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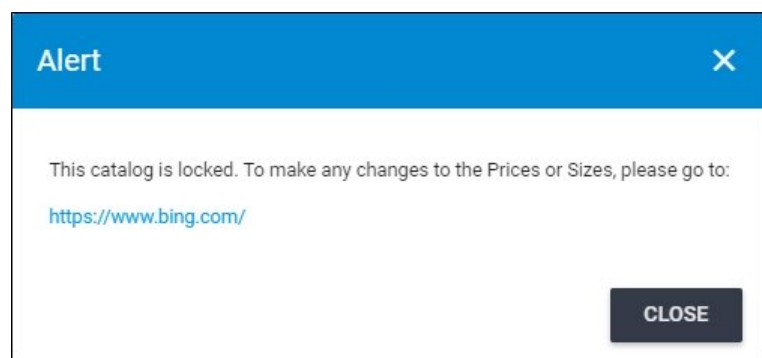
This flag and the link in the message are all managed by the Trasix support team.

- 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:

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:

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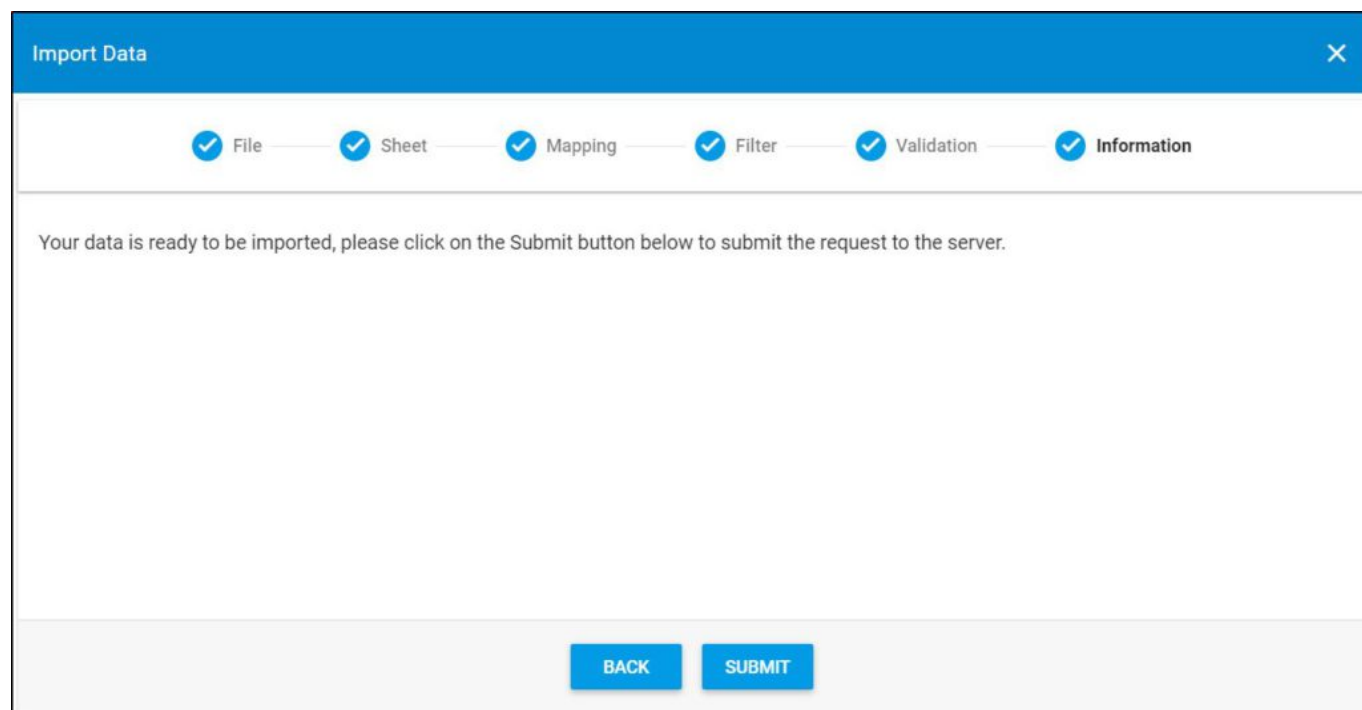
The validation window shows the status of the import process, the total number of valid rows, and the total number of invalid and skipped rows. The above example shows that all the rows are valid.

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

11. Enter the reason for the price change, if you want,
12. Click **Submit**, 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:

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