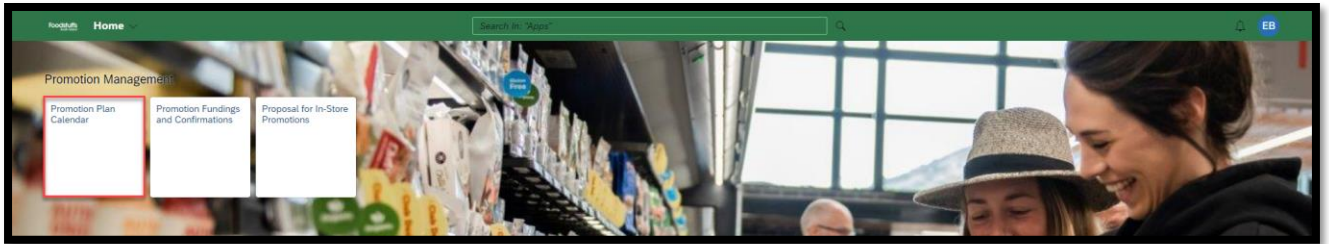


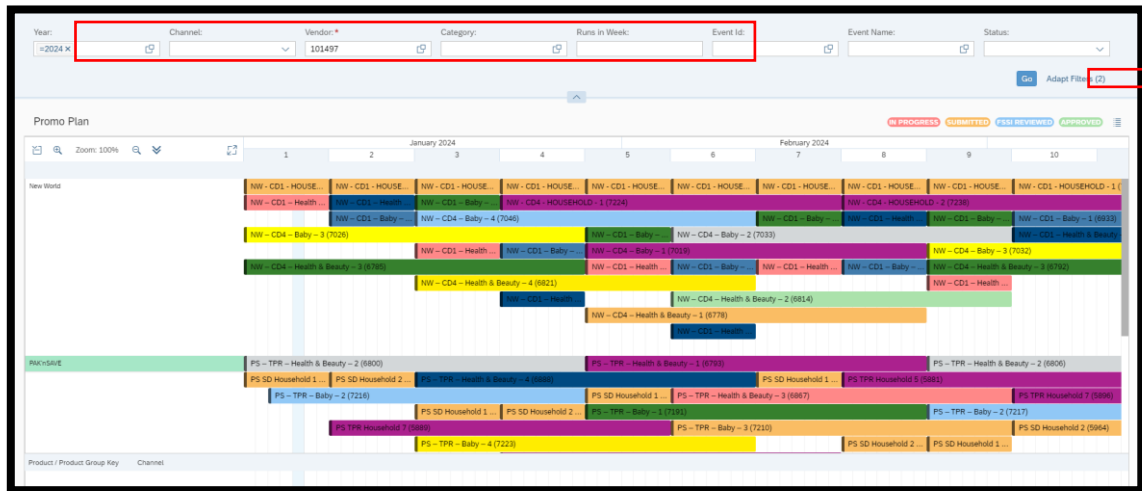
## Annual Plan Submissions: Promotion Plan Calendar App

The Promotion Plan Calendar Application is used for you to submit products into promotional events. This is done most commonly during the 'Annual Planning' process, where the following years promotional activities/events will be opened up for your products to be submitted into.

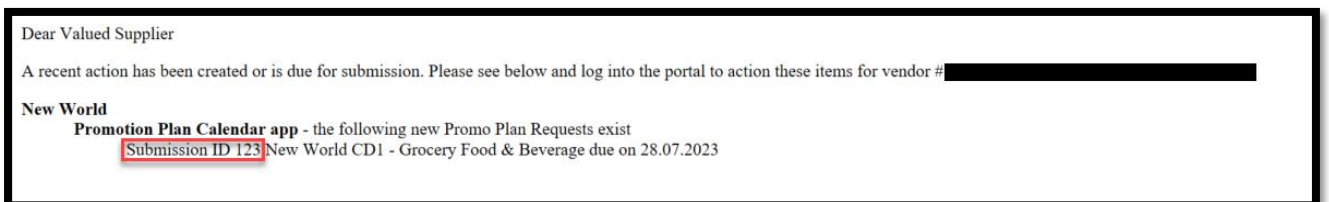
### Navigating the Promotional Plan Calendar



- You will have four filters visible to you when first entering the application, the **“Year, Channel, Category & Runs in Week”**.
- Additional filters can be found under the **‘Adapt Filters’** button, this will help narrow down selection when looking for certain Submitted Events in the Promo Plan.
- You will only see the **‘Vendor’** filter if you are managing promotions for multiple vendor numbers as a distributor/agency.

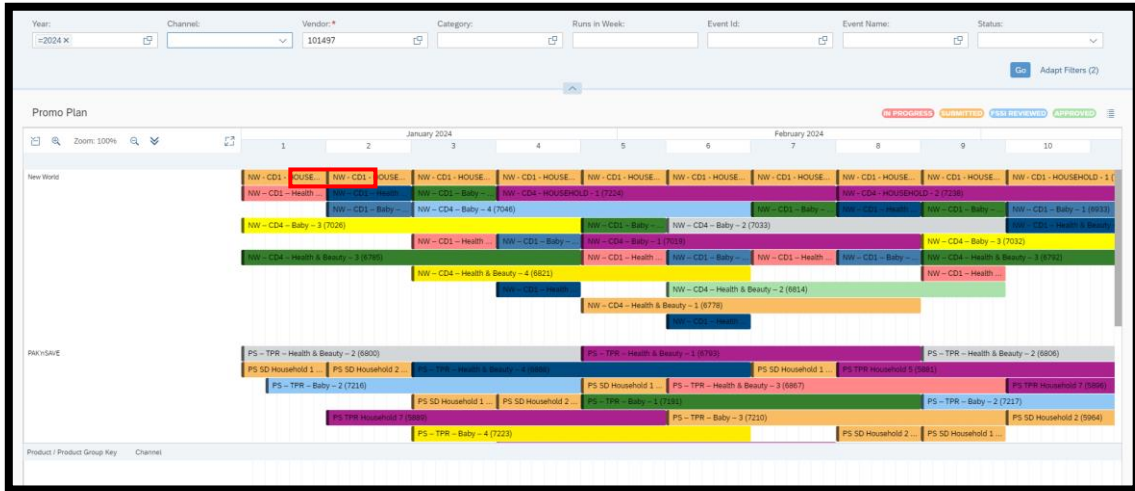


- We also highly recommend using the ‘Submission ID’ filter.
  - This will allow you to search the calendar to show you only the events/products relating to a submission.
  - The submission numbers can be found on the automatic email you receive such as below.



## Submitting Products

- After finding the Event you wish to submit products into, click into the **'Event'**



- Inside an event you will have the **'Item Assignment'** Pop-Up appear
- You will need to add all articles that you wish to be attached to this event


- **Product Group ID** – This is the number associated to a **'grouped'** (Family) of selected articles
  - You can also use the search function to search for your already created groups. Best practice is to add in Product Groups to ensure you capture any NPD or group changes to come in the future.
  - You can also search individual products, this will bring up the assigned group.
- **Product ID** – This is the products SAP Article number
  - You can also use the search function to search for your products individually


Item Assignment

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Assignment

Vendor: Pams Products (101497)

Product Id:  


Product Group Id:  

---

Event

Submission ID: 1167  
Event: NW - CD1 - HOUSEHOLD - 1 (7148)  
Validity: 01.01.2024 to 07.01.2024

---

Assigned Items 

<input type="checkbox"/> Submission ID	Product ID	Product	Product Group
No data			


- Once you have selected an article or group, press the **'Assign'** button to add selected Groups or Articles to the event
- Repeat the above steps for all products/groups you wish to add to the event
  - Doing this will keep adding products to the **'Assigned Items'** section until you have added everything you wish to add
  - You can also remove articles/groups that are accidentally added by clicking the **'Rubbish Bin'** icon


Item Assignment

---

Assignment

Vendor: Pams Products (101497)

Product Id:  


Product Group Id:  

---

Event

Submission ID: 1167  
Event: NW - CD1 - HOUSEHOLD - 1 (7148)  
Validity: 01.01.2024 to 07.01.2024

---

Assigned Items 

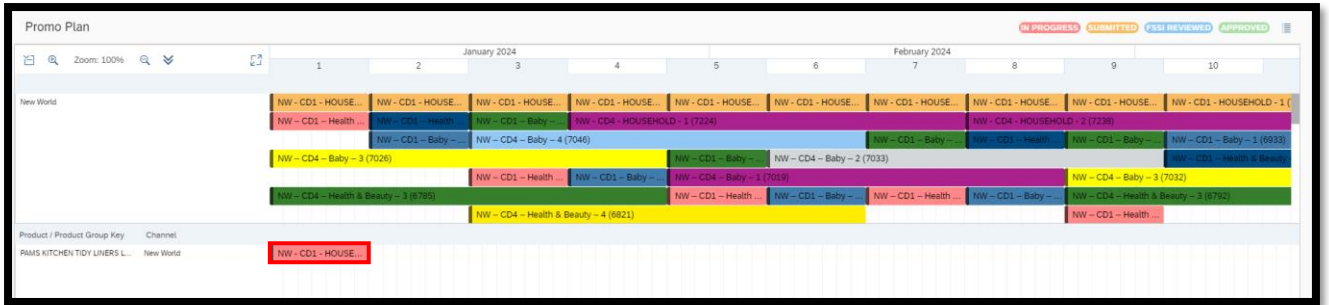
<input checked="" type="checkbox"/> Submission ID	Product ID	Product	Product Group
<input checked="" type="checkbox"/> 1167	4193158	PAMS KITCHEN TIDY LINERS LRG SCNTD 24PK	

- When you have finished adding products into an event, press the **'Save'** button
  - **Please Note:** When you press **'Assign'** this is **NOT** submitting the promotional plan back, it is just saving the added articles into that event.

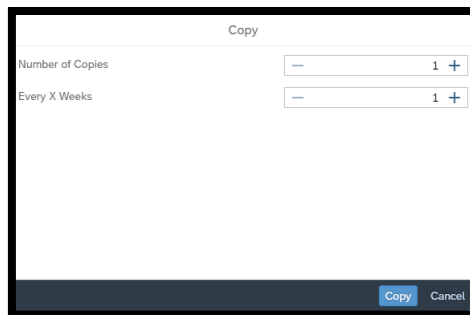
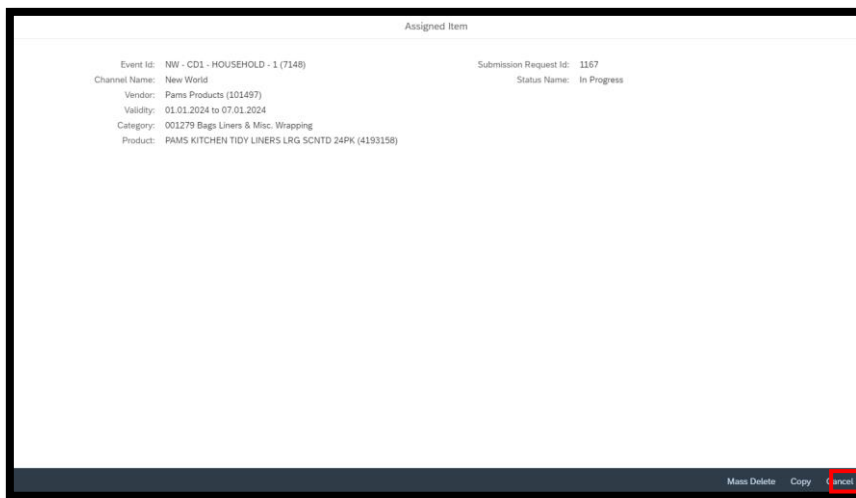
**Please Only Submit either a product or Product group into a single Event, please DO NOT submit both into the one event**  
**(if you are unsure or want more information about the above, please ask your Category Manager)**

### Copy Function

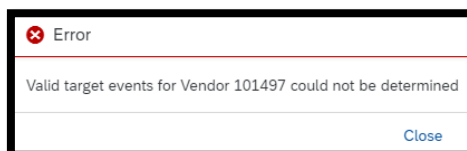
- Enter the 'Assigned Product/Product Group block' you wish to copy,



- You can click on the 'Copy' button
- This will open up a 'pop-up' asking for how many copies every how many weeks,



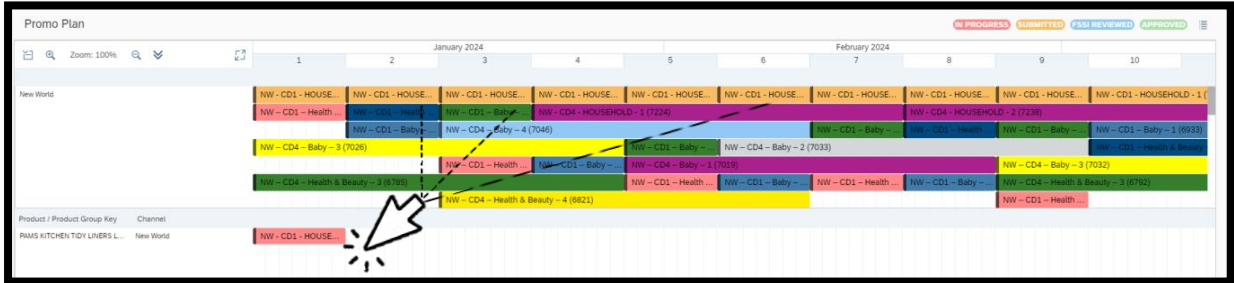
- Events must be aligned exactly for this functionality to work. If there is no event for 1 of the copies you want to make or is out by a day or two the copy feature will not work and the next section 'Drag and Drop' is suggested to be used instead.



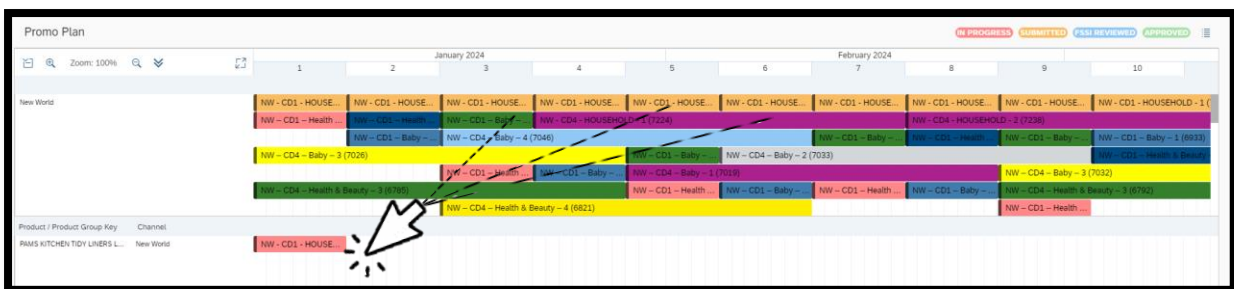
- This should help minimize having to add every Product/Product Group manually for each event.

## Drag and Drop

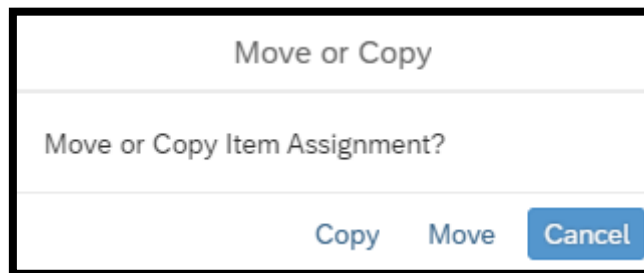
- Drag and Drop is the ability to pick up your individual product blocks, to move or copy the product into a different event
- First click & hold on the product you wish to move



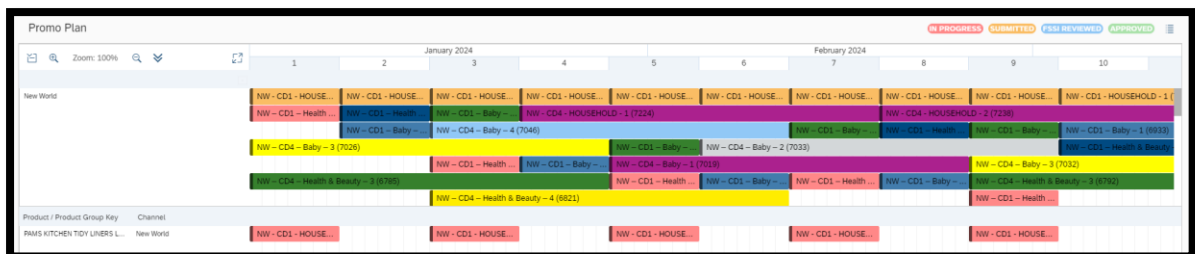
- Now you can drag that product and drop it on top of another event,



- This will bring up a pop up asking if you wish to 'move' or 'copy' the product

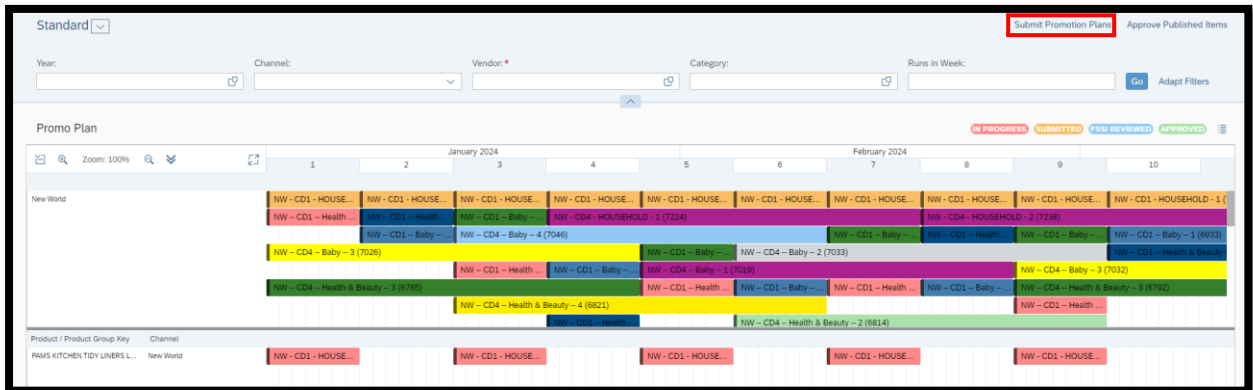


- Once Copied you will see the same product/product group line showing blocks aligned with the Events the products are now submitted into

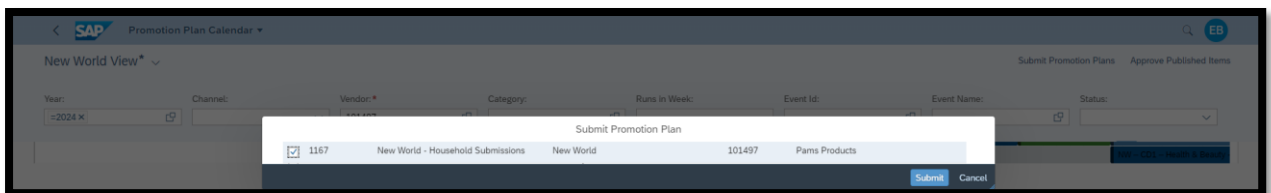


## Submitting the Promotion Plan

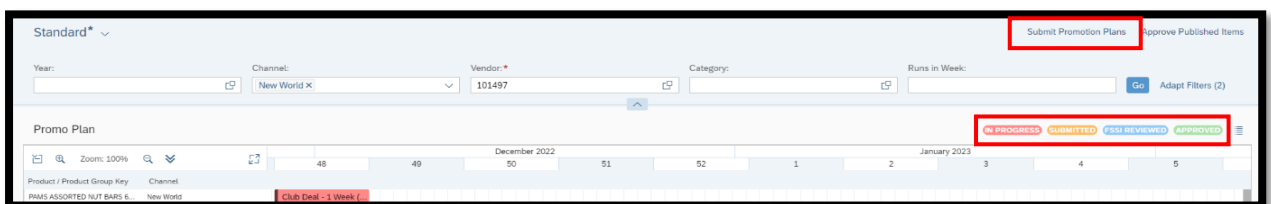
- Once you have added products for promotion to select events, click the **'Submit Promotion Plans'** button



- This will open the below pop-up
- This will populate a list of all Submissions you can select to send back for review
- Select the Events you have added products into, and click **'Submit'**

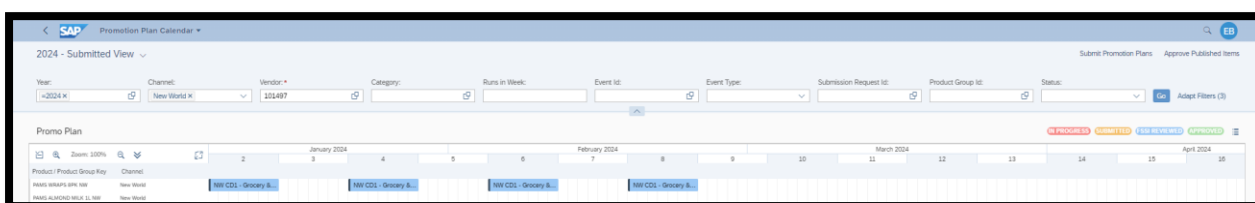
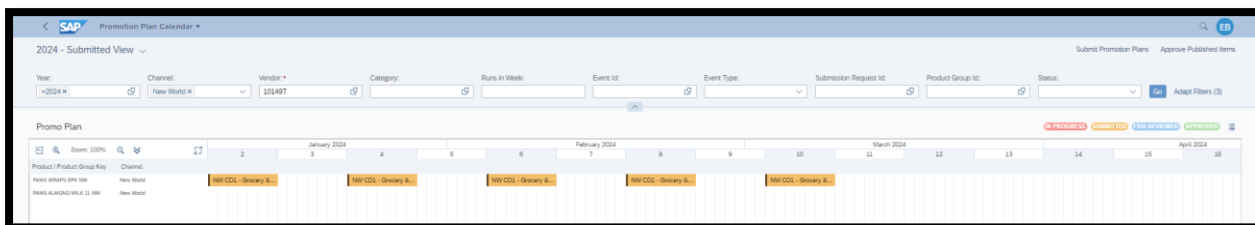


- Once an Event has been **Submitted**, this will change the colour of your submitted products/product groups from **Red – Yellow**
  - Vendors are encouraged to use the Key attached to the calendar view to easily keep track of where each event is on the plan
- Once events are submitted, they will disappear off the Plan Calendar
  - If you need to add products that you forgot talk to your CM about resubmissions.

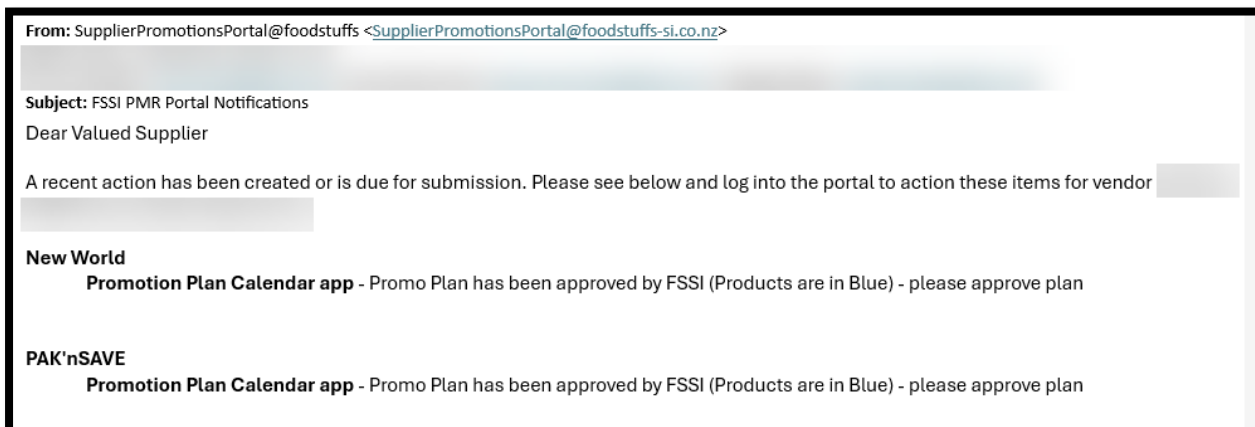


### Approving Published Plans

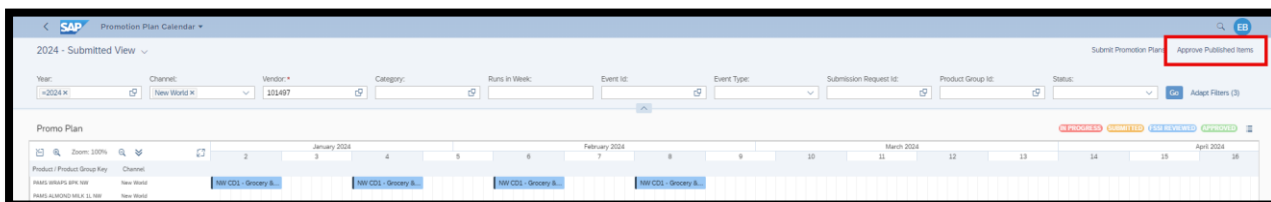
- Once FSSI have reviewed the plans, they will publish the plans for your approval. We highly recommend you check all FSSI Reviewed blocks and to contact your Category Manager with any questions you may have.
- Publishing the plans will change the colour of the blocks within the Promotional Plan Calendar to “Blue” or into the “FSSI Reviewed” status and WILL move blocks to match any changes made.



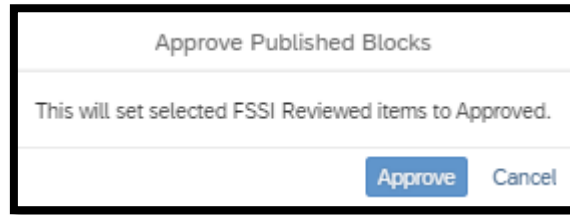
- Once the Category Manager publishes the plans this will also trigger an automatic email from our system matching the below:



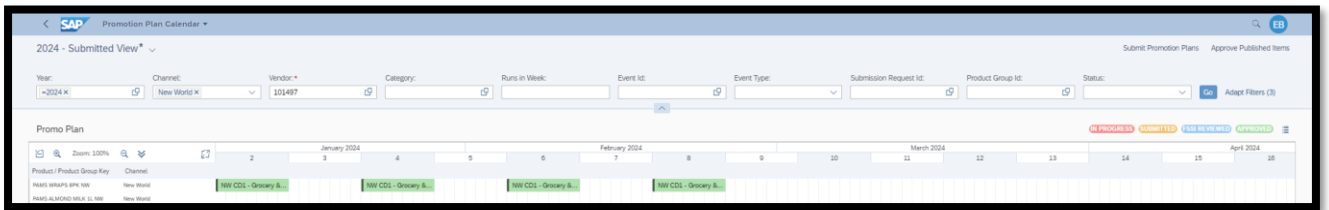
- This relates to ALL Blocks within the Promotional Plan Calendar showing as blue.
- Once you have been into the application and reviewed your plans and are happy. You can select the “Approve Published Items” button in the top-right corner.



- The system will ensure you are aware of the fact you are approving ALL blocks within the blue/FSSI Reviewed status via a pop-up.
  - (Note: There is **no** current way to approve individual blocks)



- This will change the colour & status of ALL blocks in the Blue/FSSI Reviewed Blocks to Green/Approved



**Note: Although the plan is now finalised this plan can still change throughout the year to accommodate NPD articles and changes in discussion with your Category Manager/Trading Team.**