Update Price/RRP Feature

Instructions to update product Price and RRP

August 2024

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 Portal & 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.

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

	A	B	C	D	E	F	G	H
1	DealID	VariantID	ExternalID	SKU	Options	DealTitle	Price(IncGST)	RRP(IncGST)
2	10314806		DEMO1	DEMO1		Example Product 1	10	15.99
3	10314808		DEMO2	DEMO2		Example Product 2	15.99	19.99
4	10314812	14803007	DEMO3VAR2	DEMO3VAR2	Size:Medium	Example Product 3	32	49.99
5	10314812	14803008	DEMO3VAR3	DEMO3VAR3	Size:Large	Example Product 3	34	49.99
6	10314812	14803009	DEMO3VAR1	DEMO3VAR1	Size:Small	Example Product 3	30	49.99
7								

Column Header	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
Options	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.

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, untick the "Include Discontinued Products" checkbox before clicking the "Export" button.
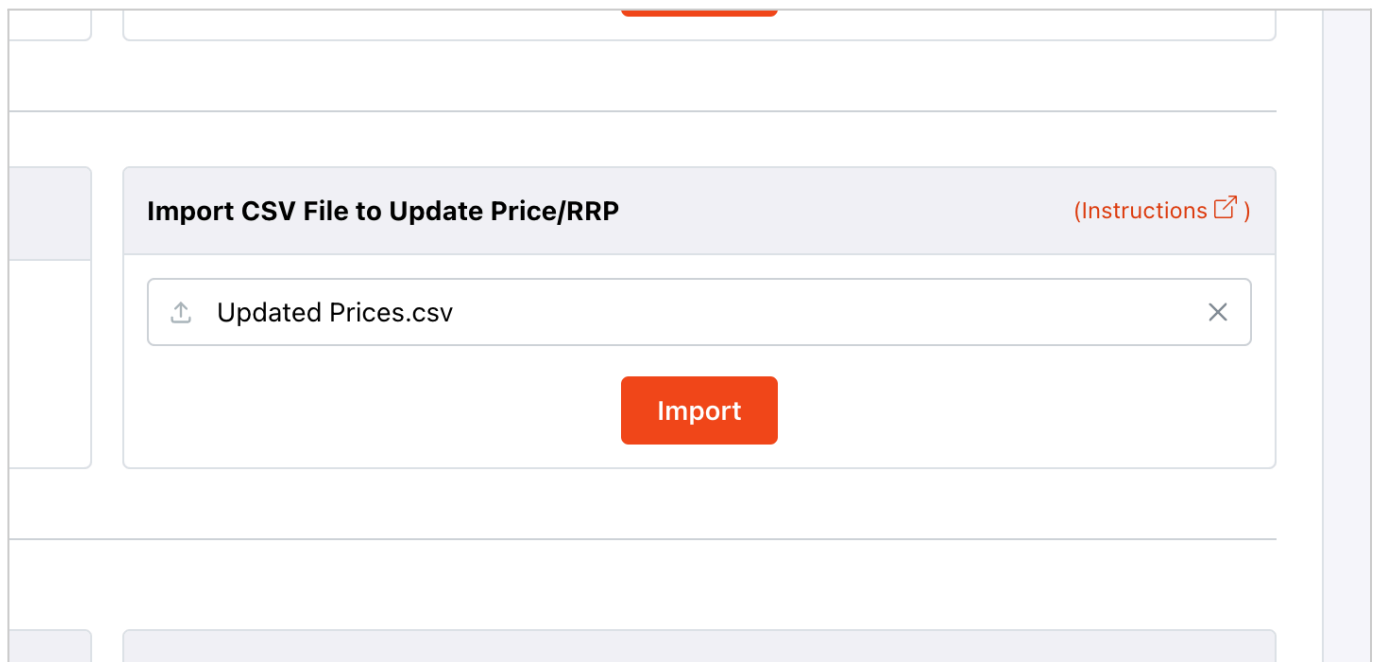
3. Prepare the new Product Price/RRP Data CSV file.

    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:

- **RRPs will not be displayed** until they have been approved by MyDeal. If you need these to be approved, please submit a request.
- 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.

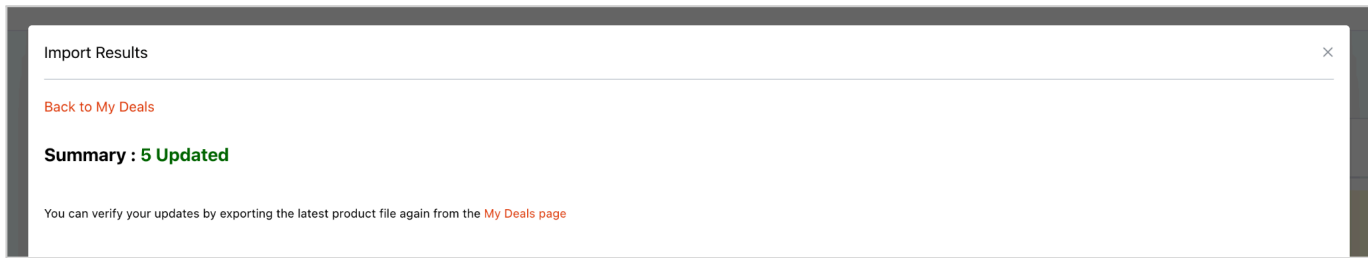## 4. Import the updated Product Price/RRP Data CSV file.

a. Go back to 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.
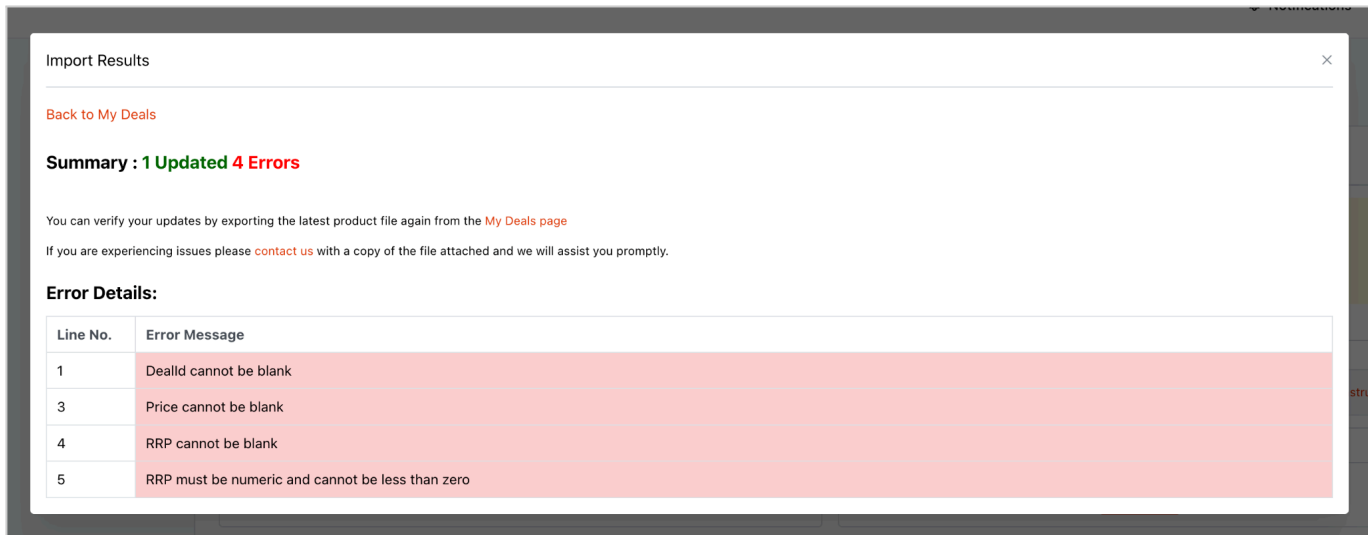d. Click Import.

Import CSV File to Update Price/RRP   (Instructions ⬀)

⬆ Updated Prices.csv   ✕

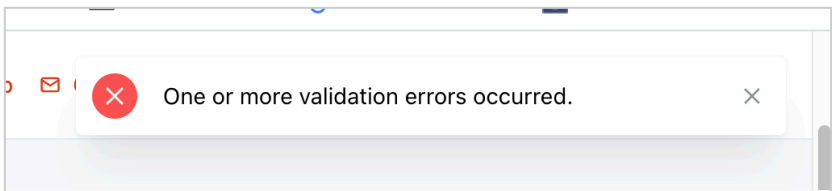**Import**

5. Review the Import Results.

If the file is in the correct format, an Import Results window will appear. You can verify the import 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, i.e., not csv, columns missing, headers edited etc., the file will not upload and will show an error message in the top right-hand corner, like the below:

Successful updates will reflect on MyDeal website within 5 minutes.

Products in Promotional Events

Price and/or RRP updates will not be accepted for products currently in a promotional event, i.e., SKUs that are part of a special promotion arranged with the MyDeal Promotions team. The price will update, but will not be applied until the promotional event has ended.

If you need to update Price or RRP on a promotional item, you can submit a request here or email promotions@mydeal.com.au.

Error Details:	
Line No.	**Error Message**
1	Product currently in the promotional event. Updated Price/RRP will display when the event ends.

Automated Price Updates Enabled

If you have Automated Price Updates enabled, then a blue warning message will appear in 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.

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

☑ Include Discontinued Products

Export

Import CSV File to Update Price/RRP (Instructions ⧉)

⬆ Choose file...

Import