Price/RRP Update Feature

Instructions to update product Price and RRP
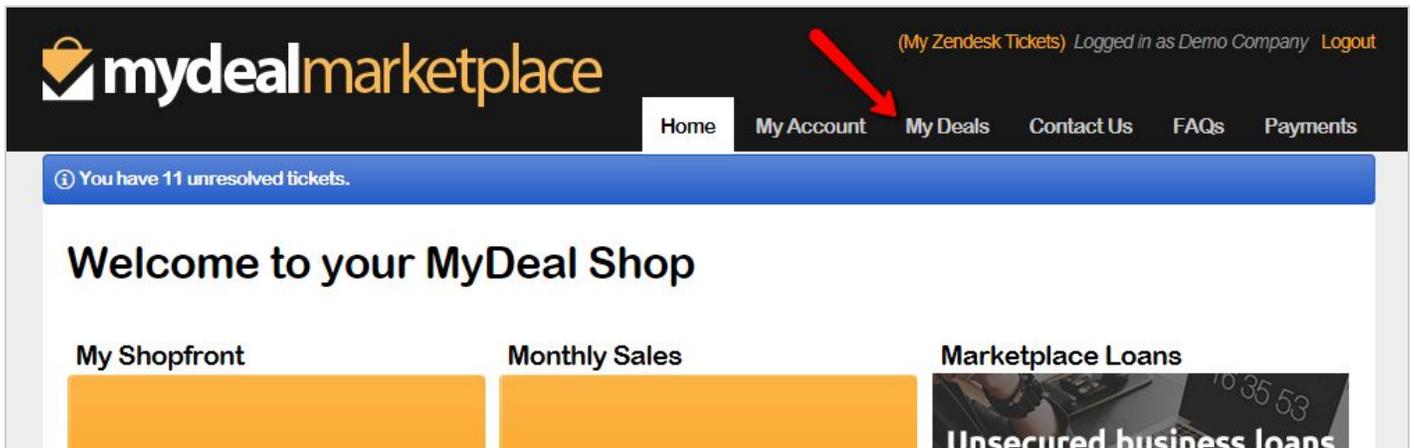
March, 2021

OVERVIEW

The Update Price/RRP feature allows you to import and update the latest price and RRP for each product SKU directly from your Marketplace portal. Once successfully imported, your updates will reflect on the website within 5 minutes.
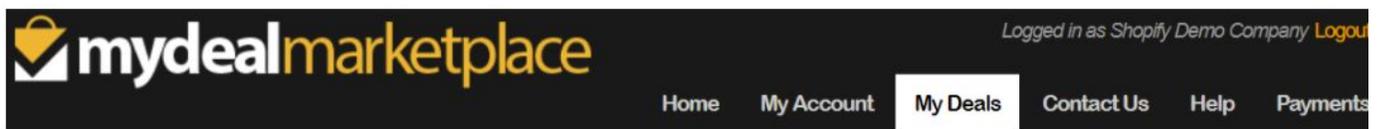
STEPS TO UPDATE:

1. **Login to MyDeal Marketplace & Navigate to the 'My Deals' Page**

2. Export Product Price/RRP Data CSV file
   A. In the "Update Price/RRP" section, click the "Export" button to download a CSV file containing a full list of your existing product SKUs, Price and RRP on MyDeal.

NOTE: By default the file will contain ALL product SKUs including your discontinued products. If you prefer to filter the file to only contain products that are <u>not discontinued</u>, untick the "Include Discontinued Products" checkbox before clicking the "Export" button.

B. Open the downloaded CSV file.
   The following table lists the columns included in the export file.

Column Name	Description
DealID*	**Required for importing Price / RRP.** MyDeal Internal Use
VariantID*	**Required for importing Price / RRP.** MyDeal Internal Use
ExternalID	Seller's unique product ID (if applicable)
SKU*	Seller's unique product SKU
Option	Option attributes associated with the SKU (if applicable). eg. Colour:Red; Size:Small
DealTitle	Product Listing Title as displayed on the website
Price(IncGST)*	**Required for importing Price.** The final product price as listed on MyDeal. Must be inclusive of GST.
RRP(IncGST)*	**Required for importing RRP.** Recommended Retail Price of the product (if applicable). Must be inclusive of GST.

Example CSV file:

	A	B	C	D	E	F	G	H	I
1	DealID	VariantID	ExternalID	SKU	Options	DealTitle	Price(IncGST)	RRP(IncGST)	
2	204963		445577771	DM-1		Demo Product 1	299	599	
3	204964		122427771	DM-2		Demo Product 2	15.99	29.99	
4	204965		154555145	DM-3		Demo Product 3	10	14.99	
5	204970	113260	787777448	CH1_RD	Colour: Red	Demo Product 8	50	69.99	
6	204970	113261	787777449	CH1_PK	Colour: Pink	Demo Product 8	50	69.99	
7	204970	113262	787777450	CH1_BLU	Colour: Blue	Demo Product 8	50	69.99	
8									

3. Prepare the new Product Price/RRP Data CSV file
   A. First, remove any rows containing SKUs that do not need to be updated
   B. **To update Price:**
      ○ Enter the new price value for each SKU in the "Price(IncGST)" column (Column G).
      ○ Values in the "Price(IncGST)" column must be numeric and greater than zero.
      ○ Negative values or text (including "$") will not be accepted.
   C. **To update RRP:**
      ○ Enter the new RRP value for each SKU in the "RRP(IncGST)" column (Column H).
      ○ If there is no RRP then input 0.
      ○ Negative values or text (including the symbol "$") will not be accepted.
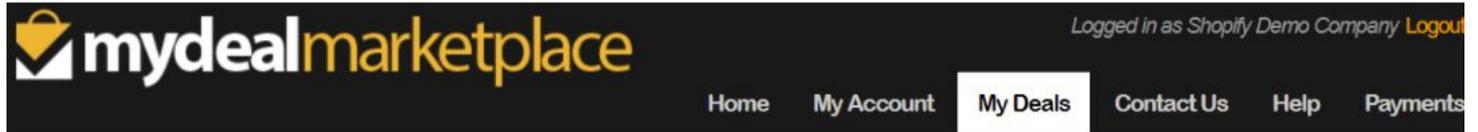   D. Save the edited file in CSV (comma separated values) format

Important things to keep in mind:
   ● The import file must be saved in a CSV (comma separated values) file format. Other file formats are not accepted
   ● All required columns (DealID, VariantID and either Price / RRP) must be included and the column headers must be an exact match to the export file
   ● Both Price and RRP values must include GST
   ● Only SKUs included in the file will be updated

- Values will be rounded to the nearest 2 decimal places
- The system will only update the "Price(IncGST)" and "RRP(IncGST)" columns. Changes to other columns will be ignored

4. Import the updated Product Price/RRP Data CSV file

A. Go back the My Deals page
B. In the "Update Price/RRP" section click "Choose File"
C. Locate the updated Product Price Data CSV file from your computer folders and click Open
D. Click Import

5. Review the Import Price/RRP Results Page

- If the file is in the correct format a results page will display with a summary.

TIP: Once you have imported your update file successfully, you can verify by exporting a fresh product Price/RRP data file from the 'My Deals' page to double check your changes
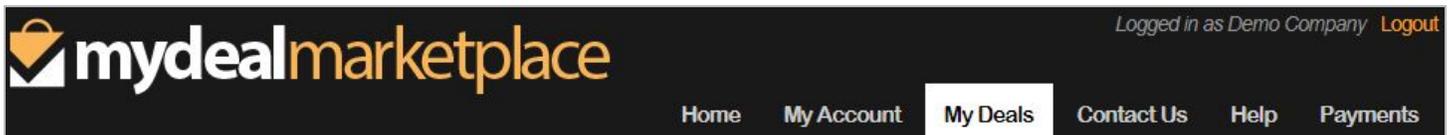
- If the file is in the correct format but some rows contain errors, then a table will appear with error messages:

- If the file is in the incorrect format, the results page will display errors:

Successful updates will reflect on MyDeal website within 5 minutes

Featured Products

Price and/or RRP updates will not be accepted for featured products, i.e. SKUs that have been flagged as "Featured" as part of a special promotion arranged with the MyDeal Promotions team. If you need to update Price or RRP on a featured item, you can submit a request here or email promotions@mydeal.com.au

- If a featured product is attempted to be updated, then the import results page will show the below error:

Automated Price Update Enabled

If you have Automated Price Updates enabled, then a blue warning message will appear near the 'Update Price/RRP' section (see screenshot below).

Important: If Automated Price Updates are enabled, then you must ensure the data feed which is integrated to MyDeal is also up to date. Otherwise, your manual updates will be overwritten the next time the automatic update is processed.

If you need to disable your automated price update you can submit a request here.