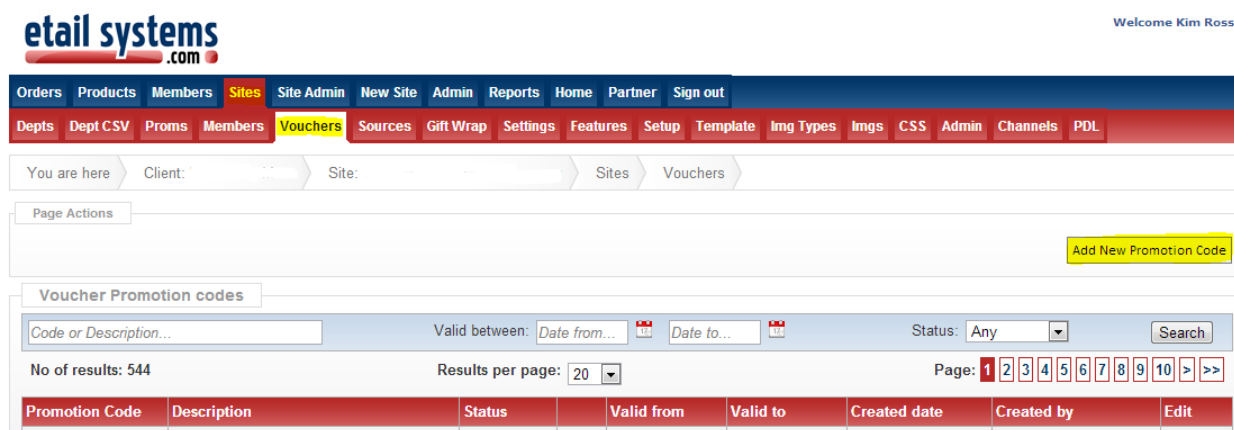# Importing promotion codes

Etail Systems Tip Sheet

Objective: To import promotion codes for use on your website, or for offer websites such as Living Social & Groupon.
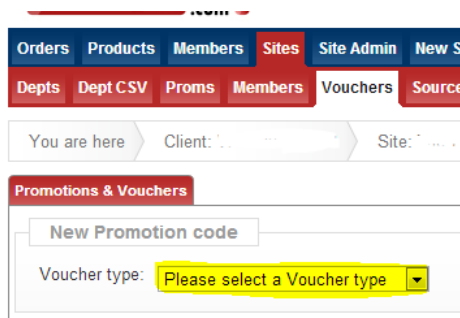
The following tells you how to achieve this;-

If you're familiar with adding promotion codes & single use voucher codes for the website, much of this is the same.

Firstly, you need to create the voucher information. To do this, go to 'Sites' → 'Vouchers' & click the 'Add New Promotion Code' button.

Select the type of voucher you wish to create – in this case, it's the 'Single Use Unique Gift Vouchers', as each code you run in will be unique.

You'll then see the following screen:

Importing promotion codes

Voucher type – if you selected the wrong one on the previous screen, you can change it from this dropdown.

Description – This is for your records – it might be for Living Social Barrow-in-Furness, so you can put that here to remind yourself.

Start Date / End Date – You can have your promotional codes running from certain dates – select these here.

Product Discount – If you want this discount to have a percentage off **EACH** product, rather than a set price, enter the percentage here.

Invalid for Offer Prices – You can tick this box if you don't want the discount to apply to any products on special offer.

Gift Wrap Discount – If you just want this discount to apply to gift wrap, put the **percentage** you want off here e.g. if it's free gift wrap you want to give customers, put 100.00

Shipping Discount – This is the same as with gift wrap, put the percentage you want off shipping in this box.

Order Discount – The dropdown here has 3 options – None, Absolute & Percentage. **'None'** means there will be no set discount (the percentages further up the list will apply instead), **'Absolute'** is a set amount that a customer will get off their order, which you type in the box next to the dropdown menu. Absolute discounts are 'face value' including VAT. **'Percentage'** is the discount off the **ALL** of the products when added together.

Order Value Limit – To take advantage of a discount, you can set a **minimum** spend (including VAT) here.

Order Value Limit (2) – Below this is the **maximum** order value which discount can be applied. It can be left blank for no upper limit.

Product Restriction – Here, you can exclude certain products from your discount code (which many do if they don't make much mark up on a product). You can TICK the box which will make everything in your restricted list EXCLUDED from the discount. Leave the box UNTICKED if you want the discount to apply to products IN the list.

Once you've completed these fields, click 'Update Promotion Code'.

If you want to make a product list for inclusion/exclusion from the discount, you need to click the 'Product restriction' tab that will now have appeared. To add a product to the list, type part of the product title/model number in the box and click 'search'. A dropdown will appear, and you need to select which product you wish to add (this has to be done one at a time). Once you've selected it, click the 'Add product' button.

If you wish to remove a product from the list, click the 'remove' button.

You can now import your vouchers. As the description says, in Excel, you need to have one column with all your codes in, like below (The system can only accept codes with 40 characters or less):

Importing promotion codes

	A
1	VoucherCode
2	ETAIL01
3	ETAIL02
4	ETAIL03
5	ETAIL04
6	ETAIL05
7	ETAIL06
8	ETAIL07
9	ETAIL08
10	ETAIL09
11	ETAIL10

You can also add an expiry date column, named 'ExpiryDate'. You need to enter the date in the format dd-mm-yy. Please save your file as CSV (Comma Delimited).

You then need to upload this in the 'Voucher Imports' tab.

| Promotions & Vouchers | Product restrictions | Vouchers | **Voucher Import** |

Living Social

Voucher import   Choose File   No file chosen   Import Vouchers

Uploading your Voucher codes

CSV File
Your codes must be a maximum of 40 characters in a CSV file with the column header 'VoucherCode'.
You may optionally add an 'ExpiryDate' column with dates in the format 'dd-mm-yyyy'.

When they've been loaded into the system, a Notepad file should download. If you open this, it will tell you if your voucher codes have been imported successfully. If they have, it should look like this:

```
VoucherImportLog2012_11_08_09_58 - Notepad
File  Edit  Format  View  Help
Line 2 - Successful Import of Voucher: 'ETAIL01' at 08/11/12 09:58:16.894
Line 3 - Successful Import of Voucher: 'ETAIL02' at 08/11/12 09:58:16.894
Line 4 - Successful Import of Voucher: 'ETAIL03' at 08/11/12 09:58:16.894
Line 5 - Successful Import of Voucher: 'ETAIL04' at 08/11/12 09:58:16.894
Line 6 - Successful Import of Voucher: 'ETAIL05' at 08/11/12 09:58:16.894
Line 7 - Successful Import of Voucher: 'ETAIL06' at 08/11/12 09:58:16.894
Line 8 - Successful Import of Voucher: 'ETAIL07' at 08/11/12 09:58:16.894
Line 9 - Successful Import of Voucher: 'ETAIL08' at 08/11/12 09:58:16.894
Line 10 - Successful Import of Voucher: 'ETAIL09' at 08/11/12 09:58:16.894
Line 11 - Successful Import of Voucher: 'ETAIL10' at 08/11/12 09:58:16.894
```

If any have failed or show an error, you will have to retry to import them. Common problems are the 'VoucherCode' has a space in, or doesn't have a capital letter.

If you click on 'Vouchers' tab, you'll see all your voucher codes below a big long number (that our system has generated). Depending on how many voucher codes you ran in, this may take a little while to load. The Issue Date, Expiry Date, if the code is valid & if it's been redeemed are all here.

Promotions & Vouchers	Product restrictions	Vouchers	Voucher Import

Living Social

	Voucher	Remark	Issue Date	Expiry Date	Valid	Redeemed	
1	LONG NUMBER YOUR CODE		08/11/2012	13/03/2013	Yes		⊝

To delete a voucher code, just press the little red button.

Voucher Promotion codes

Code or Description...			Valid between: Date from... 📅 Date to... 📅			Status: Any ▾		Search

No of results: 11   Results per page: 20 ▾   Page: 1

Promotion Code	Description	Status		Valid from	Valid to	Created date	Created by	Edit
GUIDE	How to guide demo	Live	❶	04/09/12	04/12/12	04/09/12 14:50	kim.ross	🖼
SUMMER12	Summer 12 10% off everything	Live	❶	19/04/12	19/07/12	19/04/12 21:26	david.herington	🖼
	£5 Gift Voucher	Live	❶	19/04/12	19/07/12	19/04/12 21:27	david.herington	🖼
	123	Live	❶	04/11/11	04/02/12	04/11/11 13:03	david.wright	🖼
CZXCZX	dsdsdfsdf	Live	❶	08/06/10	08/09/10	08/06/10 14:22	david.wright	🖼
VVV	Gold Discount	Live	❶	03/06/10	03/09/10	03/06/10 16:53	david.wright	🖼
DANCE	20% off Dance shoe	Live	❶	01/04/10	31/07/10	06/04/10 17:11	david.herington	🖼
	£5 off voucher	Live	❶	01/04/10	30/06/10	06/04/10 17:13	david.herington	🖼
SHIP100	Free shipping over £100	Live	❶	01/01/10	31/12/20	06/04/10 17:15	david.herington	🖼
SHIP	Free shipping	Live	❶	01/01/10	31/12/20	06/04/10 17:15	david.herington	🖼
TEST01	10% Product discount (£50-500)	Live	❶	01/01/10	31/12/10	06/04/10 17:09	david.herington	🖼

If you want to edit any of your voucher codes, you use the main voucher panel and click on the notepad. You can also suspend or mark any of the vouchers dead from here by clicking the red button, then the corresponding buttons.

If you need help with importing promotion codes, please email support@etailsystems.com or call 0844 482 0908.