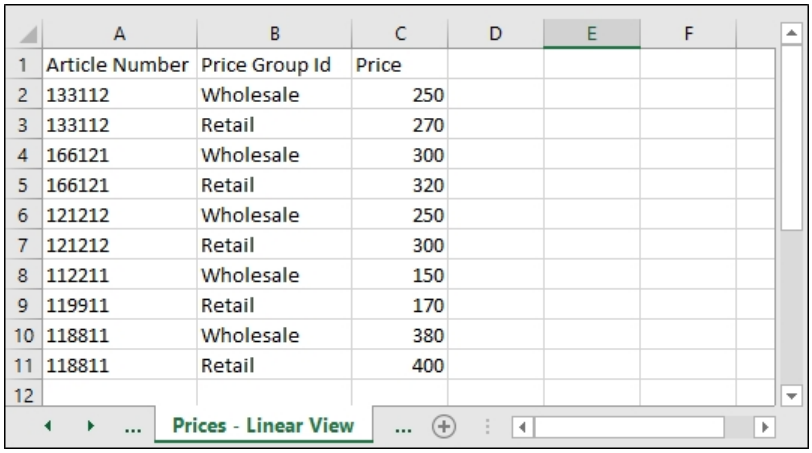
Import prices for multiple articles – Linear view

In linear view, to import a file with prices, make sure to have the articles listed in an Excel sheet with the following columns: Article Number, Price Group Id, and Price as shown in the below example:

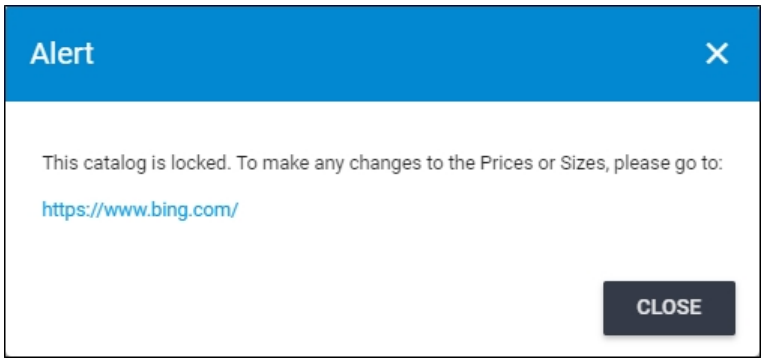


	A	B	C	D	E	F
1	Article Number	Price Group Id	Price			
2	133112	Wholesale	250			
3	133112	Retail	270			
4	166121	Wholesale	300			
5	166121	Retail	320			
6	121212	Wholesale	250			
7	121212	Retail	300			
8	112211	Wholesale	150			
9	119911	Retail	170			
10	118811	Wholesale	380			
11	118811	Retail	400			
12						

... Prices - Linear View ...

Notes:

- 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:

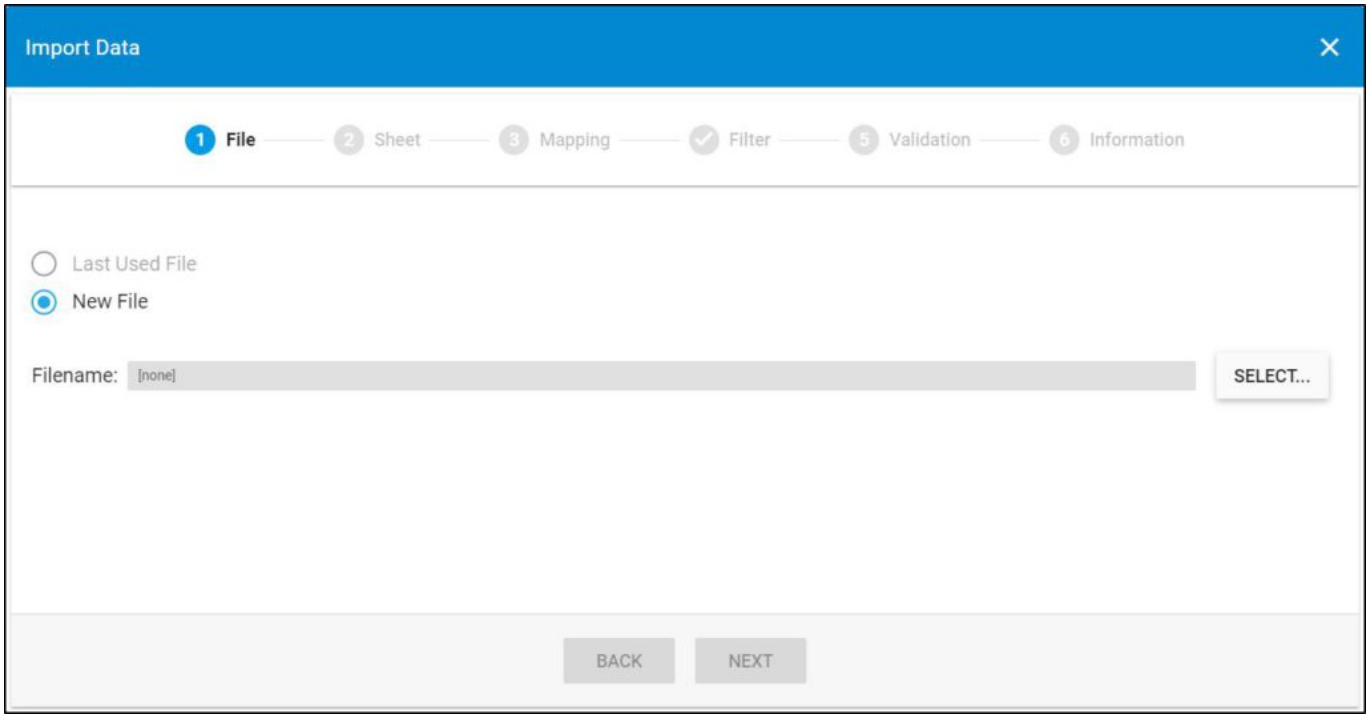


This flag and the link in the message are all managed by the Trasix support team.

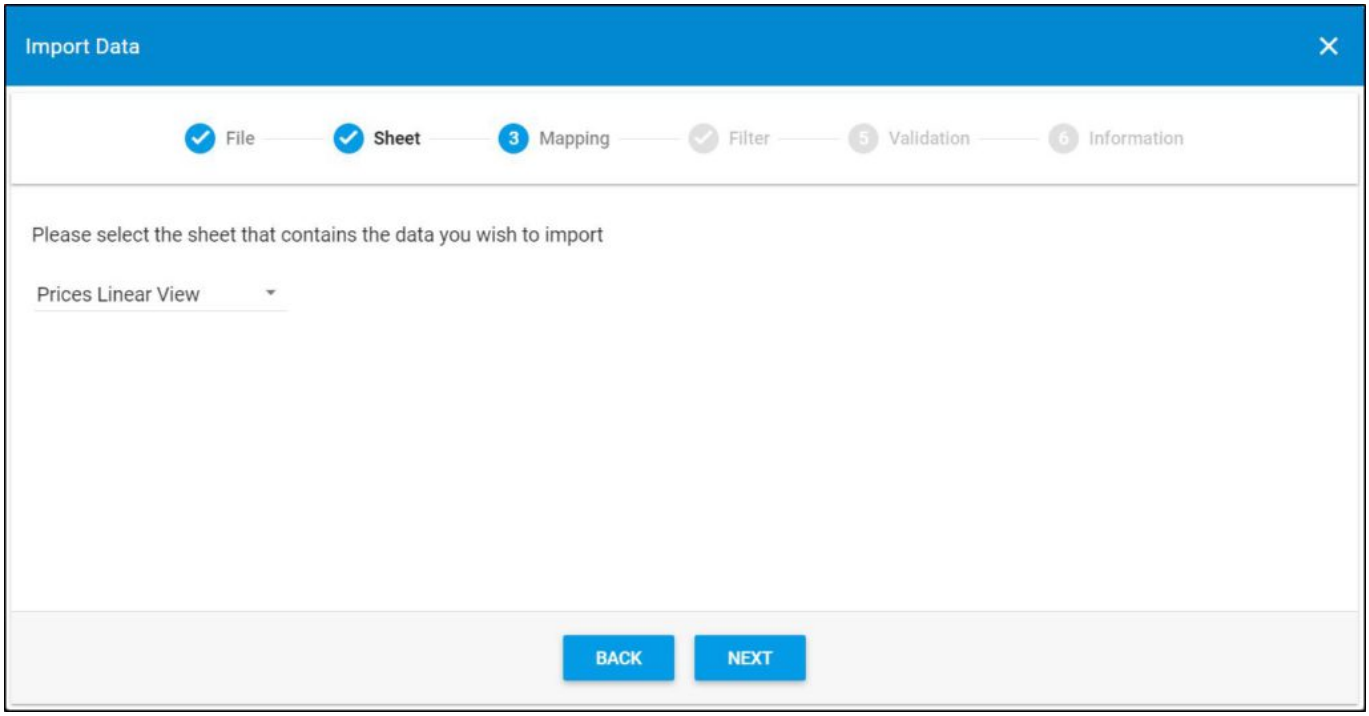
- Depending on the catalog configuration, the number of decimals for prices is validated, so for example, you cannot enter a price with 3 decimals if the catalog is configured to 2 decimals, and an error within the Excel sheet to inform you so.

To import a file with prices, follow these steps:

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

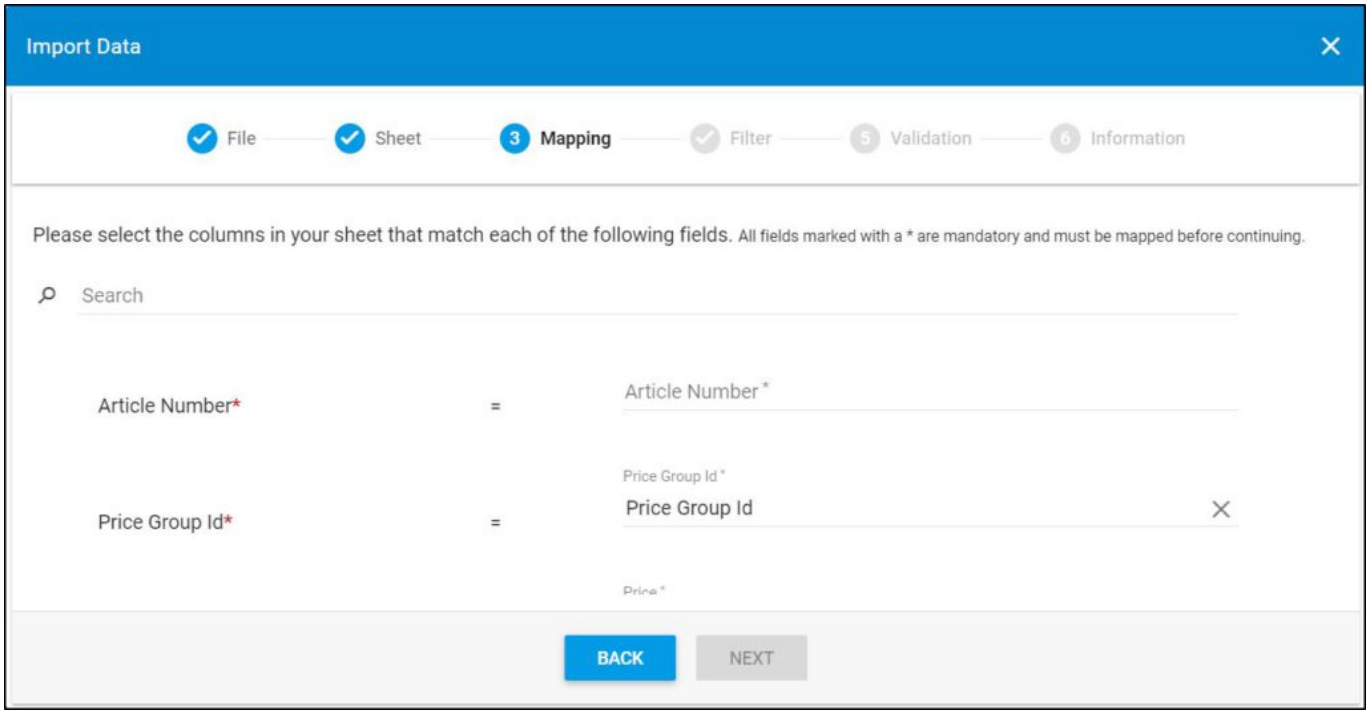


2. Click **Select** to browse for the file you want to import,
3. Select the file then click **Open**, the name of the file you selected appears in its field,
4. Click **Next**, the following window appears:

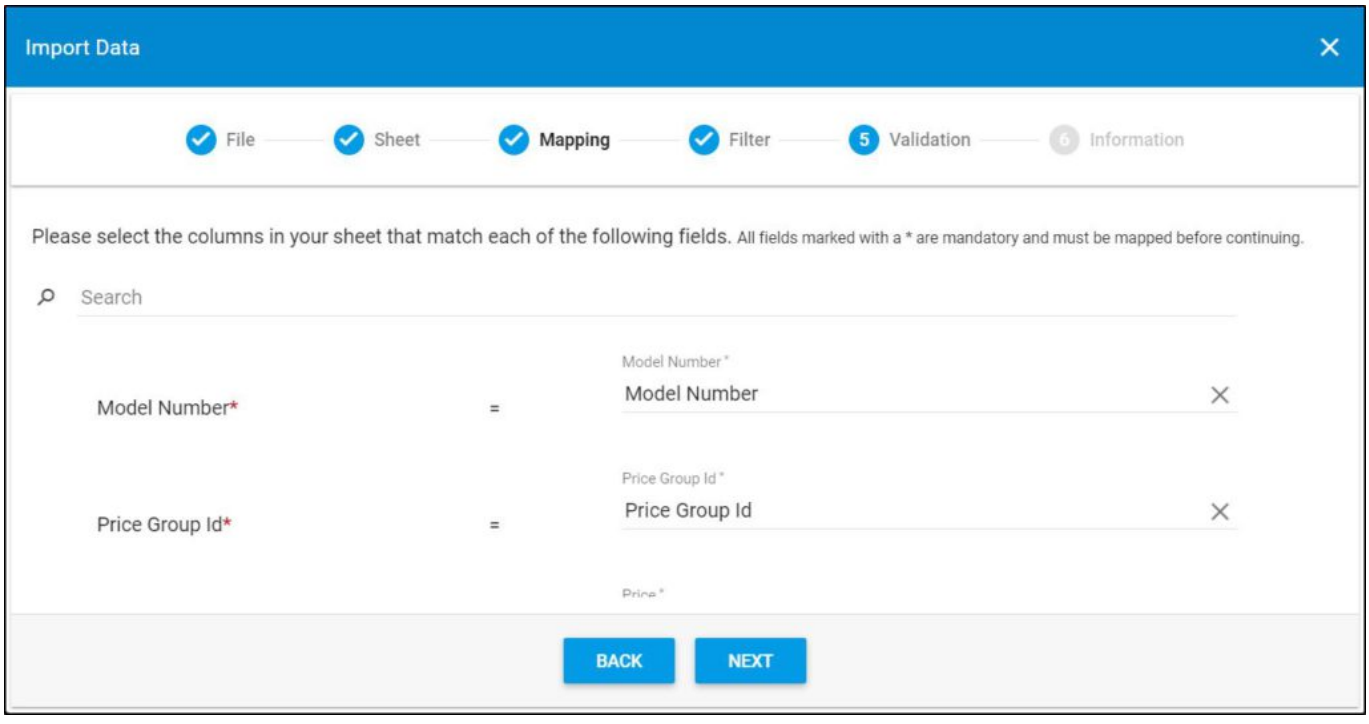


You can click **Back** to return to the previous window.

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:

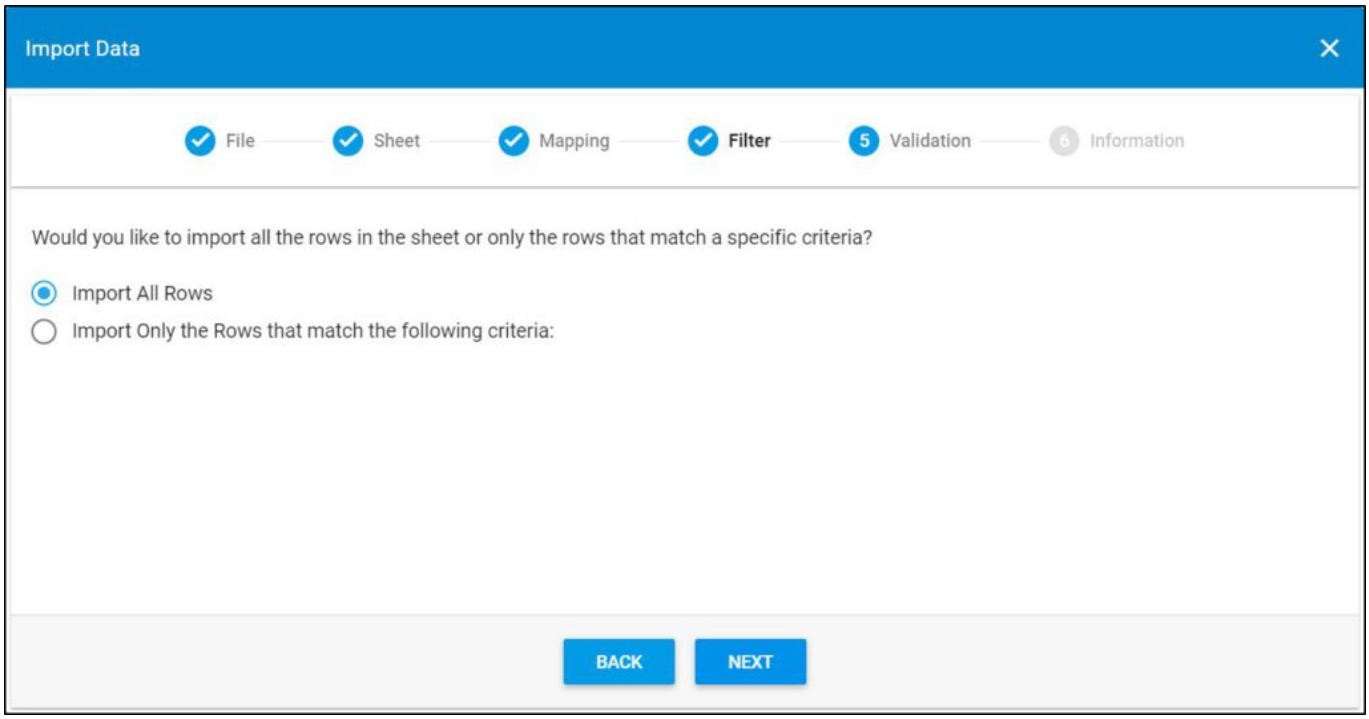


If the Price by style slider is activated for the catalog, the above window appears as shown below and you need to map the model number instead:

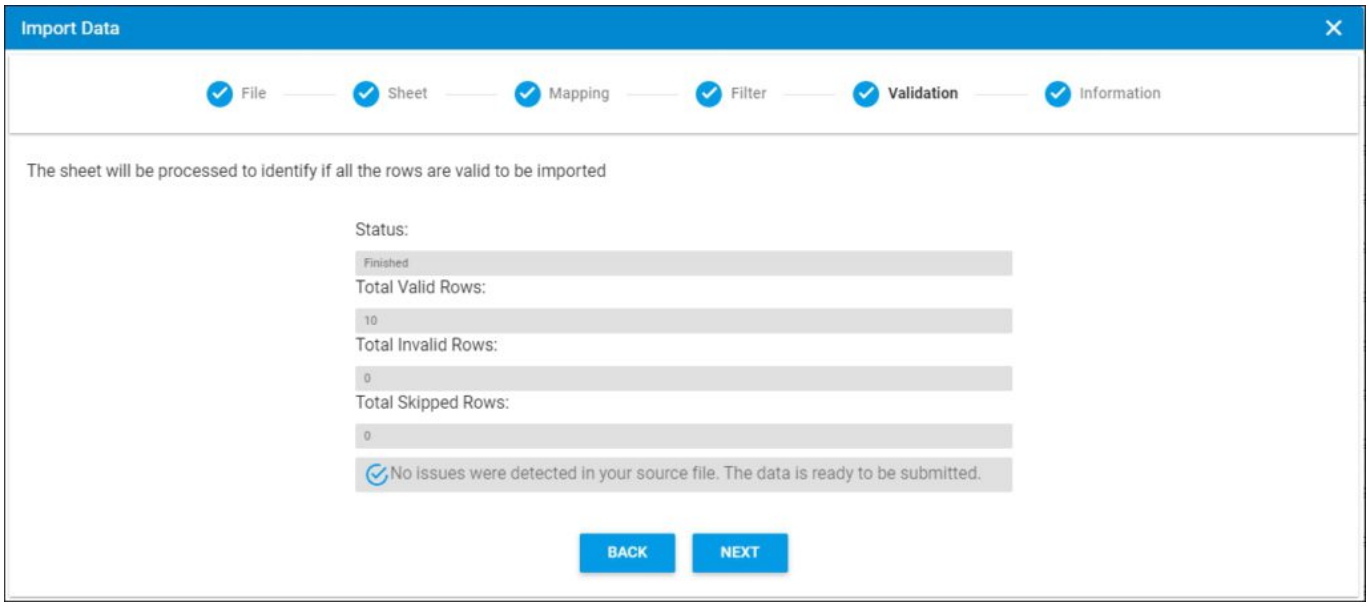


7. Select the column of the sheet that matches each field, you can search for the field you

want using the search field, then click **Next**, the following window appears:

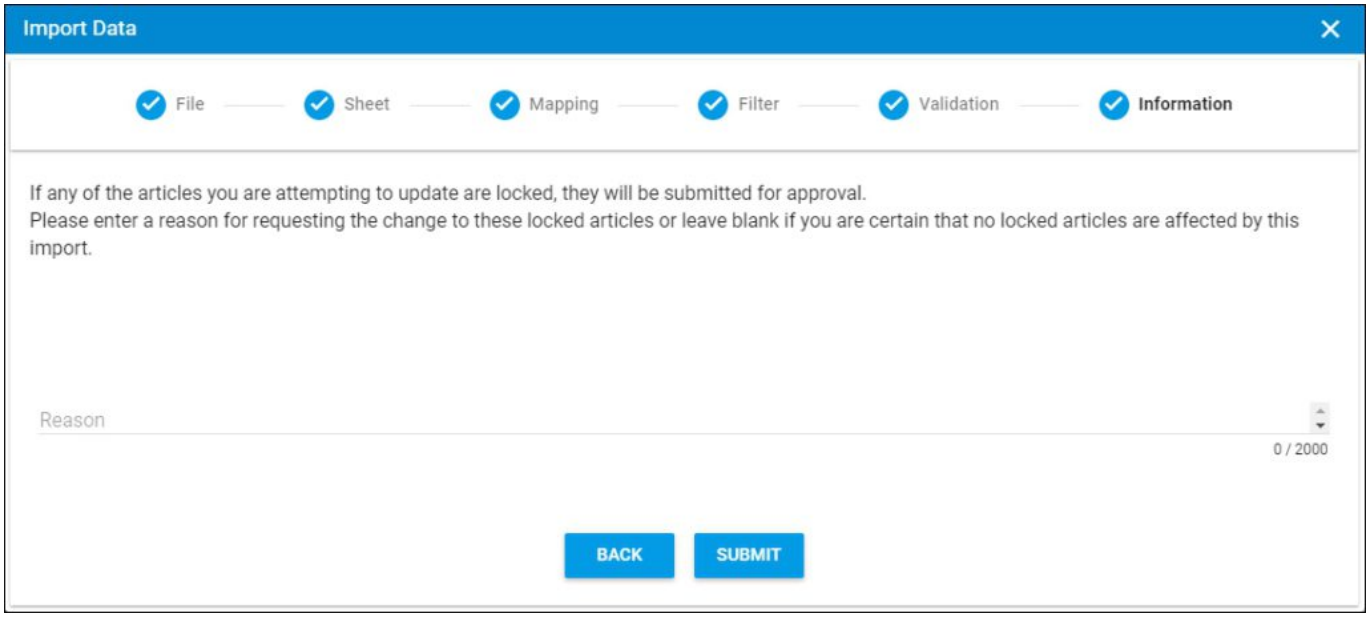


8. Click the radio button next to the import method, either all rows or rows that match certain criteria, a validation window appears informing you if records are valid or not, if not, you need to fix the sheet then import the file again,
9. Click **Next**, the following window appears:



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.

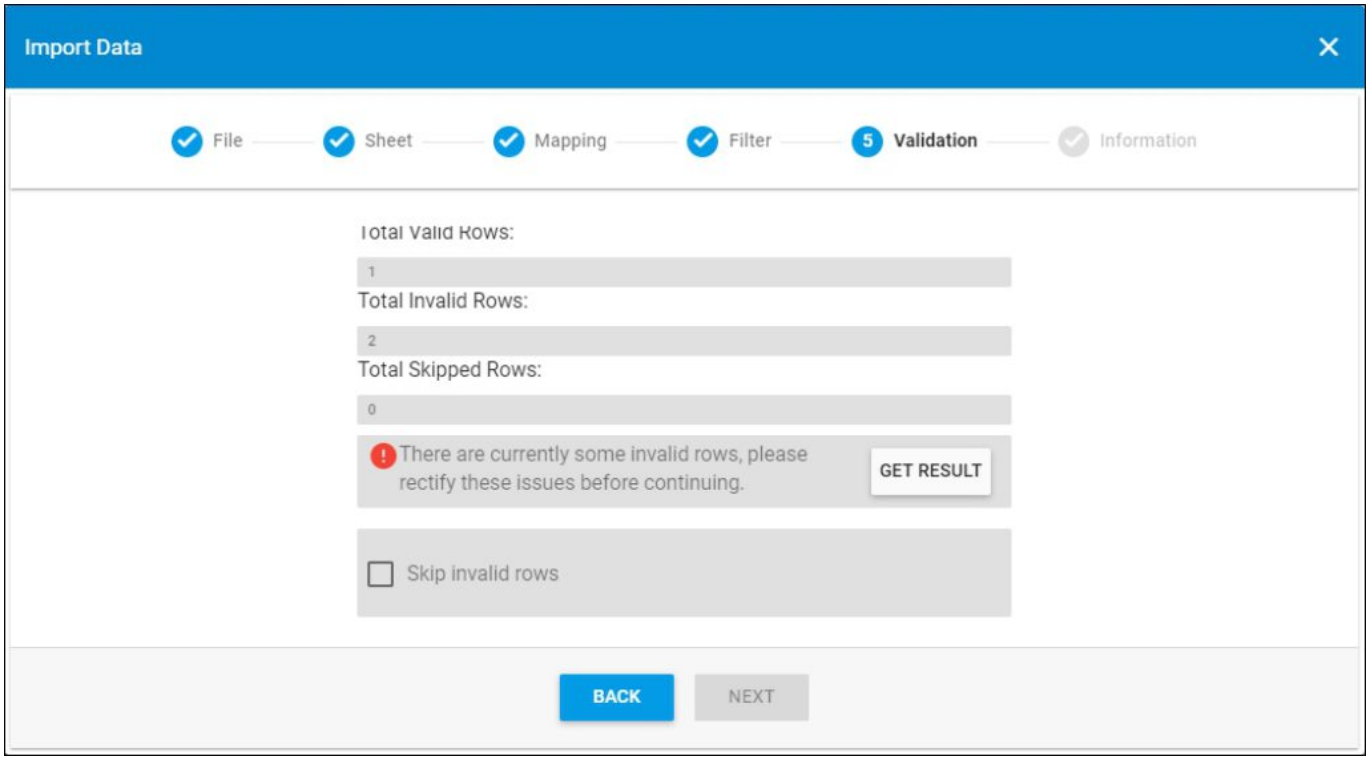
10. Click **Next**, the following window appears:



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

Notes:

- 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:



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