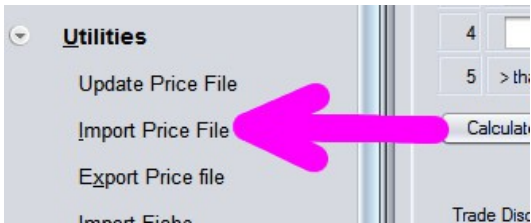


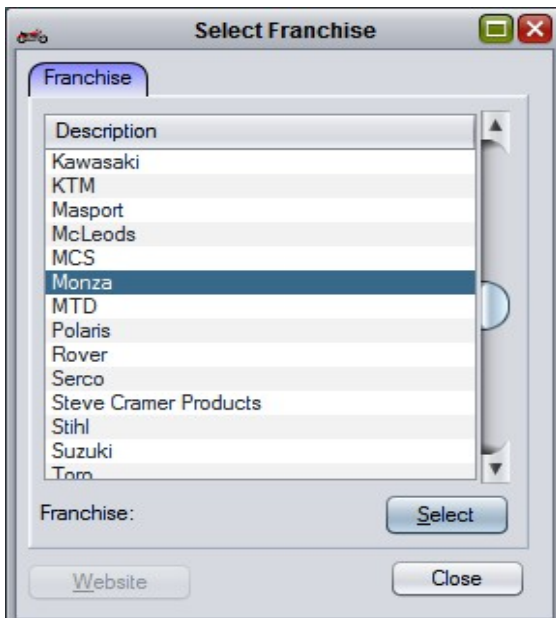
Importing a price file.

Where possible always use *.csv or *.xls(x) files as they are generally easier to work with. OPEA files require a list of all the discount codes from the supplier.

Click **Import price file** from the **Utilities** drop down menu in **Spares** tab.



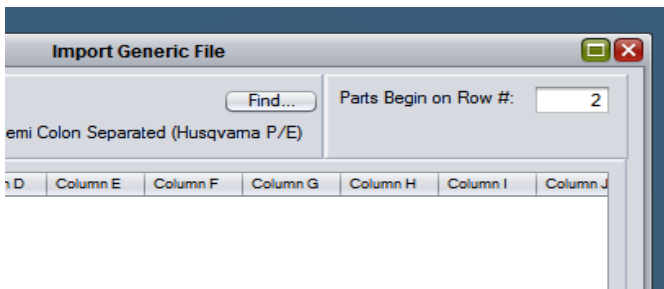
Highlight the required franchise and click **Select**.



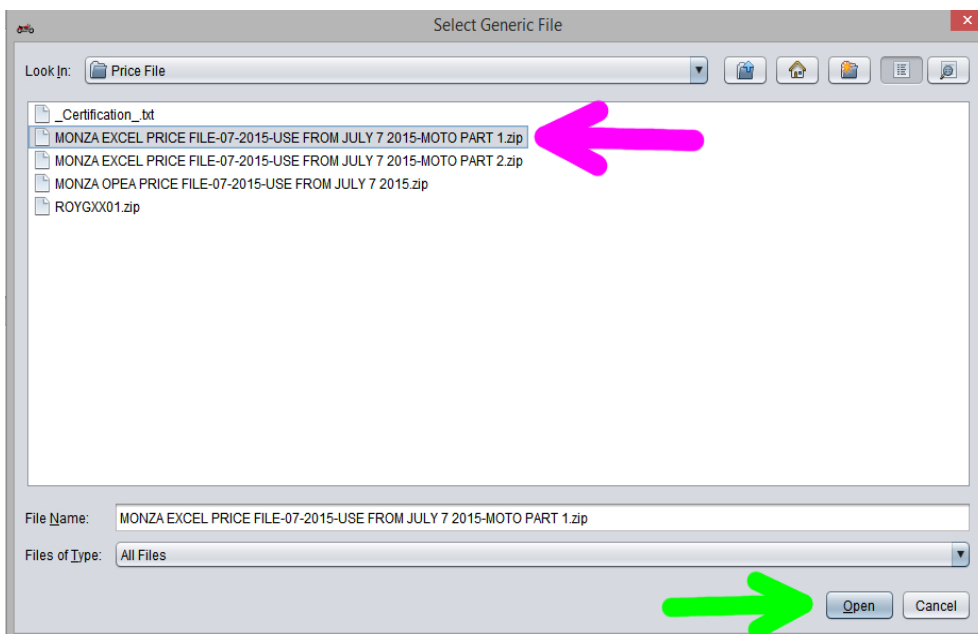
For *.csv and *.xls(x) files highlight **Generic** and click **Select**.



To open the file click [Find](#).



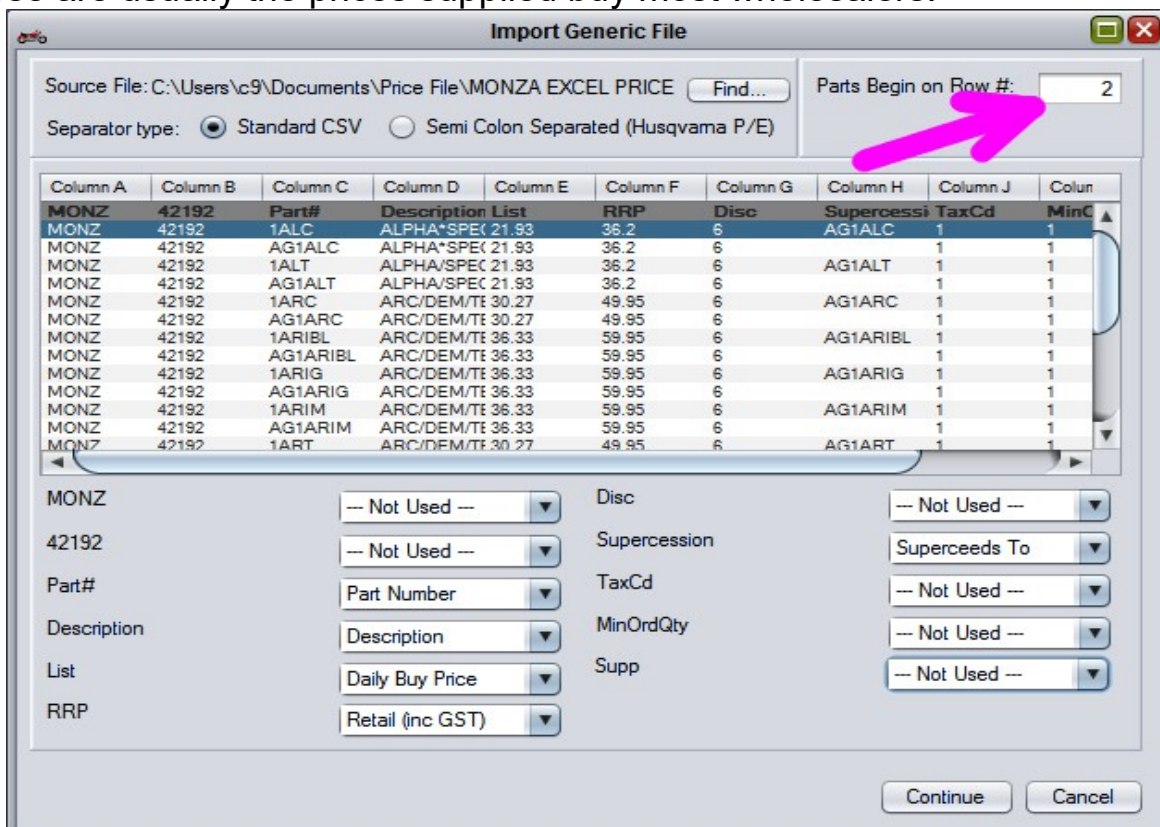
Find your price file and highlight it. Click [Open](#). You can save zipped files directly to this folder, c9 will unzip them automatically.



You now need to set up the price files fields so that c9 reads it correctly. It is very important that this is done correctly otherwise there will be mistakes in the prices. You need to count how many rows down the parts start on. Click in the field at the top right hand corner and set this value (purple arrow). This tells c9 where to start reading the information from.

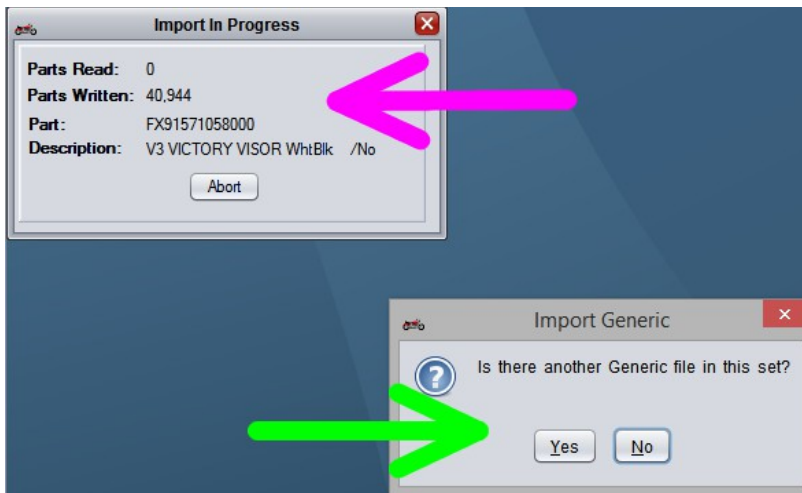
Next you need to tell c9 what the value of each column is. In the example given you can see the title of the column in the first row. This correlates with the data shown in the selectable boxes underneath. Each box is given a title based on the information in the first row. The information in the column is then labelled using the drop down box. Sometimes the title of the column may not be what you expect but you should be able to decipher how to label the information based on what you see. It is very important that you get this information correct. Some fields may not be required as seen in the example given.

You can see for pricing when labelling the list or cost price field you use “Daily buy price” (which is cost ex GST) and for the RRP use “Retail (inc GST)” as these are usually the prices supplied buy most wholesalers.



Click “Continue” at the bottom of the page and on the next pop-up check the source and target and click “OK”. This screen just gives you the opportunity to cancel if you have accidentally selected the wrong franchise.

The next screen shows the file uploading the line items and gives a count as it goes through it (purple arrow). When it is done it will ask if there is any more files in the set (green arrow). A few suppliers will use multiple files but most will be one file only. Select “Yes” or “No” depending on your requirements.



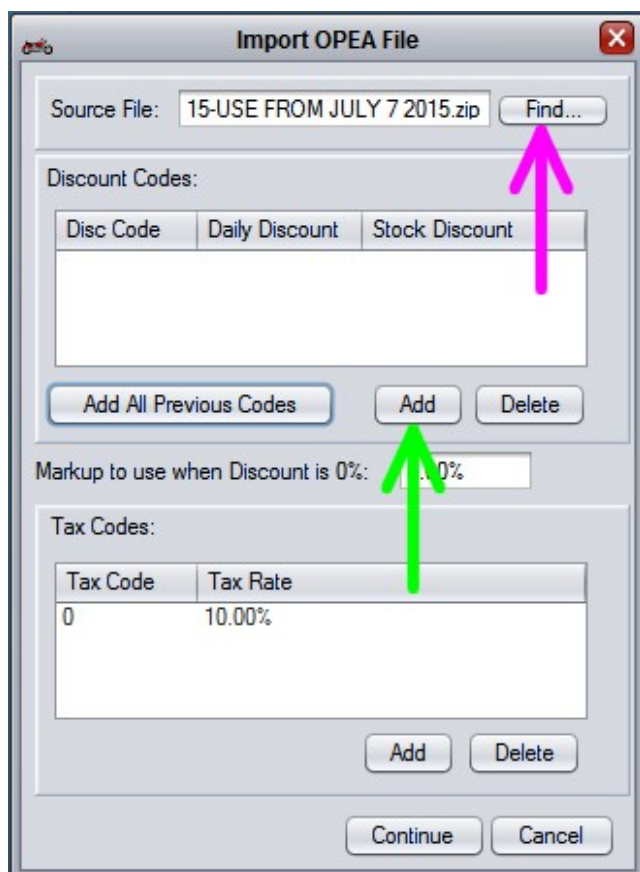
If you select “Yes” c9 will require you to complete the previous steps. Once finished it will ask the same question again. If there are no further files click “No”. At this point c9 finalises the price file and takes you to a report page you can print if required.

To import an OPEA file, follow the same initial steps, selecting “Import Price File” from the “Utilities” drop down menu. Highlight your franchise and click “Select”.

When you reach the following screen highlight OPEA and click “Select”.



On the next screen click the “Find” button (purple arrow) and find your OPEA file on the computer and open it. You then need to set your discount codes and their values. To do this click on “Add” (green arrow) and enter the first value. This may be a time consuming exercise dependant on how many discount codes there are. This is why it's best to use *.csv and *.xls(x) where possible.



Once you have finished adding your discount codes and tax codes you can then click “Continue” and you will see the same confirmation screen as before to confirm the source and target details of the file are correct. When you click “OK” you will see a message with a breakdown of the file. The highlighted portion will be automatically selected, Click “OK” to continue.

The file will complete in the same manner as before, although if there are any holes in the discount codes or tax codes it will stop and give a chance to make changes to these holes. In this case check the data in the fields is correct and click “OK” to allow the file to keep processing.

Once done it will ask if there are any further files in the set and select “Yes” or “No” depending on your requirements. If you select “Yes” the process is repeated as before and when done select “No” and the price file will finalise and take you to the printable report.

When you exit the report it will ask to print fresh bar codes as RRP's may have changed. This will print new labels and require you to re-label all products on your shelf based on the new RRP's if you select “Yes”. “No” will take you back the the “Import price file” menu.