

# Importing Promotion Code Products - 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](#).

When a large number of products needs to be added to an existing Promotion Code, the most efficient method may be via CSV file import. This guide will walk you through the process.



## Prerequisites

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

## Step-by-step guide

To Create a New Promotion Code Product CSV file to Import:

1. Login as an Administrator.
2. Navigate to '**Settings - Promotion Code Maintenance**'.
3. Locate the Promotion to which products will be added and click '**Edit Products**' on that row.
4. Click '**Import Products**' at the top of the product grid.
5. Click the '**Download Blank CSV File**' button.
6. Open the file once downloaded. The column headings have been populated with the correct field names. Your data will consist of the following:

Column /Field name	Description
Promotion Code	The existing Promotion Code the product/s will be added to
Type	PG= Product Group Discount; PC = Product Code Discount
Product Parameter	Either Product Code or Product Group
Product Exclusions	List of product codes to be excluded, separated by semi-colon ';'
Dollar Discount Override	The dollar amount that will be charged for the product/s when this promotion code is used if different from the promotion code's discount. If a ' <b>Percentage Discount Override</b> ' is specified, this field is disabled.
Percentage Discount Override	The percentage discount applied to the product/s when this promotion code is used if different from the promotion code's discount. If a ' <b>Dollar Discount Override</b> ' is specified, this field is disabled.
Threshold Override	The threshold amount that needs to be exceeded for the discount to be applied if different from the promotion code's threshold.

7. Input your data into the spreadsheet.

8. *Save the CSV file.*

## Promotion Code Product Import

[Back to Promotion Code Maintenance](#)

[Download Blank CSV File](#)

Enter or browse for the CSV file containing your promotional code Product list to be imported.

[Choose File](#) No file chosen

[Import Now](#)

Delete records in import file : ☐

To Import a Promotion Code Product CSV file:

1. Login as an Administrator.
2. Navigate to '**Settings - Promotion Code Maintenance**'.
3. Locate the Promotion to which products will be added and click '**Edit Products**' on that row.
4. Click '**Import Products**' at the top of the product grid.
5. Click the '**Choose File**' button to browse to and select the CSV file to be imported.
6. Click the '**Import Now**' button to process the CSV file.
  - If re-importing a product file with amendments, ensure that '**Delete Records**' is ticked so that any products not on the list are removed



- Multiple Promotion Codes can be populated with products using the one CSV file.
- 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.
- If only a small quantity of products are to be added to a Promotion Code, it may be more effective to add them manually. Refer to the relevant promotion type guide for details on how to do this.

## Related help

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