CloudBlue
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Pricing Interface

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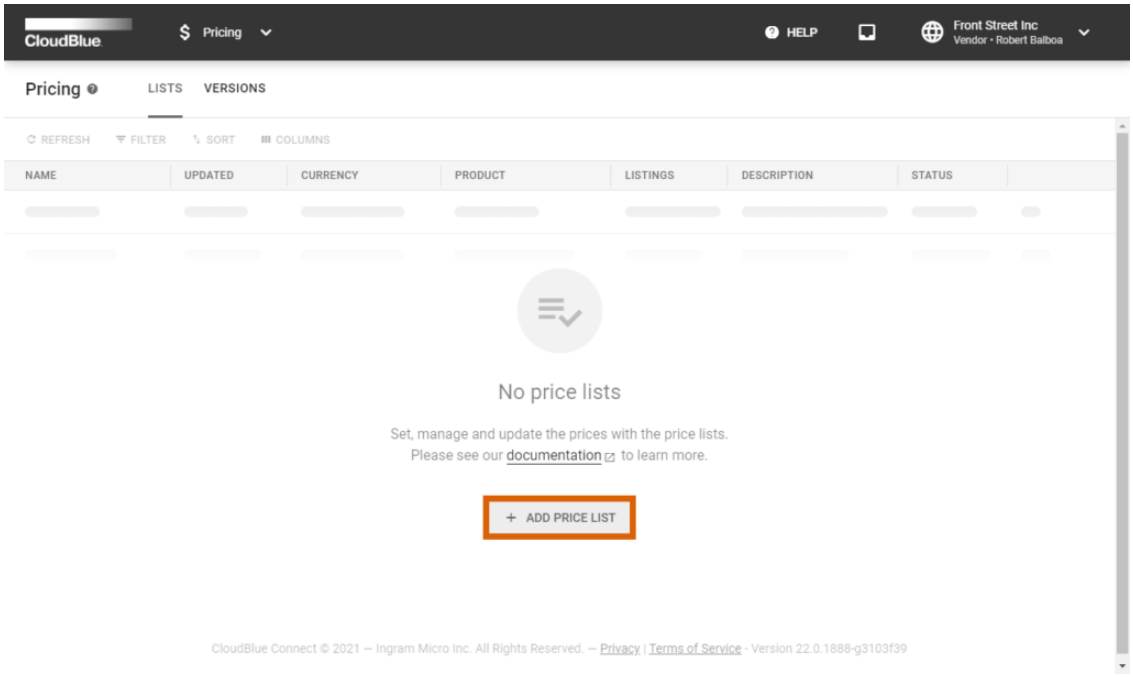
The following provides instructions on how to create a price list instance, generate a price list version, add a price list to a listing and perform other pricing operations by using the graphical user interface on the CloudBlue Connect platform.

Price List Creation

Create a new price list object by accessing the **Pricing** module and. Furthermore, the system also enables Vendors to generate a new price list via the **product profile** page. Note that by creating a price list, Vendors generate an initial price list version and specify its activation time and date.

Click the **Add Price List** button to launch a price list creation wizard.



Follow the wizard steps to successfully configure your price list.

General

Specify the following general attributes:

- **Name**: Enter a price list name in this field.
- **Currency**: Select a currency for your price list. Note that the system filters the following marketplace options depending on your selected currency.
- **Precision**: Choose your price precision from the list.
- **Description**: Provide your price list description. Note that specifying description is a required procedure.

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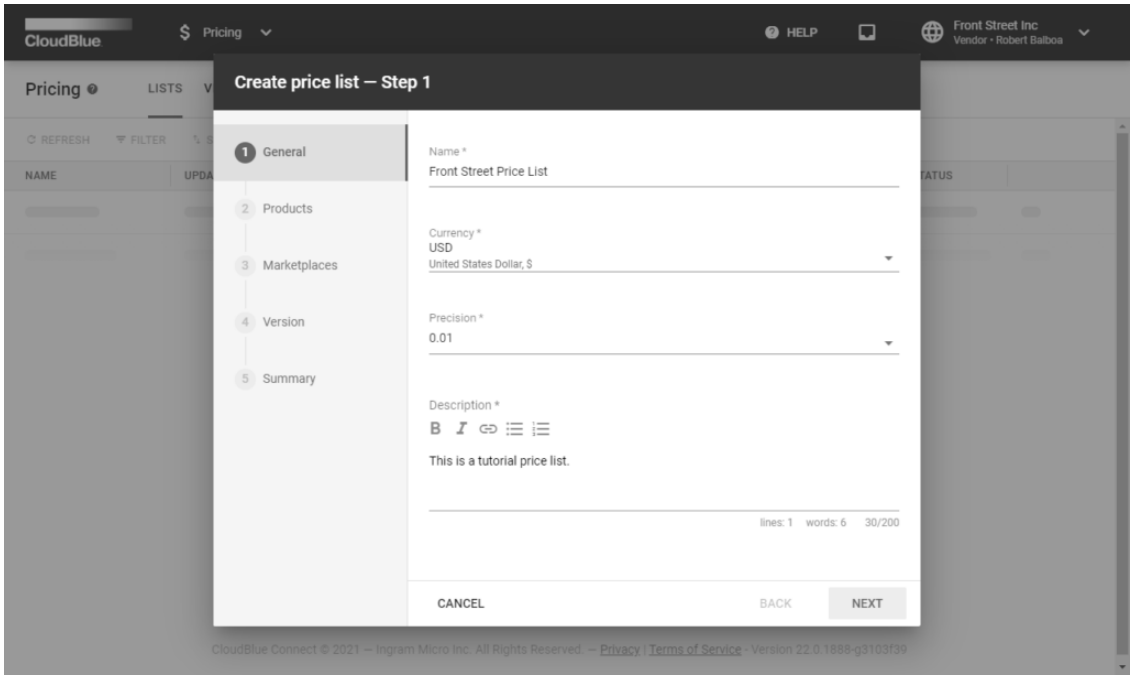
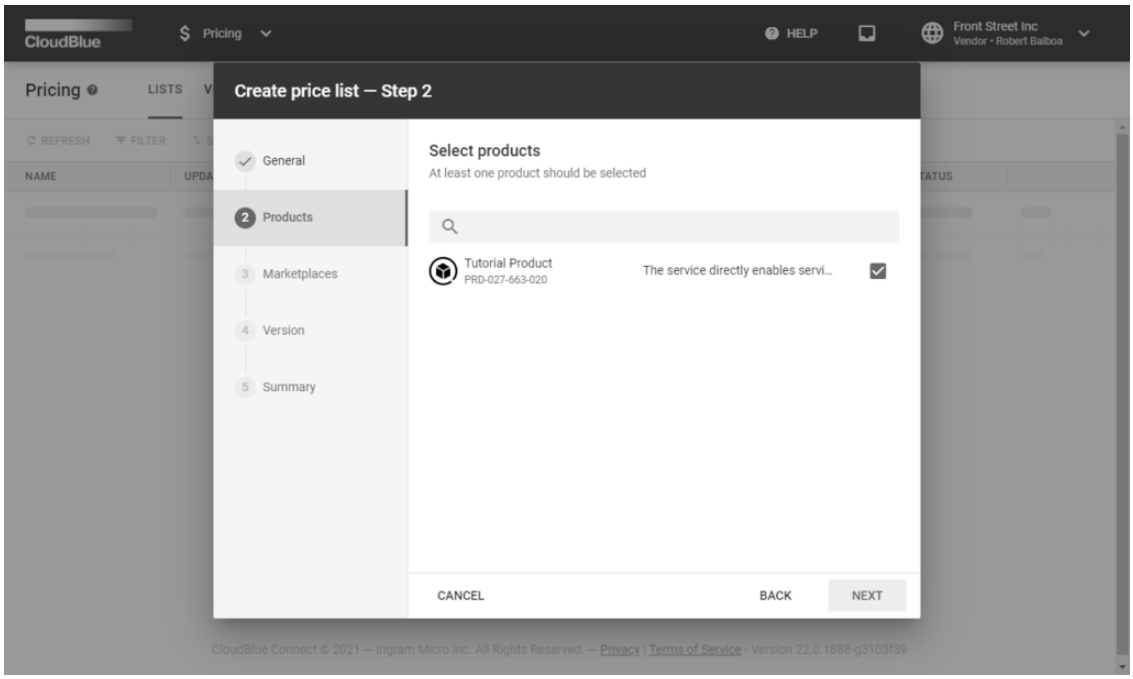


Click **Next** to continue.

Products

Select your product in the following form. Note that at least one product should be selected.



Click the **Next** button to continue.

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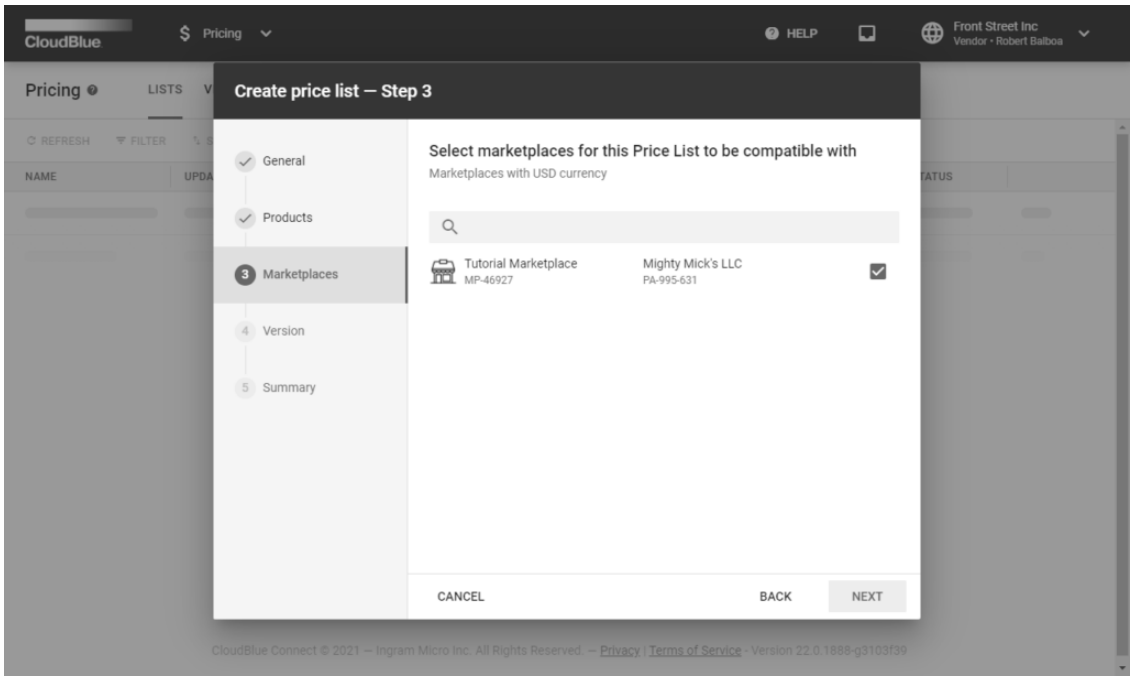
Marketplace

Specify a marketplace that supports your selected currency. Note that at least one marketplace should be selected



Click **Next** to continue.

Version

Specify the following attributes for your initial price list version:

- **Start date**: Select your price list version launch date.
- **Start time**: Choose your price list version launch time.
- **Description**: Edit your price list version description by using this field.

> ●
> Note
>
> Specified *start date* and *start time* will not serve as your price list version activation time and date. You can schedule your price list version activation once your price list is successfully created.

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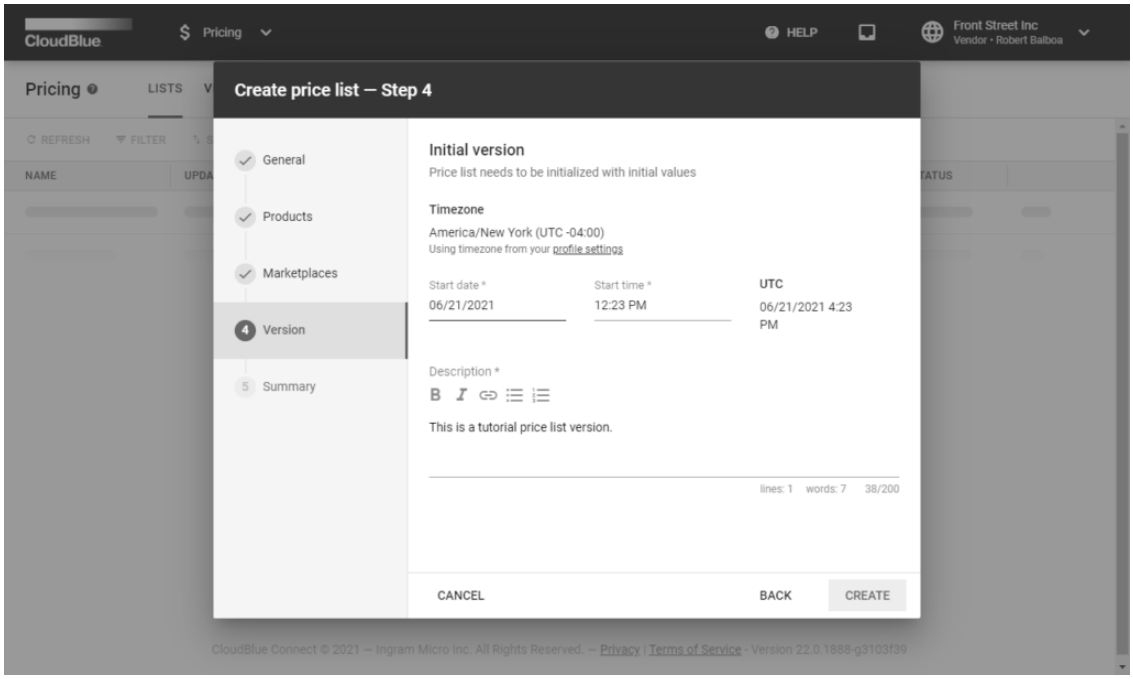
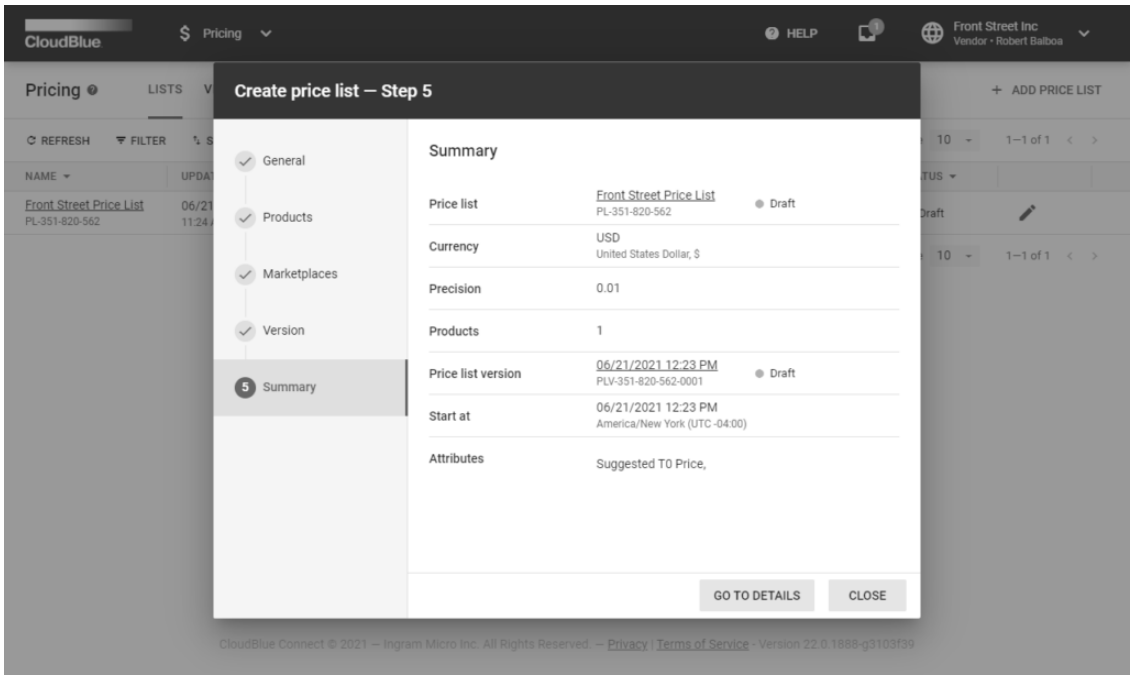


Click **Create** to finalize your price list and creation.

Summary

As a result, the system provides a summary for your generated price list and price list version objects



Click the **Go to Details** button to access the price list details screen. Otherwise, click **Close** to close the summary.

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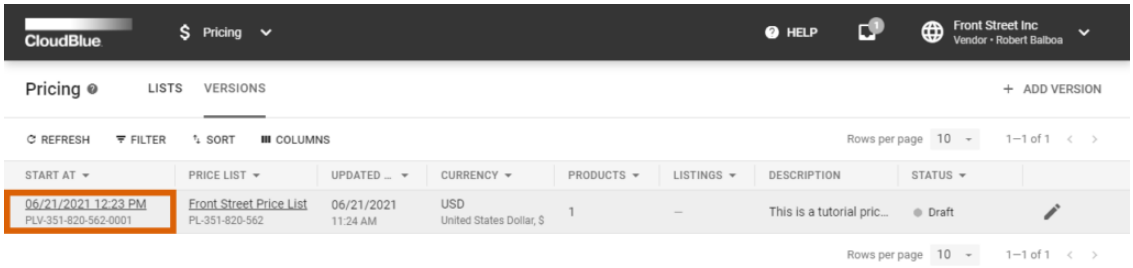
Version Details Screen

Once a price list version is generated, Vendors can access the price version details screen to activate your version. schedule activation, edit or delete your price list version, manage price values, and perform other operations.

Proceed to the **Versions** section of the **Pricing** module. Thereafter, click on the Start At value to access the price list version details.



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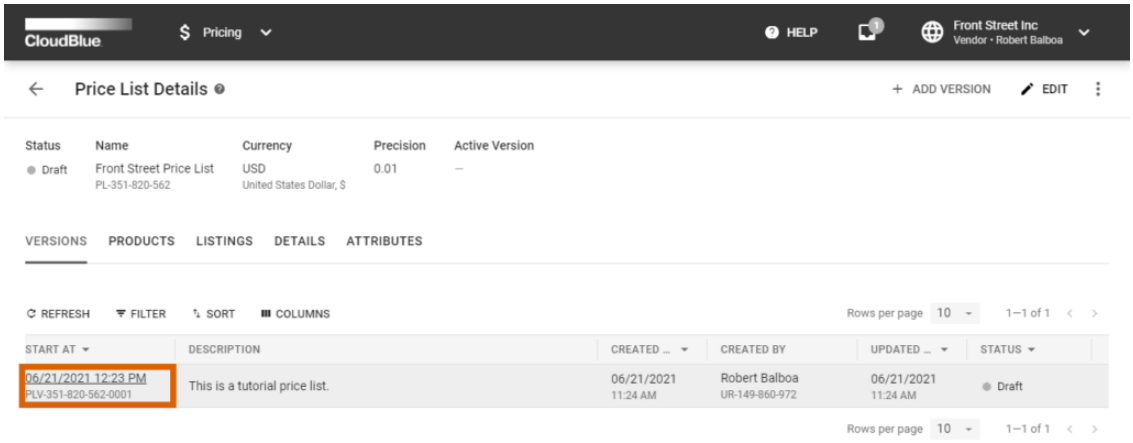

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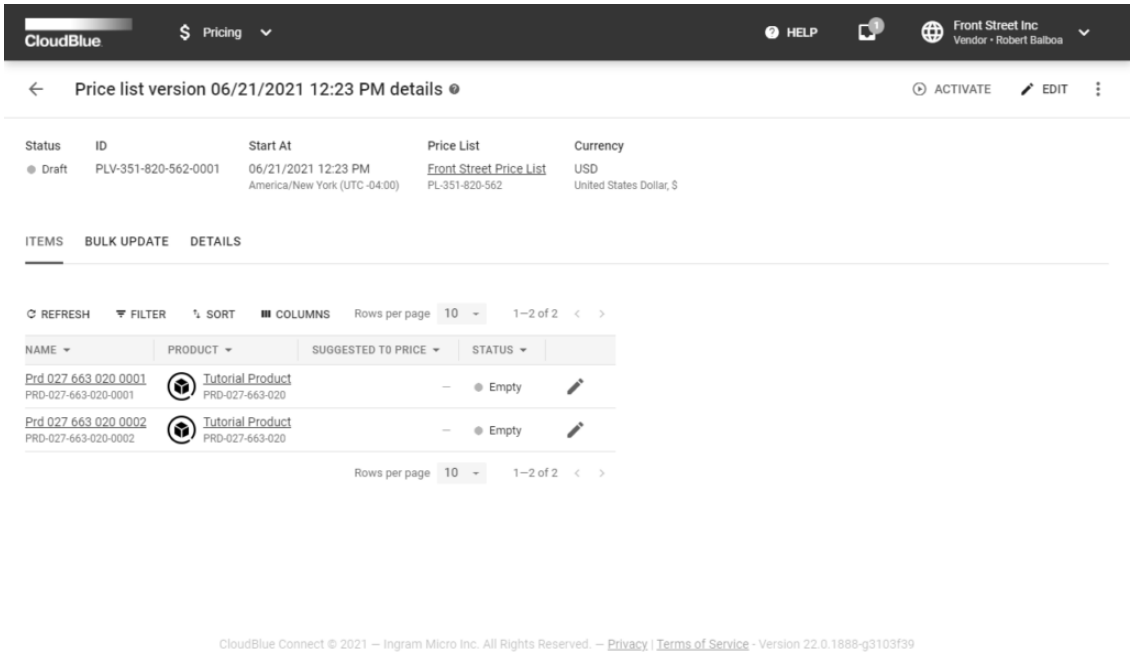
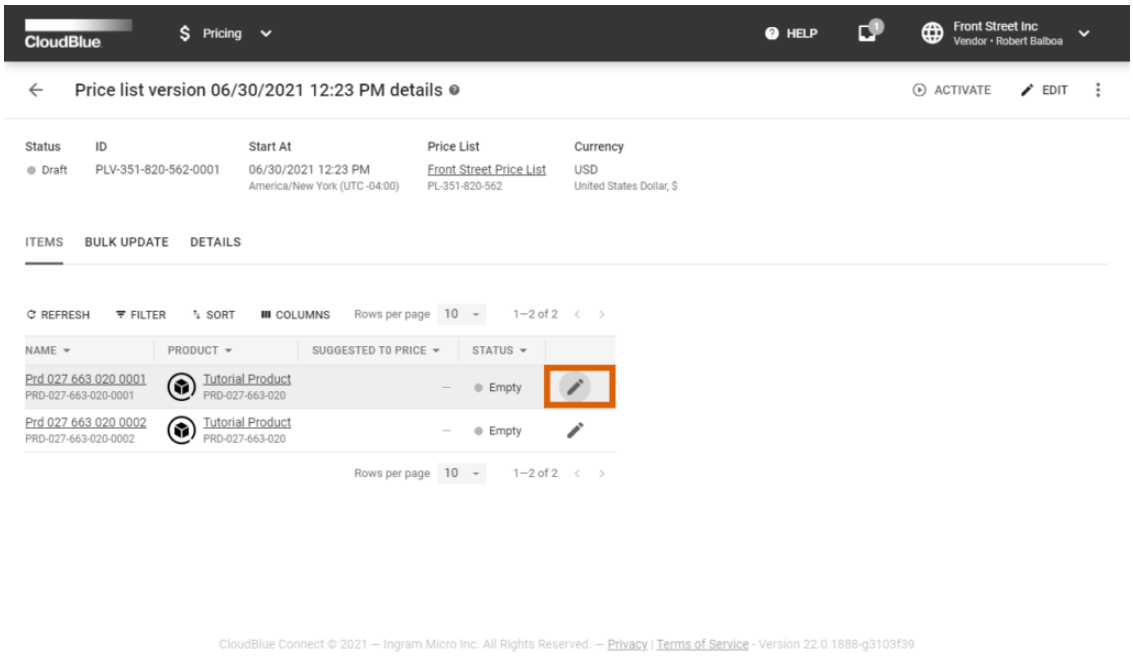


Vendors can also navigate to the price list details screen and access the version details from this screen.

Populating Values

Vendors can assign values to an individual item by clicking the *edit icon* from the **Items** list.



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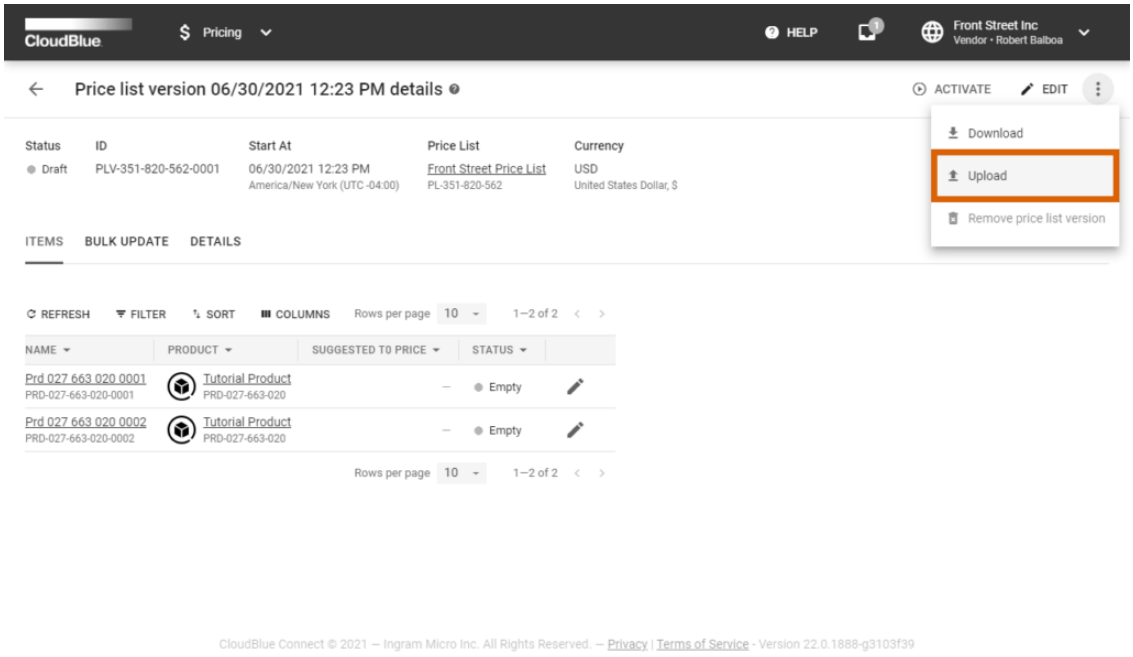

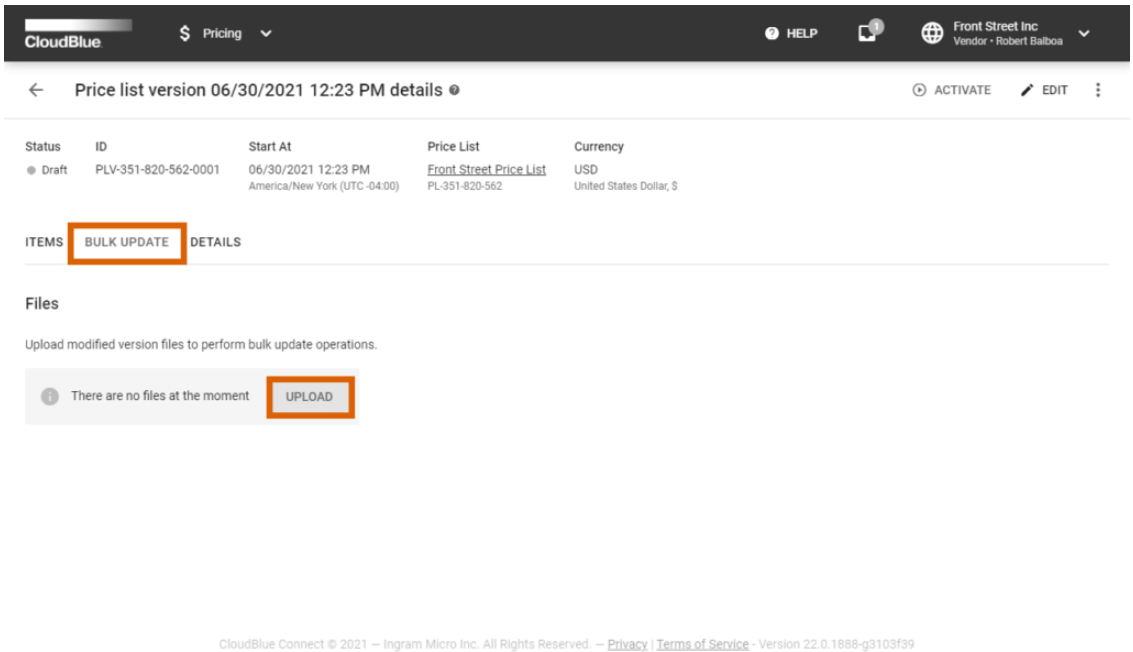

Vendors can export and import item price values by clicking on the vertical ellipsis (⋮) and selecting the **Download** or **Upload** options. In addition, Vendors can update provided values by using the bulk update functionality via the corresponding tab.

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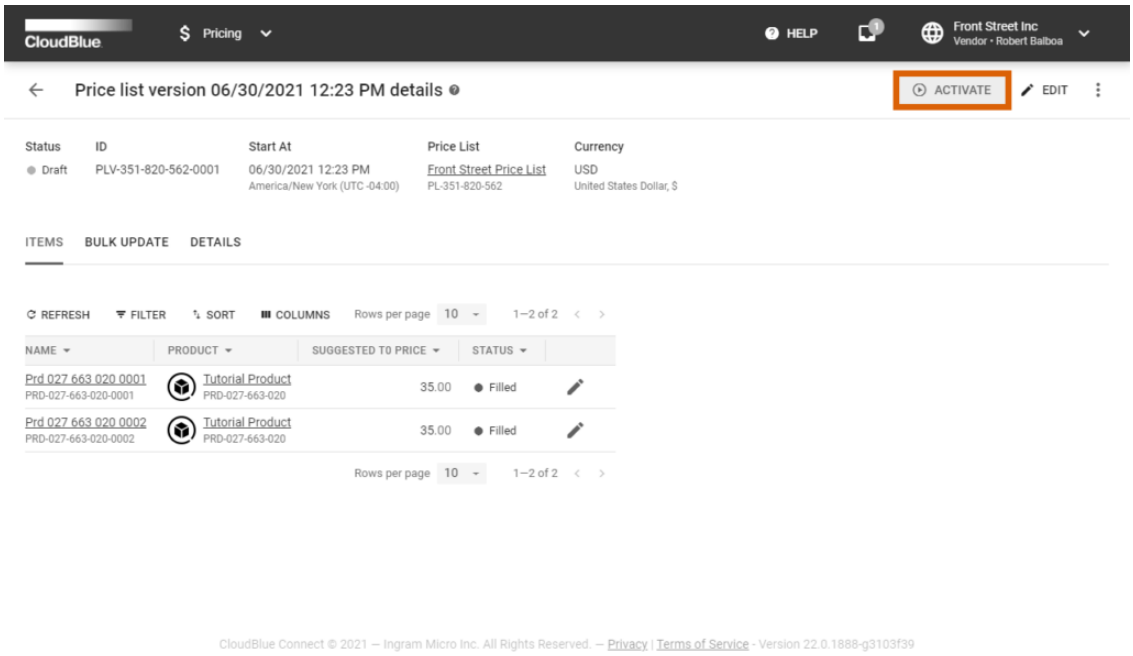
> Note
>
> The system imports, exports and updates the item price data in the XLSX format. It is recommended to download the spreadsheet file and get familiar with provided spreadsheet tabs first. Thereafter, you can edit provided data and upload it to the Connect platform.

Once all required values are specified, the system enables Vendors to activate price list version as described below.

Version Activation

Click the **Activate** button at the top right corner of the price list version details screen to activate your price list version or schedule its activation.



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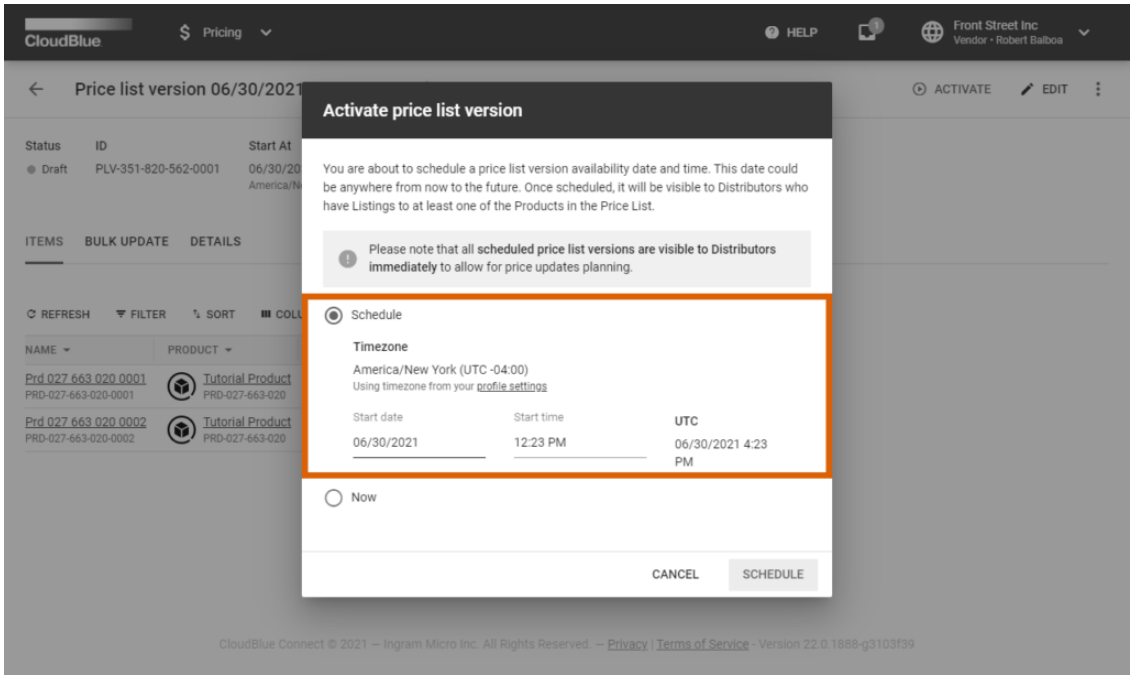

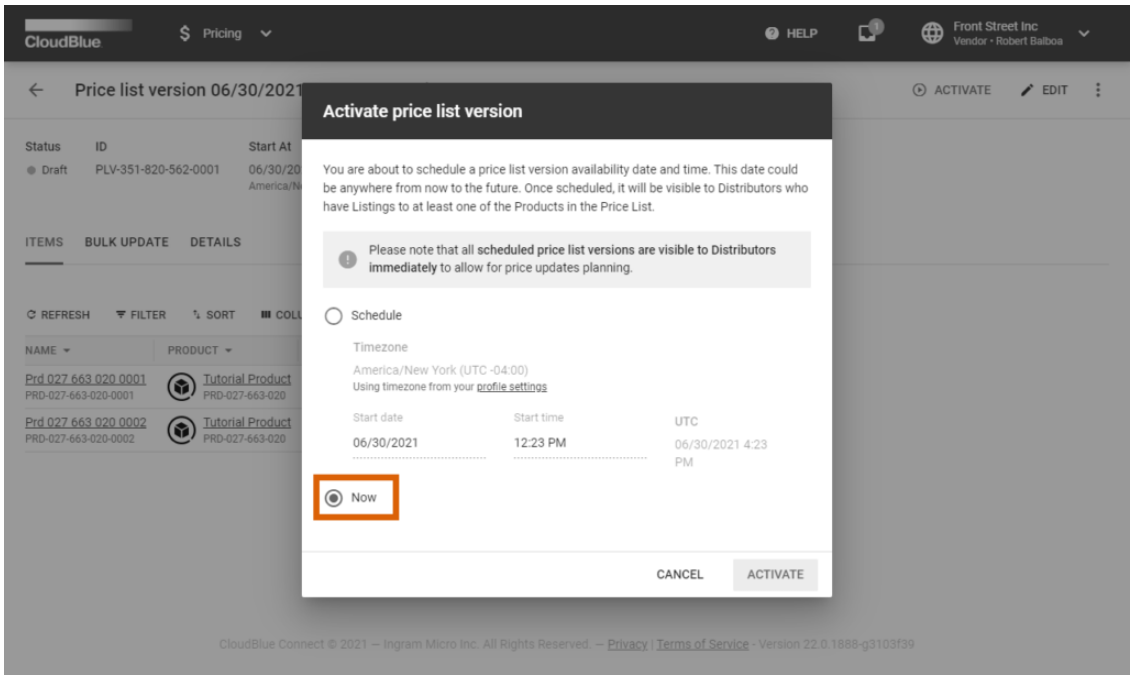

Select the **Schedule** option to specify price list activation time and date. Note that the system uses the timezone specified in your

Alternatively, select the **Now** option activate their price list version instantly by selecting the

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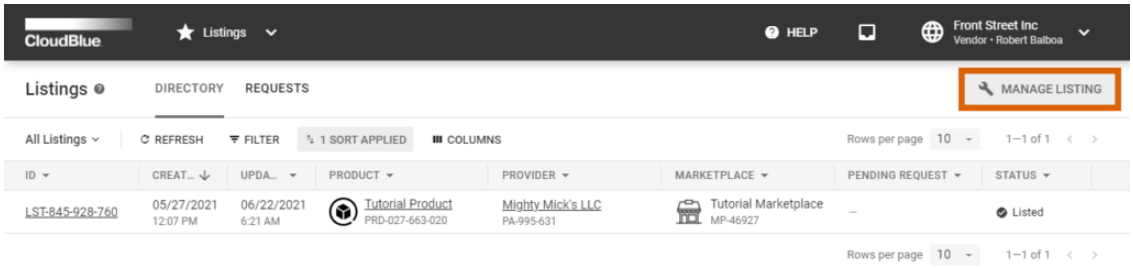
Once the system assigns the *Scheduled* or *Activated* status to a price list version, Vendors can update their listing and attach a price list to it.

Managing Listings

To make a price list visible to Distributors, Vendors are required to create a new listing instance or update their existing one and attach their new price lists. The instructions below showcase this operation:



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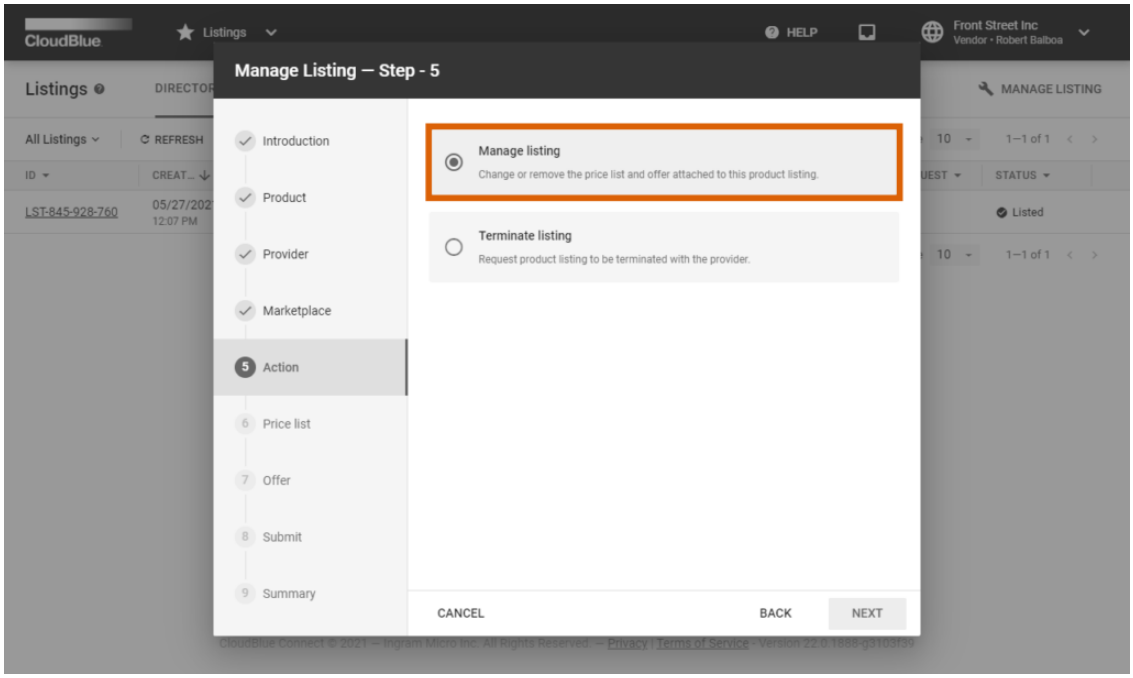

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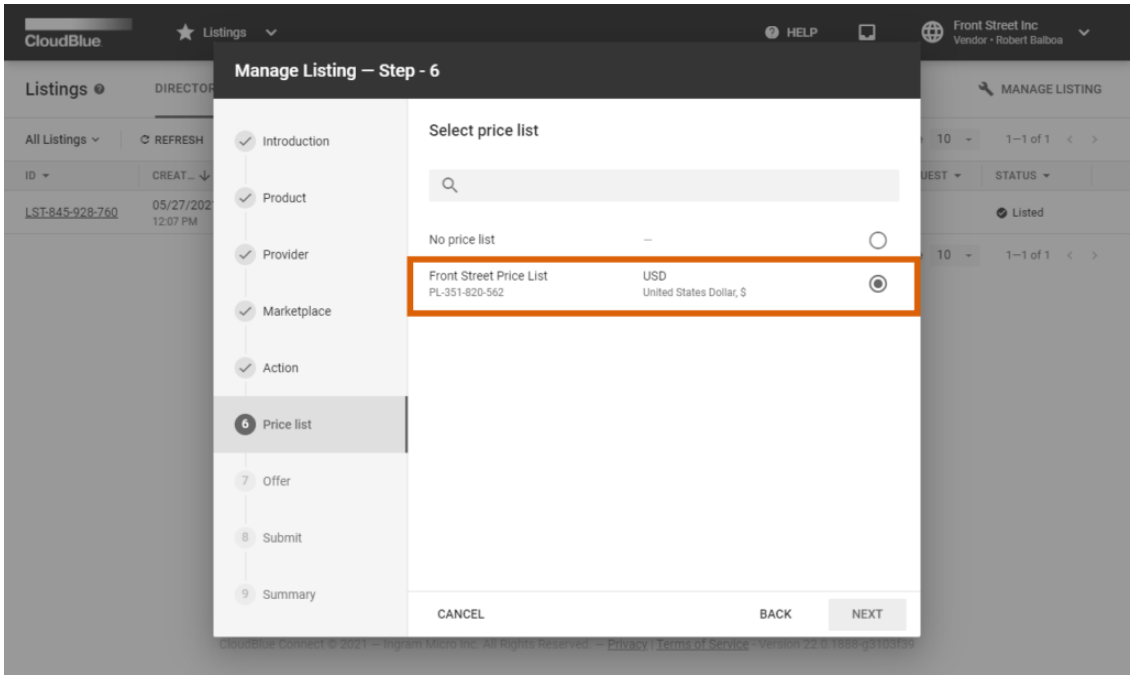

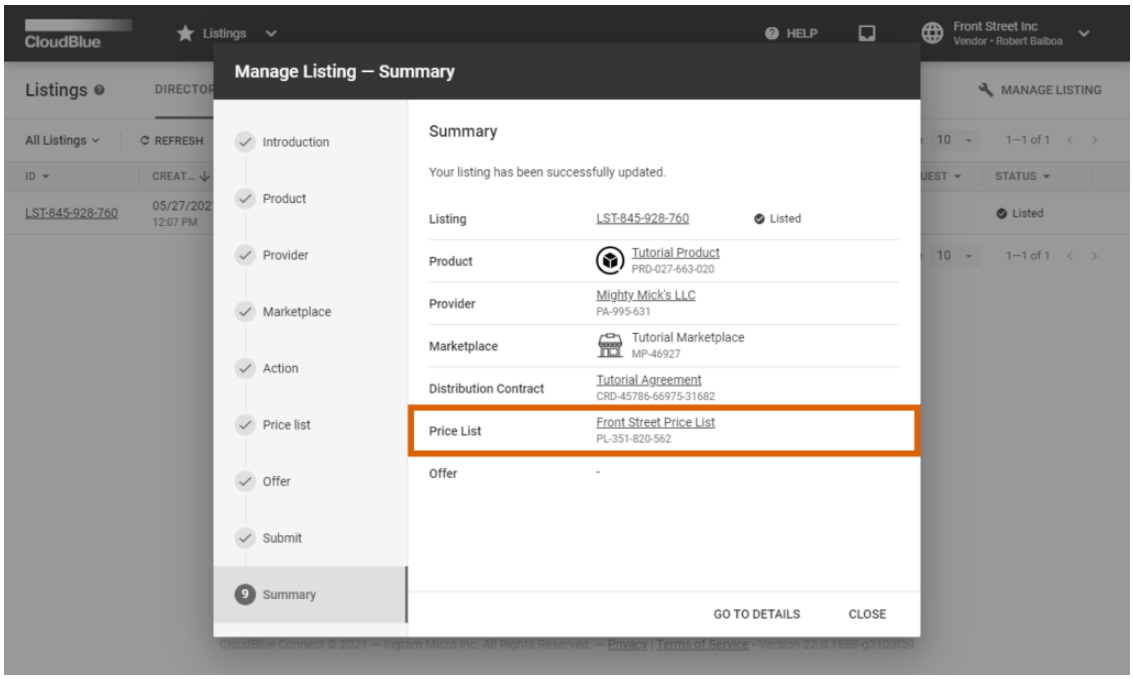

1. Proceed to the **Listings** module and click the **Manage Listing** button to launch the listing management wizard. In case you don't have any listings, you can also create a new one by clicking the corresponding button on the interface.
2. Follow the wizard steps to update your listing or generate a new listing request. Once the system asks to specify your required *Action*, select the *Manage Listing* option.
3. Next, select your created price list in the following *Price lists* step. Continue to configure your listing by following the wizard steps.

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Once a new listing request is successfully submitted, the created price list will be available for Distributors. The system will also provide the updated listing summary and displays the selected price list.

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