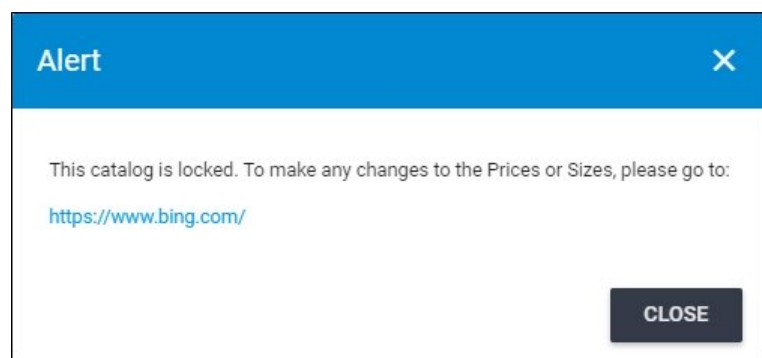


Import prices for multiple articles - Tabular view

You can import a file to manage prices by colorway code (article number) for multiple articles instead of inserting prices individually. This will save time and effort.

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.

Prices should be listed in an Excel sheet with the following columns: Article number, Price group 1, Price group 2 and so on as defined at the catalog level.

To import a file with prices, follow these steps:

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

The screenshot shows the 'Import Data' window with a blue header and a close button. A progress bar at the top indicates the steps: 1 File (active), 2 Sheet, 3 Mapping, Filter (checked), 5 Validation, and Information (checked). Below the progress bar, there are two radio buttons: 'Last Used File' and 'New File' (selected). A text field labeled 'Filename:' contains '[none]' and a 'SELECT...' button is to its right. At the bottom, there are 'BACK' and 'NEXT' buttons.

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:

The screenshot shows the 'Import Data' window with the progress bar updated: File (checked), Sheet (checked), 3 Mapping (active), Filter (checked), 5 Validation, and Information (checked). The main area contains the text 'Please select the sheet that contains the data you wish to import' and a dropdown menu with 'Prices' selected. At the bottom, there are 'BACK' and 'NEXT' buttons.

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:

Import Data [X]

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

Please select the columns in your sheet that match each of the following fields. All fields marked with a * are mandatory and must be mapped before continuing.

🔍 Search

Article Number*	=	Article Number*	Article Number	[X]
MSRP (USD)	=	MSRP (USD)	MSRP (USD)	[X]
		Outlet Price (USD)		

[BACK] [NEXT]

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

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

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:

20

Total Invalid Rows:

0

Total Skipped Rows:

0

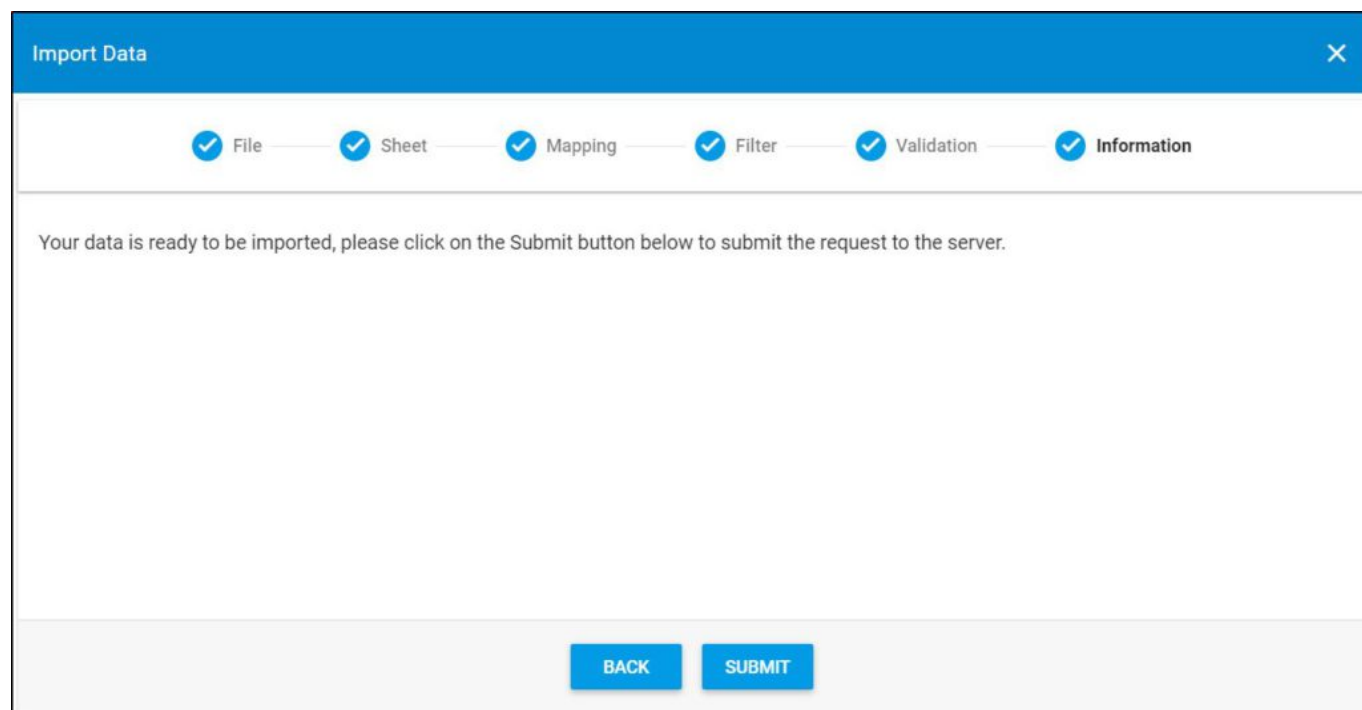
No issues were detected in your source file. The data is ready to be

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

Your data is ready to be imported, please click on the Submit button below to submit the request to the server.

BACK SUBMIT

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 for which you are updating prices are locked, change will not take effect and a change request is created, if the “External Change Management” flag is not activated. For more information, refer to “[Change management](#)”.
- If the article is in a state for which the price group is not editable, these prices cannot be imported.
- 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.