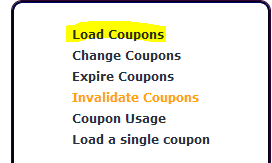
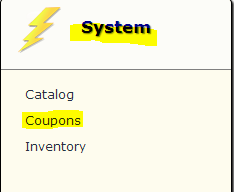
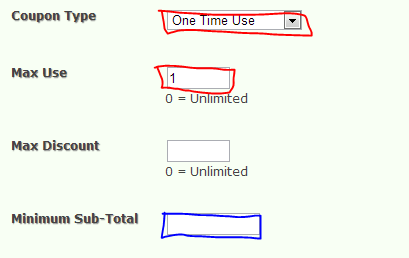
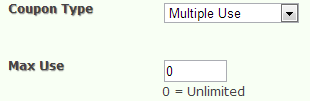
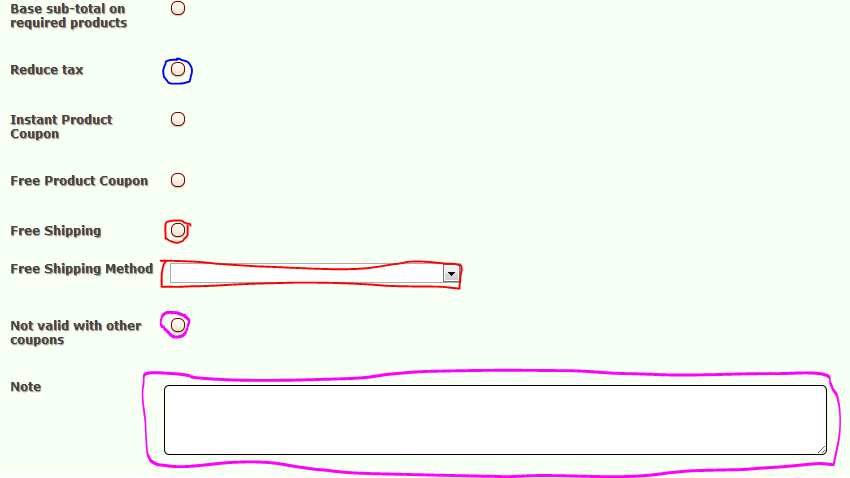
1. Open: S:\Finance\Reports\GrouponCouponCodes\Brandon Code Generator.xlsm
2. Click on J2
   1. Select your product from the Pull down
      1. If your product is not found, add it to the Database Sheet, Column A and select a letter(s) to represent it
3. In L2 Enter the Purchase Price (round to the nearest dollar) of the product
4. In M2
   1. Select your Company name from the Pull down
      1. If your company is not found, add it to the Database Sheet, Column E and select a letter(s) to represent it
5. In O2, select yes or no
6. Once all of the above is Filled out click the Button
   1. Follow the prompts
7. Save your file as a CSV
   1. If the codes are for Groupon:
      1. S:\Finance\Reports\GrouponCouponCodes
   2. If the codes are for a different company:
      1. S:\Finance\Reports\Daily Deal Site Companies
      2. Select the appropriate company name
8. Email Dominic with the following:
   1. Company
   2. Products being sold
   3. The prefix for each product
   4. The Purchase price of each product
   5. The discount value of each product

**Entering Codes into BOS**

1. If you just received a code list save to one of the file locations listed in #7 above
2. Go to: 
3. Upload your file 
   1. Enter the Discount Value into the Blue Box
   2. Enter the Purchase price into the Red box
   3. If preloading codes enter a year+ end date into the purple box
      1. If you have a set expiration date, enter that date +5 days as a grace period for Customers
4. If you are uploading a pool of codes for a Deal site, leave the red boxes alone 
   1. If you are uploading for a Happy Hour Sale, change to:
      1. 
   2. Only use Blue Boxes with Happy Hour Coupons for any conditions set by Jason(Marketing)
5. If you are uploading a file for a deal site, do not check the blue box 
   1. If this is a Happy Hour code check the blue box
   2. If the code includes shipping, check the red circle and select “Coupon Free Shipping” from the red pull down
   3. When uploading a list of codes for a Deal Site enter the following into the purple box:
      1. Company Name
      2. Product voucher was sold for (16x20 Canvas)
      3. Purchase price (expiration amount reference)
      4. Discount value (always good for CS to have)
      5. Date of Expiration
         1. If preloading codes, re-update this information during re-upload