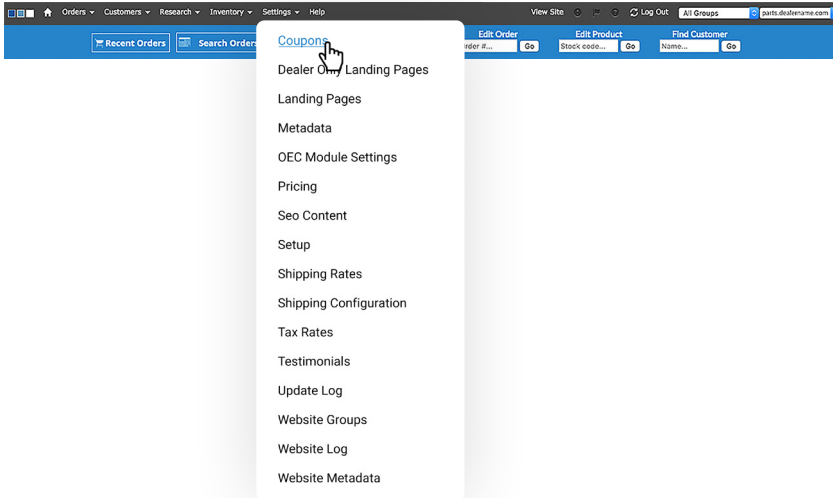


HOW TO:

Create a Coupon

The Control Panel platform helps you promote certain products seen in your dealership. In this article, we'll cover the steps you'll need to follow to create a coupon in SimplePart's Control Panel platform.



Once you login to the Control Panel, you'll click settings, then click the **Coupons** tab inside the dropdown menu. Before proceeding, be sure to check the search box in the top right corner of the screen to verify you have the correct dealership selected.

A screenshot of the 'Add New Coupon or Wholesale Code' form. The form has a teal header with the title. Below the header are several input fields: 'Name', 'Coupon/Wholesale Code', 'Start Date (YYYY-MM-DD)', 'End Date (YYYY-MM-DD)', '# Max Avail.', 'Discount Amount' (with a percentage dropdown), and 'Applied To' (with a dropdown menu). Below these are 'Maximum Parts Total', 'Eligible States', 'Allow Rouse' (checkbox), and 'Allow International' (checkbox). The form is set against a light gray background.

Coupon Name and Code:

Once inside the coupon page, you'll see a form titled **"Add New Coupon or Wholesale Code."** You'll click inside the first field to add a name for your coupon. Next, tab down to the **"Coupon/Wholesale Code"** field to enter a code for your coupon.

Start and End Date:

Once you've created a code, you'll need to enter a **start date** and **end date** for your coupon. If you're only awarding the coupon to a select number of customers, you'll want to enter the quantity into the field labeled **"# Max Avail."**

Discount Amount:

When adding in the **discount amount**, be sure to pay extra attention to the dropdown items inside this field, as there are two available options: **Percentage and dollar amount**. You'll then select which items to apply the discount to, and your options are: **Everything, Parts, and Shipping**.

HOW TO:

Create a Coupon (cont.)

Add New Coupon or Wholesale Code

Name

Coupon/Wholesale Code

Start Date (YYYY-MM-DD)

End Date (YYYY-MM-DD)

Max Avail.

Discount Amount %

Applied To

Minimum Parts Total

Maximum Parts Total

Eligible States

Allow Reuse

Allow International

Allow Other Codes

Only Vehicle Accessories

Only Apparel Accessories

Only Parts

Applied To

Minimum Parts Total

Maximum Parts Total

Eligible States

Allow Reuse

Allow International

Allow Other Codes

Only Vehicle Accessories

Only Apparel Accessories

Only Parts

ADD NEW

Dollar Amount Thresholds:

If you'd like to set dollar amount thresholds for your coupon, you can do this by entering a minimum or maximum dollar amount in the **"Minimum and Maximum Parts Total"** fields.

EX: An example of when you might want to set a threshold amount would be if you were creating a coupon offering customers 10% off on purchases up to \$100.

To set these thresholds, you would enter **\$0 in the Minimum Parts Total field**, and then enter **\$100 in the Maximum Parts Total field**.

Other Available Filters:

Additionally, if you'd like to apply other filters to your coupon, such as allowing your coupon to be reused, be open to international customers, or be used with other coupons, those options are also available.

Other useful coupon filters include:

- Only Vehicle Accessories
- Only Apparel Accessories
- Only Parts.

EX: These filters can be useful when, for example, your coupon is offering 10% off on shipping costs and you'd like that discount to only apply to vehicle accessories.

Finalizing the Coupon:

Take a moment to review your coupon to make sure everything is correct, and then click **ADD NEW** to create your coupon.