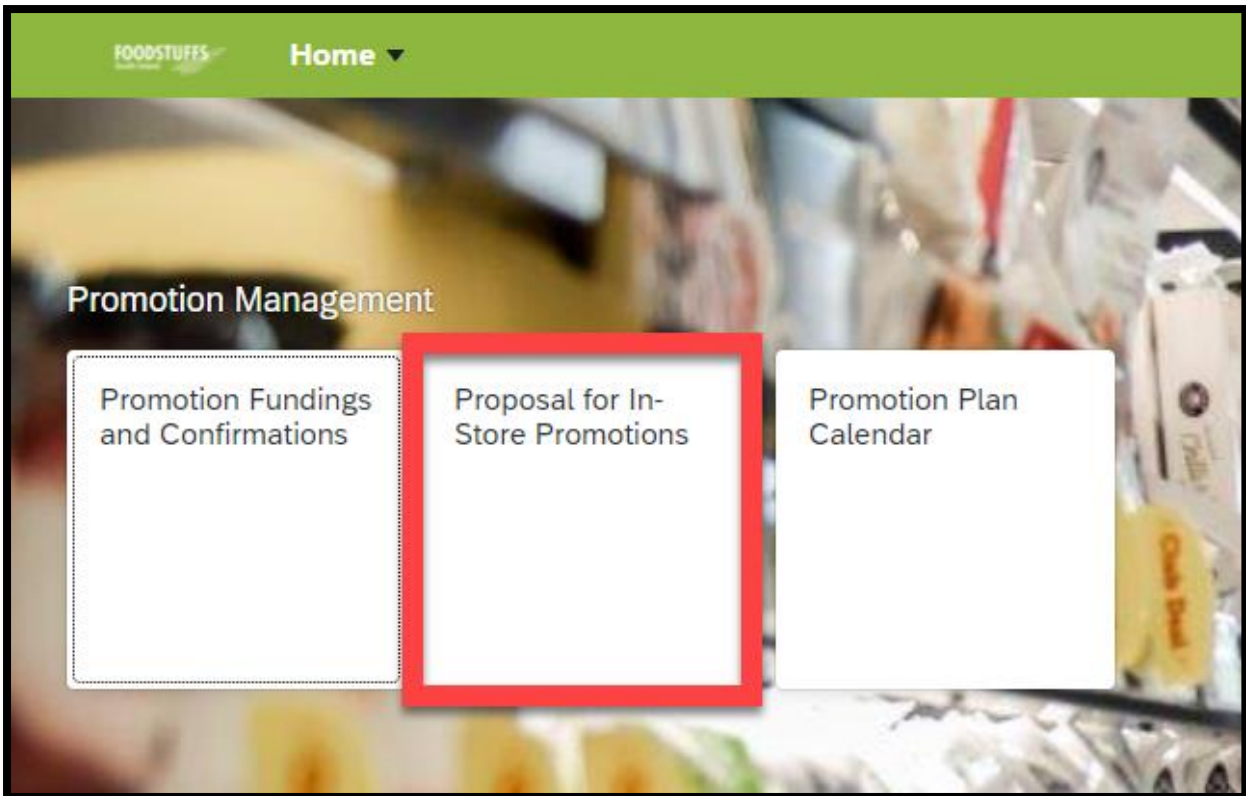


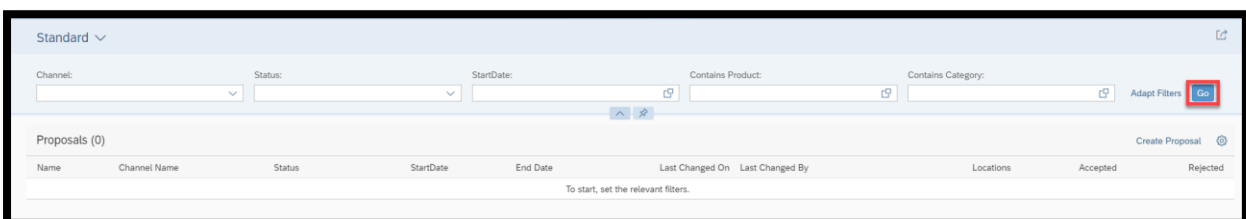
How to create In-Store Promotion Proposals

This step-by-step guide will help you understand how to create and In-Store Proposal.

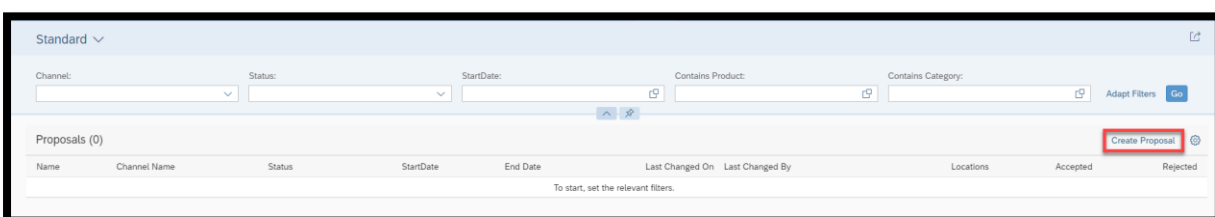
- Go to the app “*Proposal for Instore Promotions*”



- To view any existing proposals already created, put in the filters you want to look at, or just click “Go”



- If you would like to create a new proposal, click “*Create Proposal*”



Properties

- The first step is to fill out the Promotional Header details:

Pams Wraps 8PK Range Edit Submit Revoke Copy Delete

PROPERTIES FUNDING LOCATIONS

Name: * Pams Wraps 8PK Range **1**

Vendor: * 101497 **2**

Channel: * PAKnSAVE **3**

Locations (22/22)

Start Date: * 16.01.2023 **4**

End Date: * 20.01.2023 **5**

Start Buy: * 09.01.2023 **6**

End Buy: * 20.01.2023 **7**

Note to Stores: **8**

254 characters remaining

FUNDING

Funding (3) + Product + Group Delete Mass Edit

<input checked="" type="checkbox"/>	Product	Description	UoM	Warehouse Withdrawal	Scanback Amount	Off Invoice Price (\$)	Direct(?)	Promotional RRP
<input checked="" type="checkbox"/>	4274245	PAMS WRAPS SPINACH 8PK	EA	1.00	0.05	0.00	No <input type="radio"/> <input checked="" type="radio"/>	6.99
<input checked="" type="checkbox"/>	4273838	PAMS WRAPS WHEATMEAL 8PK	EA	1.00	0.05	0.00	No <input type="radio"/> <input checked="" type="radio"/>	6.99
<input checked="" type="checkbox"/>	4273615	PAMS WRAPS WHITE 8PK	EA	1.00	0.05	0.00	No <input type="radio"/> <input checked="" type="radio"/>	6.99

- Name** - The first section is a made name that is relevant to the products that you are promoting. It can be use full if this name includes the product brand.
- Vendor** - This should be populated with your vendor. If you have more than one vendor number, you will need to put in your vendor number.
- Channel** - The channel is the banner you are wanting to propose the promotion to.
- Start Date** - The Start date allows you to create promotions up to 3 months in advanced.
- End Date** - The end date is the date that the promotion will end. Promotions can be no longer than 30 days from the start date. It is recommended that you only use 28 days unless the last day falls on a public holiday.
- Start Buy** - The start buy date is when the stores can start purchasing products at the discounted pricing.
- End buy** - The end buy date is the last day that the stores can purchase promotional priced products. *End Buy* should always be the same as the *End Date*.
- Notes** - Direct to stores are good if there is an offer running alongside the promotion or if you want to communicate a message out to the end user. If you have never promoted to this store before, please include a contact email for invoicing.

Funding

- After the Promotional Headers have been filled out the next step is for you to add the articles that you are wanting to promote.
 - It is important to remember that each promotion can only have one price point on the promotion. This is to mitigate the potential for error.
- To add an article, you go to the plus either “**Product**” or “**Group**”. Clicking into *product* will only pull through the specific article you select whereas *group* will pull through the entire price family for that article.
 - It is recommended that you search for the article in “**Group**” before “**Product**” so you can pull through the entire family rather than just the one article.

Pams Wraps 8PK Range

PROPERTIES FUNDING LOCATIONS

Name: Pams Wraps 8PK Range
 Vendor: 101497
 Channel: PAKnSAVE
 Locations (22/22)

Start Date: 16.01.2023
 End Date: 20.01.2023
 Start Buy: 09.01.2023
 End Buy: 20.01.2023

Note to Stores:

254 characters remaining

FUNDING

Funding (3)

<input type="checkbox"/>	Product	Description	UoM	Warehouse Withdrawal	Scanback Amount	Off Invoice Price (\$)	Direct(?)	Promotional RRP
<input checked="" type="checkbox"/>	4274245	PAMS WRAPS SPINACH 8PK	EA	1.00	0.05	0.00	No (O X)	6.99
<input checked="" type="checkbox"/>	4273838	PAMS WRAPS WHEATMEAL 8PK	EA	1.00	0.05	0.00	No (O X)	6.99
<input checked="" type="checkbox"/>	4273615	PAMS WRAPS WHITE 8PK	EA	1.00	0.05	0.00	No (O X)	6.99

- You can delete specific articles by selecting them and clicking “**Delete**”
 - If you have accidentally clicked the wrong family of products, you can also click the tick box next to ‘**Product**’ which will highlight all articles to be removed.

Coke 1.5 range

PROPERTIES FUNDING LOCATIONS

Name: Coke 1.5 range
 Vendor: 100988
 Channel: PAKnSAVE
 Locations (13/13)

Start Date: 20.03.2022
 End Date: 03.04.2022
 Start Buy: 13.03.2022
 End Buy: 03.04.2022

Note to Stores:

254 characters remaining

FUNDING

Funding (40)

<input type="checkbox"/>	Product	Description	UoM	Warehouse Withdrawal	Scanback Amount	Off Invoice Price (\$)	Direct(?)	Promotional RRP
<input checked="" type="checkbox"/>	4296894	FANTA TROPICAL 1.5L	EA	1.00	0.00	0.00	No (O X)	2.99
<input checked="" type="checkbox"/>	4269220	COCA-COLA NO SUGAR ORANGE 1.5L	EA	0.00	1.00	0.00	No (O X)	2.99
<input checked="" type="checkbox"/>	4265435	LEMON & PAEROA PINEAPPLE LUMPS 1.5L	EA	0.00	0.00	1.00	Yes (✓ O)	2.99

- The next step is to inputting funding for each article selected for the promotion.

Pams Wraps 8PK Range Edit Submit Revoke Copy Delete

PROPERTIES FUNDING LOCATIONS

Name: Pams Wraps 8PK Range Start Date: 16.01.2023 Note to Stores: 254 characters remaining

Vendor: 101497 End Date: 20.01.2023

Channel: PAK'nSAVE Start Buy: 09.01.2023

Locations (22/22) End Buy: 20.01.2023

FUNDING

Funding (3) + Product + Group Delete Mass Edit

Product	Description	UoM	1 Warehouse Withdrawal	2 Scanback Amount	3 Off Invoice Price (\$)	4 Direct(?)	5 Promotional RRP
<input checked="" type="checkbox"/>	4274245 PAMS WRAPS SPINACH 8PK	EA	<input type="text" value="1.00"/>	<input type="text" value="0.05"/>	<input type="text" value="0.00"/>	No <input type="radio"/> <input checked="" type="radio"/>	<input type="text" value="6.99"/>
<input checked="" type="checkbox"/>	4273838 PAMS WRAPS WHEATMEAL 8PK	EA	<input type="text" value="1.00"/>	<input type="text" value="0.05"/>	<input type="text" value="0.00"/>	No <input type="radio"/> <input checked="" type="radio"/>	<input type="text" value="6.99"/>
<input checked="" type="checkbox"/>	4273615 PAMS WRAPS WHITE 8PK	EA	<input type="text" value="1.00"/>	<input type="text" value="0.05"/>	<input type="text" value="0.00"/>	No <input type="radio"/> <input checked="" type="radio"/>	<input type="text" value="6.99"/>

- Warehouse Withdrawal** - This is when the amount per-unit entered in this field is claimed from the supplier via a settlement process based on the number of units the store has received during the buy period.
- Scanback** - This is when the amount per unit entered in the field is claimed from the supplier via settlement process based on the number of sales the store has made during the sales period. The one caveat to this is that promotions that are sold online may go through our system up to 6 days after the promotion has finished but we honor the promotion at the time of the customer checking out the promotion so you may see products settle up to 1 week after the promotion ends
- Off invoice price (\$)** - This is the dollar value you will charge on your invoice to store. This is only available for direct supplied promotions.
- Direct (?)** - This is asking if your product is supplied direct to store or purchased via our distribution center/s. If it is a direct product, then make sure this is selected as yes. If its available from the DC, then leave it as no. It is important to make sure that if there is a product in the list that is not available in the DC, but you select the article to be ranged from the DC you will run into errors.
- Promotional RRP** - This is where you can enter a recommended price for the promotion. It is important to note that the store can change this price. If hitting a specific RRP is key, please contact and work through with stores as needed.

- When doing funding for a promotion there is a quick feature you can use to complete all funding for articles at once. This is the 'Mass Edit' button/function.

Pams Wraps 8PK Range

PROPERTIES FUNDING LOCATIONS

Name: Pams Wraps 8PK Range
 Vendor: 101497
 Channel: PAK'nSAVE
 Locations (22/22)

Start Date: 16.01.2023
 End Date: 20.01.2023
 Start Buy: 09.01.2023
 End Buy: 20.01.2023

Note to Stores:

254 characters remaining

FUNDING

Funding (3)

Product	Description	UoM	Warehouse Withdrawal	Scanback Amount	Off Invoice Price (\$)	Direct(?)	Promotional RRP	
<input checked="" type="checkbox"/>	4274245	PAMS WRAPS SPINACH BPK	EA	1.00	0.05	0.00	No <input type="radio"/> <input checked="" type="radio"/>	6.99
<input checked="" type="checkbox"/>	4273838	PAMS WRAPS WHEATMEAL BPK	EA	1.00	0.05	0.00	No <input type="radio"/> <input checked="" type="radio"/>	6.99
<input checked="" type="checkbox"/>	4273615	PAMS WRAPS WHITE BPK	EA	1.00	0.05	0.00	No <input type="radio"/> <input checked="" type="radio"/>	6.99

- This option is very useful to input the funding data for ALL selected articles at once.
 - Please note that if you enter data before using the Mass Edit tool, the original data will be overridden with the data entered from the Mass Edit tool.
 - If you need to change ONE funding section specifically and you are using the Mass Edit tool, you will need to enter all information for the five sections again, as it will reset all sections and delete the original information.

Mass Edit

Warehouse Withdrawal: 1

Scanback Amount: 2

Off Invoice Price (\$): 3

Direct(?): No 4

Promotional RRP: 5

(Numbers attached relate up to the normal funding numbered bullet points)

Locations

- The last step for creating an in-store promotion is selecting the stores you wish to offer the promotion to. The stores you will be able to select from will be associated to the channel you selected in the **Properties** section.
- Go through the list and select the stores required:

Pams Wraps 8PK Range

PROPERTIES FUNDING LOCATIONS

LOCATIONS

Locations (22/22) Select All Select None

Include	Location	Number	Status	Offer	Decline Reason
<input checked="" type="checkbox"/>	Wainoni PAK'nSAVE	9001			
<input checked="" type="checkbox"/>	Timaru PAK'nSAVE (Old)	9009			
<input checked="" type="checkbox"/>	Timaru PAK'nSAVE	9016			
<input checked="" type="checkbox"/>	Richmond PAK'nSAVE	9004			
<input checked="" type="checkbox"/>	Riccarton PAK'nSAVE	9010			
<input checked="" type="checkbox"/>	Riccarton PAK'nSAVE	9017			
<input checked="" type="checkbox"/>	Rangiora PAK'nSAVE	9012			
<input checked="" type="checkbox"/>	Queenstown PAK'nSAVE	9013			
<input checked="" type="checkbox"/>	PMR PAK'nSAVE	9025			
<input checked="" type="checkbox"/>	Northlands PAK'nSAVE	9014			
<input checked="" type="checkbox"/>	Moorhouse PAK'nSAVE	9015			
<input checked="" type="checkbox"/>	Invercargill PAK'nSAVE	9003			
<input checked="" type="checkbox"/>	Hornby PAK'nSAVE	9006			
<input checked="" type="checkbox"/>	Dunedin PAK'nSAVE	9008			

- If you send it to the sites that end in “(Old)” or “(Closed)” – these are the site numbers that are no longer used so will never accept the proposal so if you are wanting to track who is accepting the proposals you are sending, then it is recommended you remove them. We are currently working through a process, so these are not shown.
- At the end of the list will also show unnamed but numbered stores.
 - Best practice would be to include all stores in a list to capture any Change of Ownerships.

Pams Wraps 8PK Range

PROPERTIES FUNDING LOCATIONS

Locations (22/22) Select All Select None

Include	Location	Number	Status	Offer	Decline Reason
<input checked="" type="checkbox"/>	Blenheim PAK'nSAVE	9011			
<input checked="" type="checkbox"/>	Rangiora PAK'nSAVE	9012			
<input checked="" type="checkbox"/>	Queenstown PAK'nSAVE	9013			
<input checked="" type="checkbox"/>	Northlands PAK'nSAVE	9014			
<input checked="" type="checkbox"/>	Moorhouse PAK'nSAVE	9015			
<input checked="" type="checkbox"/>	Timaru PAK'nSAVE	9016			
<input checked="" type="checkbox"/>	Riccarton PAK'nSAVE	9017			
<input checked="" type="checkbox"/>	#9018 PAK'nSAVE	9018			
<input checked="" type="checkbox"/>	#9019 PAK'nSAVE	9019			
<input checked="" type="checkbox"/>	#9020 PAK'nSAVE	9020			
<input checked="" type="checkbox"/>	#9021 PAK'nSAVE	9021			
<input checked="" type="checkbox"/>	#9022 PAK'nSAVE	9022			
<input checked="" type="checkbox"/>	#9023 PAK'nSAVE	9023			
<input checked="" type="checkbox"/>	#9024 PAK'nSAVE	9024			
<input checked="" type="checkbox"/>	PMR PAK'nSAVE	9025			

Submitting, Revoking or Deleting Offer

- Once you have completed all steps for creating an in-store promotional offer, you can go ahead and 'Save' the offer. (Please note this is not submitting the offer to stores)

- This will then allow open access to the below:

- Edit** – This will allow you make further changes to the proposal.
- Submit** – Once you have created and saved the promotional proposal, you can now click 'Submit'. This will send the proposal out to all selected stores.
- Revoke** – If you have submitted with an incorrect price or wish to withdraw the promotion from anyone who hasn't already accepted, you can use the 'revoke' button.
 - Please note: If you revoke an offer, PLEASE directly contact the stores which have already accepted the offer.**
- Copy** – If you wish to re-create the same proposal but change the dates or banner, you can use the 'copy' button.
- Delete** – If you wish to delete the offer, click the delete button.

If you have any further questions relating to in-store promotions, please contact our Supplier Inbox.



www.foodstuffs-si.co.nz

Supplier Promotions Portal

Shared Mailbox for FS Papanui

SupplierPromotionsPortal

E: SupplierPromotionsPortal@foodstuffs-si.co.nz

167 Main North Road, Christchurch 8140