

# Catalog SOP: Editing a Buy One Get One Promotion

03/17/2025 8:37 am CDT



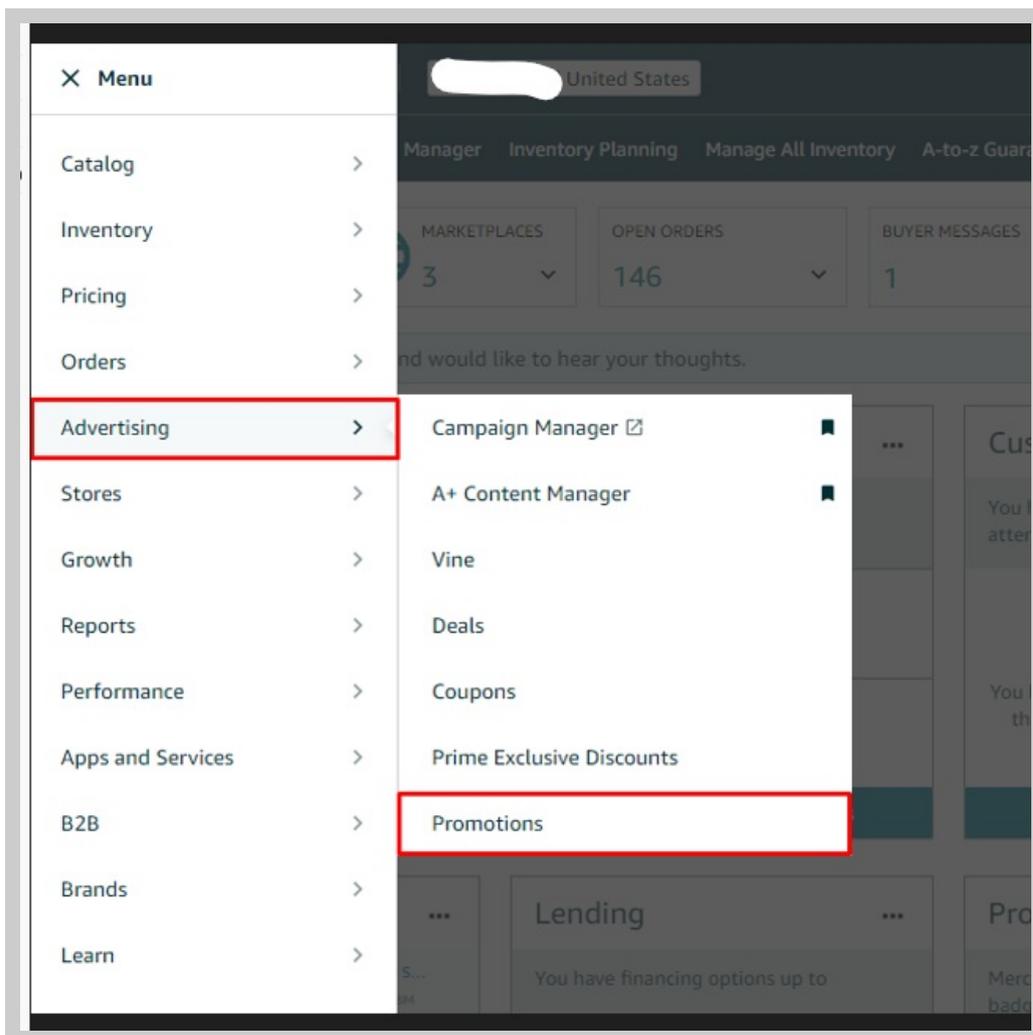
**Who is this for:** This is intended for sellers or individuals responsible for managing promotions on the Seller Central platform.



**Objective:** To provide step-by-step instructions on how to edit a Buy One Get One (BOGO) promotion on the Seller Central platform.

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

1. To make changes to a Buy One Get One Promotion, go to the "**Advertising**" tab on the top menu of Seller Central and select "**Manage Promotions**" from the Drop-Down Menu.



- On the next page, use the search option Drop-Down Menus at the top of the page to locate the Promotion you want to edit under the "Manage your Promotions" tab.

Promotions [Learn more](#)

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

**Search:**

Promotion Status:

1 promotion

Tracking ID	Internal Description	Start Date	End Date	Actions
Percentage Off 2020/05/30 18-19-46-884	Sharks buy 2 get 5 off buy 4 get 10 off buy 10 get 20 off	05/30/2020 5:00 PM PDT	05/30/2024 11:59 PM PDT	<input type="button" value="view"/>

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- When you see your Buy One Get One Promotion in the table below, click the **Tracking ID** to open it up for viewing.

Promotions [Learn more](#)

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

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- Alternatively, you can click the "View" button to the right of the Promotion you want to edit.

- On the Buy One Get One Promotion Page, click the "Edit this Promotion" button and make the necessary changes.

**View Promotion**

[Manage Promotions](#) **Edit this promotion** [Duplicate this promotion](#) [End this promotion](#) [View change history](#)

**Step 1: Conditions**

<b>Purchased Items</b>	Shark List		
<b>Applies to</b>	Purchased Items		
<b>Tiers</b>	<b>Buyer purchases</b>		<b>Buyer gets</b>
	At least this quantity of items	2	Percent off 5
	At least this quantity of items	4	Percent off 10
	At least this quantity of items	10	Percent off 20

**Step 2: Scheduling**

<b>Start Date</b>	05/30/2020 5:00 PM PDT
<b>End Date</b>	05/30/2024 11:59 PM PDT
<b>Internal Description</b>	Sharks buy 2 get 5 off buy 4 get 10 off buy 10 get 20 off
<b>Tracking ID</b>	Percentage Off 2020/05/30 18-19-46-884
<b>Promotion ID</b>	

- Once you're satisfied with the edits, click the "Review" button again to review the updated Promotion, then click the "Submit" button to finalize the changes.

### Edit Promotion

[Back](#) [Review](#)

Step 1: Conditions

<b>Purchased Items</b>	Shark List <input type="button" value="v"/>	<a href="#">Create a new product selection</a>		
<b>Applies to</b>	Purchased Items			
<b>Set your budget (in \$)</b>	<input type="text"/>			
	<b>Budgets are not hard limits.</b> Promotional budgets are for planning purposes only and budget overshooting should be expected. Your promotion will be taken offline, when it reaches 80% of the set budget			
<b>Tiers</b>	<b>Buyer purchases</b>	<b>Buyer gets</b>		
	At least this quantity of items	2	Percent off	5
	At least this quantity of items	4	Percent off	10
	At least this quantity of items	10	Percent off	20
<a href="#">^ Advanced Options</a>				
<b>Exclude Items</b>	Select one <input type="button" value="v"/>	<a href="#">Create a new product selection</a>		