

# Free Freight Promotions - Classic sites

## Overview

Free Freight promotions can be configured which entitle users to \$0 shipping costs on eligible orders.

Conditions can be set so that a minimum order value must be reached, or the promotion can apply to any value order. The promotion can be unlimited, or can be granted to the first 25 users only, for example.

In the screenshots below, a Free Freight promotion will be configured for orders over \$50, with the code 'FREEFREIGHT50'. There will be no usage restrictions.



This guide refers to functionality available in versions 3.49.00 and later. Prior to creating Promotion Codes, Administrators must ensure the relevant System and Role settings have been configured. See [Promotion Codes Overview - Classic sites](#) for information on these settings.

## Step-by-step guide

To Configure a Free Freight Promotion:

1. Login as an Administrator.
2. Navigate to '**Promotion Codes**' or '**Promotion Code Maintenance**' (/PromotionCodeMaintenance.aspx).
3. Click the '**New Promotion Code**' button.
4. Select '**Free Freight Discount**' from the drop-down list and click '**Next**'.

### Create New Promotion

Promotion Type : Free Freight Discount ▼

Cancel

Next

5. Populate the fields as follows:
  - **Promotion Code** - unique code users will enter at checkout to redeem the offer.
  - **Description** - short description; this is displayed to the user once the code is applied to the order.
  - **Start Date** - date the promotion code becomes valid.
  - **End Date** - date the promotion code expires.
  - **Status**:
    - **Active** - the promotion code can be used.
    - **Complete** - the Promotion code is automatically set to this status when end date has passed, or global usage has been reached.
    - **Disabled** - prevents the promotion code from being used.
  - **Mode\*** - sets the user audience: B2B, B2C, or Both. (\*Note: It's recommended that a promotion be configured for either B2C or B2B - not both, for the purposes of GST-calculation and display.)
  - **Carrier Code** - the freight carrier to be used for the promotion.
  - **Not applicable with other offers** - when ticked, prevents the code from being used on orders where other promotion codes are applied.
  - **When criteria fails remove promo code** - when ticked, ensures the promotion code is removed from changed orders which no longer meet the promotion criteria.
  - **Promo code no longer applies message** - (not currently functional) message displayed to the user when a changed order fails to meet the promotion criteria. Leave blank to use the system default.
  - **Promotion code applied message** - message displayed to the user when the promotion code is successfully applied to the order. Leave blank to use the system default.

- **Promotion code error message** - message displayed to the user when an error occurs in applying the promotion code to the order. Leave blank to use the system default.

## Create New Promotion

### Promotion Code Details

**Promotion Code :** FREEFREIGHT50  
**Description :** Free shipping on orders over \$50  
**Start Date :** 16-Apr-2015  
**End Date :** 07-May-2015  
**Status :** Active  
**Mode :** B2C and B2B  
**Carrier Code :** Standard - Delivery  
 Not applicable with other offers : ☐  
 When criteria fails remove promo code : ☐  
**Promo code no longer applies message :**  
**Promotion code applied message :** Congrats - no freight charges apply to this order!  
**Promotion code error message :** Promo error. Your order may not meet the minimum spend.

6. Click 'Next'.

7. Select a **Discount Threshold Type**:

- **Dollar Discount** - used when a dollar amount must be exceeded before the promotion code applies.  
Example - Free shipping on orders over \$50.
- **Combination Dollar Discount** - used when the promotion can be applied based on the purchase of a particular dollar value of a specified product (or products).  
Example - Free shipping when you spend \$100 or more on Canon brand ink cartridges.
- **Combination Quantity Discount** - used when the promotion can be applied based on the purchase of a set number of a specified product (or products).  
Example - Free shipping when you buy 4 or more cleaning products.

8. Set the **Discount Threshold** if required - this is the amount that needs to be met for the discount to be applied. For Dollar Discounts, this will be a dollar value; for Quantity Discounts, this will be a quantity value. (Blank or 0 = any value). Our screenshot example is set to '50', as the user must spend at least \$50.00 to qualify for the offer.

## Create New Promotion

### Promotion Thresholds

**Discount Threshold Type :** Dollar Discount  
**Discount Threshold :** 50

### Promotion Limits

**User Usage Limit :** 0  
**Customer Usage Limit :** 0  
**Global Usage Limit :** 0

9. Set the **Promotion Limits** if required:

- **User Usage Limit** - maximum number of times this promotion code can be used by an individual user. Blank or 0 = unlimited.
- **Customer Usage Limit** - maximum number of times this promotion code can be used by an individual customer code. Blank or 0 = unlimited.

- **Global Usage Limit** - maximum number of times this promotion code can be used site-wide. Blank or 0 = unlimited.

## Create New Promotion

### Promotion Thresholds

Discount Threshold Type : Dollar Discount ▼

Discount Threshold : 50

### Promotion Limits

User Usage Limit : 0

Customer Usage Limit : 0

Global Usage Limit : 0

Back

Finish

10. For 'Dollar Discount' threshold types (such as our above screenshot examples), click '**Finish**'. No further set-up is required.
11. For 'Combination Dollar Discount' or 'Combination Quantity Discount' threshold types, click '**Add Products**'.
12. To import products in bulk, click '**Import Products**'. [This article](#) details the import process.

Add Product	Import Products	Back	Go to Promotion Code Maintenance
Page			
Type	ProductParameter	BundleCode	
No records to display.			

13. For manual configuration, click the '**Add Product**' link in the table to launch new input fields.
14. Select a 'Type' from the drop-down list:
  - **Group Discount** - specifies a Product Group as the eligible product pool.  
Example - All Canon ink cartridges, which make up product group C66 in the ERP. (Individual products can be excluded from the group if required.)
  - **Product Code Discount** - specifies an individual product code as the eligible item.  
Example - Scouring sponge item 25441, Bleach item 36588, Broom item 85469, and Steel wool item 32564.
15. Enter a single product code or product group in the '**Product Parameter**' field. (The '..' button may be used to search.)
  - For Group Discount types, '**Product Exclusions**' may be specified. Enter a semicolon-separated (;) list of products which are to be excluded from the product group in this promotion.

Type : Group Discount ▼

Product : 010

Parameter : ..

Product Exclusions : 12345;11223;55459;65311;85441

Create

16. Click '**Create**'.
17. Repeat Steps 13 - 17 as required for additional product codes or groups.



We recommend that Promotion Codes be configured on your Stage site and thoroughly tested to ensure behaviour is as expected.

## Related help

- [CC Order Confirmation emails](#)
- [Favourites and Prior Purchases on Product page](#)
- [User Impersonation](#)
- [Report Subscriptions \(Scheduled Reporting\)](#)
- [Configure Scheduled Reporting](#)

