

Catalog SOP: Cancelling 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.

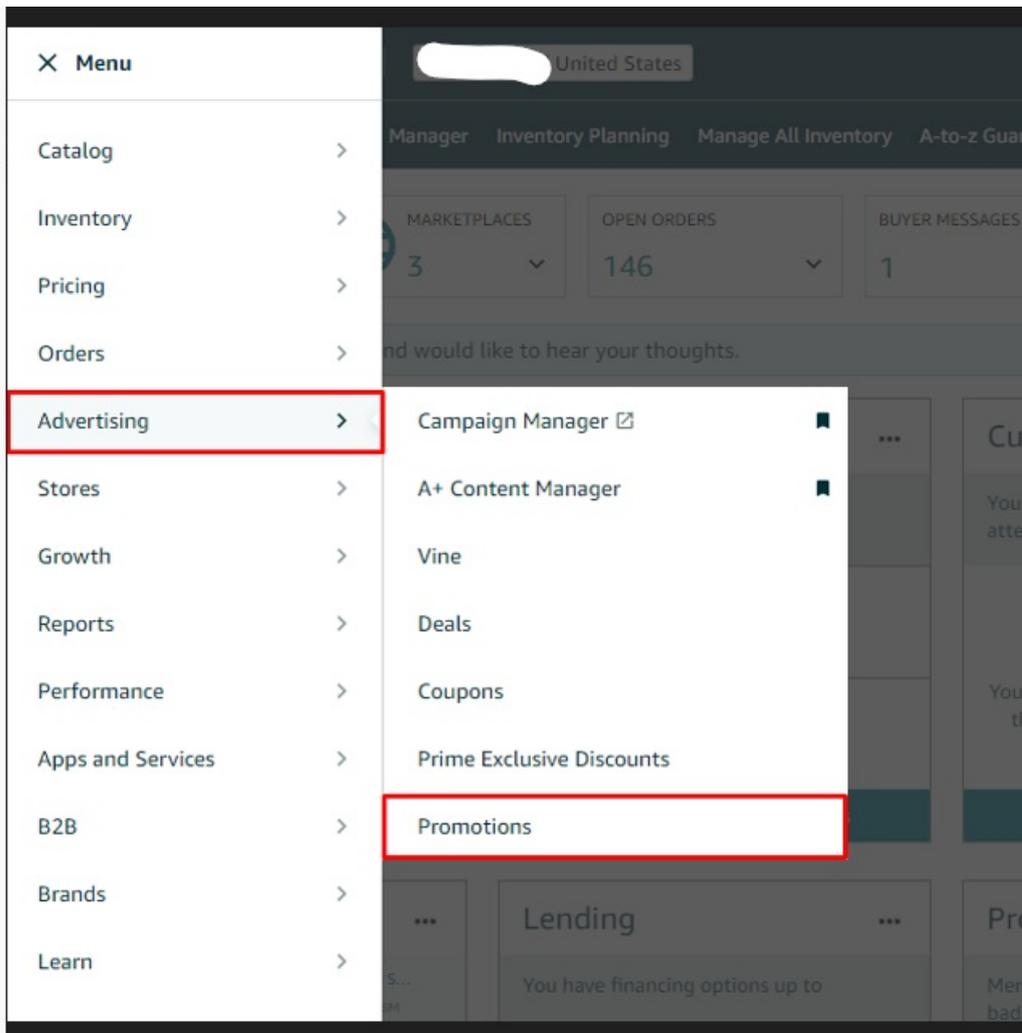


Objective: To provide clear instructions on how to cancel or discard a Buy One Get One (BOGO) promotion on the Seller Central platform.

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

To cancel or discard a Buy One Get One Promotion, follow these Steps:

1. Go to the "**Advertising**" tab on the top menu of Seller Central and select "**Manage Promotions**" from the drop-down menu.



2. Use the search option drop-down menus to locate your promotion under the "Manage your Promotions" tab

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Search:

Promotion Status: Active:

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"/> <input type="button" value=""/>

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3. Click on the tracking ID of the promotion to view it or click the "View" button to the right of the promotion you wish to discard.

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Search:

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1 promotion

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- Once you are on the Buy One Get One Promotion page, click the "End this Promotion" button.

View Promotion

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

Step 1: Conditions

Purchased Items	Shark List		
Applies to	Purchased Items		
Tiers	Buyer purchases		Buyer gets
	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

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

Step 3: Additional Options

- A pop-up window will appear to confirm that you want to cancel the promotion. Click "Submit" to confirm and cancel your Buy One Get One Promotion.