

Catalog SOP: Cancelling a Percentage Off Promotion

10/10/2024 8:49 am CDT



Who is this for:

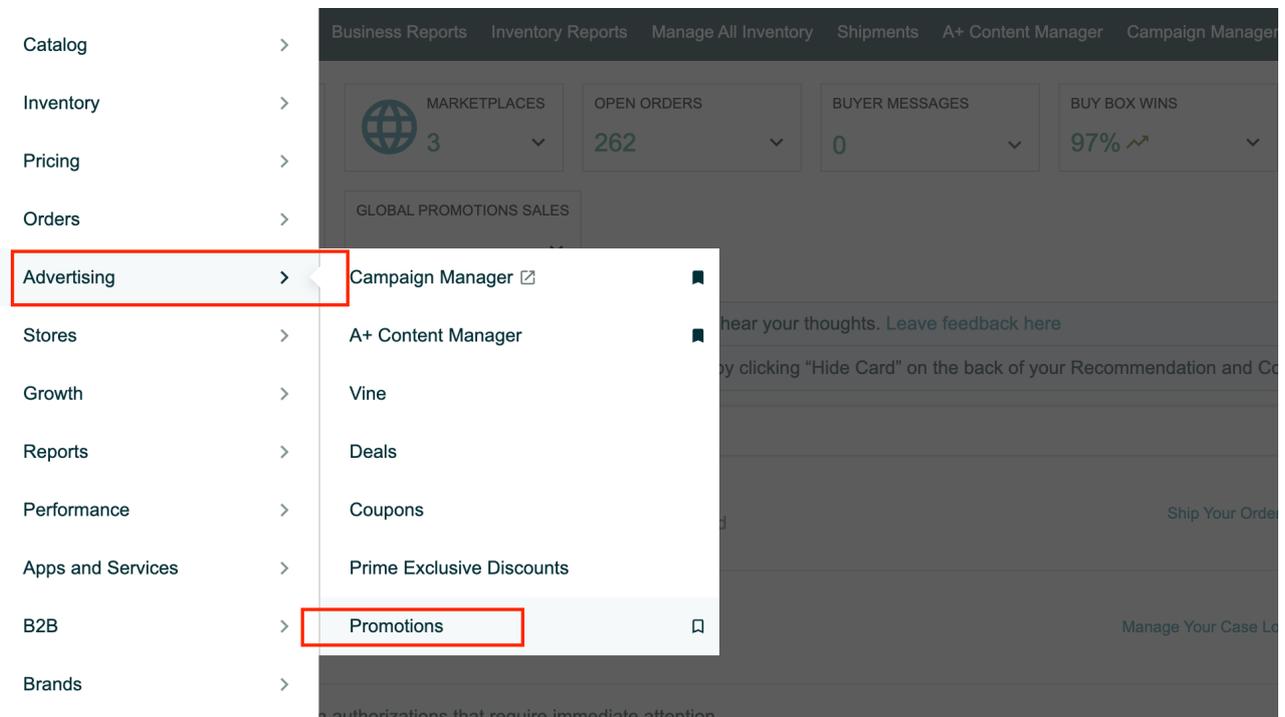
- This is designed for individuals or teams responsible for managing promotions and marketing activities on Amazon Seller Central.
- It is intended for use by marketing managers, campaign managers, or any personnel involved in overseeing and terminating promotional offers.



Objective: To provide instructions on how to cancel or discard a Percentage Off Promotion on Seller Central.

Unless there is a critical cause, it is important to communicate, and get client's approval before cancelling active promotions. Include the approval proof (screenshot or fireflies call link) as Task Details or as a Comment.

1. To cancel or discard a Percentage Off Promotion, go to the "Advertising" tab in Seller Central's top menu and select "Manage Promotions" from the dropdown menu.



2. Under the "Manage Your Promotions" tab, use the search options at the top of the page to find your promotion.

3. Once your Percentage Off Promotion appears in the table below, click on the Tracking ID to view the promotion.

PROMOTIONS [Learn more](#)

Create a Promotion [Manage Your Promotions](#) Manage Product Selection

Search:

Promotion Status All

21 promotions

Tracking ID	Internal Description	Start Date	End Date ▲	Actions
Money Off 2016/08/28 21-21-53-891	Promotional Discount on Marble Coated Wok	08/28/2016 7:00 PM PDT	08/29/2016 9:00 AM PDT	<input type="button" value="view"/>

4. Alternatively, click the "View" button to the right of the promotion you want to discard.

Promotions [Learn more](#)

Create a Promotion [Manage Your Promotions](#) Manage Product Selection

Search:

Promotion Status Active

2 promotions

Tracking ID	Internal Description	Start Date	End Date ▲	Actions
Percentage Off 2023/04/19 16-18-7-949	Save 10% for 3 items	04/19/2023 3:00 PM PDT	05/19/2023 11:59 PM PDT	<input type="button" value="view"/> <input type="button" value="▼"/>

5. On the Percentage Off Promotion page, click the "End this Promotion" button.

View Promotion

Step 1: Conditions

Buyer purchases	At least this quantity of items	3
Purchased Items	Promotions for all Priority ASIN	
Buyer gets	Percent off	10
Applies to	Purchased Items	

6. A pop-up window will appear asking you to confirm that you want to cancel the promotion. Click the "Submit" button to cancel and end your Percentage Off Promotion.