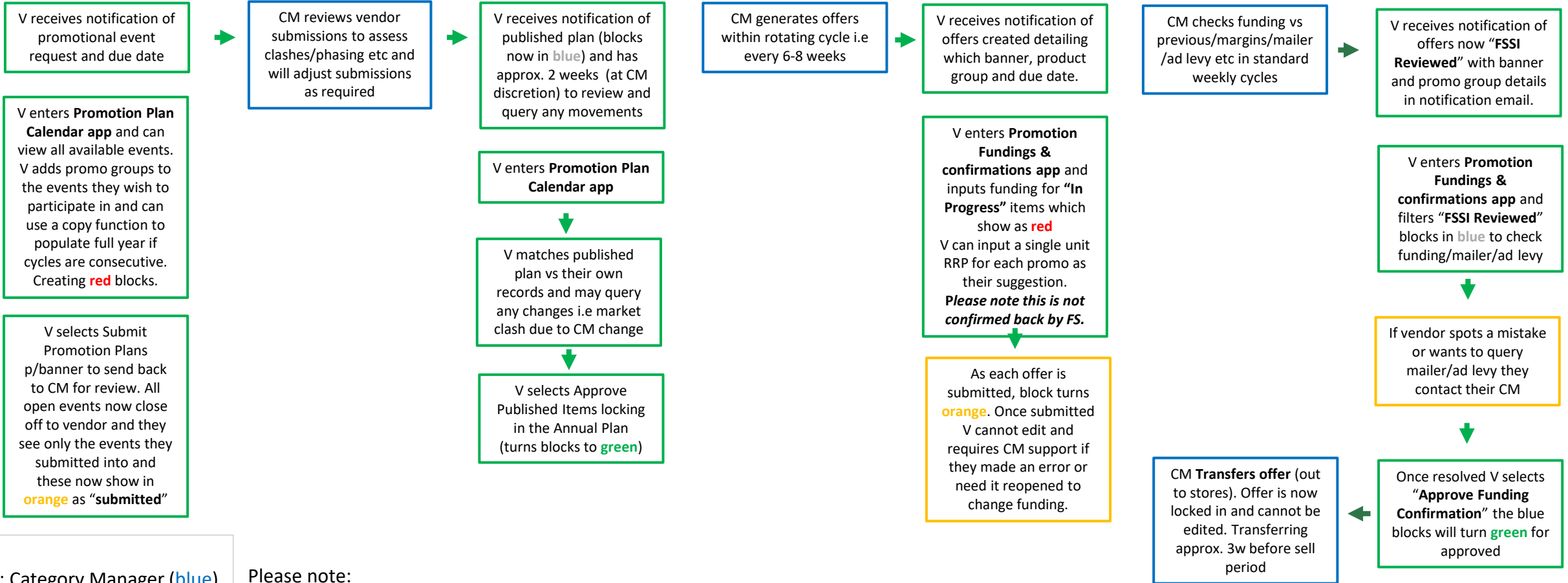


# FSSI PROMOTIONAL MANAGEMENT WORKFLOW

## Planning

## Execution



V enters **Promotion Plan Calendar app** and can view all available events. V adds promo groups to the events they wish to participate in and can use a copy function to populate full year if cycles are consecutive. Creating **red** blocks.

V selects Submit Promotion Plans p/banner to send back to CM for review. All open events now close off to vendor and they see only the events they submitted into and these now show in **orange** as **"submitted"**

V enters **Promotion Fundings & confirmations app** and inputs funding for **"In Progress"** items which show as **red**. V can input a single unit RRP for each promo as their suggestion. **Please note this is not confirmed back by FS.**

As each offer is submitted, block turns **orange**. Once submitted V cannot edit and requires CM support if they made an error or need it reopened to change funding.

**Key**  
 CM: Category Manager (**blue**)  
 V: Vendor (**green**)  
 Considerations: (**orange**)

Please note:

- The FSSI Reviewed Blocks (**blue**) do not need to be approved for the offer to be transferred out to stores, this is a visual step to help V track offer progress.
- Final shelf & promotional pricing will be adjusted as required at FS discretion.
- The Planning Phase is not required for Fresh suppliers.