

Catalog SOP: Duplicating an Existing Buy One Get One Promotion

03/17/2025 8:37 am CDT



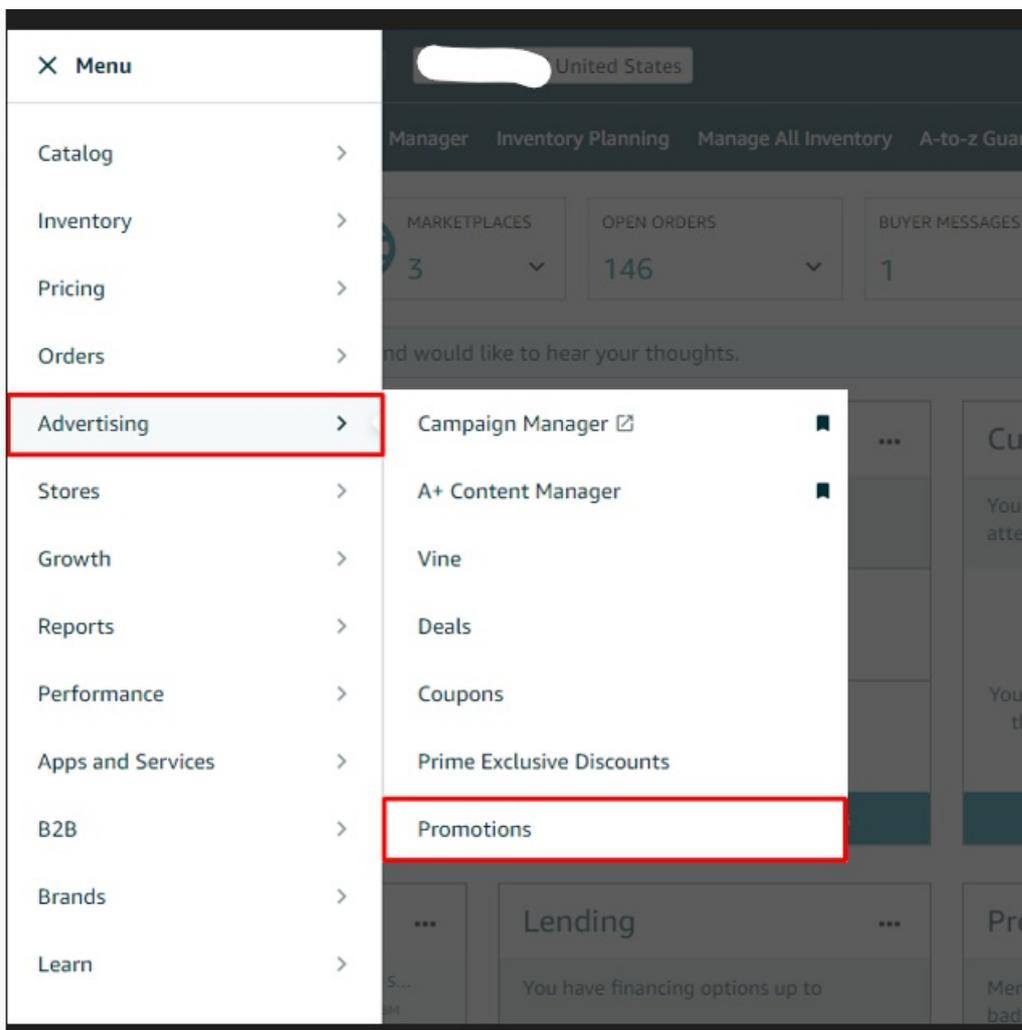
Who is this for: This is intended for sellers or individuals responsible for managing promotions on the Seller Central platform.



Objective: To provide a clear and systematic guide on how to duplicate an existing Buy One Get One (BOGO) promotion on the Seller Central platform.

Before duplicating a Buy One Get One Promotion, it is important to communicate, and get client's approval first. Include the approval proof (screenshot or fireflies call link) as Task Details or as a Comment. Do the Same when there is an edit to be made on running promotions except if the need to edit is critical.

1. To duplicate a Buy One Get One Promotion, start by selecting '**Manage Promotions**' from the Drop-Down Menu of the "**Advertising**" tab on the top menu of Seller Central.



- On the next page, locate your promotion under the "Manage your Promotions" tab using the search option Drop-Down Menus.

Promotions [Learn more](#)

Create a Promotion **Manage Your Promotions** Manage Product Selection

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	view <input type="text"/>

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- Click the **Tracking ID** of the promotion you wish to duplicate, or use the "View" button to the right of it and select "Clone" from the drop-down menu.

Promotions [Learn more](#)

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- Once you're on the View Promotion page, click the "Duplicate this Promotion" button and proceed to make any necessary edits.

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	

- Make sure to update the Tracking ID and Internal Description in "Step 2: Scheduling" to avoid confusion with the original promotion.

Step 2: Scheduling			
Start Date	05/23/2023	12:00 PM	PDT
End Date	05/23/2023	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 2023/05/23 13-45-52-925		

6. Once you're satisfied with the changes, click the **"Review"** button again and review your promotion. Finally, click the **"Submit"** button to create the duplicated Buy One Get One Promotion.

Create a promotion: Percentage Off

Manage Promotions **Review**

Step 1: Conditions		
Buyer purchases	At least this quantity of items	2
Purchased Items	Shark List	Create a new product selection
Buyer gets	Percent off	5
Applies to	Purchased Items	
Set your budget (in \$)		

Budgets are not hard limits. 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

7. Keep in mind that clicking the **"Manage Promotions"** button without clicking the **"Review"** button will cancel the creation of the duplicate promotion.