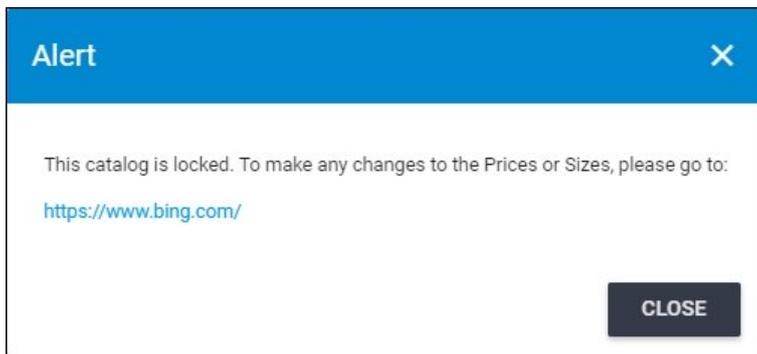


## Add price

### Note:

- If the “External Change Management” flag is activated and there is at least one locked article, the whole catalog is locked and you cannot add prices to any of its articles. The following message appears:



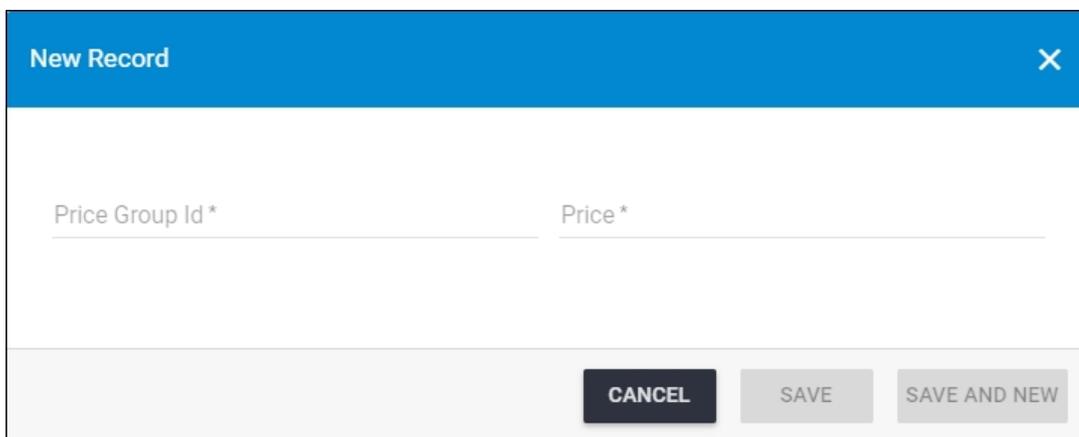
This flag and the link in the message are all managed by the Trasix Support team.

- Depending on the catalog configuration, the number of decimals for prices is validated, so for example, you cannot enter a price with 3 decimals if the catalog is configured to 2 decimals.

To add a price, follow these steps:



1. Click , the following window appears:

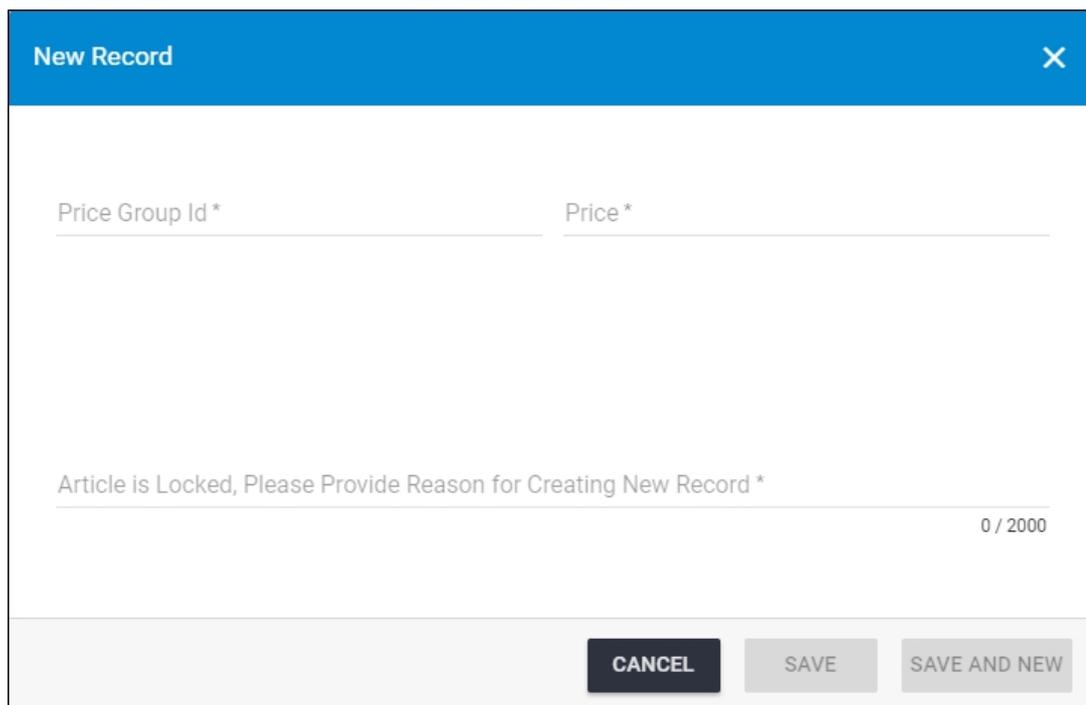
A "New Record" dialog box with a blue header containing the text "New Record" and a close button (X). The main content area is white and contains two input fields: "Price Group Id \*" and "Price \*". At the bottom, there are three buttons: "CANCEL" (dark blue), "SAVE" (light gray), and "SAVE AND NEW" (light gray).

You can also add a price by selecting “Create Price” from the Actions menu next to the article.

2. Click the “Price Group Id” field and select the price group you want,
3. Enter the price,
4. Click **Save** to add the price and close the window, or **Save and New** to add it and open a new window. The price is added to the list and you can only edit the price value.

**Note:**

- If the article is locked and the “External Change Management” flag is not activated, the following window appears:



The screenshot shows a dialog box titled "New Record" with a close button (X) in the top right corner. The dialog contains two input fields: "Price Group Id \*" and "Price \*". Below these fields is a text area with the message "Article is Locked, Please Provide Reason for Creating New Record \*" and a character count "0 / 2000". At the bottom of the dialog, there are three buttons: "CANCEL", "SAVE", and "SAVE AND NEW".

You need to enter a reason for adding the price.