

PRICE FILE UPLOAD GUIDE

As the Administrator for Infomedia products you can upload part price files and menu price files which update the prices displayed in FordMicrocat and Superservice Menus. When uploading the price lists, you need to use price files that are relevant for your market.

PART PRICE FILE UPLOAD

The prices in the imported price lists can apply for all parts catalogued in FordMicrocat - including Ford, supersession and retail parts. The price lists can be updated regularly. Only one part price list is allowed per market and currency.

To upload a part price file:

- 1 Log in to <https://login.superservice.com>.
- 2 Click **Pricing Administration** on the Landing page.
- 3 Click the **Upload Price File** tab.
- 4 Click **Upload File**.
- 5 Navigate to and select the required price file and click **Open**.
- 6 Click **Confirm** to upload the file.

The file will be processed and may take several minutes. After the file has been successfully uploaded, a summary is displayed.

- 7 Click **View Log** to confirm the details of the processed file.

The log file displays the relevant information for the processed file. Uploading a price file will overwrite the former price file.

- ▶ To remove a price file, click **Delete**.

PART PRICE FILE FORMAT

The price file must be formatted correctly to upload into an Infomedia application. Ensure you use the same file format that you used for Ecat. The file must be a tab separated file.

Header data format

General information about the price list is displayed in the header of the file.

Field No.	Field Label	Definition	Comments	Sample
1	Market code	General market code	Must match the codes in FordMicrocat.	For Germany: DX
2	Currency code	ISO currency code	Must match the codes in FordMicrocat.	For Germany: EUR

Main data format

The main data format contains the information about the items in the price list.

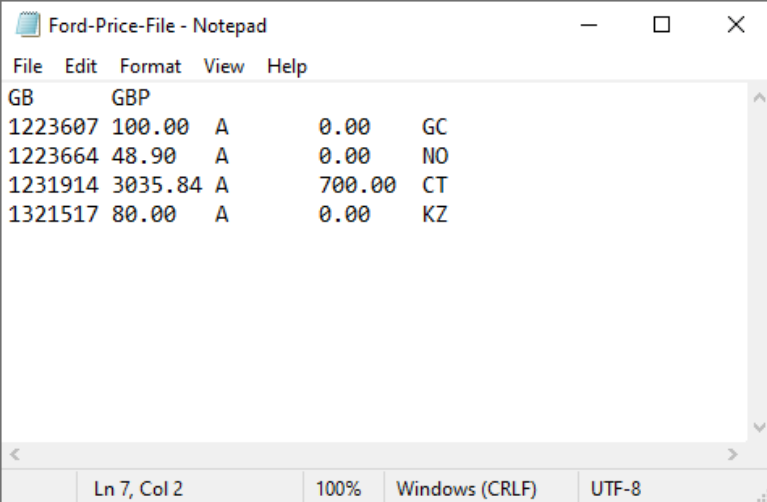
Field No.	Field Label	Definition	Comments	Sample
1	Item No.	Part number	Must be a valid Ford part number.	Part number: 6049935
2	Price	Retail price without tax	Number field for prices with two decimal places, separated by a dot.	123.45 123,45 is invalid
3	Tax code	General tax code	Must match the codes in FordMicrocat.	A
4	Surcharge	Surcharge value	Number field for prices with two decimal places, separated by a dot.	20.50 20,50 is invalid
5	Discount code	Discount code	Must match the codes in FordMicrocat.	AA

Sample file format

This displays a valid sample file format for a price file to be imported. To view the market codes, refer to the Market-specific codes at the end of this guide.

GB	GBP				
1223607	100.00	A	0.00	GC	
1223664	48.90	A	0.00	NO	
1231914	3035.84	A	700.00		CT
1321517	80.00	A	0.00	KZ	

The same file format displayed as a text file, separated by tabs in Notepad.




```

Ford-Price-File - Notepad
File Edit Format View Help
GB      GBP
1223607 100.00 A      0.00   GC
1223664 48.90  A      0.00   NO
1231914 3035.84 A      700.00 CT
1321517 80.00  A      0.00   KZ
    
```

MENU PRICE FILE UPLOAD

The prices in the imported price lists can apply for all menus catalogued in Superservice Menus including local market repair menus. The price lists can be updated regularly. Only one menu-price list is allowed per market and currency.

To upload a menu price file:

- 1 Log in to <https://login.superservice.com>.
- 2 Access Superservice Menus.
- 3 Click the  icon and select **Advanced Settings**.
- 4 Click **Price File Import**.
- 5 Click **New Import**.
- 6 Click **Choose File**.
- 7 Navigate to and select the required price file and click **Open**.
- 8 Click **Import**.

The most recently imported file will display at the top of the list.

After the file has been successfully imported, the status will display as Completed.

- 9 Click **View Log** to confirm the details of the processed file.

The log file displays the relevant information for the processed file. Uploading a new file will update existing records and add new records.

- ▶ When the import is unsuccessful, the status will display as Failed and you can click **View Log** for the details.

MENU PRICE FILE FORMAT

The price file must be formatted correctly to upload into an Infomedia application. Ensure you use the same file format that you used for Ecat. The file must be a tab separated file.

Header data format

General information about the price list is displayed in the header of the file.

Field No.	Field label	Definition	Comments	Sample
1.	Market code	General market code	Must match the codes in Superservice Menus.	For Germany: DX
2.	Number	Number of rows	For information only. Not required for processing.	0
3.	Start Date	Start date of validity	Only required if the menu's validity is temporary. Otherwise enter 0.	21.11.2013 or 0
4.	End Date	End date of validity	Only required if the menu's validity is temporary. Otherwise enter 0.	30.12.2013 or 0
5.	Currency code	ISO currency code	Must match the codes in Superservice Menus.	For Germany: EUR

Main data format

The main data format contains the information about the items in the price list.

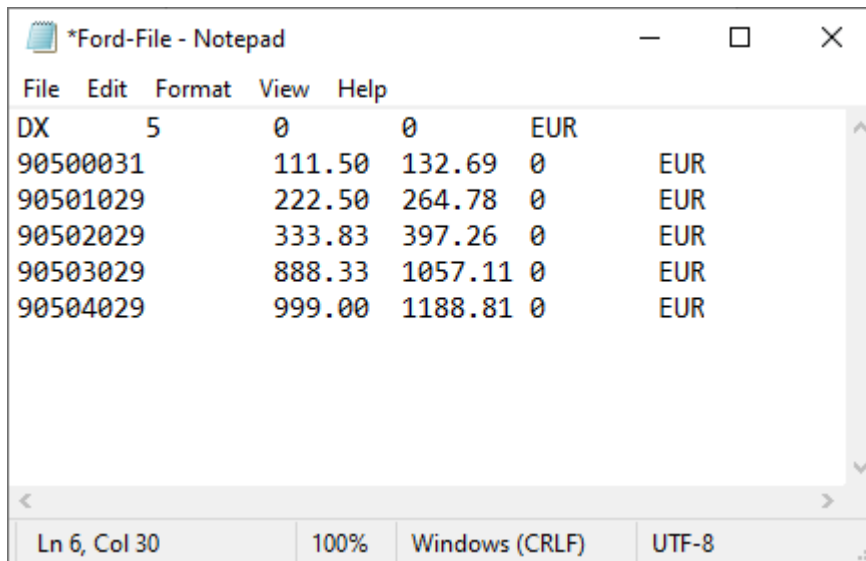
Field No.	Field label	Definition	Comments	Sample
1.	Menu No. (FCJ Code)	Menu number	Must be a valid Ford menu number.	90500031
2.	Net price	Menu price without tax	Number field for prices with two decimal places, separated by a dot.	123.45 123,45 is invalid
3.	Gross price	Menu price with tax	Number field for prices with two decimal places, separated by a dot.	148.14 148,14 is invalid
4.	SMILE code		Not used by FordMicrocat, therefore always enter 0.	0
5.	Currency code	ISO currency code	Must match the codes in Superservice Menus.	For Germany: EUR

Sample file format

This displays a valid sample file format for a price file to be imported. To view the market codes, refer to the Market-specific codes at the end of this guide.

```
DX      5      0      0      EUR
90500031  111.50    232.69    0      EUR
90501029  222.50    264.78    0      EUR
90502029  333.83    397.26    0      EUR
90503029  888.33    1057.11   0      EUR
90504029  999.00    1188.81   0      EUR
```

The same file format displayed as a text file, separated by tabs in Notepad.



MARKET-SPECIFIC CODES

Market	Market code	Currency code
Albania	AL	ALL
Algeria	DZ	DZD
Andorra	AD	EUR
Armenia	AA	AMD
Austria	AX	EUR
Azerbaijan	AZ	AZN
Belarus	BY	BYR
Belgium	BX	EUR
Bosnia Herzegovina	BA	BAM
Bulgaria	BG	BLG
Croatia	HR	HRK
Cyprus	CY	EUR
Czech Republic	CS	CZK
Denmark	DK	DKK
Egypt	EG	EUR
Estonia	EE	EUR
Estonia	EE	EEK
Finland	SF	EUR
France	FX	EUR
Georgia	GE	GEL
Germany	DX	EUR
Gibraltar	GI	GIP
Greece	GR	EUR
Hungary	HX	HUF
Ireland	IR	EUR
Italy	IX	EUR
Kazakhstan	KZ	KZI
Kyrgyzstan	KG	KGS
Latvia	LV	EUR
Latvia	LV	LVL
Libya	LY	LYD
Lithuania	LT	EUR
Lithuania	LT	LTL
Macedonia	MK	MKD
Malta	MT	EUR
Moldova	MD	MDL
Montenegro	ME	RSD
Morocco	MA	MAD
Netherlands	NL	EUR
Norway	NX	NOK
Poland	PL	PLZ

Portugal	PX	EUR
Romania	RO	RON
Russia	RU	EUR
Serbia	SG	RSD
Slovakia	SK	EUR
Slovenia	SI	EUR
Spain	EX	EUR
Sweden	SX	SEK
Switzerland	CH	CHF
Tajikistan	TJ	TJS
Tunisia	TN	TND
Turkey	TR	TRL
Turkmenistan	TM	TMM
Ukraine	UK	UAH
United Kingdom	GB	GBP
Uzbekistan	UB	UZS