

# Promotion Codes Import - Classic sites



## BPD User?

This guide refers to legacy functionality that is not present by default in the CMS for BPD websites. However, it **can** be made available - simply [contact us](#).

The Promotion Code Wizard can be used to import data using a CSV file. This is useful when many Promotions need to be set up at once; an import will save the Administrator repeatedly navigating between multiple pages.

Each row of the CSV file will correspond to a unique Promotion Code. The following fields should appear as columns on the CSV file, in the order listed. Fields marked with \* are mandatory.



## Prerequisites

This guide refers to functionality available in versions 3.49.00 and later.

Column/Field name	Description
Promotion Code	Unique value
Description	Short description of promotion
Start Date	dd/mm/yyyy
End Date	dd/mm/yyyy
*Promotion Type	WO = Whole Order Discount; PG= Product Group Discount; PC = Product Code Discount; FF = Free Freight Discount
Product Parameter	for Product Code or Product Group Types
Discount Percent	(before tax)
Discount Amount	(before tax)
Discount Threshold	(before tax)
*Discount Threshold Type	DD = Dollar Discount; QD = Quantity Discount; QDM = Quantity Discount Multiples;DDM = Dollar Discount Multiples
*Discount Action Type	A = Add To Any; O = Override Any; OIM = Override If More Than Current; Blank for Free Freight Discount Promotions
Discount Charge Type	The charge type created on the sales order in PRONTO (can be left blank, or assigned a value of 0-9)
Discount Charge Description	The charge description created on the sales order in PRONTO
Carrier Code	for Free Freight Type
User Usage Limit	0 = unlimited; default is unlimited
Global Usage Limit	0 = unlimited; default is unlimited
Apply With Charge Line	true/false
Mode	B2B; B2C; Both

## Step-by-step guide

To Create a New Promotion Code CSV file to Import:

1. Login as an Administrator.
2. Navigate to '**Settings**' --> '**Promotion Code Maintenance**' (/promotioncodemaintenance.aspx).
3. Click the '**Import Promotion Codes**' button.
4. Click the '**Download Blank CSV File**' button.
5. Open the file once downloaded. The column headings have been populated with the correct field names.
6. Input data into the spreadsheet, using one row per Promotion Code.
7. Save the CSV file.

To Import a Promotion Code CSV File:

1. Login as an Administrator.
2. Navigate to '**Settings**' --> '**Promotion Code Maintenance**' (/promotioncodemaintenance.aspx).
3. Click the '**Import Promotion Codes**' button.
4. Click the '**Choose File**' button to browse to and select the CSV file to be imported.
5. Click the '**Import File**' button to process the CSV file import.



The text box under the '**Import File**' button is where any error messages will be displayed after an import. This is also where the confirmation message will be displayed following a successful file import.

## Related help

- [Product Discount Promotions - Classic sites](#)
- [Importing Promotion Code Products - Classic sites](#)
- [Promotion Code Tokens - Classic sites](#)
- [Promotion Codes Import - Classic sites](#)