Summary is first screen

Select the Retail Account

Select Month to update

Hit Submit to initiate the search



Next Step is to Enter the Submission Date. For each Promotion, Click on the Header Detail (see above)

Use the Calendar Icon to select the date and Hit Submit



Continue this until all Submit dates have been entered.

How to Delete a Contract

Step 1 – Go to Promo Tool – Retailer Promotions

Select Brand/Retail Summary

Select the Retail Account

Select Brand to search all Promotions for a Brand at a certail Retail account

Hit Submit



Next Step is to Select the Promo to Delete. Click on the Header Detail (see above)

Click in the Small Box - Deleted and Hit Submit. Do not do this unless you are sure you need to delete.



How To Edit a Contract

Step 1 – Go to Promo Tool – Retailer Promotions

Select Brand/Retail Summary

Select the Retail Account and Brand to Edit. You can also search Month if needed to Narrow the Search

Hit Submit



Next Step is to Select the Promo to Edit. Click on the Header Detail for the Promo that needs editing.

Any field that has a BOX can be edited. Make sure that all the items included in a promotion have the same discount terms, i.e. same MCB% discount, same Scan amount. If they vary by item, you must enter using the Edit Detail.

Hit submit when all changes have been made.

