



Price/RRP Update Feature

Instructions to update product Price and RRP

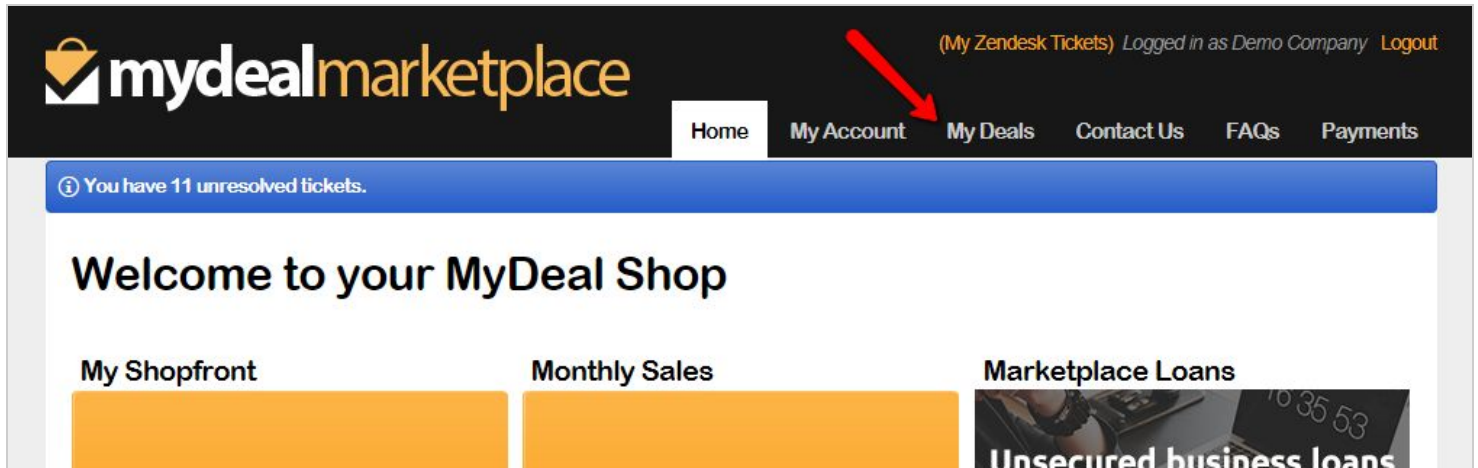
November, 2018

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:

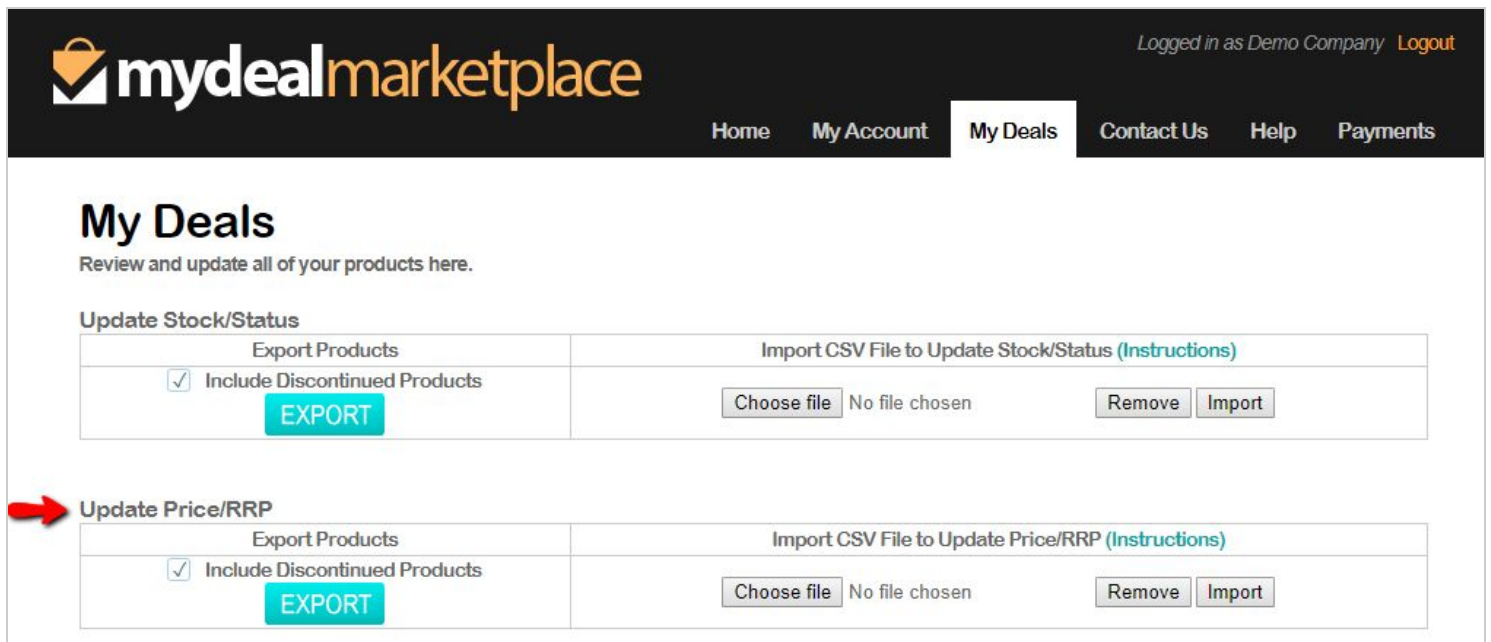
1. Login to MyDeal Marketplace & Navigate to the My Deals Page



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 not discontinued then untick the "Include Discontinued Products" checkbox before clicking export.



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*	Required for importing price/rrp. Seller's unique product ID (if applicable)
SKU*	Required for importing price/rrp. Seller's unique product SKU
Option	Option attributes associated to 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
RRP(IncGST)	Registered Retail Price of the product (if applicable)

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 input 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.

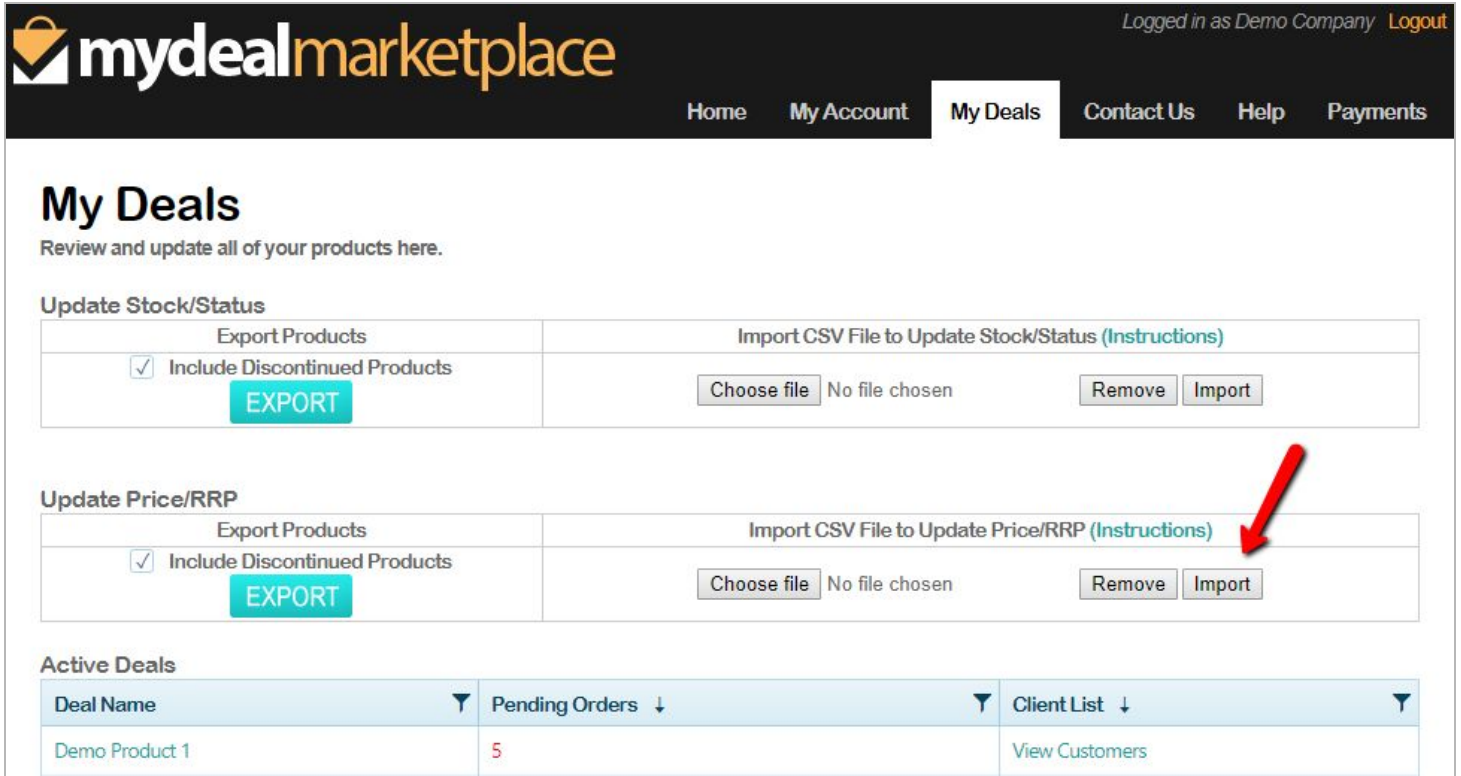
D. Save the edited file in CSV (comma separated values) format

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 must be included and the column headings must be an exact match to the export file.
- Both Price and RRP values must include GST if applicable.
- 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

- Go back the My Deals page
- In the “Update Price/RRP” section click “Select File”
- Locate the updated Product Price Data CSV file from your computer folders and click Open
- Click Import



mydealmarketplace Logged in as Demo Company Logout

Home My Account **My Deals** Contact Us Help Payments

My Deals

Review and update all of your products here.

Update Stock/Status

Export Products	Import CSV File to Update Stock/Status (Instructions)
<input checked="" type="checkbox"/> Include Discontinued Products EXPORT	Choose file No file chosen Remove Import

Update Price/RRP

Export Products	Import CSV File to Update Price/RRP (Instructions)
<input checked="" type="checkbox"/> Include Discontinued Products EXPORT	Choose file No file chosen Remove Import

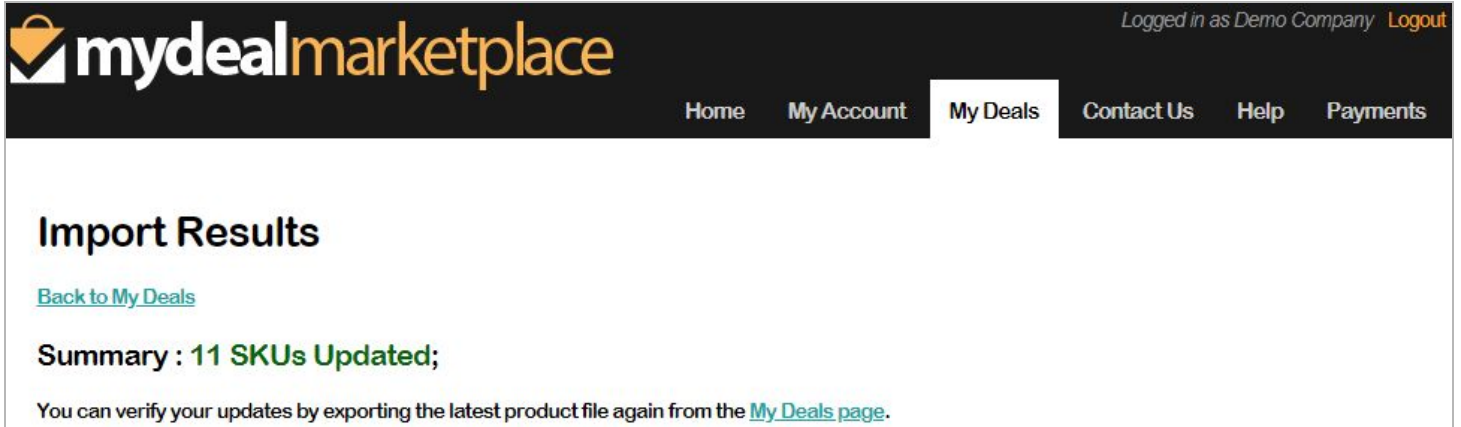
Active Deals

Deal Name	Pending Orders	Client List
Demo Product 1	5	View Customers

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 MyDeals page to double check your changes.



mydealmarketplace Logged in as Demo Company Logout

Home My Account **My Deals** Contact Us Help Payments

Import Results

[Back to My Deals](#)

Summary : 11 SKUs Updated;

You can verify your updates by exporting the latest product file again from the [My Deals page](#).

- If the file is in the correct format but some rows contain errors then a table will appear with error messages.

Import Results

[Back to My Deals](#)

Summary : 7 SKUs Updated; 8 Errors.

You can verify your updates by exporting the latest product file again from the [My Deals page](#).
If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

Error Details:

Line No.	Error Message
1	Invalid SKU.
2	DealId or SKU cannot be blank.
3	Price cannot be blank.
4	RRP cannot be blank.
5	Price must be numeric and cannot be less than or equal to zero.
6	Row contains error.
8	RRP must be numeric and cannot be less than zero.
9	Price must be numeric and cannot be less than or equal to zero.

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

Import Results

[Back to My Deals](#)

If you are experiencing issues please [contact us](#) with a copy of the file attached and we will assist you promptly.

Error Messages

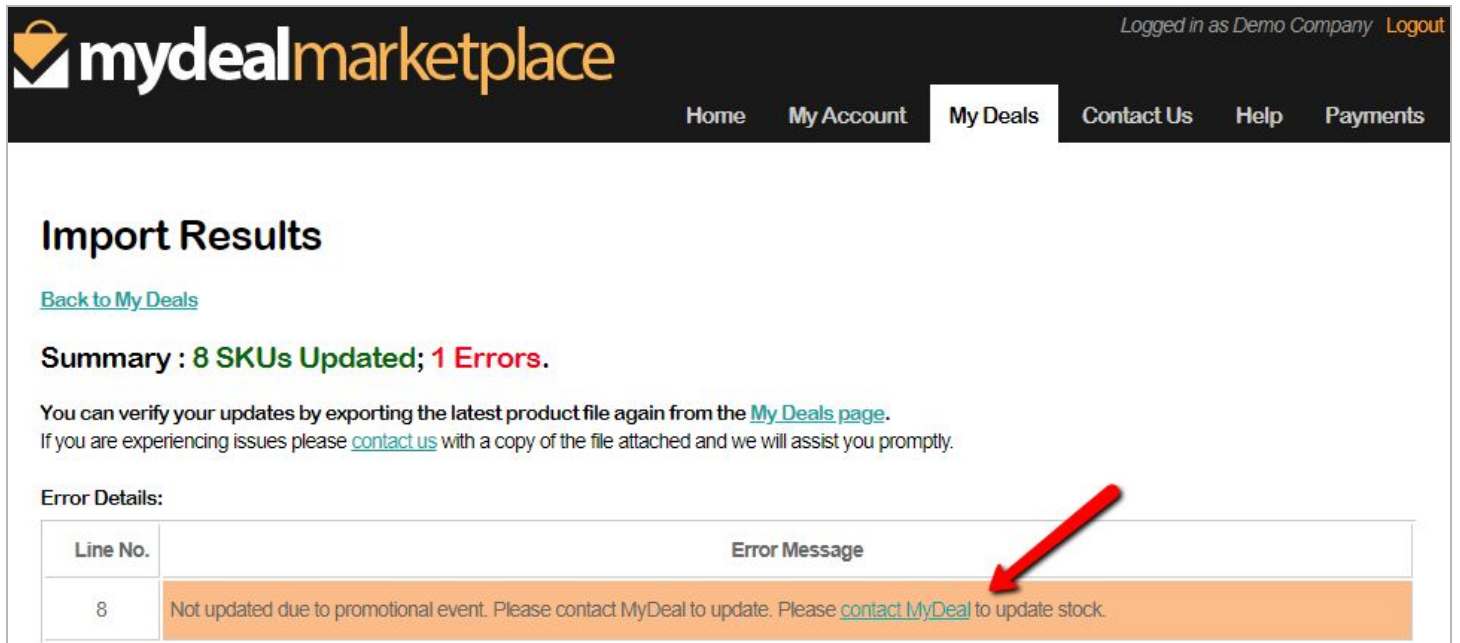
- Could not find Deal ID field
- Could not find Variant ID field
- Could not find SKU field
- Could not find Price field
- Could not find RRP field

FINISH → successful updates will reflect on MyDeal 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:



The screenshot shows the MyDeal Marketplace interface. At the top, the logo 'mydealmarketplace' is on the left, and 'Logged in as Demo Company Logout' is on the right. A navigation bar contains links for 'Home', 'My Account', 'My Deals', 'Contact Us', 'Help', and 'Payments'. The main heading is 'Import Results', with a link 'Back to My Deals' below it. A summary states '8 SKUs Updated; 1 Errors'. A message explains that updates can be verified by exporting the latest product file from the 'My Deals' page and that issues should be reported via 'contact us'. An 'Error Details' table follows, with a red arrow pointing to the error message for line 8.

Line No.	Error Message
8	Not updated due to promotional event. Please contact MyDeal to update. Please contact MyDeal to update stock.

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 MyDeal references to automatically update price 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](#).

My Deals

Review and update all of your products here.

Update Stock/Status

 Automated stock updates are ON.
Please ensure your feed is up to date or your changes will be overwritten by your feed data when the next update runs.

Export Products	Import CSV File to Update Stock/Status (Instructions)
<input checked="" type="checkbox"/> Include Discontinued Products EXPORT	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Remove"/> <input type="button" value="Import"/>

Update Price/RRP

 Automated price updates are ON. 
Please ensure your feed is up to date or your changes will be overwritten by your feed data when the next update runs.

Export Products	Import CSV File to Update Price/RRP (Instructions)
<input checked="" type="checkbox"/> Include Discontinued Products EXPORT	<input type="button" value="Choose file"/> No file chosen <input type="button" value="Remove"/> <input type="button" value="Import"/>

Active Deals

Deal Name	Pending Orders	Client List
Demo Product 1	5	View Customers
Demo Voucher Deal 2	4	View Customers