

# Request promo

A page to create a promotional material order.

- [Request promo](#)

# Request promo

*This page can only be accessed by users with proper permissions.*

On this page, users can create promotional material orders for themselves or other users.

The screenshot displays the 'Request promo' interface. At the top, there's a 'Request promo' header with a search bar and a 'SHOP TAGS' section showing 'Promotional > Giveaways'. The main area contains a grid of promotional items, each with an image, a product ID, a name, a category, a quantity field, and an 'Add' button. The items include:

- USB-KEY** (PEA.0000001.000): A black USB key with the DEWESoft logo. Quantity: 1,00.
- MUG** (POT.0000038.000): A black mug with the DEWESoft logo. Quantity: 1,00.
- MOUSE-PAD-DEWESOFT** (POT.0000039.000): A grey mouse pad with the DEWESoft logo. Quantity: 1,00.
- PEN** (POT.0000040.000): A black pen with the DEWESoft logo. Quantity: 1,00.
- BAG** (PGP.0000042.000): A black bag with the DEWESoft logo. Quantity: 1,00.
- BAG** (PGP.0000041.000): A black bag with the DEWESoft logo. Quantity: 1,00.

On the right side, there's a 'Cart' sidebar. It contains a 'SELECT REQUESTER' dropdown, a 'WRITEOFF TO (CHOOSE PROMO OUT IF NO PARTNER):' dropdown, and a 'Request promo' button.

To add items to the order, click the **"Add"** button next to the product, the items and their quantity will be displayed in the cart where you can also change their quantity.

Request promo

SEARCH

SHOP TAGS

600 x 450

PCT.0001725.000  
POLO-SHIRT-D7-M  
Promotional > Apparel

QUANTITY

1,00

Add

In cart

1

600 x 450

PCT.0001726.000  
POLO-SHIRT-D7-L  
Promotional > Apparel

QUANTITY

1,00

Add

600 x 450

PCT.0001727.000  
POLO-SHIRT-D7-XL  
Promotional > Apparel

QUANTITY

1,00

Add

Cart

PCT.0001725.000  
POLO-SHIRT-D7-M

1 x

SELECT REQUESTER

Nejc Frece Žohar,  
nejc.frece.zohar@dewesoft.com

x

WRITEOFF TO (CHOOSE PROMO OUT IF NO PARTNER):

RESELLING PROMO MATERIAL

x

Request promo

Once all desired items are in the cart, select the requester user and the proper promo warehouse. Once all that is selected, clicking the **"Request promo"** button will create a promo order, that will then get processed in the warehouse.