

How to enable WooCommerce Coupons

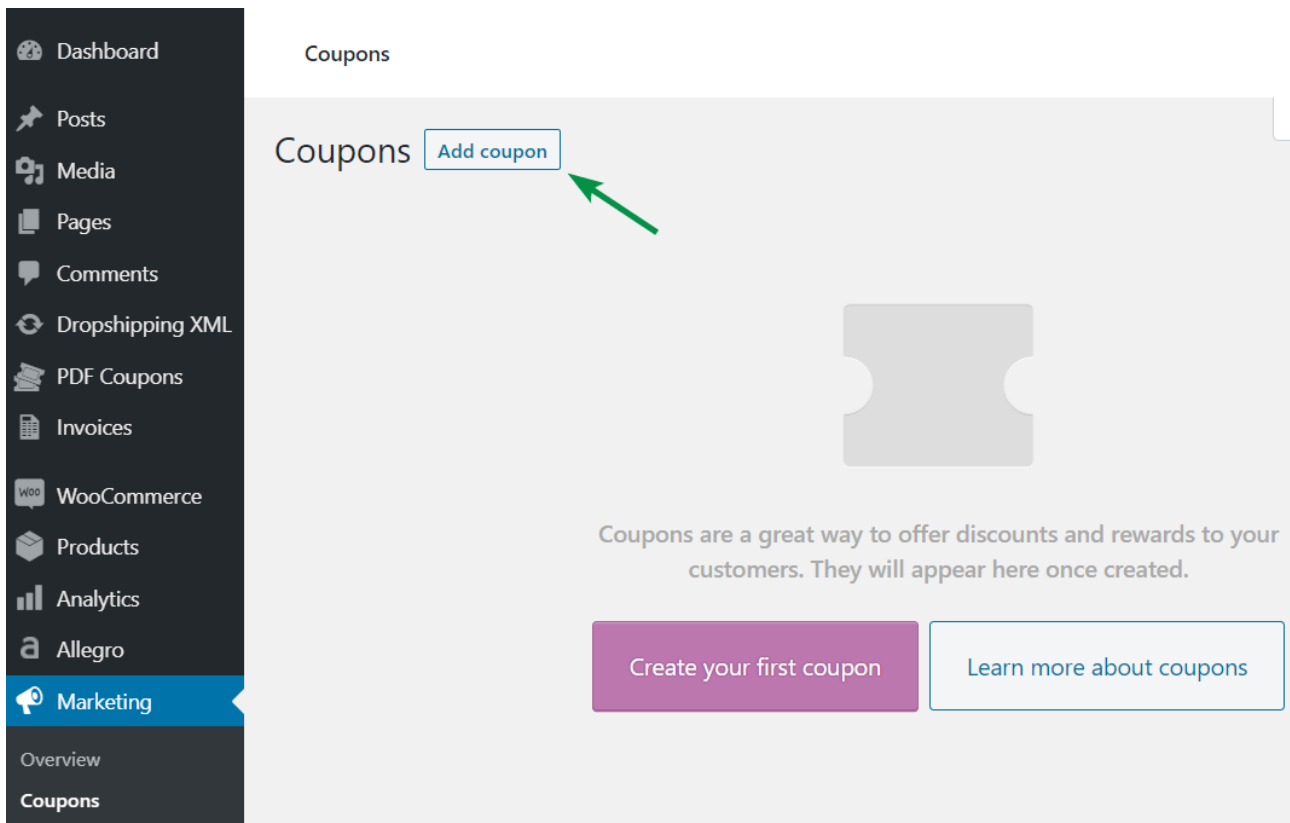
To activate coupons go to **WooCommerce** in the left-hand menu, select **Settings** and then select **General** tab. Now you need to enable coupons by ticking the checkbox.

Enable coupons	☒ Enable the use of coupon codes Coupons can be applied from the basket and checkout pages.
	☒ Calculate coupon discounts sequentially When applying multiple coupons, apply the first coupon to the full price and the second coupon to the discounted price and so on.

Enable WooCommerce Coupons

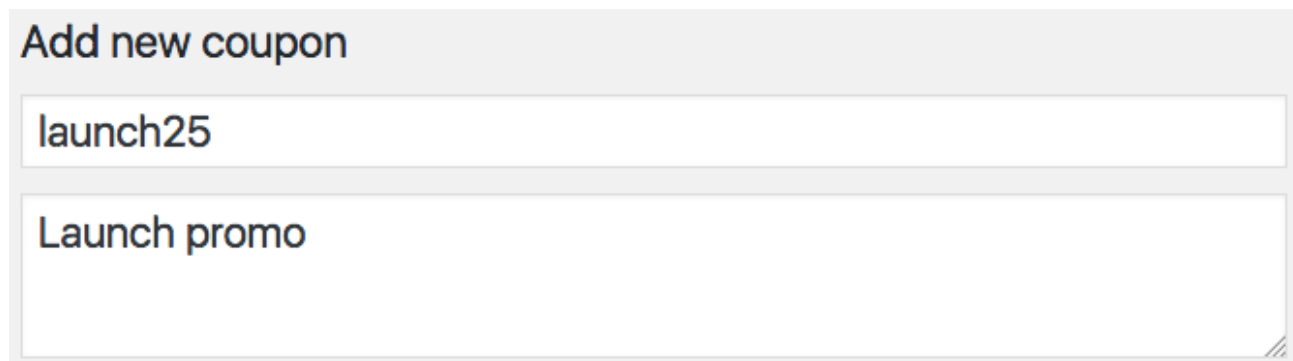
Adding WooCommerce Coupons

Go to the left hand menu **Marketing** → **Coupons** and then select the **Add coupon** button.



Adding a WooCommerce Coupon

To add your coupon fill in the following



The screenshot shows a form titled "Add new coupon". It has two input fields. The first field contains the text "launch25". The second field contains the text "Launch promo".

Adding Coupon Code and Description

Coupon code - this is a discount code entered by the customer in the cart.

Description - in this field you can add some information about your coupon, with as many details as you need. The description is only visible in the admin panel. Even though the description is optional, it's good to use it. If you have multiple promotions or marketing campaigns it will help you identify the coupon after a few weeks or months.

General settings

Coupon data	
General	Discount type: Percentage discount
Usage restriction	Coupon amount: 25
Usage limits	Allow free shipping: ☐ Check this box if the coupon grants free shipping. A free shipping method must be enabled in your shipping zone and be set to require "a valid free shipping coupon" (see the "Free Shipping Requires" setting).
	Coupon expiry date: YYYY-MM-DD

Coupon Settings and Types

Discount type

- Percentage discount - a type of discount used when the item is discounted by a percent of the original price (for instance, a 20% off coupon).
- Fixed cart discount - it's a fixed value discount for the entire cart. For instance, it could be a coupon worth \$100.
- Fixed product discount - a fixed discount for selected product only.

Coupon amount

Enter the coupon value as an amount or by percentage, depending on discount type you choose. Use a decimal system appropriate for your shop's locale. Don't use the currency or percent sign - just enter the number.

Allow free shipping - check this box if you want to offer your customers a free shipping coupon.
However remember to enable the Free Shipping voucher option in **WooCommerce** → **Settings** → **Free Shipping** → **Free Shipping requires**.

Coupon expiry date - optionally select the day when the coupon is no longer active.

Usage restriction

Here you can set a limit for selected products, categories or email addresses.

This configuration is optional, so you don't have to restrict the coupon usage.

Coupon data ▲		
General	Minimum spend	No minimum ?
Usage restriction	Maximum spend	No maximum ?
Usage limits	Individual use only	☐ Check this box if the coupon cannot be used in conjunction with other coupons.
	Exclude sale items	☐ Check this box if the coupon should not apply to items on sale. Per-item coupons will only work if the item is not on sale. Per-cart coupons will only work if there are items in the cart that are not on sale.
	Products	Search for a product... ?
	Exclude products	Search for a product... ?
	Product categories	Any category ?
	Exclude categories	No categories ?
	Email restrictions	No restrictions ?

Coupon Usage Restriction

Minimum/maximum spend - this option allows you to enter the minimum or maximum value of your coupon order (which is a subtotal needed to use the coupon).

Remember that the amount is set before tax calculation.

Individual use only - check this option if you don't want the discount to be used in combination with other coupons.

Exclude sale items - tick this checkbox if the coupon can't be applied to products on sale.

Products - select a list of products that the coupon will be applied to. Start typing to auto find a product.

Exclude products - select the products to which the discount won't be applied.

Product categories - select the whole categories that will be eligible for the discount. Start typing to auto find a category.

Exclude categories - this option allows you to select the categories to which the discount won't be applied.

Email restrictions - enter the email addresses that can use the coupons. If you want to add more than one email addresses, separate them with a comma.

Usage limits

Here you can set usage limit for your coupon.
This configuration is also optional, so decide yourself whether you want to use it or not.

Coupon data	
General	Usage limit per coupon Unlimited usage ?
Usage restriction	Limit usage to X items Apply to all qualifying items in cart ?
Usage limits	Usage limit per user Unlimited usage ?

Coupon Usage Limits

Usage limit per coupon - specify how many times the coupon can be used before it expires.

Limit usage to X items - enter the maximum number of items the coupon can be applied to (for product discounts).

Usage limit per user - specify how many times each customer can use the coupon.