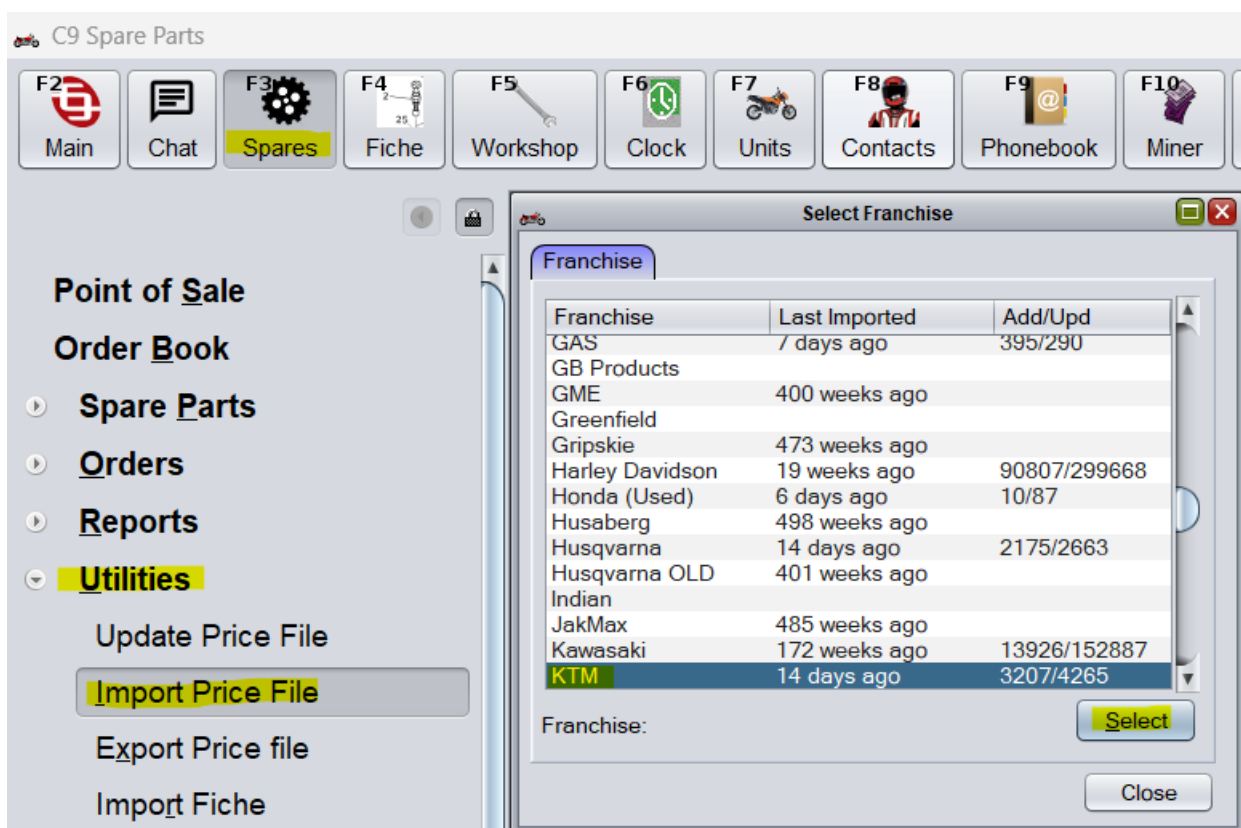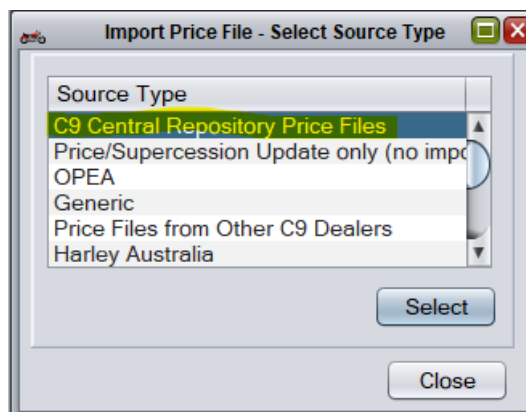# IMPORTING A PRICEFILE VIA THE C9 REPOSITORY

This document is to show you how to connect a Franchise to the appropriate supplier in the c9 Pricefile Repository. We highly recommend sourcing all pricefiles from the repository wherever possible due to the simplicity of this service that we provide. I means you never have to worry about making a mistake when bringing the pricefile in to the system and updates are always notified in c9 to ensure your pricing info is as current as it can be.
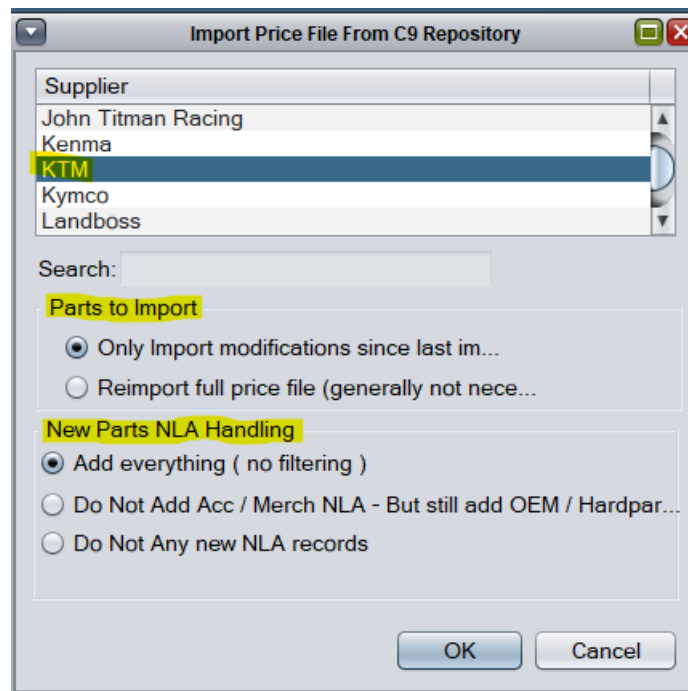
Go to Spares → Utilities → Import Pricefile. Select the franchise you wish to import a pricefile for and click Select.
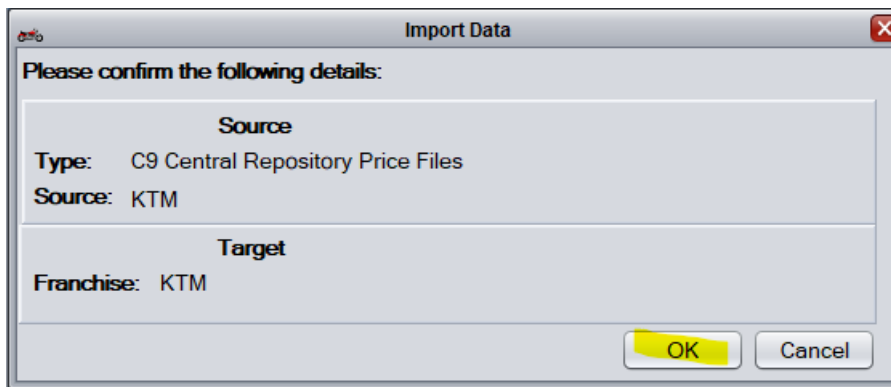

Select the source of the pricefile, in this case we are selecting the c9 Repository Pricefiles option.
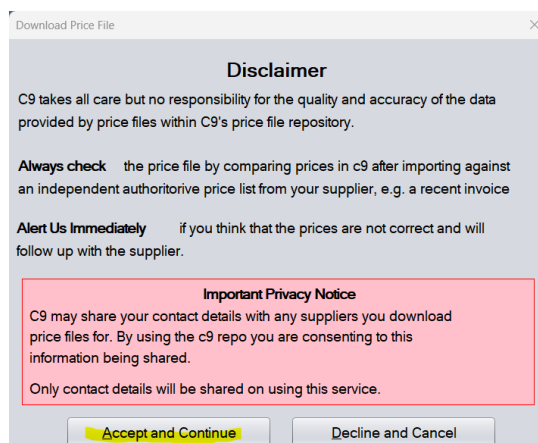
Select the pricefile you wish to upload to the franchise. **Make sure you select the matching franchise for the pricefile please.** Select the appropriate filters from the options below the list and click OK. In most cases the default settings are best. You may wish to not include NLA Accessories and Merch as this is a common alteration to the default filtering options.

C9 will ask for confirmation of the source of the file and the target for it. This is your last chance to ensure you linked the correct Franchise with the correct pricefile. Click OK.

Finally accept our disclaimer that we can only provide the data the suppliers provide us and this is a best effort deal.
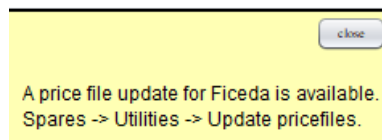
The pricefile will now install and add any markups you have added for the Franchise. Once finished c9 will produce a report that shows you information about the pricefile import. This can be exited without printing.
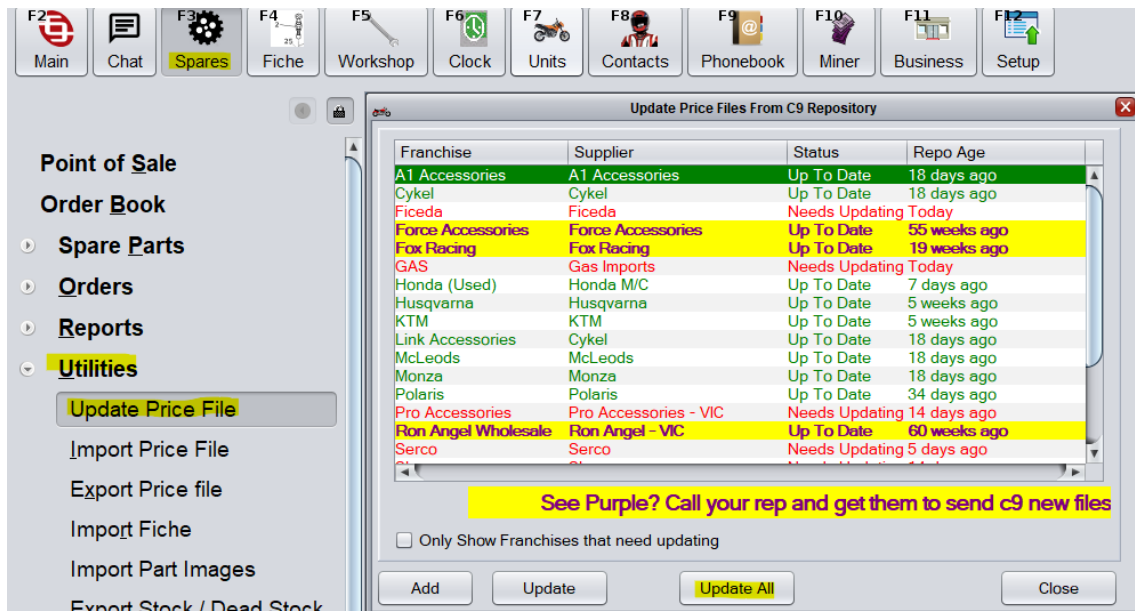
If you have parts in stock where the price was changed c9 may ask you if you wish to print new barcodes for these parts. c9 will also offer two more screens where you can firstly assess the parts where the retail price was lowered and return these to the previous retail price, and then it will show another screen that shows all parts in stock where the pricing has changed. These screens are useful for viewing the changes made and returning them to the old price if necessary.

UPDATING PRICEFILES ONCE THE FRANCHISE IS LINKED TO THE REPOSITORY.

Once this connection is made and you have installed the pricefile. You only need to watch for the drop down box that indicates an Update is available for a pricefile.

When you see this message go to Spares→Utilities→Update Pricefile and click the Update All button. This will update all the pricefiles in the list that require updating. You will see a list of files with the ones requiring updates highlighted red.

Update All will go through each franchise from the top of the list down until all files are up to date. Follow the prompts for the update to complete.