

H K B 2 B L i m i t e d 香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室 Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: (852) 2520 5128 Fax: (852) 2520 6636 Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

Billing item setup - Promotion Suite

Add Promotion Suite at: Master > Promotion Suite > New

New promotion suite									
Promotion suite code	BPS01 (Maximum 20 characters, must input. Please avoid input ', !, @, \$, #, %, ^, &, *, space.)								
Promotion suite name	身體按摩組合 (Maximum 100 characters, must input.)								
Shop	НК МК								
	Select All								
Description	(Maximum :	Input promotion suite code, promotion suite							
Division	Unspecified V	name, and price, and select treatment category.							
Price	List price Item discount Net price \$1000.00 0 % ♥ \$1,000.00								
Period	From V/ V/ to V/ V/	Input other necessary information.							
Promotion code	Unspecified 🗸	System has no input control on other fields.							
Status	☐ Inactive Active promotion suite is sellable. Inactive promotion su	ite is not sellable.							

Include item									
Quantity	<u>Code</u>	Item	1	List price	Unit Price	Gross	Discount Amt.)	
1	BODYTREATMENTA	🔺 🖲 Bod	/ Treatment A	\$1,000.00	1000	\$1,000.00	500 500		0
Promotion code :	Unspecified 🗸			Analysis code	: Unspecified 🗸		Expiry date :	day	~
1	T01	🔺 Trea	tment A	\$1,000.00	1000	\$1,000.00	500 500		0
Promotion code :	Unspecified 🗸			Analysis code	: Unspecified 🗸		Expiry date :	day	~
			Total	\$2,000.00		\$2,000.00	\$1,000).00	
1		B.	Select items included in promotion suite. Adjust item discount or price accordingly to match with promotion suite net price. Then press <submit>.</submit>						
			👔 Su	ıbmit 🚺	Reset				

Promotion suite code : It represents the promotion suite, and cannot be duplicated. It will be displayed on invoice.

- Promotion suite name : Brief description of the promotion suite that will be displayed on invoice.
- Shop : Shop where the promotion suite is available for sale.
- Promotion suite description : Detailed description of the promotion suite that will not be displayed on invoice.
- Division : Only for classification and analysis purpose. Division can be setup at Master>Division.



HKB2BLimited 香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室 Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: (852) 2520 5128 Fax: (852) 2520 6636 Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

- Price : It includes list price, item discount and net price. List price can be input by user, discount percentage / fixed amount discount and net price will be calculated automatically by system. The three values will be displayed on invoice and authorised user can make appropriate amendments.
- Period : Time range that promotion suite is available for sale.
- Promotion code : For analysis purpose. Promotion code can be setup at Master>Promotion code>New.
- Status : The promotion suite is default as active. Active promotion suite can be sellable. If promotion suite is ticked as inactive, inactive promotion suite will be not sellable.
- Include item : Can input item code directly or use <Search> button.
- Alternative item : After inputting include items, alternative items can be set if necessary. Press pink <A> button to input item code directly or use <Search> button, and the system will immediately update the list. Alternative item can be chosen when issuing invoice for members. Promotion suite detail will be updated immediately.
- Item quantity : Input item quantity and item amount will be updated accordingly.
- Item price : It includes list price, unit price, gross, discount and amount.
 - List price is the default list price of item.
 - Unit price can be input by user.
 - Gross is calculated automatically using item quantity and unit price.
 - An amount deduction or a percentage discount are accepted for discount.
 - Amount can be inputted by user or calculated by system.
 - Press <Amt> to calculate the item amount on a pro-rata basis according to item and promotion suite list price.
 - > The list price of promotion suite must be same as the total amount of include items.
- Analysis code : For analysis purpose. Analysis code can be setup at Master>General settings>Analysis.
- Item expiry date : When selling the promotion suite, item's expiry date will be calculated automatically by system and displayed on invoice. Authorised user can make appropriate amendments.
- Delete include item : Press the pink cross on the right.



H K B 2 B L i m i t e d 香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室 Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong Tel: (852) 2520 5128 Fax: (852) 2520 6636 Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

Search Promotion Suite at: Master > Promotion Suite > Search

			Promotion	suite search	ı		
Promotion suite code	BPS01						
Promotion suite name							
Shop		НК		МК	Select All)	
Description			\sim	Input sear to search t	ch criteria a promotion s	and press <s suite.</s 	Submit>
Division	All 🗸]					
Price	\$	to \$					
Item		<u>R</u>					
Period	Day 🗸 / Mon	th 💙 /	to Day 🗸 / Mo	onth 🗸 /	Quick select	~	
Status	Active V						
Submit Submit Cancel							
		Promotio	on suite list				
Promotion suite code	Promotion suite name	<u>Division</u>	Price	Period from	Period to	A	ction
BPS01	身體按摩組合		\$1000.00			Edit	Delete
Press promotion promotion suite	suite code or name to vie details.	ew		Promotion	n suite can l	be edited an	d deleted.



+ +

SKU

SKU

SKU

HKB2B Limited

香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室

Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road, Wan Chai, Hong Kong

Tel: (852) 2520 5128 Fax: (852) 2520 6636

Email: cs@hkb2b.com.hk Website: http://hkb2b.com.hk

Promotion suite details						
Promotion suite code	BPS01					
Promotion suite name	身體按摩組合					
SKU						
Shop	нқ мк					
Description						
Division	Unspecified					
Price	<u>List price</u> <u>Item discount</u> <u>Net price</u> \$ 1,000 0 % \$ 1,000					
Period	Unspecified					
Promotion code						
Status	Active Active promotion suite is sellable. Inactive promotion suite is not sellable.					

Include item									
Item Description		Quantity Unit P		Price	Gross	<u>Discount</u>	<u>Amount</u>		
BODYTREATMENTA	Body Treatment A		1	\$1,000.00		\$1,000.00	\$500.00	\$500.00	
Promotion code : Unspecified		Analysis code : Unspecified		Expiry date : 0 day					
T01 Treatment A			1		\$1,000.00	\$1,000.00	\$500.00	\$500.00	
Promotion code : Unspecified	lysis code : Unspecified		_	Expiry date : 0 day					
Description with one be edited and deleted in represtion with details									
Promotion suite can be e									

Back View	Edit	Delete	Commission	SKU		Close		
				Ţ	If there are more than one code for you can input them as SKU.	the promotion suite,		
					Edit item m	aster		
Item code		В	PS01					
Item name		貞	體按摩組合					
Description								
Category		N	lil					
Туре		P	romotion sui	te				
SKU		E	3PS365412		Input SKII and Press < Submit> , #, %,	^, &, *, space.)		
SKU		E	3PS145632		aximum zo characters: Hease avoid input , :, @, \$, #, %, ^, &, *, space.)			
SKU					/Adminute 20 characters Dlasse quaid insut ! 1 @ C # 0/	A 8: +		
SKU					SKU can be inputted at invoice and syst	tem will change it		
SKU					into promotion suite code automatically	n sodas		
SKU					Sixe cannot be duplicated with any iter	, -, , ,,		
SKU		Γ			(Maximum 20 characters. Please avoid input ', !, @, \$, #, %,	^, &, *, space.)		



