FSSI PROMOTIONAL MANAGEMENT WORKFLOW

Planning

V receives notification of promotional event request and due date

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**"

CM reviews vendor submissions to assess clashes/phasing etc and will adjust submissions as required

V receives notification of published plan (blocks now in **blue**) and has approx. 2 weeks (at CM discretion) to review and query any movements

V enters **Promotion Plan Calendar app**

V matches published plan vs their own records and may query any changes i.e market clash due to CM change

V selects Approve Published Items locking in the Annual Plan (turns blocks to **green**)

Execution

CM generates offers within rotating cycle i.e every 6-8 weeks

V receives notification of offers created detailing which banner, product group and due date.

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.

CM checks funding vs previous/margins/mailer /ad levy etc in standard weekly cycles

V receives notification of offers now "**FSSI Reviewed**" with banner and promo group details in notification email.

V enters **Promotion Fundings & confirmations app** and filters "**FSSI Reviewed**" blocks in **blue** to check funding/mailer/ad levy

If vendor spots a mistake or wants to query mailer/ad levy they contact their CM

Once resolved V selects "**Approve Funding Confirmation**" the blue blocks will turn **green** for approved

CM **Transfers offer** (out to stores). Offer is now locked in and cannot be edited. Transferring approx. 3w before sell period

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.

Foodstuffs South Island