




INDITION COMMERCE

# Indition Promotions

Complete User Manual — Discounts, Discount Types, Conditions,  
Coupons, Stacking & Priorities

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# 1. Introduction & Core Concepts

**Indition Promotions** is the back-office workspace for running sales and discounts — money off an order or item, free or discounted products, free or discounted shipping, and buy-X-get-Y offers, applied automatically or with a coupon code. This manual is written so a new team member can read it cover to cover and operate every feature confidently.

## 1.1 What this module manages

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- **Promotions** — the campaigns you create (each with a name, schedule and status).
- **Discounts** — what a promotion gives: the discount *type* and its value.
- **Conditions** — the rules that decide when a promotion qualifies (minimum spend, required products/categories, and so on).
- **Coupons** — the codes that trigger a promotion (or an automatic trigger when no code is needed).
- **Priorities & stacking** — how overlapping promotions combine or compete.

## 1.2 Promotions, discounts, conditions & coupons

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A **promotion** is the wrapper — its name, the stores it applies to, its dates, and whether it stacks. Inside it sits the **discount** (the actual benefit and its value), gated by one or more **conditions** (what the cart must contain to qualify), and triggered either **automatically** or by a **coupon code**. Promotions are reached from **Promotions** in the admin menu.

## 1.3 One discount type per promotion

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A single promotion carries **one** discount type (Chapter 4). Once you've added a discount of one type, you can add more of the *same* type but not a different one — to switch type, remove the existing discount first. This keeps each promotion's behaviour clear.

## 1.4 Conventions

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- These screens require the appropriate administrator access.
- The list supports sorting, filtering, selection and bulk actions; status toggles in place; deletions confirm first.
- Dates use the server time zone (shown on the form). After changing discount priorities, clear the cache as prompted.
- This module pairs with *Indition Commerce* (the Shop catalog) and *Indition Shipping* — promotions act on the products, categories and shipping defined there.

# 2. The Promotions List

Open **Promotions** (Manage Promotions) for the list of every promotion.

Column	Shows
(checkbox)	Select rows for bulk actions.
Name	The promotion name; click to edit.
Type	The promotion's discount basis.
Status	Active / Inactive — click to toggle.
Stackable	Whether it can combine with other promotions.
Store	The store(s) it applies to.
Start Date / End Date	Its scheduled window.
Action	Update or Delete.

Filter by name, type, status, stackable, store and the date ranges. The page Actions menu offers **Create Promotion**, **Activate / Inactivate / Delete selected items**, and **Set Priorities** (Chapter 7). Promotions past their end date are set inactive automatically.

## 3. Creating a Promotion

Choose **Create Promotion**. The editor has a **General** tab and, once saved, tabs for **Coupons Codes**, **Gallery** and **Content**.

### 3.1 The General tab

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Field	What it does
<b>Promotion Name</b> (required)	The promotion's name, used throughout the system.
<b>Restrict by Store</b>	When on, a <b>Store</b> selector appears so the promotion applies only to chosen stores; off means all stores.
<b>Description</b>	An internal description of the promotion.
<b>Stackable Discount</b>	When on, the promotion can be combined with other promotions — but only with other promotions that are <i>also</i> stackable.
<b>Restrict to Payment Gateway</b>	When on, a <b>Payment Gateway</b> selector limits the promotion to a chosen payment method.

### 3.2 Scheduling & status

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Set an optional **Start Date** (and time) and **End Date** (and time) to define the promotion's window — leave the start blank to begin immediately, and the end blank for no expiry. The end must be later than the start. When editing, an **Active** toggle turns the promotion on or off. The form shows the server time zone for reference.

### 3.3 The other tabs

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- **Coupons Codes** — manage the codes that trigger the promotion (Chapter 6).
- **Gallery** — images for the promotion.
- **Content** — a rich-text description for marketing use.

The discount itself (type, value and conditions) is configured from the promotion once it's created — see Chapters 4–5.

## 4. Discount Types

Each promotion delivers one of these discount types. You pick the type, then configure its value and conditions.

Type	What it does
<b>Discount on Order or Item</b>	Takes a dollar (\$) amount or a percentage (%) off — applied to the whole order or to individual items.
<b>Free or Discounted Item</b>	Adds a free item to the order, or discounts an additional promotional item (with quantity, optional price, auto-add-to-cart and a cap on free items per cart).
<b>Free or Discounted Shipping</b>	Applies free or reduced shipping to the order.
<b>Free or Discounted Eligible Items</b>	A buy-X-get-Y offer — buy a set quantity of eligible products and get one or more of them free or discounted.

A "Discount by Sales Tax" type exists in the system but is **not currently available** for selection. Remember that a promotion holds one type at a time (1.3).

# 5. Discount Value & Conditions

## 5.1 The discount amount

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For a money-off discount you set the **amount** — a fixed dollar value or a percentage — and how it's applied: **per cart**, **per qualifying quantity**, or **per item**. You can also cap it with a maximum quantity and a maximum discount. (A percentage can't exceed 100% and can't be negative.)

## 5.2 Qualifying conditions

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Conditions decide whether the cart qualifies. At least one condition must be set. The available conditions are:

Condition	Qualifies when...
<b>Minimum Order Amount</b>	the order subtotal reaches a set amount.
<b>Minimum Quantity</b>	a set number of qualifying items is in the cart.
<b>Required SKU(s)</b>	specific products (by SKU) are present.
<b>Required Category</b>	products from specific categories are present.
<b>Whole Order</b>	the discount applies to the entire cart without item-level qualification (often used for free shipping).

For the Required-SKU and Required-Category conditions you choose how the threshold is measured: **individual quantity** (each item/category must reach the quantity), **total qualifying quantity** (the combined count must reach it), or **total qualifying amount** (the combined subtotal must reach it).

## 6. Coupon Codes

The **Coupons Codes** tab controls how a promotion is triggered.

### 6.1 Auto-apply vs. coupon codes

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- **Auto Apply to Cart if Qualified** — when on, the promotion applies automatically to any qualifying cart, with no code to type. Only one auto-apply trigger is allowed per promotion, and you can't mix it with manual codes.
- **Coupon codes** — when auto-apply is off, customers must enter a code. Codes contain letters and numbers only.

### 6.2 Adding & generating codes

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- **Add Coupon Codes** — type one or more codes (one per line, or comma-separated) and add them.
- **Generate** — bulk-create codes from a format (e.g. `9AAaa##9A` , where `9` = 1-9, `#` = 0-9, `A` = A-Z, `a` = a-z) and a quantity.

The coupon grid below lists each code with its usage **limit**, whether it's auto-apply, who created it, how many times it's been **used**, and when it was created; codes can be deleted individually.

### 6.3 Limits, case sensitivity & export

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- **Usage Limit** — turn on to cap how many times a code may be used (the **Coupon Limit**); off means unlimited.
- **Case sensitivity** — a toggle controls whether codes are matched case-sensitively at checkout.
- **Export Coupons** — download all of the promotion's codes.

## 7. Priorities & Stacking

When several promotions could apply to one cart, two mechanisms decide what happens. **Stacking** (set per promotion, 3.1) lets stackable promotions combine — but only with other stackable ones. The **Set Priorities** action (on the Promotions list) controls which promotion is chosen when they don't all stack:

- **Prioritize Discount Type** — if set, the best discount is chosen from only that one type (Discount on Order, Free Item or Free Shipping), when any of that type applies.
- **Prioritize Stackable Discounts** — if on, stackable discounts are preferred when several apply.

After saving new priorities, **clear the cache** as the screen prompts, so the change takes effect.

## 8. How Promotions Apply at Checkout

At checkout, a promotion either applies **automatically** (if it's set to auto-apply and the cart qualifies) or when the customer enters a valid **coupon code**. The cart must meet the promotion's conditions (Chapter 5) and fall within its schedule, store and payment-gateway restrictions. When more than one promotion is in play, stacking and the priority settings (Chapter 7) decide whether they combine or the best single one is chosen.

## 9. Appendix: Glossary Reference

Term	Meaning
Promotion	A campaign wrapper — name, stores, schedule, stacking — holding one discount.
Discount	The benefit a promotion gives, of a single type, with a value.
Discount type	Discount on Order or Item; Free or Discounted Item; Free or Discounted Shipping; or Free or Discounted Eligible Items.
Condition	A rule the cart must meet to qualify (minimum amount/quantity, required SKUs/categories, whole order).
Coupon	A code that triggers a promotion; or an automatic trigger when no code is needed.
Auto-apply	A promotion that applies to any qualifying cart without a code.
Usage limit	A cap on how many times a coupon code may be used.
Stackable	A promotion that can combine with other stackable promotions.
Priority	The settings that pick the best promotion when several apply and don't all stack.

End of manual. Indition Promotions — Promotion module v5.6.10.3.