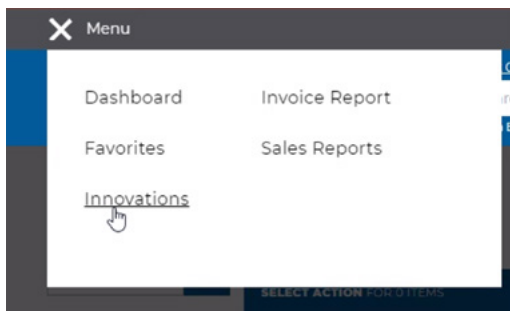


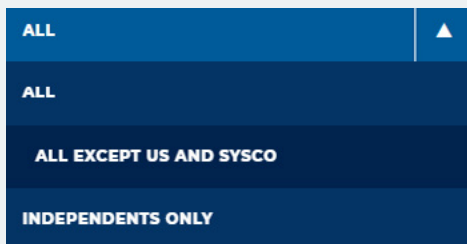
## How to Submit New Show Specials

Are you new to Innovations, new to show specials, or simply have new products to promote at this year's show? No matter the answer, we've got you covered. Here's how to submit new show specials on the Dot Expressway for Innovations 2022.

1. Sign in to the Dot Expressway. Go to the menu button and select "Innovations."



2. Under PROMOTION RECIPIENTS, select the Innovations attendees you would like to have access to your show specials. Click INDEPENDENTS ONLY if you don't want buying groups as well as US Foods and Sysco to use your specials.



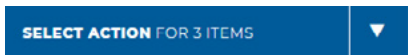
3. Review your products.

**a. Here are next steps if you want to use the SAME promotion for all specials:**

- i. Select the products you want to include by clicking the blue box next to each item.



- ii. After you've chosen all products you want to include, click the SELECT ACTION button located above the Product Information toolbar.



- iii. Click ADD.



- iv. Fill in your promotion allowance number, choose your promotion type, and include any notes for the Expressway team.

Innovations Promotion: Add/Edit

Promotion Allowance  
0

Promotion Type

- DOLLARS/CASE
- DOLLARS/CASE
- DOLLARS/POUND
- PERCENT

Notes

SUBMIT

- v. Press SUBMIT.

- vi. A bar will appear at the bottom of the page, confirming you submitted your show allowances correctly.

**b. Here are next steps if you want to provide DIFFERENT promotions for each product:**

- i. Click the ADD button next to the item you want to include.



- ii. Fill in your promotion allowance number, choose your promotion type, and include any notes for the Expressway team.

Innovations Promotion: Add/Edit

Promotion Allowance  
0

Promotion Type

- DOLLARS/CASE
- DOLLARS/CASE
- DOLLARS/POUND
- PERCENT

Notes

SUBMIT

- iii. Press SUBMIT.

- iv. A bar will appear at the bottom of the page, confirming you submitted your show allowances correctly.

- v. Repeat steps i-iv for each additional item you want to include.

4. Check your inbox for a confirmation email from the Dot Expressway team. Review the specials listed in the email.

5. Visit the Expressway any time between now and March 4 to add, edit, or delete your company's show allowances.

**Log in to the Dot Expressway to submit your show specials.**



**Are you still having issues after following these instructions? Get in touch with us [here](#).**