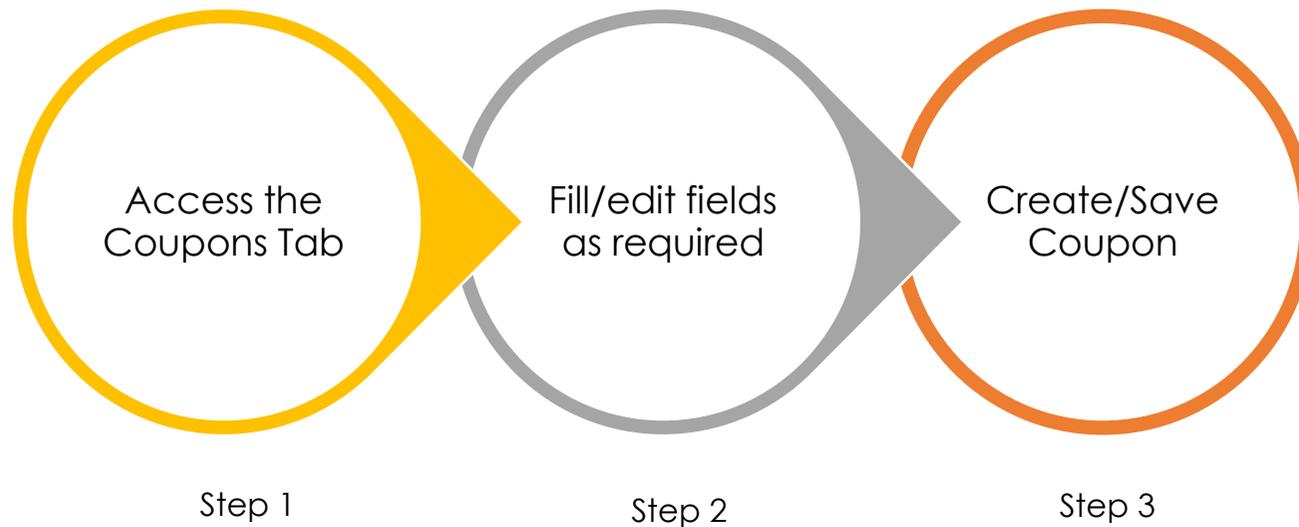




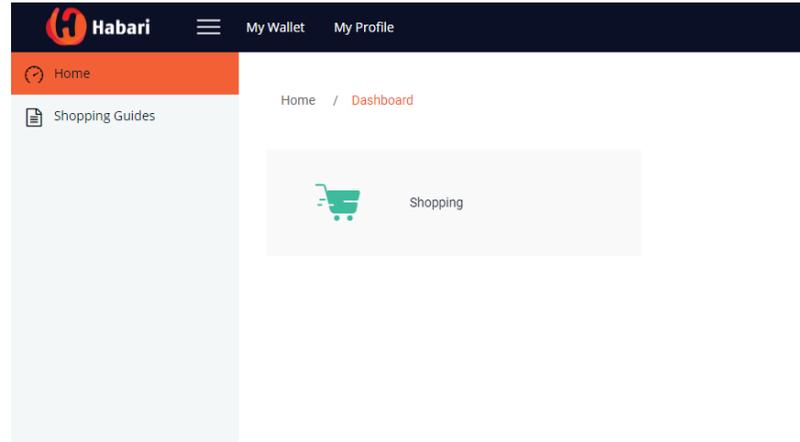
Shop Merchant Panel 2.0

Creating & Editing Coupons

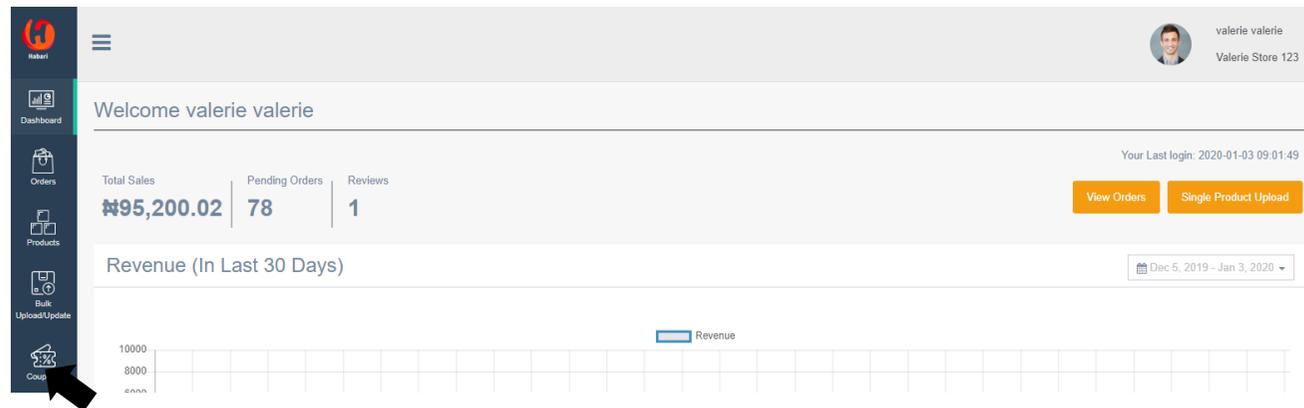


Coupon Generation Flow

Step 1: Login to your account to launch your shop dashboard



Navigate to "Coupons" on Side Menu



Creating & Editing Coupons

Step 2: Fill input fields as required

Orders

Products

Bulk Upload/Update

Coupons

Shipping

Reviews

Customers

Transactions

Coupon Code Auto-generate code

Description

Coupon Type Flat Amount Percentage

Coupon value Maximum Redemption Amount

Redemption Type One Time Limited Number of Time LifeTime

Redemption Number

Minimum Order Amount

Apply Coupon to:

Coupon Validity Start Date End Date

Coupon Page

The essence of creating a coupon is to reward loyal shoppers on your storefront, increase repeat purchases and encourage new customers to shop on your store. It's an effective marketing tool to increase sales on your storefront. The information provided on this page are:

- Coupon Code - This can be customized based on the kind of campaign you want to run e.g. VALENTINE2020 or the system can generate a code for you.
- Description of the Coupon
- Coupon Type – Flat discount amount or set on a percentage
- Value – If you select flat discount as coupon type
- Maximum Amount – If you select percentage as coupon type
- Redemption type – One-off, Limited number of times a discount can be redeemed or lifetime discount
- Minimum order amount
- Apply Coupon to
- Validity Period

Refer to the **field definition guide** below to find out more about what each field represents.

Step 3: Generate Coupon



Transactions
My Wallet

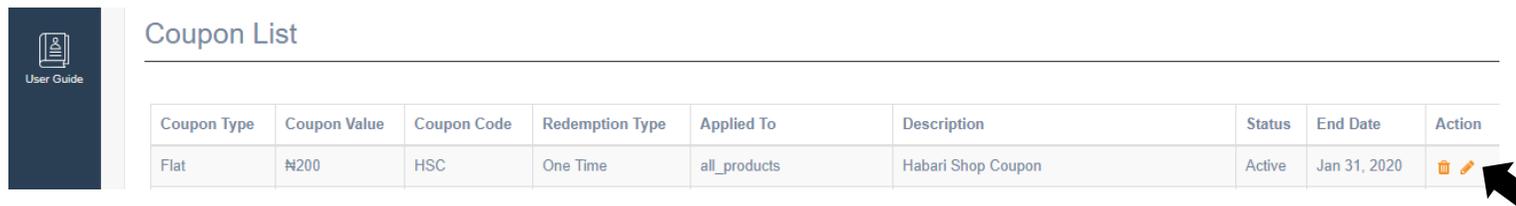
Coupon Validity

Start Date 12/31/2019

End Date 01/31/2020

Generate Coupon

Once Coupon has been generated successfully, details of the generated coupon will appear on the coupon list.



User Guide

Coupon List

Coupon Type	Coupon Value	Coupon Code	Redemption Type	Applied To	Description	Status	End Date	Action
Flat	₹200	HSC	One Time	all_products	Habari Shop Coupon	Active	Jan 31, 2020	

Useful Tip: Editing/Deleting a coupon

- Simply select coupon to be edited from “Coupon List”
- Use the pencil icon under action to commence editing.
- Edit coupon details as desired
- Update changes

You can also delete a coupon from “Coupon List” by selecting the Bin icon.

Field Definitions

S/N	Name	Description/Definition
1	Coupon code	<p>This field represents the code shoppers can input/select when applying an available coupon at checkout.</p> <p>Coupon codes can be manually inputted where a specific name/number is desired. There is also an option to Auto-generate code where the system feeds in random sets of alphabets/numbers as the coupon code</p> <p>An ideal coupon code should be more than 2 but less than 20 characters</p>
2	Description	<p>The description field should have basic information about the coupon with as much detail as possible</p>
3	Coupon Type	<p>Coupons can be applied either as a flat amount or percentage of product value.</p>
4	Coupon Value	<p>Where "Flat" has been selected as Coupon Type, you are required to enter the exact naira value of the discount to be offered. E.g. For a product valued at N1,000 entering N200 in coupon value field will mean that the shopper will be required to pay N800 only at checkout.</p> <p>Where "Percentage" has been selected as Coupon Type, you are required to enter the percentage of discount to be offered. E.g. For a product valued at N1,000 entering 10% in coupon value field will</p>

		mean that the shopper will be getting a N100 discount and will be required to pay N900 only at checkout.
5	Maximum Redemption Amount	<p>This field gets activated only when “Percentage” has been selected as coupon type.</p> <p>This field is used to set a cap to the value of discount to be redeemed. E.g. entering 1,000 in this field would mean that the discount a shopper will receive can be no more than N1,000 even if the percentage value of coupon exceeds N1,000</p>
6	Redemption Type	<p>Redemption type can be:</p> <ul style="list-style-type: none"> • One Time – available for use only once to a shopper • Limited Number of times – available for number of times indicated in “Redemption Number” to a shopper • Lifetime – available forever to a shopper
7	Redemption Number	<p>This field gets activated only when “Limited Number of Times” has been selected as redemption type.</p> <p>The desired number of times a coupon can be used by a shopper should be entered.</p>
8	Minimum Order Amount	This field is used to set the minimum value of an order should be for it to qualify for a discount.
9	Apply Coupon to	In this field, products to which coupon is to be applied should be selected
10	Coupon Validity	<p>This represents the start and end dates you want coupon to be available for.</p> <p>The date should be inputted in this format DD-MM-YYYY or selected from the calendar</p>

Having difficulties? Send us a mail, we would love to help!

support@habarigt.com