



Cost and Price Import Guide

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Overview of Cost and Price Import

Using the Cost and Price Import tool is a simple, fast way to import all prices and/or costs to a **Pricebook Zone** from a specific vendor.

This can be performed as needed, and serves to view costs changed by a vendor before actually receiving an invoice. This assists in utilizing the **Alternate Vendor** feature within the ordering system for comparing item costs.

Support Utilities

Buydowns | Item Compare | Invoices | Custom Import | House Accounts | Run SQL

Import Data From HQ

Import Current Items | Import Links | Import Buydowns

Status: Idle

Import Data From File

Import File: ... 1

Import Price/Cost 2 | Import Price 3

Status: Idle

Pricebook Zone For Import: DEFAULT 4

Vendor For Import: 1 - SLEDD 5

- 1 Import Data From File – the file location and name
- 2 Import Price/Cost – imports both price and cost
- 3 Import Price – imports price
- 4 Pricebook Zone For Import – choose the **Pricebook Zone** to be updated
- 5 Vendor For Import – choose the applicable Vendor to be updated

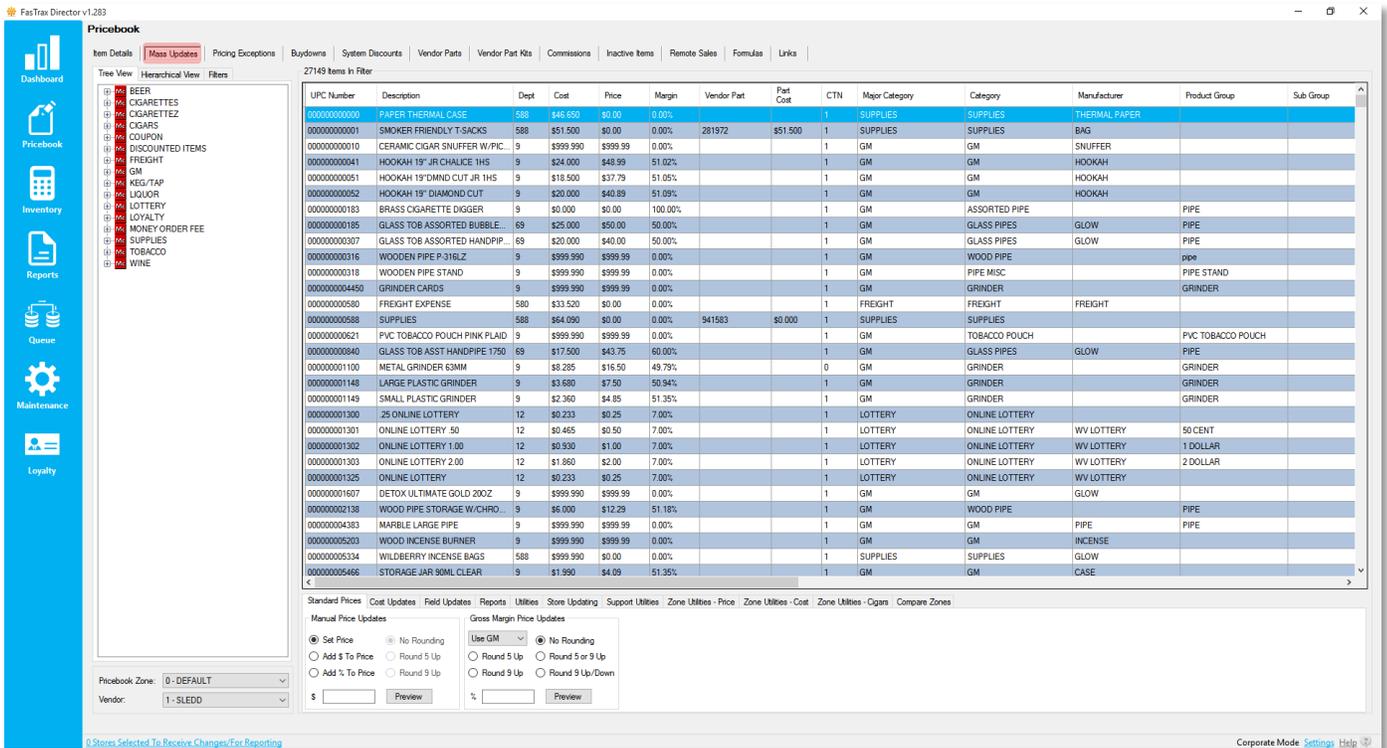
This should only be performed at corporate. Remember to manually send down changes to stores, as a queue record will not be created by the import

Importing Cost and Price

1. After logging into Director, choose the Pricebook module.

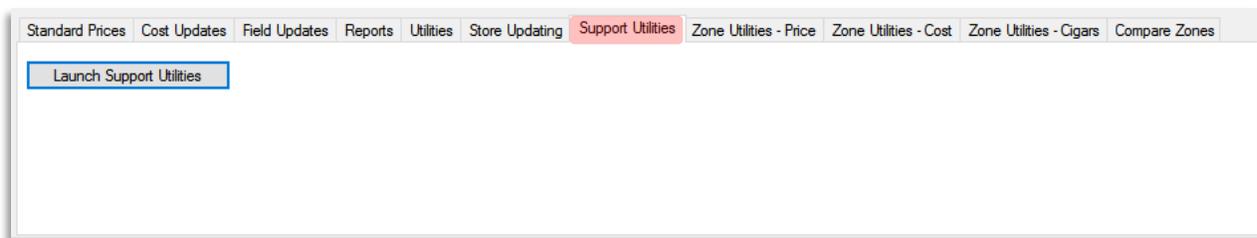


2. Within Pricebook choose the Mass Updates tab

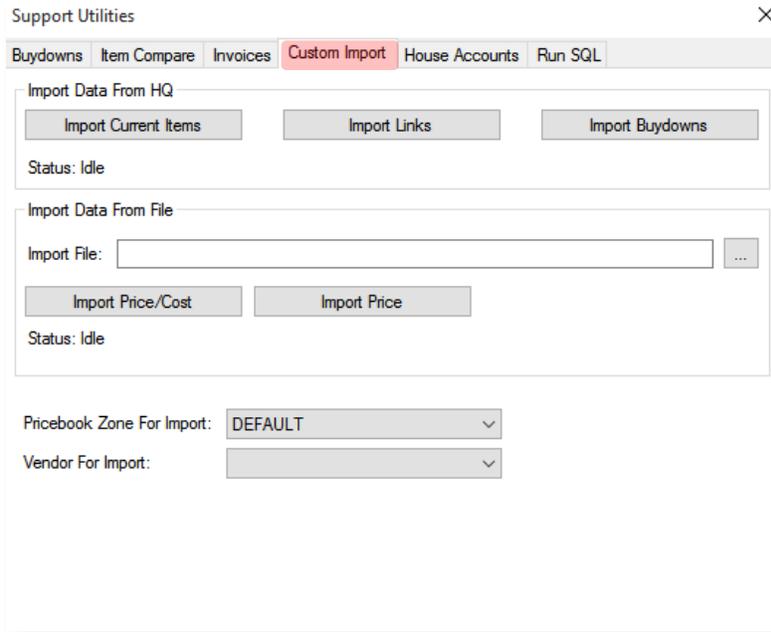


UPC Number	Description	Dept	Cost	Price	Margin	Vendor Part	Part Cost	CTN	Major Category	Category	Manufacturer	Product Group	Sub Group
000000000000	PAPER THERMAL CASE	588	\$46.650	\$0.00	0.00%			1	SUPPLIES	SUPPLIES	THERMAL PAPER		
000000000001	SMOKER FRIENDLY T-SACKS	588	\$51.500	\$0.00	0.00%	281972	\$51.500	1	SUPPLIES	SUPPLIES	BAG		
000000000010	CERAMIC CIGAR SNUFFER W/PC	9	\$999.990	\$999.99	0.00%			1	GM	GM	SNUFFER		
000000000041	HOOKAH 19" JR CHALICE 1HS	9	\$24.000	\$48.99	51.02%			1	GM	GM	HOOKAH		
000000000051	HOOKAH 19" DMND CUT JR 1HS	9	\$18.500	\$37.79	51.05%			1	GM	GM	HOOKAH		
000000000052	HOOKAH 19" DIAMOND CUT	9	\$20.000	\$40.89	51.09%			1	GM	GM	HOOKAH		
000000000185	BRASS CIGARETTE DIGGER	9	\$0.000	\$0.00	100.00%			1	GM	ASSORTED PIPE		PIPE	
000000000185	GLASS TOB ASSORTED BUBBLE	69	\$25.000	\$50.00	50.00%			1	GM	GLASS PIPES	GLOW	PIPE	
000000000307	GLASS TOB ASSORTED HANDPIP	69	\$20.000	\$40.00	50.00%			1	GM	GLASS PIPES	GLOW	PIPE	
000000000316	WOODEN PIPE P-316LZ	9	\$999.990	\$999.99	0.00%			1	GM	WOOD PIPE		ppe	
000000000316	WOODEN PIPE STAND	9	\$999.990	\$999.99	0.00%			1	GM	PIPE MISC		PIPE STAND	
000000000450	GRINDER CARDS	9	\$999.990	\$999.99	0.00%			1	GM	GRINDER		GRINDER	
000000000580	FREIGHT EXPENSE	580	\$33.520	\$0.00	0.00%			1	FREIGHT	FREIGHT	FREIGHT		
000000000588	SUPPLIES	588	\$64.090	\$0.00	0.00%	941583	\$0.000	1	SUPPLIES	SUPPLIES			
000000000621	PVC TOBACCO POUCH PINK PLAID	9	\$999.990	\$999.99	0.00%			1	GM	TOBACCO POUCH		PVC TOBACCO POUCH	
000000000840	GLASS TOB ASST HANDPIPE 1750	69	\$17.500	\$43.75	60.00%			1	GM	GLASS PIPES	GLOW	PIPE	
000000001100	METAL GRINDER 63MM	9	\$8.285	\$16.50	49.79%			0	GM	GRINDER		GRINDER	
000000001148	LARGE PLASTIC GRINDER	9	\$3.680	\$7.50	50.94%			1	GM	GRINDER		GRINDER	
000000001149	SMALL PLASTIC GRINDER	9	\$2.360	\$4.85	51.35%			1	GM	GRINDER		GRINDER	
000000001300	25 ONLINE LOTTERY	12	\$0.233	\$0.25	7.00%			1	LOTTERY	ONLINE LOTTERY			
000000001301	ONLINE LOTTERY .50	12	\$0.465	\$0.50	7.00%			1	LOTTERY	ONLINE LOTTERY	VV LOTTERY	50 CENT	
000000001302	ONLINE LOTTERY 1.00	12	\$0.930	\$1.00	7.00%			1	LOTTERY	ONLINE LOTTERY	VV LOTTERY	1 DOLLAR	
000000001303	ONLINE LOTTERY 2.00	12	\$1.860	\$2.00	7.00%			1	LOTTERY	ONLINE LOTTERY	VV LOTTERY	2 DOLLAR	
000000001325	ONLINE LOTTERY	12	\$0.233	\$0.25	7.00%			1	LOTTERY	ONLINE LOTTERY	VV LOTTERY		
000000001607	DETOX ULTIMATE GOLD 200Z	9	\$999.990	\$999.99	0.00%			1	GM	GM	GLOW		
000000002138	WOOD PIPE STORAGE W/CHRO	9	\$6.000	\$12.29	51.18%			1	GM	WOOD PIPE		PIPE	
000000004383	MARBLE LARGE PIPE	9	\$999.990	\$999.99	0.00%			1	GM	GM	PIPE	PIPE	
000000005203	WOOD INCENSE BURNER	9	\$999.990	\$999.99	0.00%			1	GM	GM	INCENSE		
000000005334	WILDBERRY INCENSE BAGS	588	\$999.990	\$0.00	0.00%			1	SUPPLIES	SUPPLIES	GLOW		
000000005466	STORAGE JAR 90ML CLEAR	9	\$1.990	\$4.09	51.35%			1	GM	GM	CASE		

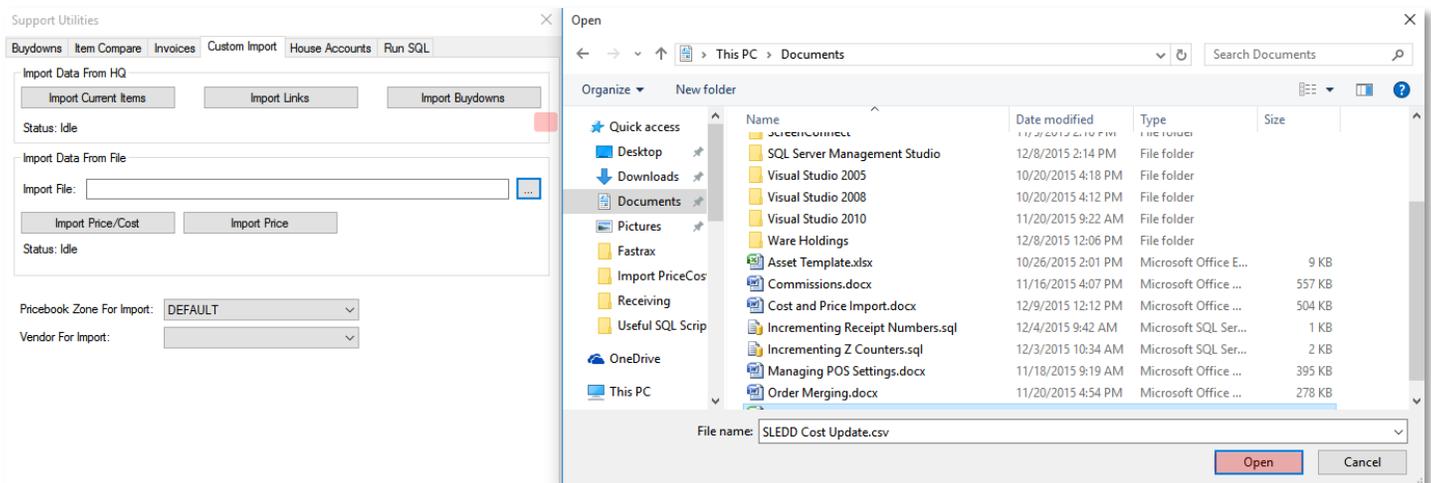
3. In the tabs below the item grid, choose Support Utilities, then click Launch Support Utilities



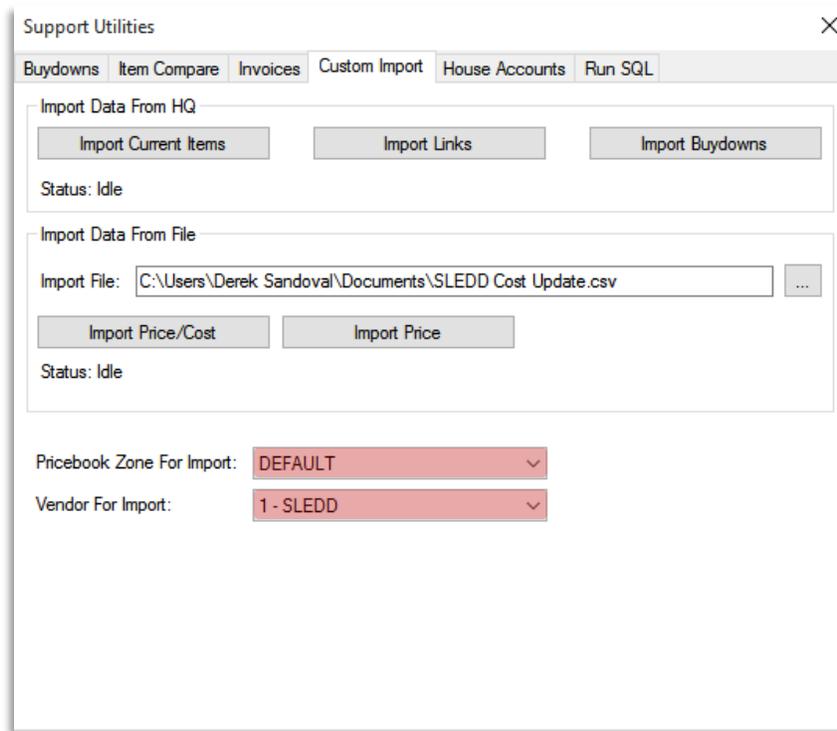
- 4 Choose Custom Import from the window that opens



5. Choose the file supplied by your vendor on your computer after clicking the ... button then Choose the CVS file to be imported



6. Choose the Pricebook Zone For Import and Vendor For Import from their applicable dropdowns



7. Choose either **Import Price/Cost** to update the cost and retail price or **Import Price** to update just retail price

There is no undo for this, so make sure that you check the file thoroughly and the options selected before choosing to import.

File Format Requirements

1. The file will need to be in **CSV** format, otherwise known as **Comma Separated Values**.

A file in CSV format will have a .csv file extension. These types of files can be opened in Notepad and Excel. An Excel file has the option to be saved in a CSV format.

2. The following values will be used for **Cost and Price** imports:

UPC, Cost, Price

3. The following values will be used in **Price** imports:

UPC, Price