1

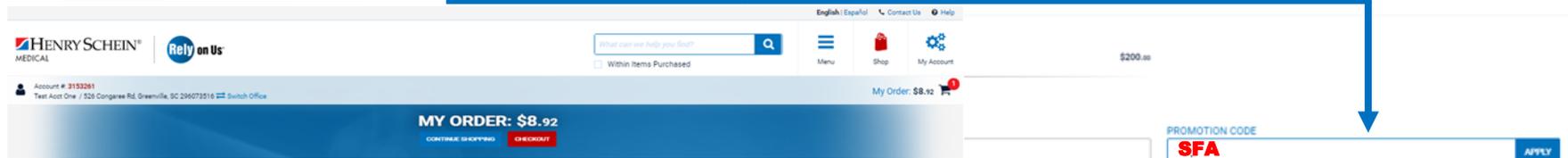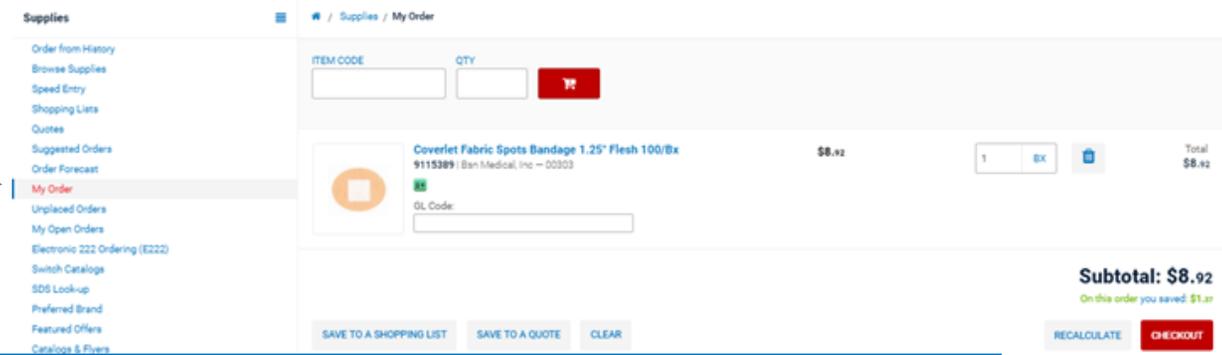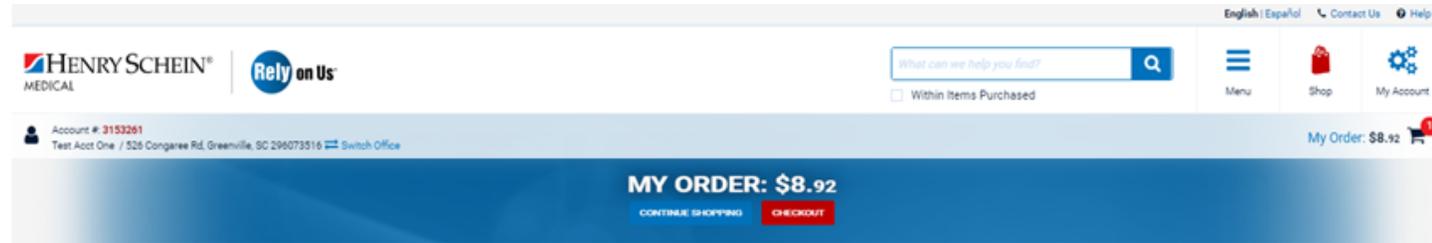## Applying a Promo Code

- Promotional pricing can be seen by applying promo codes from **sales flyers, postcards, faxes, banner ads and e-blasts**
- Promo codes from **banner ads** and **e-blasts** are automatically applied
- There are two ways to add Promo Codes on the **My Order** page:
    1. Add the promo code to the end of your item code before clicking **Checkout**
    2. Enter all item codes to your cart, and then enter your promo code into the **Promotion Code** field and click

PROMOTION CODE
SFA   APPLY
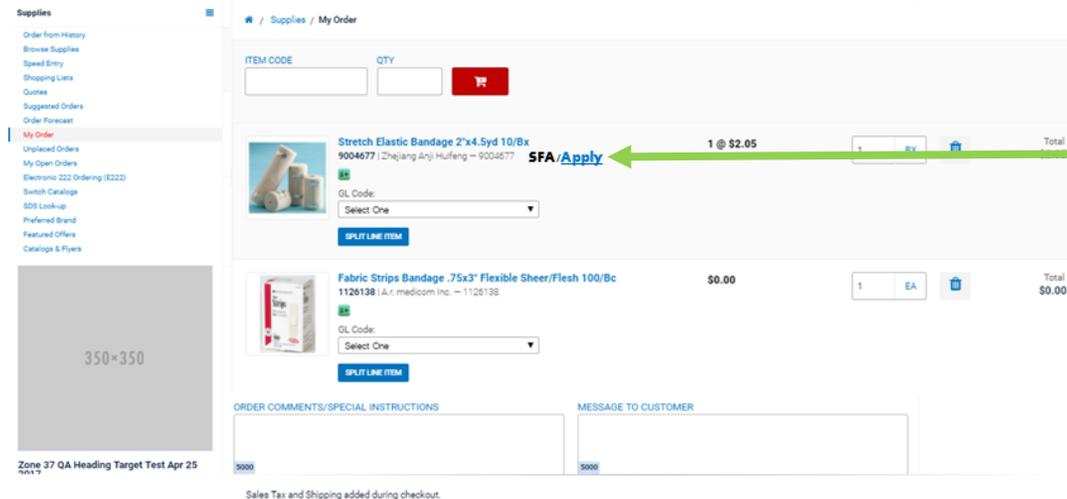
Applying Additional Promo Codes

2

- Promo codes are often automatically applied to an entire order. To change promo codes for specific promo codes in your order:
    1. Click **Apply** the promo code on the line level next to the item number
    2. This will become a text field—type in the appropriate promo code and click **Apply**