



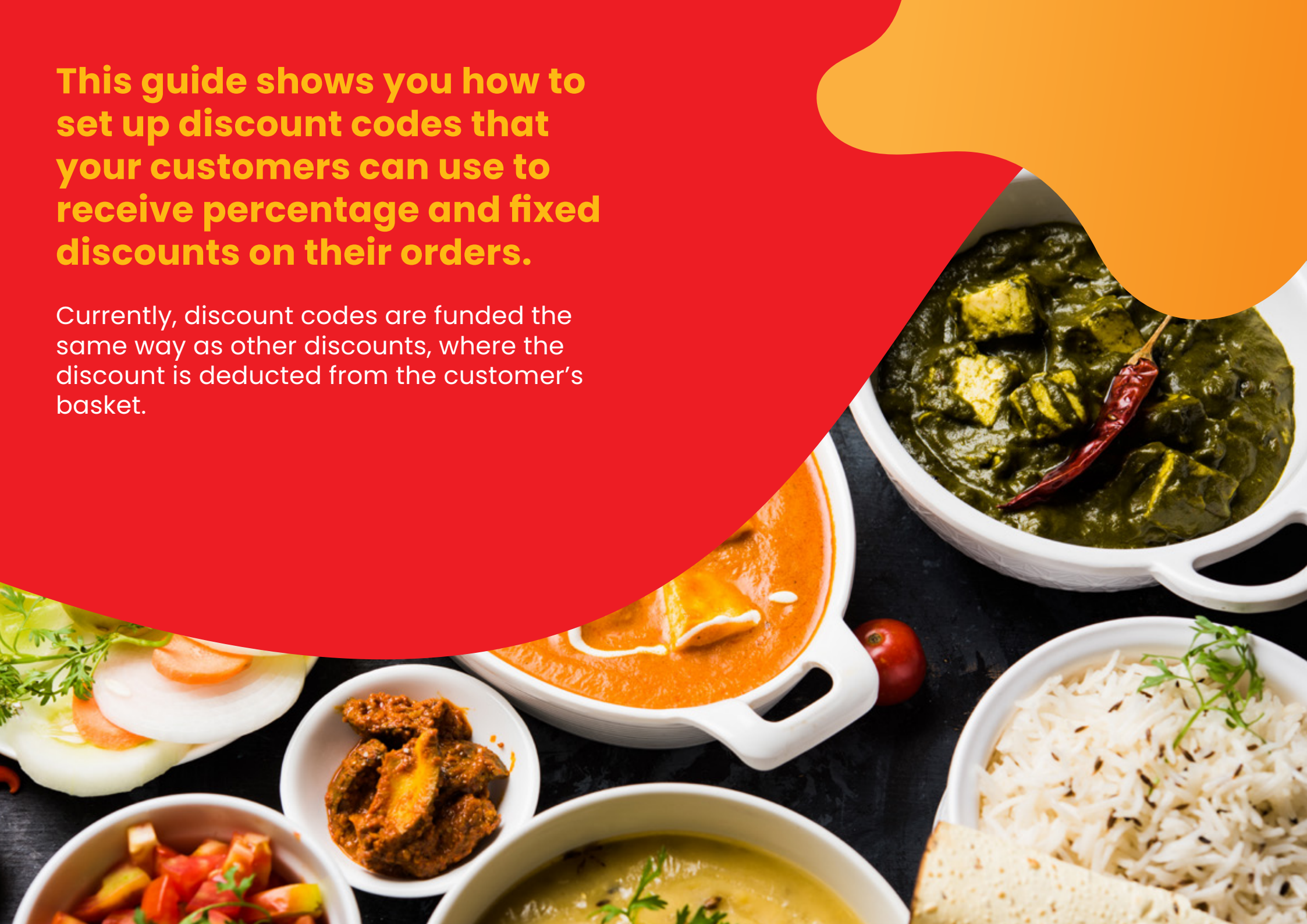
# LOCAL EATS

## Discount Codes Guide



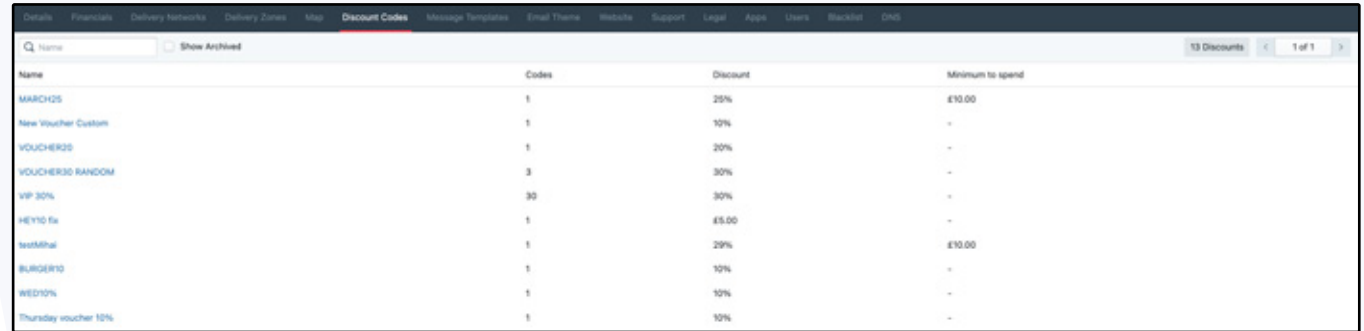
**This guide shows you how to set up discount codes that your customers can use to receive percentage and fixed discounts on their orders.**

Currently, discount codes are funded the same way as other discounts, where the discount is deducted from the customer's basket.

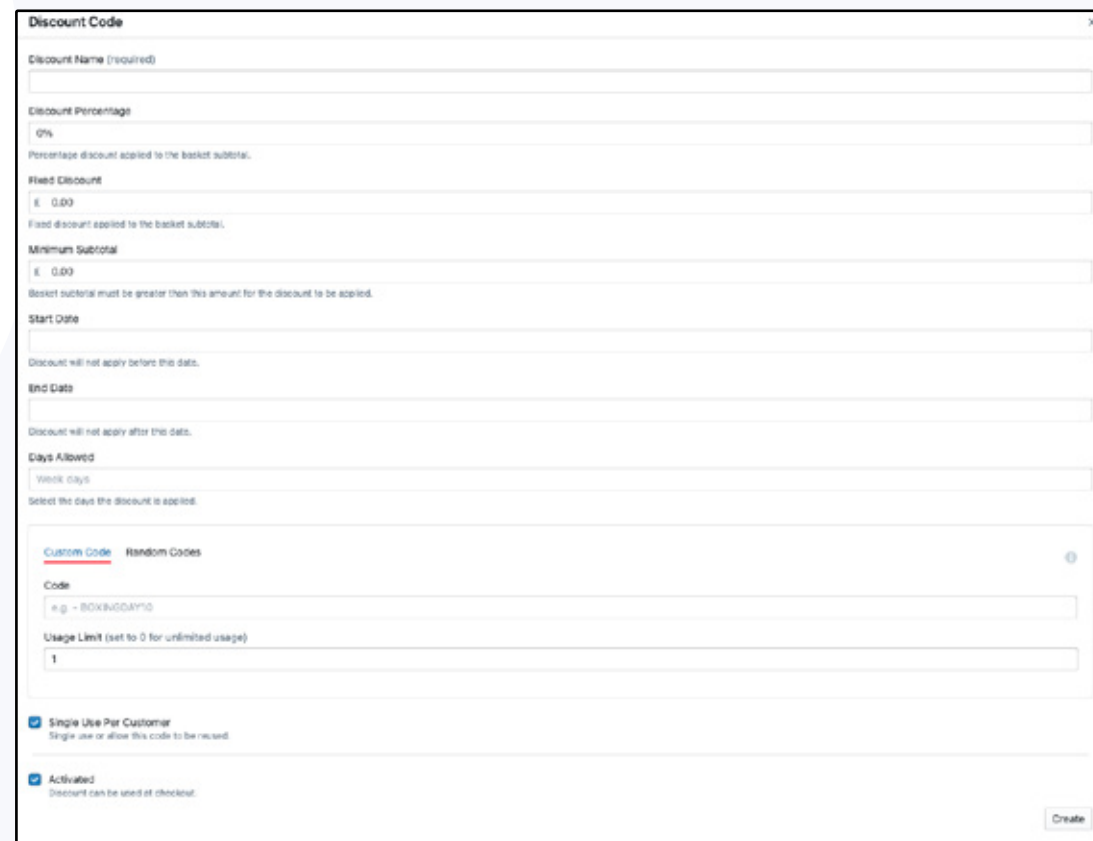


# How to setup a discount code

- Go to management > Navigate to your Marketplace
- Click Discount Codes
- Click Create Discount Code at the top right, you can create a discount with the following options:
  - You can select a percentage or fixed discount amount
  - You can set a calendar interval in which the discount is valid or you will need to select at least one day in the week in which the discount is valid. If both weekdays and calendar dates are selected, the discount is valid when both constraints are met, e.g. - between 1st and 31st of Dec on Tues and Thu.
- There are two types of discount codes you can create:
  - A single discount with a custom code e.g. DECEMBER25 that can be used by multiple customers. You can optionally specify that customers can only use the code once each.
  - Randomly generated codes, that can each only be used once by separate customers.



Name	Codes	Discount	Minimum to spend
MARCH25	1	25%	£10.00
New Voucher Custom	1	10%	-
VOUCHER25	1	20%	-
VOUCHER30 RANDOM	3	30%	-
VP 30%	30	30%	-
HEY10 fix	1	£5.00	-
SwMhal	1	20%	£10.00
BURGER10	1	10%	-
RED10%	1	10%	-
Thursday voucher 10%	1	10%	-



**Discount Code**

Discount Name (required)

Discount Percentage

0%

Percentage discount applied to the basket subtotal.

Fixed Discount

£ 0.00

Fixed discount applied to the basket subtotal.

Minimum Subtotal

£ 0.00

Basket subtotal must be greater than this amount for the discount to be applied.

Start Date

Discount will not apply before this date.

End Date

Discount will not apply after this date.

Days Allowed

Week days

Select the days the discount is applied.

Custom Code Random Codes

Code

e.g. - BOXINGDAY10

Usage Limit (set to 0 for unlimited usage)

1

Single Use Per Customer

Single use or allow this code to be reused.

Activated

Discount can be used at checkout.

Create

## Custom Code

- When creating a discount with a custom code, you can specify your own code. This allows the use of a single code that can be shared easily.
- You can set how many times the discount can be used, if set to 0 it can be used an unlimited number of times. You can also decide if the discount can only be used once or multiple times by the same customer.
- The “active” switch is on by default but it can be turned off initially to allow you to print or distribute the code before activating it.

## Random Codes

- You can create up to 2000 unique discount codes
- These discounts are always single-use per customer, as each code expires after use.
- Once you set up your discount, click Save. In order to view the random codes, you need to open the discount and click Download active codes at the top right.

## Reports

- In order to access the reports, simply navigate to the Discount and click Usage report.
- It will download a file with a list of all the discount details, please note if no customer has used the discount, there won't be a report.
- **Note: Any discount code being funded by the marketplace will need to be manually reconciled on a weekly or monthly basis. Redbox will not automatically reimburse the restaurant.**

## How it works for the customer

- Customers will need to add the discount code at the checkout under 'Add discount code' and click Apply. The discount will then apply to their basket.

The screenshot displays a checkout interface with two main panels. The left panel contains the following sections:

- Delivery Address:** Shows the address "8, Low Wood, Ilkley, LS29 8AZ" with a minus icon. Below it is a link "+ Add New Address".
- Payment Method:** Features two radio buttons: "Card" (selected) and "On Account".
- Remove discount code:** Shows the code "WEEKEND17" in a grey box and an orange "Remove" button.
- Delivery Notes:** A large empty text area with a slash icon at the bottom right.
- Place Order:** A large green button at the bottom.

The right panel is the **Order Summary**, which includes:

- A question: "Have a food allergy?"
- Three tabs: "Delivery" (selected), "Collection", and "Table".
- Delivery Time:** "Today (ASAP) 14:45-15:00" with a green "Change?" link.
- Item List:** Four items, each labeled "Prociutto" with a sub-label "- Deep pan+ £1.50" and a price of "£8.45".
- Summary Table:**

Subtotal	£33.80
Weekend Discount	-£5.74
Delivery	£2.00
Pronto Charge	£0.50
<b>Total</b>	<b>£30.56</b>
- Note Field:** A text input area with the placeholder "Add a note to the order..." and a slash icon.

**i** The Days Allowed only apply for today's day - when the order is placed is what matters, not when the fulfilment moment will be. For example, if today is Monday, you setup a discount to be available for Wednesday and you preorder for Wednesday the discount won't apply.



**Have any questions?**

Feel free to get in touch

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