

Add Promotion Codes

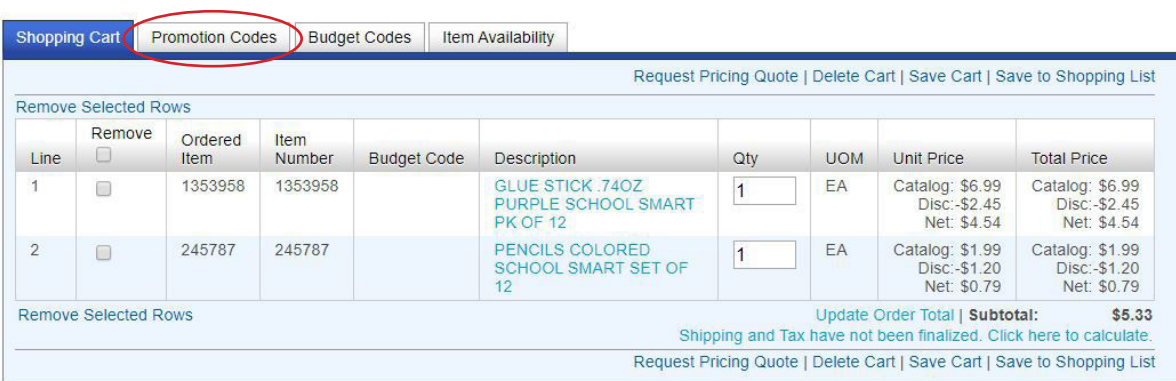
Welcome to School Specialty Online! Below are some instructions to help you enter promotion or pricing/bid codes from School Specialty. The code may be a special offer or coupon or the code may be required to receive special pricing given on a bid.

Login:

- Visit SchoolSpecialty.com. Select **Sign In/Create Account** in the top right corner.
- Choose **Continue & Login** under **Continue as a School or Business User** ordering with your school organization.
- Enter your user name and password, click **Login**.

Add a Promotion Code:

- Create a shopping cart by selecting items you wish to purchase.
- From the home screen, select the **Shopping Cart Icon** and **View Cart/Checkout** and click on the **Promotion Codes** tab.

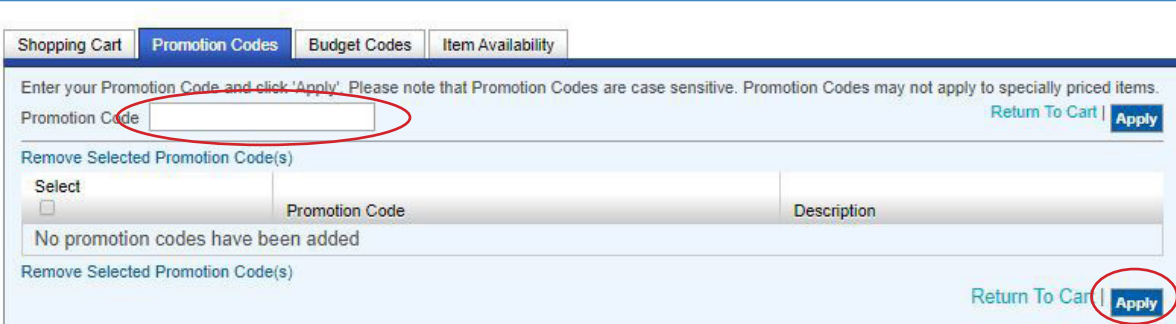


The screenshot shows the 'Shopping Cart' interface with the 'Promotion Codes' tab selected. The cart contains two items:

Line	Remove	Ordered Item	Item Number	Budget Code	Description	Qty	UOM	Unit Price	Total Price
1	<input type="checkbox"/>	1353958	1353958		GLUE STICK .74OZ PURPLE SCHOOL SMART PK OF 12	1	EA	Catalog: \$6.99 Disc: -\$2.45 Net: \$4.54	Catalog: \$6.99 Disc: -\$2.45 Net: \$4.54
2	<input type="checkbox"/>	245787	245787		PENCILS COLORED SCHOOL SMART SET OF 12	1	EA	Catalog: \$1.99 Disc: -\$1.20 Net: \$0.79	Catalog: \$1.99 Disc: -\$1.20 Net: \$0.79

Subtotal: \$5.33
Shipping and Tax have not been finalized. Click here to calculate.

- All Promotion Codes attached to this order will be listed. Note: An order might have multiple Promotion Codes.
- To add a new code, type the code in the Promotion Code section and select **Apply**.



The screenshot shows the 'Promotion Codes' section of the shopping cart. It includes a text input field for the promotion code and an 'Apply' button. Below the input field, there is a table to manage existing codes:

Select	Promotion Code	Description
<input type="checkbox"/>		

Message: No promotion codes have been added.