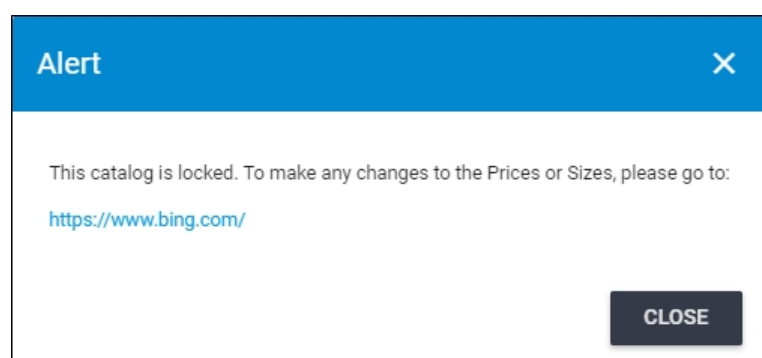


Import prices for multiple model numbers

As mentioned before, you can import a file to manage prices by style code (model number) instead of the colorway code (article number), so prices for styles with different colorways can be managed easily with this feature.

Notes:

- Importing prices by model numbers can only be done if the catalog has the “Apply Price by Style” option activated.
- You can only import prices for “Editable” price groups.
- If the “External Change Management” flag is activated and at least one article is locked, you cannot import prices and the following message appears when you click the **Import** button:



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, and an error within the Excel sheet to inform you so.

Make sure to have the prices listed in an Excel sheet with the following columns: Model Number, Price Group 1, Price Group 2 and so on as shown in the below example:

	A	B	C	D	E
1	Model Number	Retail Price (AED)	Wholesale Price (AED)		
2	1221	200	170		
3	1331	550	520		
4	1151	320	300		
5	1171	220	200		
6	1355	600	570		
7	1181	180	170		
8					

To import a file with prices, follow these steps:

1. Click the **Import** button, the following window appears:

Import Data ✕

1 File
2 Sheet
3 Mapping
✓ Filter
5 Validation
✓ Information

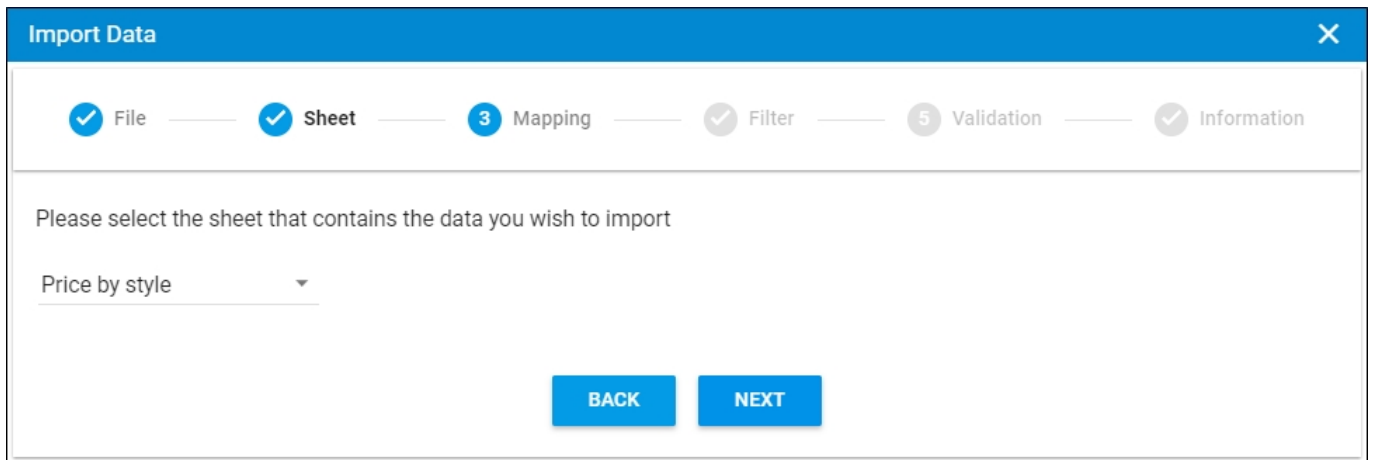
Last Used File

New File

Filename: SELECT...

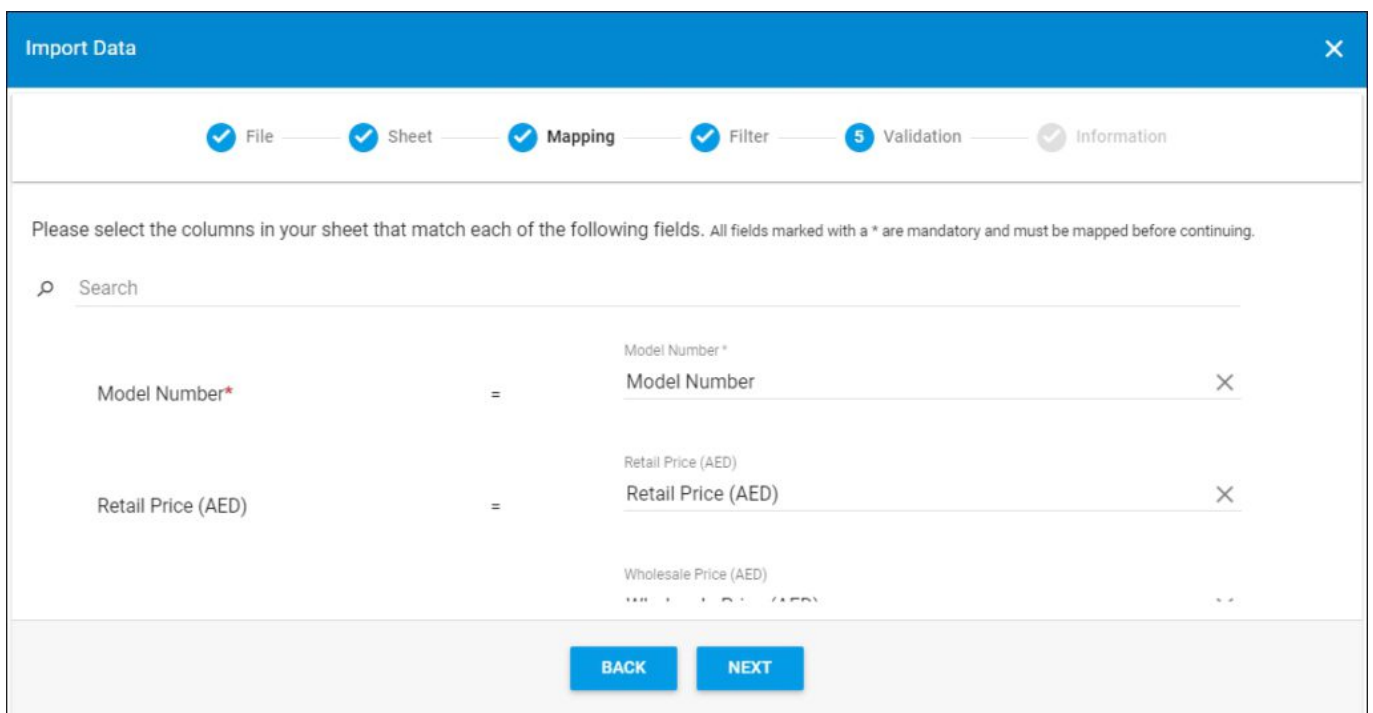
BACK
NEXT

2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field,
4. Click **Next**, the following window appears:



You can click **Back** to return to the previous window.

5. Select the sheet you want from the dropdown list in case your Excel file contains more than one sheet,
6. Click **Next**, the following window appears:



7. Select the column of the sheet that matches each field, you can search for the field you want using the search field, then click **Next**, the following window appears:

Import Data [X]

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — **5** Validation — ✓ Information

Would you like to import all the rows in the sheet or only the rows that match a specific criteria?

Import All Rows
 Import Only the Rows that match the following criteria:

BACK **NEXT**

8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
9. Click **Next**, the following window appears:

Import Data [X]

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — ✓ Validation — ✓ Information

The sheet will be processed to identify if all the rows are valid to be imported

Status:
Finished

Total Valid Rows:
6

Total Invalid Rows:
0

Total Skipped Rows:
0

No issues were detected in your source file. The data is ready to be submitted.

BACK **NEXT**

The validation window shows the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. The above example shows that all the rows are valid.

10. Click **Next**, the following window appears:

Import Data ✕

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — ✓ Validation — ✓ Information

If any of the articles you are attempting to update are locked, they will be submitted for approval. Please enter a reason for requesting the change to these locked articles or leave blank if you are certain that no locked articles are affected by this import.

Reason 0 / 2000

11. Enter the reason for the price change, if you want,
12. Click **Submit**, the progress is displayed,
13. Wait until the job is finished, then refresh the page, prices are imported.

Notes:

- If any of the articles of a model number you are updating are locked and the “External Change Management” flag is not activated, change will not take effect on any of the articles with this model number, and a change request is created. For more information, refer to [“Change management”](#).
- If changes are not reflected on the page, refresh the browser by pressing F5.
- If any of the records are invalid, you can skip them by clicking the checkbox next to *Skip invalid rows* as shown in the below example:

Import Data ×

✓ File — ✓ Sheet — ✓ Mapping — ✓ Filter — **5 Validation** — ✓ Information

Total Valid Rows:
1

Total Invalid Rows:
2

Total Skipped Rows:
0

! There are currently some invalid rows, please rectify these issues before continuing. GET RESULT

Skip invalid rows

BACK NEXT

The **Next** button is activated, and you can import the valid rows.