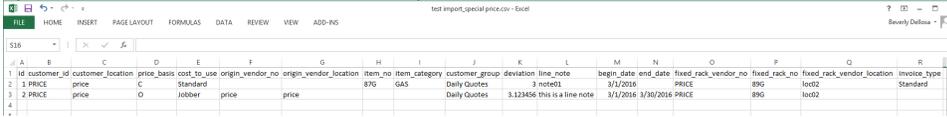


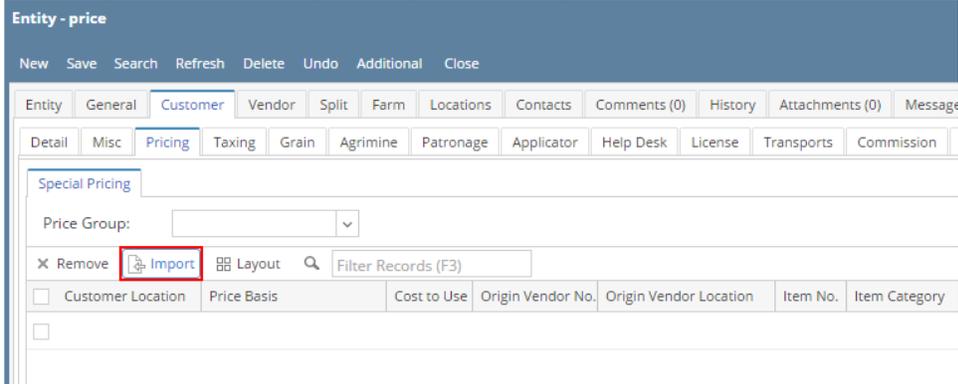
# How to Import Customer Special Price

1. Before you proceed, make sure that you have the csv file for import. to get the latest template, click the **Template** button on Import Customer Special Price From CSV screen. Here is a sample record.



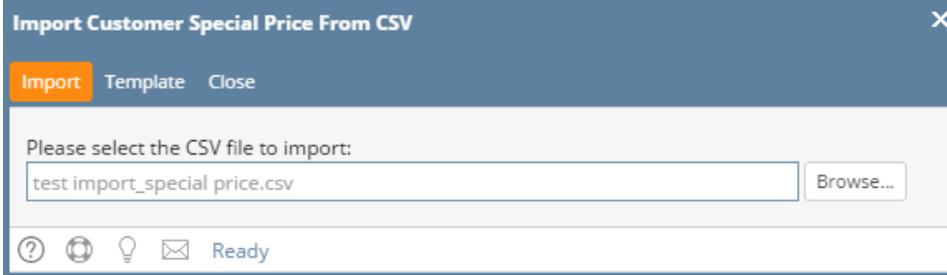
#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	id	customer_id	customer_location	price_basis	cost_to_use	origin_vendor_no	origin_vendor_location	item_no	item_category	customer_group	deviation	line_note	begin_date	end_date	fixed_rack_vendor_no	fixed_rack_no	fixed_rack_vendor_location	invoice_type
2	1	PRICE	price	C	Standard			896	GAS	Daily Quotes	3	noletts	3/1/2016		PRICE	896	loc02	Standard
3	2	PRICE	price	O	Jobber	price	price			Daily Quotes	3.123456	this is a line note	3/1/2016	3/30/2016	PRICE		896	loc02
4																		

2. Open a Customer Entity record and navigate to **Customer tab | Pricing tab**.
3. Click the **Import** button. This will open the Import **Customer Special Price From CSV** screen.



The screenshot shows the 'Entity - price' interface. The 'Customer' tab is selected, and the 'Pricing' sub-tab is active. The 'Special Pricing' section is visible, with a 'Price Group' dropdown menu. Below this, there is a table with columns: Customer Location, Price Basis, Cost to Use, Origin Vendor No., Origin Vendor Location, Item No., and Item Category. The 'Import' button is highlighted with a red box.

4. Click the **Browse** button and select the appropriate csv file.
5. Click the **Import** button.



The screenshot shows the 'Import Customer Special Price From CSV' dialog box. It has a title bar with a close button (X). Below the title bar, there are three buttons: 'Import' (highlighted in orange), 'Template', and 'Close'. The main area contains the text 'Please select the CSV file to import:' followed by a text input field containing 'test import\_special price.csv' and a 'Browse...' button. At the bottom, there is a status bar with icons for help, refresh, lightbulb, and email, and the text 'Ready'.

The process will take a while depending on the number of records for import. If one of the records is not successfully imported, the system will show this message.



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The importing of data has failed!



Click **OK button** to view the import **Log** which will list down the failed records and why it was not imported.



6. Once the import process is successful, the system will show this message. Click **OK button** on it.



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Import Successful



7. Open the Customer record and verify the imported details. Note that the details from csv file that is not necessary to the price basis will be disregarded.

