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

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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

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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

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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.

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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

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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.

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