How to Import Customer Pricing Rules by using IO Import via Excel

[Version 1]

Hazel [31/12/2020]



Product: QNE Optimum Version: 1.00

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REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	How to Import Customer Pricing Rules by using IO Import via Excel	Hazel	31/12/2020	Weina

Amendment Record



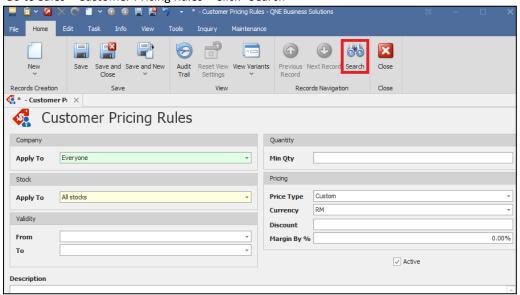
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SCENARIO

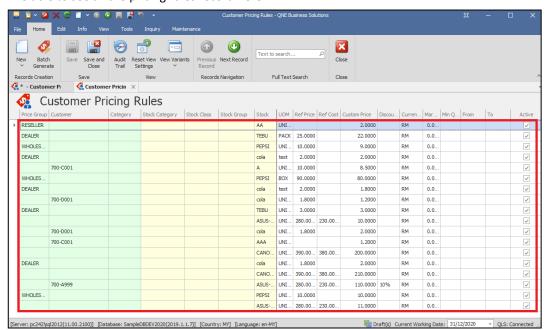
How to Import Customer Pricing Rules by using IO Import via Excel. This method suitable for trading / wholesales industries that would like to update their promotion price list every month.

SOLUTION

1. Go to Sales > Customer Pricing Rules > Click "Search"



2. We able to see all the pricing rules record here.

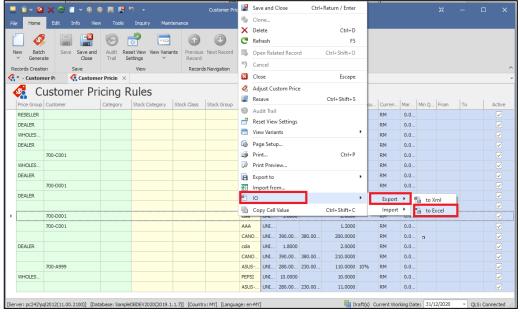




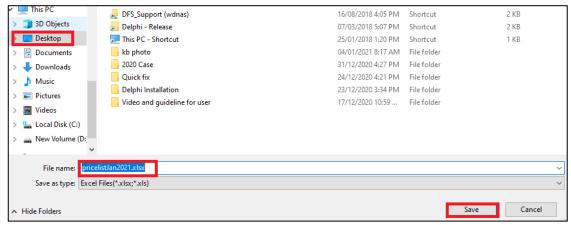
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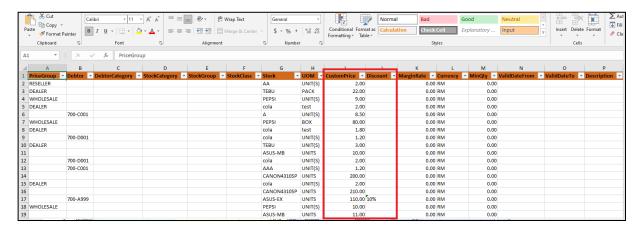
3. Now we press CTRL+A on keyboard in order to select all the record and IO Export to excel.



4. Choose where u want to save the excel file. File name "pricelistJan2021"



5. Then we amend the custom price / discount as per the updated price list.

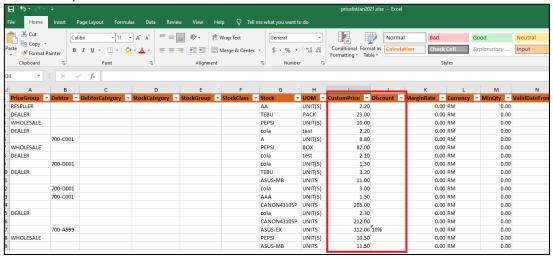




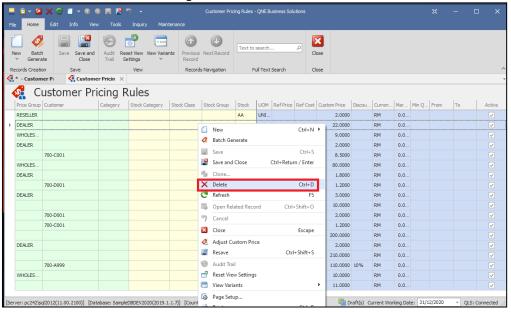
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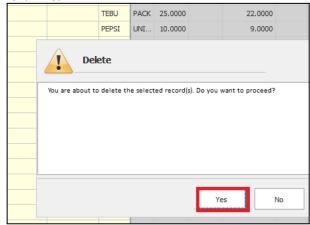
6. Example: Price for Stock AA has been increased from RM 2 to RM 2.20



7. Go back to Customer Pricing Rules > Ctrl + A to select all > Click "Delete"



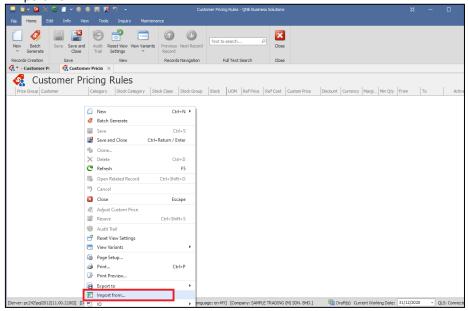
8. Click "Yes"



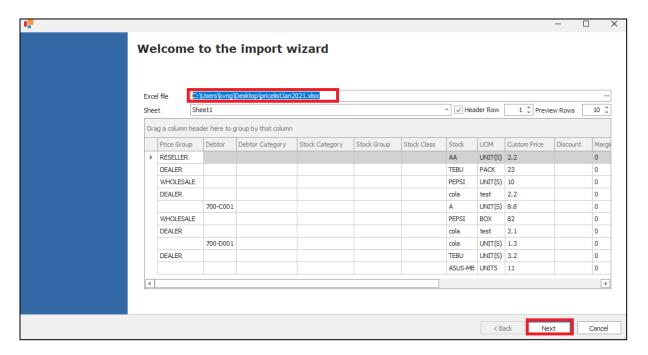


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9. Next, we going to import the updated price list from excel. Right click from the blank space and click "Import from"



10. Select the excel file "pricelistJan2021" and click "Next"

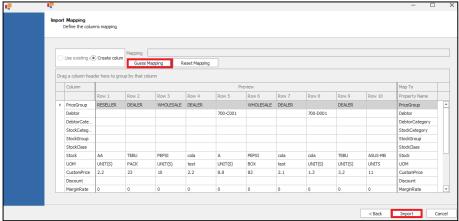




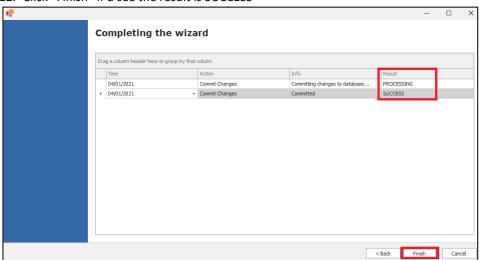
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11. Click "Guess Mapping" and "Import"



12. Click "Finish" if u see the result is SUCCESS



13. After imported, then we can see the update price list here.

