

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 is a header bar with a 'Request promo' tab and a menu icon. Below the header, the main content area is divided into a grid of product cards. Each card features an image of a promotional item, its ID, name, category, a quantity input field, and an 'Add' button. The items include USB keys, a mug, a mouse pad, a pen, and a bag. A 'Cart' sidebar on the right allows users to select a requester, choose a writeoff partner, and click a 'Request promo' button. A 'SHOP TAGS' section at the top of the grid shows 'Promotional > Giveaways'.

Request promo

SEARCH

SHOP TAGS
Promotional > Giveaways

PEA.0000001.000
USB-KEY
Promotional > Giveaways
QUANTITY: 1,00 **Add**

POT.0000038.000
MUG
Promotional > Giveaways
QUANTITY: 1,00 **Add**

POT.0000039.000
MOUSE-PAD-DEWESOFT
Promotional > Giveaways
QUANTITY: 1,00 **Add**

POT.0000040.000
PEN
Promotional > Giveaways
QUANTITY: 1,00 **Add**

PGP.0000041.000
BAG
Promotional > Giveaways

PGP.0000042.000
BAG
Promotional > Giveaways
QUANTITY: 1,00 **Add**

Cart
Add some items on the left
SELECT REQUESTER
WRITEOFF TO (CHOOSE PROMO OUT IF NO PARTNER):
Request promo

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.

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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-M1 x

SELECT REQUESTER

Nejc Frece Žohar,
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WRITEOFF TO (CHOOSE PROMO OUT IF NO PARTNER):

RESELLING PROMO MATERIAL

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.